

Outside Visitation Team – Cycle Overview

Members can review this table for yearly expectations.

	YEAR 1 in cycle	YEAR 2 in cycle	YEAR 3 in cycle	YEAR 4 in cycle	YEAR 5 in cycle
OVT Chair	<ul style="list-style-type: none"> •Schedule onsite visit to occur mid-spring •Attend onsite •Complete yearly summary report 	<ul style="list-style-type: none"> •Schedule onsite visit to occur mid-spring •Attend onsite •Complete yearly summary report 	<ul style="list-style-type: none"> •Schedule onsite visit to occur mid-spring •Attend onsite •Complete yearly summary report 	<ul style="list-style-type: none"> •Schedule onsite visit to occur mid-spring •Attend onsite •Complete yearly summary report 	<ul style="list-style-type: none"> •Schedule onsite visit to occur mid-spring •Attend onsite •Complete final executive summary report
OVT Members	<ul style="list-style-type: none"> •Attend onsite visit 	<ul style="list-style-type: none"> •Attend onsite visit 	<ul style="list-style-type: none"> •Attend onsite visit 	<ul style="list-style-type: none"> •Attend onsite visit 	<ul style="list-style-type: none"> •Attend onsite visit
Tasks	<ul style="list-style-type: none"> •Review needs assessment findings •Review current data supporting Results R •Discuss goal area selection •Identify items for system to address •Assist system in completing KESA Initial Report 	<ul style="list-style-type: none"> •Review goals •Review action plans •Provide support in specific areas as needed •Follow up on previously identified items •Identify items for system to address 	<ul style="list-style-type: none"> •Discuss implementation progress and any proposed changes to goals/action plan •Discuss potential artifacts/evidence for demonstrating growth •Follow up on previously identified items •Identify items for system to address 	<ul style="list-style-type: none"> •Review implementation progress •Discuss potential artifacts/evidence for demonstrating growth •Discuss Year 5 and final visit •Follow up on previously identified items •Identify items for system to address 	<ul style="list-style-type: none"> •Final visit •Final analysis and discussion of direction for next cycle •System completes KESA Final Report • (Chair) Submit OVT Executive Summary Report

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