This mapping process may often be referred to as resource or asset mapping. This process "allows a school or district team to take stock of existing practices to analyze strengths and areas with few options for support. This latter step, called *gap analysis*, helps teams prioritize needs for selecting and implementing new practices. In addition, after initial review of the map, it may become apparent that some practices are no longer utilized or needed and can be replaced by more relevant or effective practices." (Integrating MTSS, pg. 141, McIntosh & Goodman, 2016).

Identifying Who Will Be Involved

Mapping can be completed with a division and/or school team depending on organizational structure and local context in order to create an aligned, connected, and comprehensive map. Ensure membership includes broad demographic representation, with individuals who understand and represent the division/school community. Mapping can be modeled at the division level with members of the division leadership team then completing the same activity at the school level. Mapping can also be completed by a Division Leadership Team and tasked to subcommittees, completed by departments or by level, or by schools led by division staff. Division teams may also decide to identify one or more areas of primary focus for the division (e.g. Literacy, Attendance, Mental Wellness/SEL, Behavior) and begin to map resources that support the identified initiative(s).

Facilitating the Mapping Process

During the exploration phase, some divisions have found it beneficial to engage in Pre-Mapping activities.
- a) **Make a list:** Identify resources provided to students that are in place at the district/division. Based on the identified purpose for your mapping activities, define the type(s) of "resources" you plan to map (e.g. core curriculum, interventions, supports, etc.).
- b) **Label list by tier:** Determine the tier of support met by each resource.
- c) **Create your Triangle:** Use your list to complete the triangle inventory of practices at each tier.
- d) **Identify the Need:** For each intervention in the *Tier 1 section*, use data to identify the need (the why).

Next, it will be helpful for teams to identify the format will be used to document, e.g. example 1, example 2
1. Facilitators may share several sample line items to provide an example for documentation.
2. Team members can then be guided to suggest current resources to begin documenting.
3. Facilitators and team members together can complete one or two line items as time permits.
4. Participants can then decide how to coordinate completion of the map, for example: together as a team, in smaller workgroups or by a subcommittee.

Map Analysis

Teams can engage in initial discussion related to **gap analysis** and effective **implementation of resources**:
- Are there resources in place on the school level that are missing?
- Are there gaps in practices, interventions or programs that are needed to support division/school goals?
- Are there gaps observed when reviewing PD and coaching supports to sustain effective implementation?
- Are sufficient data systems in place to monitor impact on targeted outcomes and fidelity?

Teams may also evaluate each resource against the following **evaluation criteria**:
- For whom has data shown that this resource is achieving desired outcomes? For 80% of students?
- Is fidelity data being collected to assess and improve implementation?
- Does experimental research evidence exist to support its selection with the population being served?

Ongoing Evaluation

Maps should be reviewed at least annually along with implementation plans. A School Leadership Team should be involved in this periodic review. To promote division alignment and efficiency, Division Leadership Teams should also be involved in an annual review of division-wide resources utilized at the school level. Yearly or bi-yearly surveys and focus groups can also help ensure that resource maps remain current.

Sample Resource Maps: Map Draft Sample, NCSMH, Fair Start Social And Emotional Resource Map

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