**Performance Indicator Activity**

Instructions:

* **Step 1:** Get in pairs or small groups.
* **Step 2:** Review the example state process/implementation and outcome/impact evaluation plans on the Performance Indicator Worksheet.
* **Step 3:** Draft at least 1 process and 1 outcome performance indicator on the Performance Indicator Worksheet.
* **Step 4:** After drafting a performance indicator, check to make sure it meets all the criteria of a good indicator using the following checklist:
* Is the indicator clearly related to the activity or intended outcome?
* Does it contain a statistic or number (average, total, percentage) to track whether it goes up or down?
* Does it specify whether it should increase or decrease (optional)?
* Does the wording suggest how you’re going to measure the outcome?
* Is it feasible to collect the data for the indicator? (e.g., Is it realistic for you to gather data form ALL practitioners or would a sample be more feasible?)
* **Step 5:** Prepare to share the performance indicators you drafted.

**Performance Indicator Worksheet**

**Implementation/Process Evaluation:**

The state evaluated the implementation of the COS training modules in accordance with their evaluation plan as follows:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Activity** | **Evaluation Question** | **Performance indicators** | **Measurement/Data Collection Method** | **Timeline** |
| Support providers in implementing high quality child outcomes summary (COS) rating processes | Did providers complete the COS training modules? | *Example:*  *90% of implementation site providers completed the COS training modules.* | List of staff completing COS Modules compared to list of staff in implementation sites | Oct 2016 thru Dec 2017 for initial implementation sites  Ongoing with statewide scale up |
|  | Did the state train coaches to support providers with COS data quality? |  | List of coaches trained | Oct 2016 thru Dec 2017 for initial implementation sites  Ongoing with statewide scale up |
|  | Are coaches providing supports to providers around COS data quality? |  | Coach logs | Jan 2017 thru Feb 2017  Ongoing with statewide scale up |
|  | Are providers receiving adequate coaching around COS data quality? |  | Follow-up survey to providers at implementation sites | Mar 2017 |

**Intended Outcome or Impact Evaluation**

The state evaluated the intended outcomes of implementing the COS training modules in accordance with their evaluation plan as follows:

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Outcome Type** | **Description of Outcome** | **Evaluation Question** | |  | | --- | | **Performance Indicators** | | **Measurement/ Data Collection Method** | **Timeline** |
| Short-term | EI providers understand the COS process | Do EI providers who completed the COS module training understand the COS process? |  | EI provider completion log of COS modules  Pre- and post-test for COS module training | Oct 2016 thru Dec 2017 for initial implementation sites  Ongoing with statewide scale up |
| Inter-mediate | Teams implement the COS process with fidelity | To what extent are teams implementing the COS process as intended? |  | COS-Team Collaboration Checklist completed by peer coach | Mar 2017 |

**Mid-Course Corrections Activity:**

**Intended Outcome or Impact Evaluation**

**Discussion Worksheet**

**INSTRUCTIONS:**

* **STEP 1:** Select a recorder/report for your group.
* **STEP 2:** Review the results and information related to short-term outcome #1 and intermediate outcome #4 in section “C. Intended Outcome or Impact Evaluation” of the Scenario.
* **STEP 3:** Discuss the results and information related to these indicators using the questions below. As part of this discussion, you will need to use section “A. Implementation Activities, Steps and Timelines” as a resource.
* **STEP 4:** Record your responses to each of the questions on this worksheet.
* **STEP 4:** Be prepared to highlight key points from your discussion with the full group**.**
* **STEP 5:** Please turn in your table’s completed worksheet to the facilitators**.**

**DISCUSSION QUESTIONS:**

1. Are any adjustments to the implementation plan and/or evaluation plan needed because the performance indicator was not reached?

YES NO

Why or why not?

Would you want to further explore the results before deciding?

YES NO

If so, how?

1. If the group decides modifications are needed:

What action step(s) might you add to the implementation plan?

What changes might you make to the evaluation plan (e.g. performance indicators, data collection methods, analysis plan/measurement, frequency of data collection)?

**Making Mid-Course Corrections**

**Scenario: Intended Outcome or Impact Evaluation**

**A. Implementation Activities, Steps and Timelines**

**INSTRUCTIONS: Use section “A. Implementation Activities, Steps and Timelines” as a resource for your table discussion. When discussing the evaluation data and the questions assigned to your table, you will need to determine if changes to the steps and timelines in this section are needed.**

SSIP Activity: State X has included an activity in their SSIP related to supporting providers in implementing high quality child outcomes summary (COS) rating processes. The steps and timelines they identified to carry out this activity include:

|  |  |
| --- | --- |
| Steps | Timelines |
| 1. Review and incorporate State X’s requirements, tools and materials related to the COS process into the COS modules developed by ECTA/DaSy. 2. Modify existing local contracts to require all early intervention providers statewide to complete COS training modules according to scale up plan being developed. 3. Develop a mechanism to track provider completion of COS training modules. 4. Develop pre- post- test for use when practitioners complete COS modules. 5. Modify family survey to incorporate a question related to their level of understanding of the COS process. 6. Select coaches to support practitioners implementation of COS practices in implementation sites. 7. Develop scale up plan including sites and timelines for implementing COS training statewide beyond initial implementation sites. 8. Adapt COS-Team Collaboration Tool Kit for use in determining implementation of the COS process with fidelity. 9. Train coaches for implementation sites on COS modules and coaching practices. 10. Implement the COS training modules initially with providers in initial implementation sites. 11. Provide coaching to practitioners in initial implementation sites to support implementation of the COS process and practices with fidelity. 12. Scale up of implementation of COS training modules according to scale up plan until all providers statewide have completed the COS modules. | April thru August 2016  April thru May 2016  May thru August 2016  May thru August 2016  May thru August 2016  May thru July 2016  May thru August 2016  May thru August 2016  Oct 2016 thru June 2018  Nov thru Dec 2016  Nov 2016 and ongoing  April 2017 to June 2018 |

The state completed steps 1 thru 10 according to timelines and initiated implementation of the COS training modules in the 5 initial implementation sites in November 2016. Coaching was initiated to practitioners in the implementation sites in November to support them in implementing the COS process and practices with fidelity (Step 11). Scale up (step 12) has not been initiated.

**Making Mid-Course Corrections**

**Scenario**

1. **Intended Outcome or Impact Evaluation**

**INSTRUCTIONS: Review and discuss the results and information related to short-term outcome #1 and intermediate outcome #4 in section “C. Intended Outcome or Impact Evaluation” as outlined below using the questions on the Discussion Worksheet as a guide. (See instructions on the Discussion Worksheet for more details.)**

The state evaluated the intended outcomes of implementing the COS training modules in accordance with their evaluation plan as follows:

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Outcome Type** | **Description of Outcome** | **Evaluation Question** | |  | | --- | | **Performance indicator** | | **Measurement/ Data Collection Method** | **Timeline** | **Summary of Evaluation Data** |
| **Short-term** | **1. Coaches understand the COS process and coaching practices** | **Did coaches who attended the COS coaching training demonstrate they understood the COS process and coaching practices?** | **100% of coaches who completed the COS training scored between 95-100% on the post-test** | **Post-test** | **Oct 2016 for initial implementation sites**  **April 2017 thru June 2018 for scale up sites** | **October 2016 data:**  **80% of coaches scored between 95-100% on the post-test** |
| Short-term | 2. EI providers understand the COS process | Did EI providers who completed the COS modules demonstrate that they understood the COS process? | 90% of staff who completed the COS modules maintained or improved scores on pre and post self-assessment questions related to the COS process | EI provider completion log of COS modules  Pre- and post-test | Nov 2016 thru Jan 2017 for initial implementation sites  Ongoing with statewide scale up | January 2017 data:  85% of staff who completed the COS modules maintained or improved their scores on pre and post self-assessment questions related to the COS process |
| Short-term | 3. Families in EI understand the COS process | Did families report they understood the COS process? | 80% of families who completed the family survey and whose team completed the COS modules report they understand the COS process well or very well | Family survey data | Feb 2017 for initial implementation sites  Annually | February 2017 data:  5% of families in initial implementation sites reported they understood the COS process well or very well |
| **Intermediate** | **4. Providers are supported by coaches to implement the COS process with fidelity** | **Do providers feel effectively supported by coaches to implement the COS process?** | **75% of providers report being supported effectively by coaches** | **Provider survey** | **March 2017 and ongoing** | **March 2017 data: 60% reported that they were effectively supported. Specific comments included:**  **“My coach did not know enough about typical development to help with me with effective ratings.”**  **“My coach did not know how to explain the use of the decision tree.”** |
| Inter-mediate | 5. Teams implement the COS process with fidelity | To what extent do teams implement the COS process as intended, consistent with best practices? | 75% of teams observed meet established criteria on the adapted COS-TC checklist. | Adapted COS-TC checklist completed by peer coach | June 2017 and every 6 months for teams in initial implementation sites  6 months after teams are trained and then every 6 months Ongoing thru statewide scale up |  |