



# CBA Toolkit in a Nutshell

**Start Here: READ ME FIRST**

## CS0 Toolkit Portal

<b>Knowledge Exercises</b>	<b>Presentation</b>	<b>Instructions</b>	<b>Templates</b>
CS0 Welcome Center Construct-Based Approach (CS0-1)	CBA and CBA Toolkit Overview Presentation (CS0-2)	Instructions for All CS0 Templates (CS0-3)	CBA Readiness Survey (CS0-4) Plan for Next CS0 Steps (CS0-5)

CS1 Defining Student Excellence	CS2 Delivering Meaningful Learning Opportunities	CS3 Assessing Student Proficiency and Achievement	CS4 Strategic, Annual and Personal Planning for Results	CS5 CBA Program Implementation	CS6 CBA Program Evaluation
<b>Knowledge Exercises</b>	<b>Knowledge Exercises</b>	<b>Knowledge Exercises</b>	<b>Knowledge Exercises</b>	<b>Knowledge Exercises</b>	<b>Knowledge Exercises</b>
<ul style="list-style-type: none"> <li>– CS1 Welcome Center</li> <li>– Defining Student Excellence in a CBA (CS1-1)</li> </ul>	<ul style="list-style-type: none"> <li>– CS2 Welcome Center</li> <li>– Role of Curriculum in a CBA (CS2-1)</li> </ul>	<ul style="list-style-type: none"> <li>– CS3 Welcome Center</li> <li>– Student Assessments in a CBA (CS3-1)</li> </ul>	<ul style="list-style-type: none"> <li>– CS4 Welcome Center</li> <li>– Complete Planning Cycle for School Counseling (CS4-1)</li> </ul>	<ul style="list-style-type: none"> <li>– CS5 Welcome Center</li> <li>– Critical Functions in Implementing a CBA Program (CS5-1)</li> </ul>	<ul style="list-style-type: none"> <li>– CS6 Welcome Center</li> <li>– Evaluating a CBA (CS6-1)</li> </ul>
<b>Presentation</b>	<b>Presentation</b>	<b>Presentation</b>	<b>Presentation</b>	<b>Presentation</b>	<b>Presentation</b>
<ul style="list-style-type: none"> <li>– Student Excellence Overview Presentation (CS1-2)</li> </ul>	<ul style="list-style-type: none"> <li>– Developing a CBA Curriculum Overview Presentation (CS2-2)</li> </ul>	<ul style="list-style-type: none"> <li>– CBA Student Assessments Overview Presentation (CS3-2)</li> </ul>	<ul style="list-style-type: none"> <li>– CBA Planning Overview Presentation (CS4-2)</li> </ul>	<ul style="list-style-type: none"> <li>– CBA Implementation Overview (CS5-2)</li> </ul>	<ul style="list-style-type: none"> <li>– CBA Evaluation Overview (CS6-2)</li> </ul>
<b>Instructions</b>	<b>Instructions</b>	<b>Instructions</b>	<b>Instructions</b>	<b>Instructions</b>	<b>Instructions</b>
<ul style="list-style-type: none"> <li>– Instructions for All CS1 Templates (CS1-3)</li> </ul>	<ul style="list-style-type: none"> <li>– Instructions for All CS2 Templates CS2-3)</li> </ul>	<ul style="list-style-type: none"> <li>– Instructions for All CS3 Templates (CS3-3)</li> </ul>	<ul style="list-style-type: none"> <li>– Instructions for All CS4 Templates (CS4-3)</li> </ul>	<ul style="list-style-type: none"> <li>– Instructions for All CS5 Templates (CS5-3)</li> </ul>	<ul style="list-style-type: none"> <li>– Instructions for All CS6 Templates (CS6-3)</li> </ul>
<b>Templates</b>	<b>Templates</b>	<b>Templates</b>	<b>Templates</b>	<b>Templates</b>	<b>Templates</b>
<ul style="list-style-type: none"> <li>– CBA Student Results Development Exercise (CS1-4)</li> <li>– Plan for Next CS1 Steps (CS1-5)</li> </ul>	<ul style="list-style-type: none"> <li>– Scope and Sequence (CS2-4)</li> <li>– CBA Curriculum Documentation (CS2-5)</li> <li>– CBA Documentation Rubric (CS2-6)</li> <li>– Sample CBA Curriculum Activities (CS2-7)</li> <li>– Curriculum Framework Checklist (CS2-8)</li> <li>– Plan for Next CS2 Steps (CS2-9)</li> </ul>	<ul style="list-style-type: none"> <li>– Parent-Rated Needs Assessment (CS3-4)</li> <li>– Student-Rated Needs Assessment (CS3-5)</li> <li>– Student Participation and Requirements Log (CS3-6)</li> <li>– Teacher-Rated Report Card Rubric and Student Scoring Worksheet (CS3-7)</li> <li>– Plan for Next CS3 Steps (CS3-8)</li> </ul>	<ul style="list-style-type: none"> <li>– Planning Proficiency Survey (CS4-4)</li> <li>– Generating and Organizing Planning Data (CS4-5)</li> <li>– Counselor-Supervisor Results Agreement (CS4-6)</li> <li>– Personal Plan for Results (CS4-7)</li> <li>– Plan for Next CS4 Steps (CS4-8)</li> </ul>	<ul style="list-style-type: none"> <li>– Roles and Accountabilities (CS5-4)</li> <li>– Policies and Protocols (CS5-5)</li> <li>– Professional Development Needs Assessment/Impact Analysis (CS5-6)</li> <li>– Administrative Handbook Checklist (CS5-7)</li> <li>– Plan for Next CS5 Steps (CS5-8)</li> </ul>	<ul style="list-style-type: none"> <li>– High School Student Program Review (CS6-4)</li> <li>– CBA Curriculum Delivery Log (CS6-5)</li> <li>– Program Implementation Log (CS6-6)</li> <li>– CBA Meeting Minutes (CS6-7)</li> <li>– CBA Accountability Report (CS6-8)</li> <li>– Plan for Next CS6 Steps (CS6-9)</li> </ul>



# CBA Toolkit

## What You Can Expect to Accomplish at Each Site

Key: CBA=Construct-Based Approach to School Counseling, CS=Construction Site

Portal
<ul style="list-style-type: none"> <li>✓ Describe foundational principles of a CBA.</li> <li>✓ Understand the purpose of the CBA Toolkit and how it is organized.</li> <li>✓ Identify the purpose and function of all Toolkit tools.</li> <li>✓ Develop an initial plan for getting started with Toolkit activities.</li> </ul>

CS1: Defining Student Excellence	CS2: Delivering Learning Opportunities	CS3: Assessing Student Proficiency
<ul style="list-style-type: none"> <li>✓ Learn how to use constructs and contexts as primary filters to define student excellence.</li> <li>✓ Develop an understanding of the role of CBA standards and competencies.</li> <li>✓ Develop a plan for how you will approach defining student excellence in your program.</li> </ul>	<ul style="list-style-type: none"> <li>✓ Learn to write meaningful competency statements.</li> <li>✓ Develop a set of core CBA curriculum activities.</li> <li>✓ Organize the curriculum activities into a developmentally-appropriate scope and sequence.</li> <li>✓ Document your CBA curriculum activities with embedded assessments.</li> <li>✓ Assess the quality of your documented curriculum.</li> <li>✓ Develop a plan for producing a Curriculum Framework for School Counseling.</li> </ul>	<ul style="list-style-type: none"> <li>✓ Learn the key principles of CBA student assessments.</li> <li>✓ Learn how to use teacher- and parent-rated scale to assess students.</li> <li>✓ Learn how to develop your own student assessments.</li> <li>✓ Learn how to generate a CBA portion of your student report card.</li> <li>✓ Develop a plan for conducting student assessments.</li> </ul>
CS4: Strategic and Annual Planning	CS5: Implementing a CBA Program	CS6: Evaluating a CBA Program
<ul style="list-style-type: none"> <li>✓ Learn about and implement a strategic, annual and personal planning process.</li> <li>✓ Complete a district-wide three-year strategic plan for school counseling.</li> <li>✓ Complete a detailed school-based annual implementation plan.</li> <li>✓ Complete annual counselor-supervisor agreements. Complete a plan for achieving personal results during the school year.</li> <li>✓ Develop a plan for the steps you will take to establish effective planning processes.</li> </ul>	<ul style="list-style-type: none"> <li>✓ Articulate and document clearly-defined roles and accountabilities.</li> <li>✓ Develop and document standardized policies and protocols.</li> <li>✓ Learn the importance of a fluid communication network.</li> <li>✓ Assess professional development needs and conduct an impact analysis.</li> <li>✓ Develop a plan for producing an Administrative Handbook for School Counseling.</li> <li>✓ Develop a plan for the steps you will take to establish a reliable support infrastructure.</li> </ul>	<ul style="list-style-type: none"> <li>✓ Complete data-rich evaluations regarding the impact of implementing a CBA.</li> <li>✓ Learn how to use data to demonstrate the value of the school counseling program.</li> <li>✓ Gather data using logs related to CBA curriculum deliver, CBA program implementation.</li> <li>✓ Maintain minutes of CBA meetings to document discussions, decisions, actions and results.</li> <li>✓ Produce an annual school-based school counseling accountability report.</li> <li>✓ Develop a plan for valuation of your CBA program.</li> </ul>