

National Center on Special Education Accountability Monitoring Work Plan

State/District: Delaware Department of Education

Date Developed: December 4, 2003 Date for Review: May 2005

<p>Description of Concern/Need: Need to examine data and develop processes for focused monitoring; need to use the remainder of this school year to develop the procedures and processes and pilot during the 2004-2005 school year.</p> <p>This involves examining district data on state priorities and developing monitoring priorities.</p> <p>Need to develop written procedures that identify district selection criteria and methods, describe and include team member selection and training, on-site protocols, reports, corrective action plans, incentives and sanctions.</p>		<p>Priority Ranking:</p>
<p>Desired Results:</p> <ol style="list-style-type: none"> 1. Develop district profiles to examine performance on state priorities. 2. Develop procedures (draft) manual that describes the focused monitoring processes. 3. Pilot the procedures by selecting districts, making on site visits, writing reports, and developing corrective action plan(s). 	<p>Data Sources & Description:</p> <p>State Improvement Plan data State data elements/system Procedures/protocols from other states using FM</p>	
<p>Measurement of Results:</p> <ol style="list-style-type: none"> 1. Data district profiles/templates are disseminated and published on the web. 2. Written (draft) manual will be disseminated to PCCD. 3. Reports will be disseminated to pilot districts. 	<p>Measurement Review Dates:</p> <p>June 2004 (template)/December 2004 (web) September 2004</p> <p>May 2005</p>	

Activities to reach results	Collaborators	Documentation of Activities	Implementation Dates
1. Decide the data elements for inclusion on the profile/template.	DOE Data Manager NCSEAM Gen. Sup. PCCD Subcommittee	List of data elements	April 2004
2. Generate prototype of the profile/template.	DOE Data Manager	Prototype profile/template	June 2004
3. Discuss and distribute prototype with district personnel.	GACEC PCCD Districts	Summary of discussions – pros/cons	July 2004
4. Review material – procedures, protocols, etc. – from other states’ FM systems.	Gen. Sup. PCCD Subcommittee Martha Toomey NCSEAM	Materials – email correspondence	March 2004
5. Outline of the sections of the manual.	Martha Toomey NCSEAM	Written Table of Contents	March/April 2004
6. Review of draft procedures by the General Supervision PCCD Subcommittee.	Martha Toomey Gen. Sup. PCCD Subcommittee	Draft procedures manual	August 2004
7. Train on site team members.	NCSEAM Martha Toomey	Training modules & names of persons trained	December 2004
8. On-site visits are scheduled and completed for pilot sites.	Team members	Schedule	April 2005
9. Reports are generated for pilot sites.	Team members/ leaders	Reports	May 2005
10. Process evaluation data will be collected and reviewed.	MSRRC Gen. Sup. PCCD Subcommittee Contacts for NCSEAM work plans in MS Region	Written summary	May 2005

