EWIMS STEP 1
Establishing Roles and Responsibilities

Seven-Step EWIMS Process

7-Step EWIMS Process

1. Establish roles and responsibilities
2. Use the early warning data tool
3. Review early warning data
4. Interpret early warning data
5. Assign and provide interventions
6. Monitor students and interventions
7. Evaluate and refine the EWIMS process
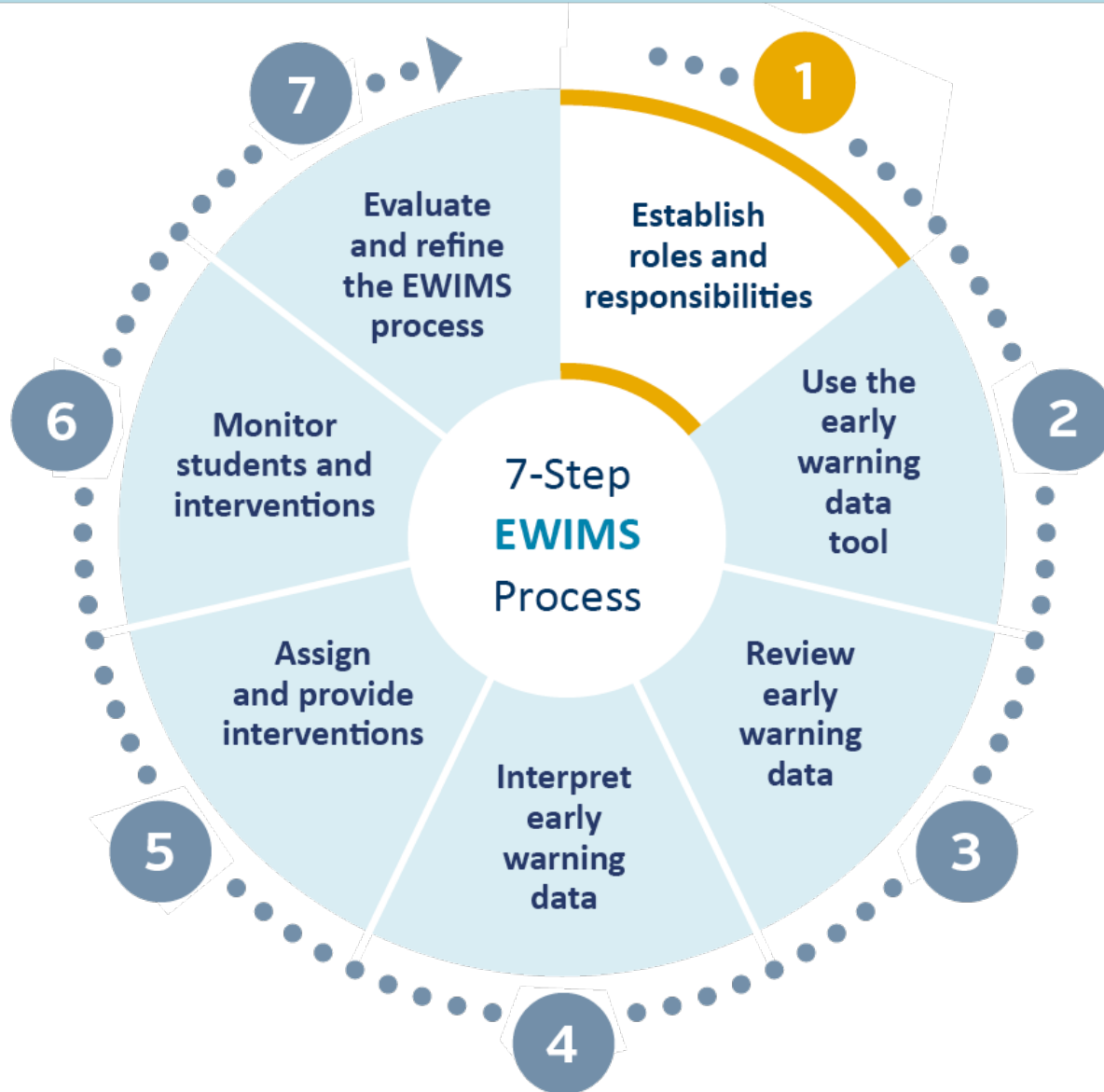
EWIMS: Early Warning Intervention and Monitoring System

- EWIMS is a **seven-step, data-driven decision-making process.**

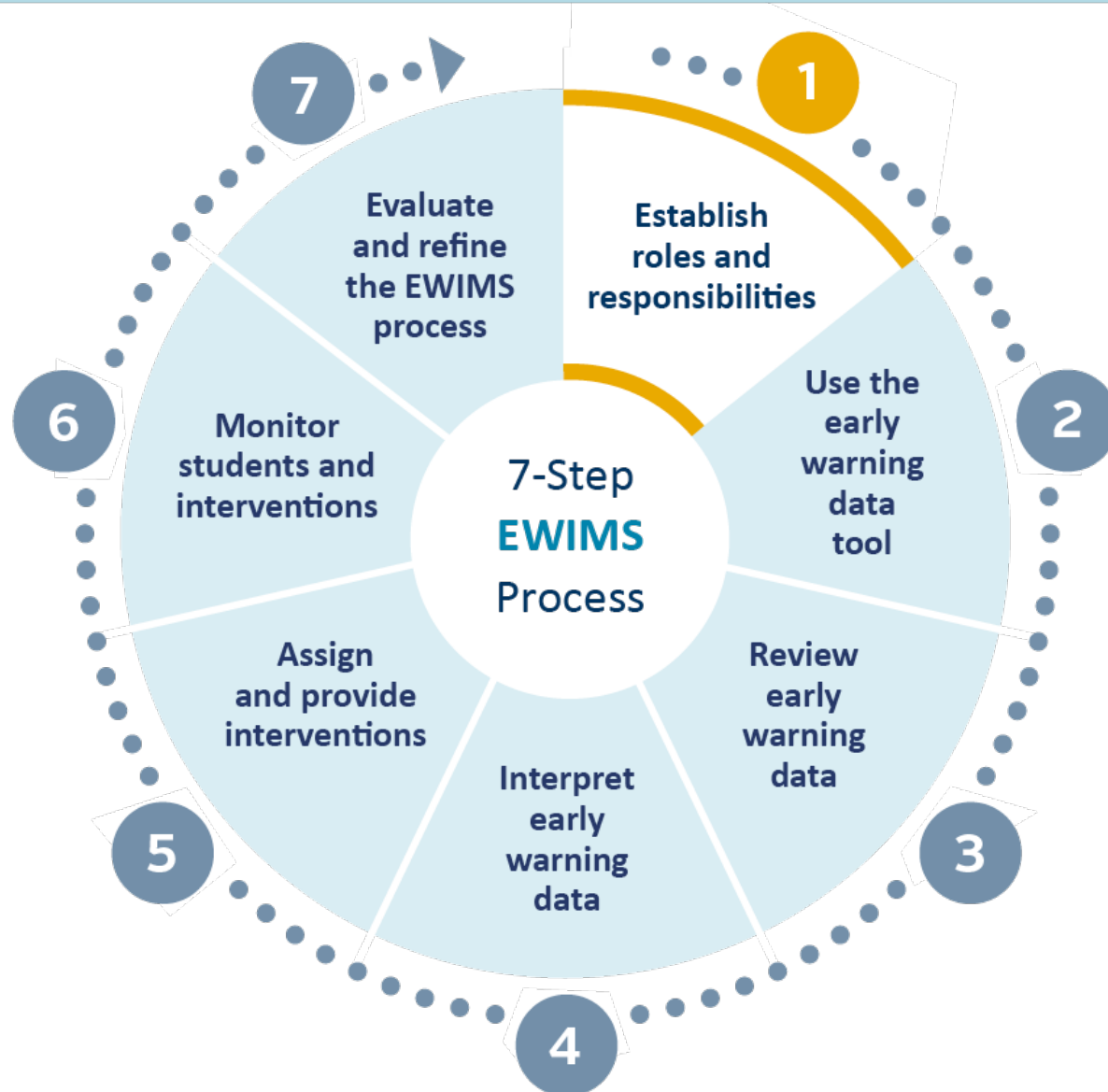- EWIMS was developed by the National High School Center at American Institutes for Research (AIR).

Research Base for EWIMS

- A rigorous impact study found EWIMS to be a promising evidence-based strategy.

- After one year, EWIMS schools reduced chronic absences and course failure.

EWIMS Step 1: Establish Roles and Responsibilities

7-Step **EWIMS** Process

1 Establish roles and responsibilities

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7 Evaluate and refine the EWIMS process

EWIMS Step 1: Establish Roles and Responsibilities

1

Establish roles and responsibilities

Right people

- Who should be at the table?

Right frequency

- How regularly should we meet?

Right duration

- How much time should we meet for?

Role of the EWIMS Team

- *Meet* regularly.

- *Identify* students.

- *Assign* interventions and *monitor* progress.

- *Communicate* beyond the team.

- *Solicit* feedback from stakeholders.

An EWIMS team needs to include members who have

- The *authority* to make decisions

- The *expertise* to manage and analyze data

- Diverse *knowledge* of students, interventions, and resources

Right People

Considerations Related to EWIMS Teams

- Does it have to be a new team?

- Do we want to have more than one team?

Right People

Establish Team Membership

Consider *broad* representation:

- School principal or assistant principal

- Guidance counselors

- Content area teachers

- Community-based partners and interventionists

- Department chairs

- Special education teachers

- English language learner (ELL) teachers

- Technology or data specialist

- Representative from feeder middle schools

- District office representative

Right People

EWIMS Step 1: Establish Meeting Roles

Role	Responsibilities
Team Lead	Plan meeting agendas, schedule meetings, and oversee distribution of team notifications and meeting agendas. May serve as team spokesperson.
Data Lead	Oversee the set-up of the data tool, data importing, and generation of reports; collaborate with the school or district IT department.
Meeting Facilitator	Facilitate EWIMS meetings. May be the Team Lead, but not necessarily.
Optional Rotating Roles	• Notetaker • Timekeeper • Air traffic controller • Snack fairy

Right People

Meeting Agendas and Notes

- Meeting agendas should include time for reviewing
  - Data from the tool
  - Actions taken for students
  - Action items from the previous meeting
  - New action items
  - Communication with staff and leadership
- Notes should be taken at each meeting.
- Retain the meeting agendas and notes.

Right People

How Often Should the Team Meet?

At least at critical time periods:

Before the new school year begins

At the beginning of the school year

After the first 20–30 days of the school year

At least after each grading period

At the end of the school year

Right Frequency

Length of Team Meetings

- How much time will the team need to discuss each student?

- Do school schedules or bells affect meeting length?

- Meeting frequency may influence meeting length.

Right Duration

Guiding Questions

- Should the EWIMS process be carried out by an existing team?

- Who should be on our EWIMS team? Should external team members be included?

- Should we have more than one team?

- Who will import data into the data tool?

- Will EWIMS team members have the authority to make decisions?

- How often will the team meet?

- What type of professional development will we need? What kind of training will we need to be successful?

- What additional resources will we need?

Right People

Right Frequency

Right Duration

- Canceled meetings

- Low attendance at meetings

- Lack of participation from team members who know students well

Addressing Insufficient Buy-In

- Hold meeting time sacred.

- Meet consistently.

- Recruit a district champion.

- Create value.

- Keep records and show results.

Step 1 Challenge: Messy Meetings

- War stories

- Hijacking

- Spending an entire meeting on one or two students

- Inconsistent attendance at meetings

Addressing Messy Meetings: Set Norms

Some meeting norms include:

- Be present.

- Let someone know ahead of time if you can't attend.

- Agree not to tell war stories.

- Begin meetings with a brief check-in.

Addressing Messy Meetings: Time Management

- Decide how many students you will aim to discuss at each meeting. Set a time limit and use an audible timer.

- Send team members a list of flagged students before the meeting.

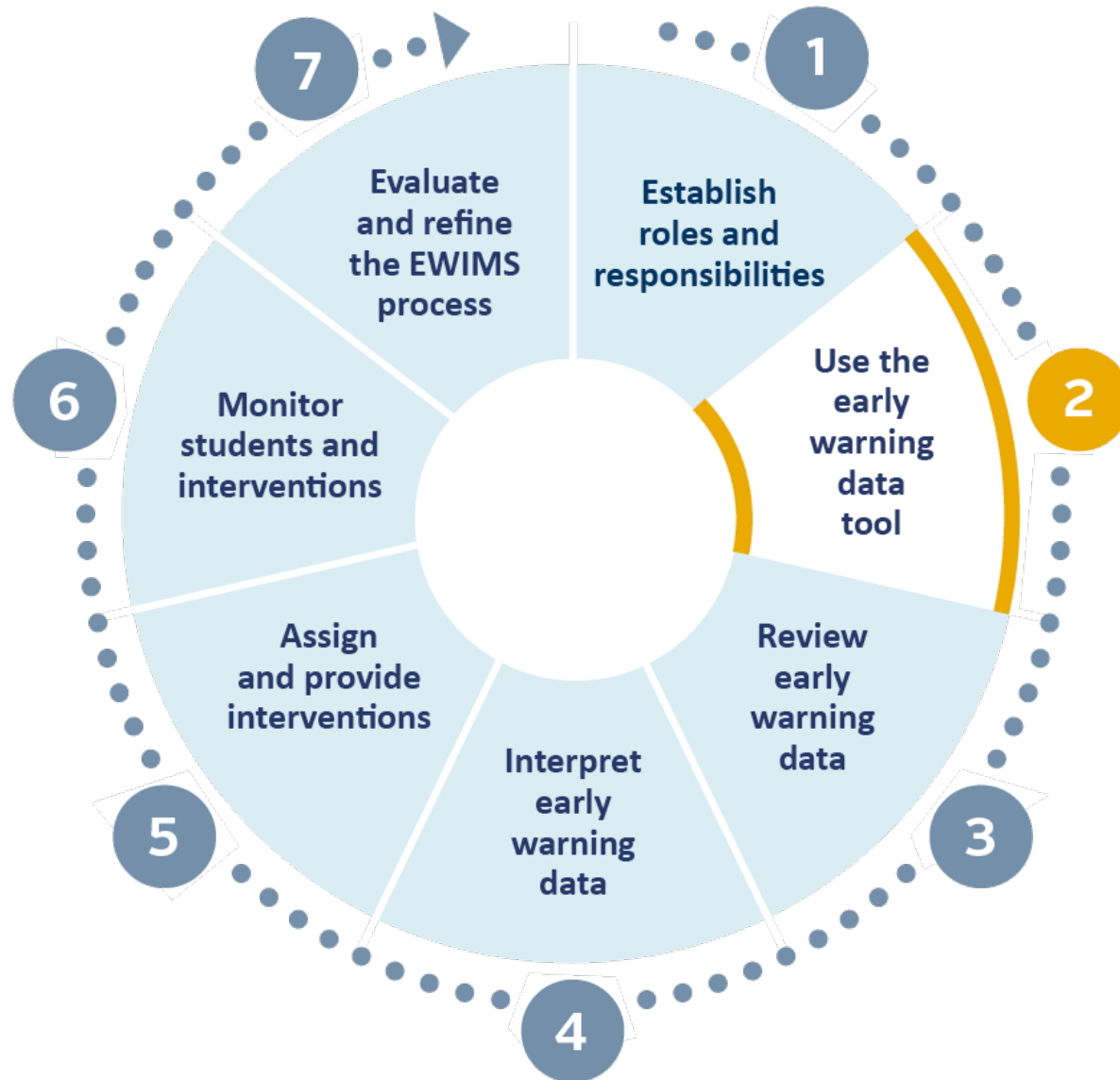- Collect updates before the team meeting.

Addressing Messy Meetings: Rotate Roles

- Notetaker
- Timekeeper
- Air traffic controller
- Snack fairy

Coming Up Next

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GREAT LAKES Comprehensive Center at American Institutes for Research ■