

National Center on Special Education Accountability Monitoring Work Plan

State/District: Department of Health & Hospitals, Office of Public Health, Early Steps

Date Developed: December 11, 2003

Date for Review: March 2005

<p>Description of Concern/Need:</p> <p>Our concern is that we put in place an effective monitoring which includes the FM organizational components. Need to get data reports out to agencies/agents and stakeholders. Need to develop procedures and processes to pilot with the field – need to add detail to the conceptual model. Need to develop training and awareness of accountability. Need to build in ongoing self-assessment to determine the effectiveness of the system developed. Need to discuss, consider, examine outcomes for children and families to develop specific measurable results.</p>		<p>Priority Ranking:</p>
<p>Desired Results:</p> <ol style="list-style-type: none"> 1. To systematize the process of data reporting. 2. To take the procedures for focused monitoring to stakeholders' group after the pilot. 3. To have a preliminary report of the effectiveness of specified components of focused monitoring. 	<p>Data Sources & Description:</p> <p>Early Intervention Data System Family information Administrative tracking system</p>	
<p>Measurement of Results:</p> <p>Quarterly published data reports</p> <p>Written procedures document</p> <p>Written Preliminary evaluation report</p>	<p>Measurement Review Dates:</p> <p>August 2004</p> <p>February 2005</p> <p>March 2005</p>	

Activities to reach results	Collaborators	Documentation of Activities	Implementation Dates
1. Identify elements and information to include reports specific target audiences with draft formats of each.	CQI Task Force Early Steps Rockhold Center	Draft reports with data by audience	March 2004
2. Draft reports are disseminated to (piloted with) audiences for comment and review.	Agents Agencies CQI Task Force ICC Early Steps Rockhold Center	Draft reports with data by audience Comments	June 2004
3. Train stakeholders in the process of examining, interpreting and using the data for decision making.	NCSEAM Rockhold Center Early Steps CQI Task Force	Agendas Training materials Evaluation of training	May 2004
4. Outline Table of Contents and draft procedures for focused monitoring.	CQI Task Force Rockhold Center Early Steps NCSEAM NECTAC	Draft written procedures	June 2004
5. Pilot the focused monitoring procedures in and report results to selected agencies and with selected agents.	Early Steps Quality Assurance Specialists (QAS) Rockhold Center Early Steps CQI Task Force	Reports of findings	December 2004
6. Review and revise the procedures based on pilot experience.	Early Steps QAS personnel Rockhold Center	Written document	February 2005
7. Examine the Stakeholder Group (CQI Task Force) process to determine diversity and effectiveness in prioritizing	Rockhold Center Early Steps SERRC	Summary of results	January 2005

and decision making.	NECTAC		
8. Examine the effectiveness of the incentives for increasing the number of children receiving services (Child Find) and for providing services in Natural Environments.	Rockhold Center Early Steps SERRC NECTAC	Summary results	February 2005
Resources needed to reach result: Possible facilitation by external sources.			

Work Plan Developers:

Names: Titles/Agencies:

Linda Pippins, Children’s Special Health Services, DHH-OPH-CSHS
 Nichole Dupree, Early Steps
 Paula Goff, OPH-DHH
 Betsey Snide, OPH-CSHS
 Susan Berry, OPH-CSHS
 Kathryn LeLaurin, Rockhold Center (LSUHSC)
 Gail Kelso, Rockhold Center (LSUHSC)
 Pat Trohanis, NECTAC
 Sharon Ringwalt, NECTA
 Darla Griffin, SERRC
 Alan Coulter, Project Director, National Center for Special Education Accountability Monitoring
 Sandy Schmitz, TA Director, National Center for Special Education Accountability Monitoring
 Jane Nell Luster, Data Director, National Center for Special Education Accountability Monitoring