**IMPLEMENTING THE MEFS APP: ORGANIZING YOUR ACTION PLAN**

Like all successful projects, it is important to thoughtfully develop and schedule your implementation. An assessment plan will help you work through many moving parts – from timing, to availability of staff and resources, to planning for the unexpected, to the frequency/amount of data you should collect in order to reach your goal. It may be helpful to organize your thoughts on a calendar, mind map, or timeline. Below we have some different plans that may be helpful for you as you work through your own implementation.

**IMPLEMENTING THE MEFS APP: EXAMPLES**

Example 1: **Using the MEFS App in** **Admissions**

The MEFS App can be used successfully as an admissions tool. In most cases, schools using the MEFS for admissions collect data **one time annually**, at the beginning of the school year. Here is an example action plan:

|  |  |
| --- | --- |
| **Our MEFS Purpose:** | Admissions |
| **We will be assessing** |  1 | **Times per year; in** | Late August/early September |
| **Assessments Will Take Place (Location):** | All will take place in room 3A |
| **Our Lead Examiner (MEFS Supervisor) is:** | Megan Moore |
| **Things to Remember…** | Administer MEFS between ‘test A’ and ‘test C’ |

Example 2: **Using the MEFS App to Measure Curriculum/Intervention Efficacy**

The MEFS App can be used to measure the efficacy of your curriculum or intervention. Here, you are likely looking for growth over time. We recommend collecting MEFS App data **2-3 times per year** (i.e. Fall-Winter-Spring or Fall-Spring) depending on your capacity. Here is an example action plan:

|  |  |
| --- | --- |
| **Our MEFS Purpose:** | Second Step Curriculum Efficacy |
| **We will be assessing** |  2 | **Times per year; in** | Fall and Spring |
| **Assessments Will Take Place (Location):** | TBD; likely homeroom during breaks |
| **Our Lead Examiner (MEFS Supervisor) is:** | Dan Johnson |
| **Things to Remember…** | In Fall, use Game Form A. In Spring, use Game Form B. |

Example 3: **Using the MEFS App for Student Progress Monitoring**

The MEFS App can be used to track the development of EF in students. We recommend assessing students **2-3 times per year** (i.e. Fall-Winter-Spring or Fall-Spring) depending on your capacity. Here is an example action plan:

|  |  |
| --- | --- |
| **Our MEFS Purpose:** | Monitoring PK – 1st Gr. EF Progress |
| **We will be assessing** |  3 | **Times per year; in** | Fall, Winter, and Spring |
| **Assessments Will Take Place (Location):** | 4K assessments will take place in room 2A, 5K in room 2B, and 1st Grade in the Music Room |
| **Our Lead Examiner (MEFS Supervisor) is:** | Susan Smith |
| **Things to Remember…** | Susan will be out of office Dec 8 – 16 |

**Below is an example of a TIMELINE for Example 3**



**YOUR MEFS IMPLEMENTATION PLAN**

Use this space to create your own action plan.

|  |  |
| --- | --- |
| **Our MEFS Purpose:** |  |
| **We will be assessing** |   | **Times per year; in** |  |
| **Assessments Will Take Place (Location):** |  |
| **Our Lead Examiner (MEFS Supervisor) is:** |  |
| **Things to Remember…** |  |

*Use this space for your calendar, mind map, timeline, etc.:*