# CBA Toolkit in a Nutshell

## Start Here: READ ME FIRST

## CS0 Toolkit Portal

### Knowledge Exercises
- CS0 Welcome Center
- Construct-Based Approach (CS0–1)

### Presentation
- CBA and CBA Toolkit Overview Presentation (CS0–2)

### Instructions
- Instructions for All CS0 Templates (CS0–3)

### Templates
- CBA Readiness Survey (CS0–4)
- Plan for Next CS0 Steps (CS0–5)

## CS1 Defining Student Excellence

### Knowledge Exercises
- CS1 Welcome Center
- Defining Student Excellence in a CBA (CS1–1)

### Presentation
- Student Excellence Overview Presentation (CS1–2)

### Instructions
- Instructions for All CS1 Templates (CS1–3)

### Templates
- CBA Student Results Development Exercise (CS1–4)
- Plan for Next CS1 Steps (CS1–5)

## CS2 Delivering Meaningful Learning Opportunities

### Knowledge Exercises
- CS2 Welcome Center
- Role of Curriculum in a CBA (CS2–1)

### Presentation
- Developing a CBA Curriculum Overview Presentation (CS2–2)

### Instructions
- Instructions for All CS2 Templates (CS2–3)

### Templates
- Scope and Sequence (CS2–4)
- CBA Curriculum Documentation (CS2–5)
- CBA Documentation Rubric (CS2–6)
- Sample CBA Curriculum Activities (CS2–7)
- Curriculum Framework Checklist (CS2–8)
- Plan for Next CS2 Steps (CS2–9)

## CS3 Assessing Student Proficiency and Achievement

### Knowledge Exercises
- CS3 Welcome Center
- Student Assessments in a CBA (CS3–1)

### Presentation
- CBA Student Assessments Overview Presentation (CS3–2)

### Instructions
- Instructions for All CS3 Templates (CS3–3)

### Templates
- Parent-Rated Needs Assessment (CS3–4)
- Student-Rated Needs Assessment (CS3–5)
- Student Participation and Requirements Log (CS3–6)
- Teacher-Rated Report Card Rubric and Student Scoring Worksheet (CS3–7)
- Plan for Next CS3 Steps (CS3–8)

## CS4 Strategic, Annual and Personal Planning for Results

### Knowledge Exercises
- CS4 Welcome Center
- Complete Planning Cycle for School Counseling (CS4–1)

### Presentation
- CBA Planning Overview Presentation (CS4–2)

### Instructions
- Instructions for All CS4 Templates (CS4–3)

### Templates
- Planning Proficiency Survey (CS4–4)
- Generating and Organizing Planning Data (CS4–5)
- Counselor-Supervisor Results Agreement (CS4–6)
- Personal Plan for Results (CS4–7)
- Plan for Next CS4 Steps (CS4–8)

## CS5 CBA Program Implementation

### Knowledge Exercises
- CS5 Welcome Center
- Critical Functions in Implementing a CBA Program (CS5–1)

### Presentation
- CBA Implementation Overview (CS5–2)

### Instructions
- Instructions for All CS5 Templates (CS5–3)

### Templates
- Roles and Accountabilities (CS5–4)
- Policies and Protocols (CS5–5)

## CS6 CBA Program Evaluation

### Knowledge Exercises
- CS6 Welcome Center
- Evaluating a CBA (CS6–1)

### Presentation
- CBA Evaluation Overview (CS6–2)

### Instructions
- Instructions for All CS6 Templates (CS6–3)

### Templates
- High School Student Program Review (CS6–4)
- CBA Curriculum Delivery Log (CS6–5)
- Program Implementation Log (CS6–6)
- CBA Meeting Minutes (CS6–7)
- CBA Accountability Report (CS6–8)
- Plan for Next CS6 Steps (CS6–9)
### CBA Toolkit

**What You Can Expect to Accomplish at Each Site**

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

<table>
<thead>
<tr>
<th>Portal</th>
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<tbody>
<tr>
<td>✓ Describe foundational principles of a CBA.</td>
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<td>✓ Understand the purpose of the CBA Toolkit and how it is organized.</td>
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<tr>
<td>✓ Identify the purpose and function of all Toolkit tools.</td>
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<tr>
<td>✓ Develop an initial plan for getting started with Toolkit activities.</td>
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<thead>
<tr>
<th>CS1: Defining Student Excellence</th>
<th>CS2: Delivering Learning Opportunities</th>
<th>CS3: Assessing Student Proficiency</th>
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<tbody>
<tr>
<td>✓ Learn how to use constructs and contexts as primary filters to define student excellence.</td>
<td>✓ Learn to write meaningful competency statements.</td>
<td>✓ Learn the key principles of CBA student assessments.</td>
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<tr>
<td>✓ Develop an understanding of the role of CBA standards and competencies.</td>
<td>✓ Develop a set of core CBA curriculum activities.</td>
<td>✓ Learn how to use teacher- and parent-rated scale to assess students.</td>
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<tr>
<td>✓ Develop a plan for how you will approach defining student excellence in your program.</td>
<td>✓ Organize the curriculum activities into a developmentally-appropriate scope and sequence.</td>
<td>✓ Learn how to develop your own student assessments.</td>
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<td>✓ Document your CBA curriculum activities with embedded assessments.</td>
<td>✓ Learn how to generate a CBA portion of your student report card.</td>
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<td>✓ Assess the quality of your documented curriculum.</td>
<td>✓ Develop a plan for conducting student assessments.</td>
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<td>✓ Develop a plan for producing a Curriculum Framework for School Counseling.</td>
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<th>CS4: Strategic and Annual Planning</th>
<th>CS5: Implementing a CBA Program</th>
<th>CS6: Evaluating a CBA Program</th>
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<tbody>
<tr>
<td>✓ Learn about and implement a strategic, annual and personal planning process.</td>
<td>✓ Articulate and document clearly-defined roles and accountabilities.</td>
<td>✓ Complete data-rich evaluations regarding the impact of implementing a CBA.</td>
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<tr>
<td>✓ Complete a district-wide three-year strategic plan for school counseling.</td>
<td>✓ Develop and document standardized policies and protocols.</td>
<td>✓ Learn how to use data to demonstrate the value of the school counseling program.</td>
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<tr>
<td>✓ Complete a detailed school-based annual implementation plan.</td>
<td>✓ Learn the importance of a fluid communication network.</td>
<td>✓ Gather data using logs related to CBA curriculum deliver, CBA program implementation.</td>
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<tr>
<td>✓ Complete annual counselor-supervisor agreements. Complete a plan for achieving personal results during the school year.</td>
<td>✓ Assess professional development needs and conduct an impact analysis.</td>
<td>✓ Maintain minutes of CBA meetings to document discussions, decisions, actions and results.</td>
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<td>✓ Develop a plan for the steps you will take to establish effective planning processes.</td>
<td>✓ Develop a plan for producing an Administrative Handbook for School Counseling.</td>
<td>✓ Produce an annual school-based school counseling accountability report.</td>
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<td>✓ Develop a plan for the steps you will take to establish a reliable support infrastructure.</td>
<td>✓ Develop a plan for valuation of your CBA program.</td>
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