**SSIP Phase II**

**Activities and Timeline Chart**

|  | **2015** | **2016** |
| --- | --- | --- |
| **Activities** | **April** | **May** | **June** | **July** | **Aug** | **Sept** | **Oct** | **Nov** | **Dec** | **Jan** | **Feb** | **March** | **April** |
| ***Kicking Off SSIP Phase II*** |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 1. Review and address OSEP’s recommendations for improving Phase I.
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| 1. Identify the activities and timelines described in Phase I that need to be completed during Phase II.
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| 1. Review the requirements for Phase II.
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| 1. Generate an initial Gantt Chart listing the work to be done in Phase II.
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| 1. Identify a staffing structure and those responsible for completing Phase II.
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| 1. Describe the role of stakeholders in Phase II.
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| 1. If state uses a State Leadership Team and Local Implementation Teams, invite team members to participate in Phase II.
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| 1. Ensure stakeholders and planning team members have an active role in Phase II.
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| ***Developing the Improvement Plan*** |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 1. Convene the core staff and/or stakeholders responsible for the written improvement plan.
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| 1. Determine timeline and responsibilities for developing the written improvement plan.
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| 1. Establish the process to develop the improvement plan.
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| 1. Determine how stakeholders, staff, and partners will be engaged and organized to provide input.
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| 1. Determine communication protocols to coordinate communication (for the internal group actively engaged in developing the improvement plan) at all levels during the planning process.
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| 1. Establish protocols for communicating with key external stakeholders who are not actively engaged in developing the improvement plan.
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| 1. Review the state’s or program’s vision, mission, and purpose, if appropriate.
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| 1. Provide brief overview of the Theory of Action (TOA) and Improvement Strategies developed in Phase I.
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| 1. Review and identify evidence-based programs, practices, or approaches that would be expected to positively impact the SIMR.
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| 1. Review, discuss, and select potential practices or programs.
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| 1. Determine the initial implementation sites for the installation of the evidence-based program or practice.
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| 1. Identify short-term and intermediate outcomes that will need to be achieved to improve the long-term outcome (SIMR).
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| 1. Select the format to be used to develop the written improvement plan.
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| 1. Develop the written improvement plan that identifies how the improvement strategies will be implemented to achieve the outcomes.
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| 1. Review the written improvement plan to ensure that the activities are Specific, Measureable, Achievable, Relevant, and Timely (SMART).
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| 1. Share the written plan with stakeholders, parents, providers, agency staff, and partners for their review and comment.
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| 1. Finalize the written plan to include a narrative summary of the Phase II development process and detailed improvement plan.
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