

**Hamilton Community Schools
District Implementation Team (DIT)
Barrier Removal Process
(IF UPDATED, UPDATE WEBSITE)**

Hamilton Community Schools District Implementation Team (DIT) will take the following steps to address implementation barriers once the DIT is made aware of a barrier impeding implementation efforts relating to academic and/or social/emotional initiatives. Listed on the next page are individuals with the highest level of decision making authority required to remove barriers in various areas.

Step 1: Implementation Barrier is Communicated to the DIT through [Google Form](#)

Step 2: Barrier is added to the Barrier Log located as a tab in the Implementation/Action Plan to be discussed at the next DIT meeting. The person with the appropriate level of decision making-authority to remove the barrier is identified (see table) and hereafter referred to as the Decision Maker.

Step 3: Barrier is discussed at first DIT meeting opportunity. If the Decision Maker is present, proceed to Step 4 (and indicate that the Decision Maker is also serving as the DIT Designee in the Barrier Log). If not, a DIT Designee or subcommittee led by a DIT Designee is selected to speak with the Decision Maker and describe the barrier and surrounding context if necessary.

Step 4: Once the Decision Maker understands the barrier, they will outline subsequent steps that need to be taken to remove or alleviate the barrier and the anticipated timeline. The DIT Designee enters this information into the Barrier Log.

Step 5: Time is allocated at each DIT meeting to provide a status update for any barriers listed in the Barrier Log.

Step 6: Once the Barrier has been addressed, the information is provided to the DIT designee, who records on the barrier log. MTSS coordinator or other appointed DIT Designee will communicate back to the group or individual that originally raised the barrier utilizing the appropriate communication protocol.

Step 7: One month following indication that the barrier has been removed or on an otherwise determined timeline, the MTSS coordinator or other appointed DIT designee will ask the group or individual that originally raised the barrier if the way in which the barriers has been addressed have been sufficient. If not, process begins again at Step 1.

District Personnel to Address Implementation Barriers

Decision Types	Person with Decision Making Authority
Funding	
Title 1 Funding	Mat
Request for flexible use of state or federal funds	Mat
Purchasing	Mat
Special Education	
Barriers relating to Special Education or Special Education staff	Sara
Curriculum, Instruction, Assessment	
Secondary Curriculum and Instruction	Mat
Science and Social Studies Curriculum (PreK-12th grade)	Mat
Literacy Curriculum or Els	Mat
Math Curriculum or Els	Mat
Assessment	Mat
Social/Emotional Learning and Behavior	
Behavior Interventions, Discipline, Student Conduct	Sara
Social/Emotional Curriculum or Els	Sara
Human Resources	
Personnel or staffing needs	Brad or Mat
Technology	
Access to technology for implementation	Brad