

National Center on Special Education Accountability Monitoring Work Plan

State/District: Massachusetts Part C

Date Developed: February 6, 2004

Date for Review: April 2005

<p>Description of Concern/Need:</p> <p>Need to build Stakeholders' group role and commitment. Need to assess what can be replaced as we change and possibly add new components. Need to build consistency into the system and across staff around focused monitoring procedures. Need to market the concepts and focused monitoring procedures to help consumers understand the process and procedures. Need to ensure that focused monitoring is clearly articulated as part of the general supervision responsibilities. Need to compare and develop procedures that meet state and federal requirements.</p>		<p>Priority Ranking:</p>
<p>Desired Results:</p> <ol style="list-style-type: none"> 1. Develop Stakeholder Group. 2. Articulate the Massachusetts Part C Continuous Improvement and Focused Monitoring System as related to general supervision. 3. Begin plan design for the focused monitoring procedures within a total general supervision system. 	<p>Data Sources & Description:</p> <p>Part B Procedures for review Part C communications</p>	
<p>Measurement of Results:</p> <ol style="list-style-type: none"> 1. Stakeholder group has met twice. 2. Stakeholder group articulated a statement of the MA Continuous Improvement and Focused Monitoring system. 3. Outline of plan with timelines and personnel (see 3 above). 	<p>Measurement Review Dates:</p> <p>July 2004 November 2004 March 2005</p>	

Activities to reach results	Collaborators	Documentation of Activities	Implementation Dates
1.1 Determine the representative groups for a Stakeholder Group, charge to the group and relationship to the ICC.	Division of Perinatal and Early Childhood Health (DPECH)	List Written charge Statement of relationship and communication	April 2004
1.2. Convene the Stakeholder Group for orientation and introduction of Continuous Improvement and Focused Monitoring.	DPECH NCSEAM	Agenda	May 2004
1.3. Begins articulation of the MA Continuous Improvement and Focused Monitoring system.	DPECH NCSEAM Stakeholder group	Highlights of meeting	July 2004
2.1 Provide information and materials on Continuous Improvement and Focused Monitoring (i.e., NCSEAM website, comparison of tradition and focused monitoring)	NCSEAM DPECH	Letter and copy of materials	April 2004
2.2 Distribute and receive feedback on draft statement that guides the design of the MA Part C Continuous Improvement and Focused Monitoring system.	Stakeholder group DPH NCSEAM	Statement and comments	October 2004
2.3 Finalize guiding statement and globally address the activities needed to implement focused monitoring and continuous improvement within the general supervision system.	DPECH Stakeholder group	Agenda	November 2004
3.1 Develop list of activities with personnel and timelines for completion, leading to the implementation of focused monitoring within general supervision.	DPECH	List with personnel and timelines	March 2005
Resources needed to reach result: Time and money and people			

Work Plan Developers:

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