

National Center on Special Education Accountability Monitoring Work Plan

State/District: West Virginia Department of Education

Date Developed: 10/17/2003

Date for Review: December 2004

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| <p>Description of Concern/Need:</p> <p>Need to work through how to integrate the activities of improvement and compliance and have the procedures that describe them. Also want to examine how to include reporting pieces of the APR and others required.</p> <p>Need to more fully develop the stakeholder group – their role, their activities and how the stakeholders can assist the Department in developing the focused monitoring system in West Virginia.</p> <p>Need a report/profile that describes the districts based on the priorities and indicators and data are used to select districts for focused monitoring.</p> <p>Need to develop the processes for conducting the continuous improvement and on-site focused monitoring.</p> | | <p>Priority Ranking:</p> <p>1</p> <p>3</p> <p>2</p> <p>4</p> |
| <p>Desired Results:</p> <ol style="list-style-type: none"> 1. West Virginia Office of Special Education will have a fully operational stakeholder process. 2. West Virginia Office of Special Education will have written procedures for conducting their continuous improvement and focused monitoring process and have implemented them. | <p>Data Sources & Description:</p> | |
| <p>Measurement of Results:</p> <ol style="list-style-type: none"> 1. Data profiles will be developed and disseminated to districts. | <p>Measurement Review Dates:</p> <p>June 2004</p> | |

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| <p>2 Written monitoring procedures document will be developed, with protocols, templates of letters, correctives, etc.</p> | <p>July 2004</p> |
| <p>3 Procedures will have been implemented with districts and on-site visits conducted in selected districts.</p> | <p>September 2004</p> |
| <p>4. Stakeholders will meet to review and revise priorities, indicators, and key indicators for monitoring.</p> | <p>January 2004; November 2004</p> |

| <p>Activities to reach results</p> | <p>Collaborators</p> | <p>Documentation of Activities</p> | <p>Implementation Dates</p> |
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| <p>1. Review paper and electronic data reports/profiles that compare district/LEA level data in various formats.</p> | <p>Sandra McQuain Jane Nell Luster</p> | <p>Copies paper, website for electronic</p> | <p>December 2003</p> |
| <p>2. Decide on format and elements and time ranges West Virginia OSE data profiles.</p> | <p>OSE Monitoring Work Team</p> | <p>Format</p> | <p>March 2004</p> |
| <p>3. Generate the data profile.</p> | <p>WVEIS Sandra McQuain</p> | <p>Profiles for dissemination</p> | <p>June 2004</p> |
| <p>4. Meet with the NCSEAM to review FM procedures and protocols and generate an outline for WVA document.</p> | <p>Sandy Schmitz OSE Monitoring Work Team MSRRC</p> | <p>Outline of the procedures</p> | <p>December 2003</p> |
| <p>5. Draft monitoring procedures are reviewed with constituent groups and/or stakeholder group for comment.</p> | <p>Dee Braley OSE Monitoring Work Team NCSEAM</p> | <p>Draft document</p> | <p>March 2004</p> |
| <p>6. Revise draft procedures and finalize for school year 2004-2005.</p> | <p>OSE Monitoring Team MSRRC NCSEAM</p> | <p>Written procedures</p> | <p>June 2004</p> |
| <p>7. Orientation and training are provided on the data profiles and monitoring</p> | <p>OSE Monitoring Team</p> | <p>PPT; documents/handouts</p> | <p>August 2004</p> |

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| procedures. | | | |
| 8. Training of on-site team members. | OSE Monitoring Work Team NCSEAM | PPT; agenda | August 2004 |
| 9. Hold conversations about involvement with NCSEAM parent/family involvement survey research. | NCSEAM | Email/telephone contact | March 2004 |
| 10. Convene stakeholder group to review priorities and determine key indicators for monitoring for SY 2004-2005. | Dee Braley OSE Monitoring Work Team NCSEAM MSRRC | Identified key indicators | January 2004 |
| 11. Reconvene stakeholder group to report and review progress. | Dee Braley OSE Monitoring Team MSRRC NCSEAM | Summary of progress | November 2004 |
| Resources needed to reach result: Information from other states about content of RFPs for web-based data profiles; reports. Continue involvement of Part C in development. | | | |

Work Plan Developers:

Names: Titles/Agencies:

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