

## National Center on Special Education Accountability Monitoring Work Plan

State/District:     New Mexico Department of Education    

Date Developed:     May 5, 2003     Date for Plan Review:     May 2004    

<p><b>Description of Concern/Need:</b>  <b>FOCUSED MONITORING SYSTEM</b>          Report writing and completion in a timely manner is an important issue. There is, also, a need to get the processes and procedures of the New Mexico focused monitoring system into a written document. An additional need is to have a third party evaluation of the system.</p>	<p><b>Priority Ranking:</b></p> <p><b>1</b></p>
<p><b>DATA SYSTEM:</b>          New Mexico SDE is developing district data profiles.</p>	<p><b>2</b></p>
<p><b>STAKEHOLDER PROCESS:</b>          There is a stakeholder group for the focused monitoring system. There is a state IDEA advisory panel. For the state improvement planning process, a group of stakeholders or a steering committee is important. There is a need to ensure there is an overlap and coordination among the various groups of stakeholders.</p>	<p><b>3</b></p>
<p>Nationally there have been questions of parent/family involvement and how this involvement affects the education of children. New Mexico has identified parent/family involvement/satisfaction as important areas. The Focused Monitoring model recognizes this importance and the National Center for Special Education Accountability Monitoring has been charged with developing a measure of parent/family involvement/satisfaction.</p>	

<p><b>Desired Results:</b></p> <ol style="list-style-type: none"> <li>1. Focused monitoring reports for districts will be completed within 60 days of the on-site monitoring visit.</li> <li>2. Procedures and processes will be put in writing.</li> <li>3. Data profiles are completed and disseminated to districts.</li> <li>4. An analysis and report of the results of a pilot of the parent/family involvement measure.</li> </ol>	<p><b>Data Sources &amp; Description:</b></p> <p>Completion dates of reports Timeline development for reports</p> <p>Written procedure manual</p> <p>Data profiles on the web</p> <p>Survey instruments, analysis and report</p>
<p><b>Measurement of Results:</b></p> <ol style="list-style-type: none"> <li>1. Report timeline review indicates reports are completed within 60 days.</li> <li>2. Written procedures and processes are available for dissemination.</li> <li>3. Data profiles are available to the public via web publication.</li> <li>4. A report of the pilot study of parent/family involvement/satisfaction.</li> </ol>	<p><b>Measurement Review Dates</b></p> <p>Spring 2004</p> <p>May 2004</p> <p>August 2003</p> <p>May 2004</p>

<b>Activities to reach result</b>	<b>Personnel Responsible</b>	<b>Documentation of Activities</b>	<b>Implementation Dates</b>
1. Add additional FTEs with responsibilities for focused monitoring.	NMSDE	Position(s) is filled and personnel devoted to focused monitoring work.	October 2003
2. Provide training to identified districts on focused monitoring procedures and processes.	NMSDE	Dates of training	September 2003
3. Review draft templates for the data profiles.	NMSDE NCSEAM	Draft template with review comments	Mid-July 2003
4. Sanctions have been in the development stage and need to be reviewed for effectiveness and efficiency.	NCSEAM	Written review of the sanctions including the level of flexibility	September 2003

5. Policies and procedures are written covering all areas of focused monitoring.	NMSDE NCSEAM MPRRC	Written document for dissemination to districts and public	January 2004
6. Participate in the pilot of the NCSEAM developed measure of parent/family involvement/satisfaction.	Mary Ford Batya Elbaum NCSEAM	Completed survey forms Analysis of results	June 2004

**Resources needed to reach result:**

NCSEAM will provide assistance by reviewing draft data profiles and sanctions. Also assistance will be provided during the written development of the procedures and processes. NCSEAM will facilitate stakeholder groups upon request. MPRRC will assist as needed by the NMSDE and with the development of the procedures and processes; assistance from NCSEAM on the use and analysis of the parent/family involvement/satisfaction measure.

**Work Plan Developers:**

Names:

Sam Howarth

---

Bonnie Anderson

---

Alan Coulter

---

Jane Nell Luster

---

Trudy Potts (via meeting and email 4/18/03)

---

Titles/Agencies:

State Director, Special Education Office

---

Education Consultant, Special Education Office

---

Project Director, NCSEAM

---

Data Director, NCSEAM

---

Education Consultant, Special Education Office

---