

The **HOW** of Facilitating a Root Cause Analysis (RCA)

The [Root Cause Analysis Process Brief](#) – This resource should be previewed prior to engaging in a process of uncovering root causes. This resource is also referenced in Module 1.

Who will engage in this process?

- The leadership team including the building leader
- Facilitator

Time – The process of uncovering root causes takes time and should not be rushed. Below is an *estimate* around the amount of time *the leadership team* can expect for each on-demand video & collaborative session.

- Modules 1 & 2 - up to 2.5 hours
- Module 3 - up to 3 hours
- Module 4 - up to 4 hours
- Module 5 - up to 2 hours

How the Root Cause Analysis resources are organized:

1. **On-demand video & materials** – These are prerequisites to watch prior to engaging in the collaborative session. They provide context & background needed to be successful with the collaborative portion. Preview materials as they will be used during the collaborative portion.
2. **Collaborative Session** – Modules 2-5 have a collaborative session after the on-demand portion. This is where the team comes together to collaborate.
 - a. A slide deck is attached for the facilitator to utilize when supporting the leadership team through the collaborative session. Below is more information about how to use this resource.

Facilitator – Decide who will lead this work (parts or whole). This person(s) can be a leader, an IC or teacher leader. The facilitator will need to ensure the following has been attended to prior to beginning this process:

1. *Time* - to ensure a successful outcome, the facilitator(s) will need to spend time preparing for each module collaborative session. This may take 1-2 hours to accomplish for each module.
2. *Preview & prep the slide deck.*
 - a. In addition to reading each slide, there will be slides of information (data, charts, etc.) to be added which are specific to the system. Slide 1 of each slide deck has the information about what is needed and where to add it.
3. The script is found in the notes section of each slide. You will need to download the slide deck to see this information. Below is how information is organized.
 - a. Facilitators Notes – (*in italics*) These notes are for the facilitator to utilize.
 - b. Facilitator Script – (**in bold**) These can be read directly so teams can utilize purposeful words to lead the process. These scripts are written intentionally

leading with the WHY around developing efficacious groups, promoting consistent processes, and bringing all voices to the decision making table.

4. Some modules will need materials/resources printed and/or gathered prior to collaborating.
5. KansaStar – a [requirement](#) of being an identified school. The school improvement plan will be housed in KansaStar. Ensure the process manager has access to input information into the platform. If you need support with KansaStar, you can find information on the [Kansas Learning Network](#) website.
 - a. KansaStar will serve as evidence of completion of the root cause analysis process. Included must be: identified root cause(s), evidence based practices based on those root cause(s), and action steps.

[Reimbursement](#) - *(applies only to districts/schools being supported by the Kansas Learning Network).*

If this work is attended to outside of contractual hours, the district is invited to apply for reimbursement. This can come at the conclusion of the RCA process or after each collaborative session. The link above has additional information.