



Building Capacity for High-Quality *IDEA* Data

During the February 6, 2017, *IDEA* Data Center (IDC) webinar, *Preparing Your SSIP Phase III Report*, participants shared questions they had about the State Systemic Improvement Plan (SSIP) Phase III reporting requirements or process. Presenters also asked participants to share their next steps and any tips they had for other states for documenting Phase III. During the presentation by one state on its approach to completing the SSIP Phase III Year 1 report, presenters discussed the potential use of tables to organize information on implementation progress. Several participants asked if presenters could share an example of such a table. Participant questions and tips and an example table showing implementation progress follow.

## Participant Questions

Below is a list of select questions participants had entered into the Chat box, grouped by topic (presenters edited questions slightly where clarification was helpful). Presenters addressed many of the questions during the presentation.

- Types of information to submit in 2017 and beyond
  - What kinds of data analyses do we need to submit? An update of the data analyses we conducted for Phase I?
  - We have had to make significant revisions and clarifications to Phase II, and so are “behind” in implementation. How do we address this?
  - We are not in full implementation yet and don’t have a lot of evaluation data (especially related to implementation and fidelity). What are strategies for communicating about progressing on our SSIP despite a lack of evaluation data?
  - What types of evidence or documentation will be required?
  - Is [the summary section that the outline references] a summary of Phase II or Phase III?
  - Do you have any information about what SSIP/Indicator 17 reporting would look like for the February 2018 submission, and beyond?
- Organization of 2017 submission
  - To what extent are we to follow the report organizational outline?
  - What is the alignment of guidance tool and expectation tool?
  - We’re well into writing, but we can’t figure out if the actual data belong in section C2 or E [of the report organizational outline]?
- OSEP review tool rubric items
  - Any idea on when the rubric will come?
  - Could you please give a little more information about the rubric?



## Participant Tips

Below is a list of ideas, approaches, and tips shared by participants during the presentation (presenters edited participant tips slightly where clarification was helpful).

- We will be meeting with an external evaluator for our State Personnel Development Grant (SPDG) as SSIP is aligned so we can coordinate our next steps.
- Thinking Phase III, IV, V etc. (annual reporting) might influence how Phase III reporting might be set up and look.
- We have been using district implementation plan templates with monthly tracking tools.
- Butcher paper, post-its, and sharpies are helpful tools for planning out organizing information.
- We have also used monthly visual tracking tools for our infrastructure improvements.
- I would highly recommend writing a word document, creating a PDF and uploading that to GRADS as an attachment. [Two other participants agreed with this tip.]

## Example Table Shell for Reporting SSIP Implementation Progress

The following is an example of how a state might use a table to report its progress implementing SSIP activities. Please note this is just one example of a table; the specific structure and contents of a table will vary by state.



**Table X. Progress on implementing SSIP activities, Phase III, Year 1**

<p><b>Activity</b> (List all activities included in the Phase II SSIP plan as well as activities added after submission of the Phase II plan. Consider organizing activities by coherent improvement strategy.)</p>	<p><b>Evidence/data source</b> (Cite the evidence for determining whether the activity was conducted as intended.)</p>	<p><b>Implemented as intended? [yes/no]</b> <b>Timeline</b> (Indicate whether you conducted the activity as planned and within the intended timeline. Provide status information for activities not yet completed.)</p>	<p><b>Success and challenges</b> (Add brief qualitative notes on successes or challenges implementing the activity. Expand explanations in the narrative, as necessary.)</p>
<p>Example: <i>Develop professional development (PD) on reading interventions.</i></p>	<ul style="list-style-type: none"> <li>• <i>Documented curriculum</i></li> <li>• <i>Implementation checklist</i></li> </ul>	<p><i>Yes. Completed development of training curriculum 6/2016.</i></p>	<p><i>Development of PD involved state staff and national experts with input from stakeholders. We aligned the PD content with our theory of action and short-term and long-term goals.</i></p>
<p>Example: <i>Provide PD on reading interventions to teachers.</i></p>	<ul style="list-style-type: none"> <li>• <i>Training schedule/log</i></li> <li>• <i>PD attendance sheets</i></li> </ul>	<p><i>No; in progress. As of 3/2017, completed 22 of the expected 35 PD sessions. Anticipate completing final training activities by 5/2017.</i></p>	<p><i>PD was scheduled to be launched 9/2016 but was delayed by two months due to issues getting sessions scheduled with districts.</i></p>
<p>Example: <i>Develop online PD follow-up modules.</i></p>	<ul style="list-style-type: none"> <li>• <i>Documented curriculum</i></li> <li>• <i>Implementation checklist</i></li> <li>• <i>Modules available online</i></li> </ul>	<p><i>No; in progress. Anticipate offering online modules beginning 6/2017.</i></p>	<p><i>We developed the module content, but a challenge was identifying an online content delivery platform that met our technical and resource requirements. After talking with several vendors, we identified a vendor and began the creation of the online modules.</i></p>
<p>[Include any activities added to SSIP plan after submission of Phase II report.]</p>			

