



# SSIP PHASE I ROADMAP

August 2014



**SSIP** - This is the State Systemic Improvement Plan or indicators C11 and B17 of the SPP/APR due in April 2015.

## Introduction

The SSIP Phase I Roadmap provides a description of the activities involved in the development of the SSIP (SPP/APR Indicators C11 and B17) due to OSEP on April 1, 2015. This document is intended to support states with completing Phase I of the SSIP process. This document provides information about the activities of Phase I of the SSIP process and provides more detailed information related to:

- Purpose of each activity,
- Goal of each activity,
- Process/How to information for completing the activity,
- Considerations for completing the activity, and
- Places to engage stakeholders.

Questions to consider are provided to help states with planning and implementing each activity. The document also includes links to existing resources to support the development of the SSIP.

## Process

This document was designed using the metaphor of a roadmap to help guide states through the various activities of Phase I of the SSIP. It is important to note that the completion of SSIP activities is not necessarily linear. States may need to revisit previously completed activities and decisions. For example, the process of gathering evidence, making inferences and identifying important actions related to improving child and/or family results is by its nature iterative. Initial broad evidence may identify one child result as being most relevant to improvements but more in-depth analysis may reveal that the root cause and improvement strategies needed to move the needle on that result are not feasible. This would lead the state to revisit the results of the broad data and infrastructure analysis. Throughout this document tips are provided to improve the odds that states will continue to move forward in their planning.

This document contains both activities and decisions that need to be made to complete Phase I of the SSIP. Activities include:

- Get started,
- Conduct Broad Analysis,
- Conduct In-depth Analysis,
- Identify Coherent Improvement Strategies,
- Theory of Action,
- Develop/Review SSIP.

Decisions include:

- Identify Result(s)
- Confirm or Narrow/Refine Result(s).

## **Acknowledgements**

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**SSIP State Team:** Core state staff assigned the responsibility of developing and overseeing the implementation of the SSIP.

**General Plan of Action:** A plan that contains the activities the SSIP State Team needs to complete to develop the SSIP, along with the timelines and flow of the identified activities.

**Stakeholders:** Stakeholders may include representatives from the ICC, State Advisory Panel for Special Education, LEAs/EIS programs staff, partner agencies, institutes of higher education, state and community organizations, early childhood initiatives, advocacy groups, state legislature, and parents/families.

## Get Started

### **Purpose**

The purpose of this step is for the state to prepare and organize the development of Phase I of the SSIP (indicator C-11 and B-17), which includes data analysis, infrastructure analysis, selection of a state-identified measurable result(s) (SiMR), determining coherent improvement strategies, and developing a theory of action.

### **Goal**

The goal is to have a meaningful plan and process in place that includes stakeholder input to ensure that all requirements of Phase I of the SSIP will be finalized and submitted by April 1, 2015.

### **Form a SSIP State Team**

Assemble two to four state staff to guide the development of the SSIP. The SSIP State Team will:

- Familiarize themselves with the requirements of the SSIP.
- Create a General Plan of Action.
- Coordinate the development and writing of the plan.
- Communicate with all relevant stakeholders.
- Monitor the implementation, evaluation and revision to the SSIP.

### **Questions to Consider when Developing Activities and a Timeline**

- *Who will be included as a stakeholder?*
- *When should stakeholders be included in the process? Will different stakeholders be included at different points in the process?*
- *How will stakeholders be included in the process?*
- *Who will lead certain activities?*
- *What are the timelines for each activity?*

### **Create a General Plan of Action**

- Identify the specific activities that will occur in the state.
- Identify roles and responsibilities of SSIP State Team members, including who will be responsible for leading SSIP efforts and drafting the SSIP.
- Identify timelines and the flow of identified activities.
- Identify how stakeholders will be included in the activities.
- Determine appropriate communication strategies to keep the OSEP state contact informed throughout the process.

### **Begin Informing Stakeholders**

- Develop a simple communication plan that identifies the relevant stakeholders that need information about the SSIP, type of information the various stakeholders' need, method(s) of communicating the information, and timing of when the information will be shared.
- Provide relevant stakeholders with an overview of the SSIP Phases (i.e., Phase I, II, and III).

- Inform stakeholders about how they may be engaged during Phase I of the SSIP (i.e., conducting data and infrastructure analysis, selecting a SiMR, determining coherent improvement strategies, and developing a theory of action) and their roles throughout the process.
- Present and review the General Plan of Action developed by the SSIP State Team.

Area of SSIP addressed	Tool or Resource Name	Description	Location
Get Started	Part C/619 SSIP Phase I Activity and Timeline Chart	The purpose of this chart is to support SSIP State Teams to develop a GANTT chart or a general plan of activities and timelines for completing the SSIP Phase I activities. Specifically, it helps states identify the SSIP activities that will need to occur and the timelines and the flow of identified activities.	<a href="http://ectacenter.org/~docs/calls/2014/ssip/ssip-phase-i-activity-and-timeline-gantt.docx">http://ectacenter.org/~docs/calls/2014/ssip/ssip-phase-i-activity-and-timeline-gantt.docx</a>

### **Broad Infrastructure**

**Analysis:** The process by which states gather and summarize information on the general strengths and challenges of the state system components (governance, quality standards, professional development, technical assistance, data, fiscal, and monitoring and accountability) contributing to the state's performance.

**Broad Data Analysis:** A process of asking important questions about the statewide system that can be answered with readily available data sources (e.g. APR data, 618 data, other data) to inform the selection of a state-identified measurable result(s) (SiMR).

## **Conduct Broad Analyses**

### **Purpose**

The purpose of the broad data and infrastructure analysis is to use data to inform the identification of a state-identified measurable result(s) (SiMR) and to explore the current state context and capacity of the state system.

### **Goal**

The goal of the broad analyses is to assemble evidence to identify or substantiate the selection of a potential SiMR.

### **Conducting Broad Analyses**

- Review previously compiled state data.
- Develop a set of general questions related to results and develop a data analysis plan.
- Conduct data analyses to address the identified questions.
- Identify strengths and weaknesses of the current state infrastructure.
- Identify state initiatives, current priorities and efforts.
- Compile information from the data and infrastructure analyses to identify potential measurable results.

### **Considerations**

- Data and infrastructure analysis are interconnected processes that inform one another.
- Link demographic and programmatic data to child and family outcomes data when possible.
- Use a set of questions generated by the State Team and/or stakeholder group and the data analysis plan to guide analysis.
- Identify data quality issues and determine how you will address them and the timeline for addressing them.
- Identify existing State-level improvement plans/initiatives in the state and determine how they are aligned and connected with the potential SiMR.
- Analyze quantitative and qualitative data. If there is limited quantitative data available, it will be critical to find qualitative data.

#### **Example Analysis Questions**

*Infrastructure: What are existing initiatives and priorities in your state that relate to supporting improved outcomes for young children with special needs and their families?*

*Infrastructure: What are the overall strengths of the state infrastructure? What improvements need to be made to the infrastructure to support improvement and capacity building?*

*Data Analysis: In reviewing APR data over time, what stands out as potential areas needing improvement? What other state data about children supports this?*

*Data Analysis: Have there been statewide increases in the percentage of children exiting at age expectations in Outcome C3 (taking action to meet needs)? Does it differ by income level?*

### **Places to Engage Stakeholders**

- Participate in broad infrastructure analyses.
- Support interpretation of the broad data analysis.
- Provide input on the selection of the SiMR.

<b>Area of SSIP Addressed</b>	<b>Tool or Resource Name</b>	<b>Description</b>	<b>Location</b>
Broad Data Analysis	SSIP Child Outcomes Broad Data Analysis Template	This template has been developed to assist Part C and Section 619 in conducting an initial broad data analysis with data already being used for APR reporting. It guides the analysis of how children in the state are performing relative to national data, across years, within the state and across programs within the state.	<a href="http://ectacenter.org/eco/assets/docs/SSIP_child_outcomes_broad_data_analysis_template_FIN_AL.docx">http://ectacenter.org/eco/assets/docs/SSIP_child_outcomes_broad_data_analysis_template_FIN_AL.docx</a>
Broad and In-Depth Data Analysis	Child Outcomes Subgroup Analysis Template.	The purpose of the tool is to provide states with table shells for subgroup analyses that have proven useful in understanding predictors of child outcomes. These shells are suggestions and should be tailored to fit the appropriate categories for your state.	<a href="http://ectacenter.org/eco/pages/usingdata.asp">http://ectacenter.org/eco/pages/usingdata.asp</a>
Broad Data Analysis	Eligibility Category Comparison Template	This workbook can be used to create a graph with your state child outcomes data compared to the unweighted average of other states in the same ITCA eligibility category from the 2011-12 national child outcomes data.	<a href="http://ectacenter.org/eco/assets/xls/ITCAcategorytemplate_final.xlsx">http://ectacenter.org/eco/assets/xls/ITCAcategorytemplate_final.xlsx</a>
Broad Data Analysis	Meaningful Differences Calculator	This Microsoft Excel template allows states to look at the statistical significance of change in the states summary statements from year to year. In addition, it allows a state to compare local performance on each summary statement to the state's performance to see if the difference is statistically significant. The calculator also computes the 90% confidence interval around the state and local summary statement values. This tool can be used to identify important differences between year to year performance in a state and to identify local programs that are performing statistically higher or lower than the state. The confidence intervals can be used to understand the precision of the summary statement values. Summary statement values with very large confidence intervals (more than $\pm 5\%$ ) should be interpreted with caution.	<a href="http://www.ectacenter.org/eco/assets/xls/MeaningfulDifferencesCalculator.xlsx">http://www.ectacenter.org/eco/assets/xls/MeaningfulDifferencesCalculator.xlsx</a>

Area of SSIP Addressed	Tool or Resource Name	Description	Location
Broad and In-depth Infrastructure Analysis	Infrastructure Analysis Template	This worksheet is designed to assist states in identifying strengths of each of the system components and to identify systemic issues that may present a barrier to the performance of children and youth with disabilities. It also includes a worksheet to identify what additional questions need to be answered during the in-depth infrastructure analysis, a guide for documenting how each component can be leveraged or strengthened to improve results for children, and a series of questions related to how the infrastructure can support use of implementation science in improving results.	<a href="http://ectacenter.org/~docs/calls/2014/ssip/SERRC_Infrastructure_Analysis_Guide_2-12-14.docx">http://ectacenter.org/~docs/calls/2014/ssip/SERRC_Infrastructure_Analysis_Guide_2-12-14.docx</a>
Broad Infrastructure Analysis	SWOT Analysis - State Infrastructure	This tool provides questions to stimulate thinking about the various systems or infrastructure components according to strengths, weaknesses, opportunities and threats (SWOT).	<a href="http://ectacenter.org/~pdfs/calls/2014/ssip/SWOTAnalysisActivitySSIP.pdf">http://ectacenter.org/~pdfs/calls/2014/ssip/SWOTAnalysisActivitySSIP.pdf</a>
Broad and In-depth Infrastructure Analysis	State Infrastructure Analysis Tools (Parts B and C)	This tool is designed to be used as an aide to states as they consider the requirements for a description and analysis of the states' infrastructure, under the guidance for Phase I of the State Systemic Improvement Plan related to the new State Performance Plan. The tool is organized around the Implementation Drivers Framework, developed from work by the National Implementation Research Network (NIRN) and the OSEP-funded State Implementation and Scale-up of Evidenced-based Practices (SISEP) Center.	Part C: <a href="http://ectacenter.org/~docs/calls/2014/ssip/StateInfrastructureAnalysisToolPartC4-8-14.docx">http://ectacenter.org/~docs/calls/2014/ssip/StateInfrastructureAnalysisToolPartC4-8-14.docx</a>  Part B: <a href="http://ectacenter.org/~docs/calls/2014/ssip/StateInfrastructureAnalysisToolPartB4-8-14.docx">http://ectacenter.org/~docs/calls/2014/ssip/StateInfrastructureAnalysisToolPartB4-8-14.docx</a>
Broad and In-Depth Infrastructure Analysis	System Framework Components Description	The purpose of the ECTA System Framework is to guide state staff, and leadership in evaluating Part C and Section 619 systems, identifying areas for improvement, and providing direction on how to develop a more effective, efficient system that supports implementation of effective practices.	<a href="http://ectacenter.org/~pdfs/sysframe/System_Framework_Draft_Components_DescriptionsMay-30-14.pdf">http://ectacenter.org/~pdfs/sysframe/System_Framework_Draft_Components_DescriptionsMay-30-14.pdf</a>

Area of SSIP Addressed	Tool or Resource Name	Description	Location
Broad and In-Depth Infrastructure Analysis	ECTA System Framework	The purpose of the ECTA System Framework is to guide state staff, and leadership in evaluating Part C and Section 619 systems, identifying areas for improvement, and providing direction on how to develop a more effective, efficient system that supports implementation of effective practices.	<a href="http://ectacenter.org/sysframe/">http://ectacenter.org/sysframe/</a>
Broad and In-Depth Infrastructure Analysis	Initiative Inventory for the State Systemic Improvement Plan	The Initiative Inventory is a worksheet that was adapted from the <i>District Initiative Inventory</i> developed by the <i>Scaling-up of Evidence-based Practices Center (SISEP)</i> and the <i>National Implementation Research Network (NIRN)</i> . This inventory can be used to identify current and previously implemented initiatives that can be leveraged to impact the SiMR. There are also some guiding questions to help identify whether the initiative is one that is closely related to the result state's want to achieve and some potential challenges that might need to be addressed.	<a href="http://ectacenter.org/~docs/calls/2014/ssip/SSIP_State_Initiative_Inventory_(SERRC)-3-18-14.docx">http://ectacenter.org/~docs/calls/2014/ssip/SSIP_State_Initiative_Inventory_(SERRC)-3-18-14.docx</a>

**State-identified Measurable Result(s) (SiMR):** This is a child-level (or family-level, for Part C) outcome in contrast to a process or system result. It may be a single result or a cluster of related results.

## Identify Result(s)

### **Purpose and Goal**

The purpose is to identify what result(s) the State intends to achieve through the implementation of the SSIP.

### **Goal**

The goal is to select a state-identified measurable result(s) (SiMR) for the SSIP that can make a significant impact on results for children with disabilities and their families.

### **Process for Identifying the SiMR**

- Use information from broad data and infrastructure analyses to identify potential SiMR.
- Narrow the SiMR to one or more linked/clustered results (e.g., child outcomes and/or, for Part C, family outcomes) for which the state can significantly improve performance.

### **Considerations**

States may want to consider the following questions in selecting potential SiMR.

- Does information from the broad data and infrastructure analysis substantiate the potential SiMR?
- Are there initiatives in the state related to the potential SiMR? Is the Part C/619 program connected to them?
- Is the potential SiMR feasible? Do you have potential resources available to address it?
- Do you have adequate leadership support around the SiMR?

### **Places to Engage Stakeholders**

- Identifying potential SiMR.

#### **Example**

##### **SiMR:**

*Increasing the percentage of infants and toddlers who exit at age expectations in positive social-emotional skills*

##### **Example Data Substantiating Measureable Child Result:**

- *Fewer young children are exiting at age expectations in positive social emotional skills compared to the other two outcomes.*
- *The state ranks 10<sup>th</sup> in the nation for mothers with depression (which may have a relationship to low social-emotional outcomes for young children).*
- *Few professionals are trained and have competencies in social emotional development and intervention.*
- *A current state initiative focuses on screening and assessing mental health for children under age 5 with delays or disabilities.*

“Why, sometimes I've believed as many as six impossible things before breakfast.”

— Lewis Carroll, Alice in Wonderland

Area of SSIP Addressed	Tool or Resource Name	Description	Location
Identify Result(s)	Review of State Context: Considerations in Identifying Measureable Result for Students/Children with Disabilities as Focus for SSIP	This worksheet helps a state to narrow a list of potential measurable results areas to a single result area. It includes infrastructure related questions that a state would explore in determining if the state has the capacity to address a specific measurable result more readily than another potential result.	<a href="http://ectacenter.org/~docs/calls/2014/ssip/State_context_analysis-3-20-14.docx">http://ectacenter.org/~docs/calls/2014/ssip/State_context_analysis-3-20-14.docx</a>
Identify Result(s) and Refine Result(s)	SSIP State-identified Measureable Result Worksheet	This worksheet includes a series of questions related to whether data and infrastructure analysis support the measurable result and if it is feasible for the state.	<a href="http://ectacenter.org/~docs/calls/2014/ssip/MeasurableResultWorksheet-2014-08-01.docx">http://ectacenter.org/~docs/calls/2014/ssip/MeasurableResultWorksheet-2014-08-01.docx</a>

***In-depth Data Analysis:*** A process of asking questions, gathering evidence and making inferences about the child, service and program characteristics associated with the SiMR through subgroup analysis to determine root causes and identify leverage points.

***In-depth Infrastructure Analysis:*** A process for learning more about state and local leverage points and barriers to implementing quality practices and the readiness of the system to support improvement and build capacity in LEAs/EIS programs to scale up, and sustain evidence-based practices, programs or models to improve results for children with disabilities and their families.

## Conduct In-depth Analyses

### **Purpose**

The purpose of the in-depth analyses is to conduct further analysis to examine the link between the program practices and system infrastructure to identify root causes contributing to low performance of the state-identified measurable result (SiMR).

### **Goal**

The goal is to assemble sufficient evidence to justify to stakeholders and leadership why the SiMR was selected and help guide the state toward selecting coherent improvement strategies.

### **Conducting In-Depth Analysis**

- Develop a data analysis plan to guide in-depth analysis.
- Identify questions and hypotheses specific to the SiMR.
- Analyze the identified SiMR by subgroups (e.g. race/ethnicity, disability, program).
- Conduct comparisons of the SiMR by matched programs (programs in a similar geographic area, serving similar populations).
- Gather information about system components that facilitate or inhibit the use of quality practices related to the SiMR.
- Identify what's working and what's not working in each of the following system components related to the identified SiMR: governance, quality standards, professional development, technical assistance, data, fiscal, and monitoring and accountability.
- Identify current state level improvement plans and other early learning initiatives to determine how they are aligned or could be integrated with the SSIP.
- Conduct root cause analysis to identify local program infrastructure and practices contributing to low performance in the selected SiMR by confirming or disproving hypotheses developed based on interpretations of the data.
- Summarize information using narrative and charts for easy understanding by stakeholders.

#### ***Process for In-depth data analysis\****

1. *Define Analysis Questions and Hypotheses*
2. *Clarify Expectations*
3. *Analyze data*
4. *Test inferences*
5. *Determine actions*

*\* For more detail see: Analyzing Child Outcomes Data for Program Improvement*

<http://ectacenter.org/eco/pages/usingdata.asp#ResourcesandTools>

### **Considerations**

- What are system practice barriers that lead to low performance?
- Are there barriers that prevent practitioners from implementing effective practices?

- How does program compliance relate to the SiMR?
- What qualitative and quantitative information is available from outside sources (e.g. Annie E Casey foundation, the number of children in poverty in each county)?
- How are the various system components coordinated?
- Are there data quality issues that need to be addressed?
- Do additional data need to be collected and analyzed? If so, how will these data be collected and analyzed and what are the timelines?

### ***Places to Engage Stakeholders***

- Interpreting in-depth analysis.
- Identifying potential root causes of the data patterns related to the SiMR that require additional information gathering.
- Responding to questions about program practices and infrastructure.

<b>Area of the SSIP Addressed</b>	<b>Tool or Resource Name</b>	<b>Description</b>	<b>Location</b>
In-depth Data Analysis	Analyzing Child Outcomes Data for Program improvement: A Guidance Table	This guidance table is designed to help identify key issues, questions, and approaches for analyzing and interpreting data on outcomes for young children with disabilities. The tool outlines a series of steps related to defining analysis questions, clarifying expectations, analyzing data, testing inferences, and conducting data-based program improvement planning. It also includes examples of questions, approaches, and sample figures to consider.	<a href="http://ectacenter.org/e-co/assets/pdfs/AnalyzingChildOutcomesData-GuidanceTable.pdf">http://ectacenter.org/e-co/assets/pdfs/AnalyzingChildOutcomesData-GuidanceTable.pdf</a>
Broad and In-depth Data Analysis	Child Outcomes Subgroup Analysis Template.	The purpose of the tool is to provide states with table shells for subgroup analyses that have proven useful in understanding predictors of child outcomes. These shells are suggestions and should be tailored to fit the appropriate categories for your state.	<a href="http://ectacenter.org/e-co/pages/usingdata.aspx">http://ectacenter.org/e-co/pages/usingdata.aspx</a>
In-Depth Data and Infrastructure Analysis	Local Contributing Factor Tool for SPP/APR Indicators C-3/B-7	This tool was designed to assist local programs in collecting valid and reliable data to determine contributing factors impacting performance on State Performance Plan (SPP) indicators. The version of the tool includes drill down questions focused on child outcomes, indicator C3/B7, which provide ideas for the types of questions a local team would consider in identifying factors impacting performance.	<a href="http://ectacenter.org/e-co/assets/docs/ECO-C3-B7-LCFT.docx">http://ectacenter.org/e-co/assets/docs/ECO-C3-B7-LCFT.docx</a>

Area of the SSIP Addressed	Tool or Resource Name	Description	Location
In-Depth Data and Infrastructure Analysis	Local Contributing Factor Tool for SPP/APR Indicators C-2, C-4, C-5 & C-6	This tool was designed to assist local programs in collecting valid and reliable data to determine contributing factors impacting performance on State Performance Plan (SPP) indicators. It includes drill down questions focused on several Part C results indicators, which provide ideas for the types of questions a local team would consider in identifying factors impacting performance.	<a href="http://ectacenter.org/~docs/calls/2014/ssip/ContributingFactor-Results_Final_28Mar12.doc">http://ectacenter.org/~docs/calls/2014/ssip/ContributingFactor-Results_Final_28Mar12.doc</a>
Broad and In-depth Infrastructure Analysis	Initiative Inventory for the State Systemic Improvement Plan	The Initiative Inventory is a worksheet that was adapted from the <i>District Initiative Inventory</i> developed by the <i>Scaling-up of Evidence-based Practices Center (SISEP)</i> and the <i>National Implementation Research Network (NIRN)</i> . This inventory can be used to identify current and previously implemented initiatives that can be leveraged to impact the SiMR. There are also some guiding questions to help identify whether the initiative is one that is closely related to the result state's want to achieve and some potential challenges that might need to be addressed.	<a href="http://ectacenter.org/~docs/calls/2014/ssip/SIP_State_Initiative_Inventory_(SERRC)-3-18-14.docx">http://ectacenter.org/~docs/calls/2014/ssip/SIP_State_Initiative_Inventory_(SERRC)-3-18-14.docx</a>
Broad and In-depth Infrastructure Analysis	State Infrastructure Analysis Tools (Parts B & C)	This tool is designed to be used as an aide to states as they consider the requirements for a description and analysis of the states' infrastructure, under the guidance for Phase I of the State Systemic Improvement Plan related to the new State Performance Plan. The tool is organized around the Implementation Drivers Framework, developed from work by the National Implementation Research Network (NIRN) and the OSEP-funded State Implementation and Scale-up of Evidenced-based Practices (SISEP) Center.	Part C: <a href="http://ectacenter.org/~docs/calls/2014/ssip/StateInfrastructureAnalysisToolPartC4-8-14.docx">http://ectacenter.org/~docs/calls/2014/ssip/StateInfrastructureAnalysisToolPartC4-8-14.docx</a>  Part B: <a href="http://ectacenter.org/~docs/calls/2014/ssip/StateInfrastructureAnalysisToolPartB4-8-14.docx">http://ectacenter.org/~docs/calls/2014/ssip/StateInfrastructureAnalysisToolPartB4-8-14.docx</a>

Area of the SSIP Addressed	Tool or Resource Name	Description	Location
Broad and In-depth Infrastructure Analysis	System Framework Components Descriptions	This is a Microsoft Word Document that describes the components of the ECTA systems framework which are linked to the infrastructure components in the SSIP. The purpose of the document is to support states in describing the components to stakeholders and conducting a general scan across the component descriptions to identify potential areas of strength and challenges.	<a href="http://ectacenter.org/~pdfs/sysframe/System_Framework_Draft_Components_DescriptionMay-30-14.pdf">http://ectacenter.org/~pdfs/sysframe/System_Framework_Draft_Components_DescriptionMay-30-14.pdf</a>
Broad and In-Depth Infrastructure Analysis	ECTA System Framework	The purpose of the ECTA System Framework is to guide state staff, and leadership in evaluating Part C and Section 619 systems, identifying areas for improvement, and providing direction on how to develop a more effective, efficient system that supports implementation of effective practices.	<a href="http://ectacenter.org/sysframe/">http://ectacenter.org/sysframe/</a>
Broad and In-depth Infrastructure Analysis	Infrastructure Analysis Template	This worksheet is designed to assist states in identifying strengths of each of the system components and to identify systemic issues that may present a barrier to the performance of children and youth with disabilities in completing the Broad infrastructure analysis. It also includes worksheet to identify what additional questions need to be answered during the in-depth infrastructure analysis, a guide for documenting how each component can be leveraged or strengthened to improve results for children, and a series of questions related to how the infrastructure can support use of implementation science in improving results.	<a href="http://ectacenter.org/~docs/calls/2014/ssip/SERRC_Infrastructure_Analysis_Guide_2-12-14.docx">http://ectacenter.org/~docs/calls/2014/ssip/SERRC_Infrastructure_Analysis_Guide_2-12-14.docx</a>
In-Depth Infrastructure Analysis	DaSy Data Systems Framework	This document is under development. The purpose is to enhance the capacity of Part C and Part B 619 program staff to: understand the characteristics and capabilities of a good data system; lead or actively participate in state data system's development efforts, including cross agency work; and use their data system(s) to address IDEA reporting requirements and to answer important program and policy questions.	<a href="http://www.dasycenter.org/framework/index.html">http://www.dasycenter.org/framework/index.html</a>

**State-Identified Measureable Result(s) (SiMR):** This is a child-level or family-level (for Part C) outcome in contrast to a process or system result. It may be a single result or a cluster of related results.

## Confirm or Narrow/Refine Result(s)

### **Purpose**

The purpose is to confirm the state-identified measurable result(s) (SiMR) or further narrow/refine the result(s) the State intends to achieve through the SSIP based on the in-depth analyses.

### **Goal**

The goal is to use the information gathered during the in-depth data analyses to either confirm the SiMR identified or to further narrow/refine the SiMR for the SSIP.

### **Process for Confirming the SiMR**

When a state team confirms the SiMR, it means that the information gathered from the in-depth data and infrastructure analyses suggest that no further refinement or narrowing is needed and that the SiMR accurately reflects the result(s) the state hopes to improve. To confirm the SiMR, the state will:

- Use information from in-depth data and infrastructure analyses.
- Evaluate whether the SiMR is a feasible result to focus on in the SSIP.

### **Process for Narrowing/Refining the SiMR**

When a state team narrows/refines the SiMR, it means that the information gathered from the in-depth analyses suggests that the SiMR is too broad to show improvement. Essentially, the in-depth analyses suggest a need to focus the SiMR, for example by narrowing it to a certain population or subset of children and families. The state team will need to:

- Use information from in-depth data and infrastructure analyses to narrow or refine the SiMR to an achievable and measurable result,
- Evaluate whether the refined SiMR is a feasible result to focus on in the SSIP.

### **Considerations**

States may want to consider the following questions in evaluating if the confirmed or narrowed/refined SiMR is feasible:

#### **Example Measureable Child Result(s)**

- *Increase the percentage of children showing greater than expected growth in positive social emotional skills.*
- *Increase the percentage of children in poverty showing greater than expected growth in literacy skills*
- *Increase the percentage of children demonstrating age appropriate knowledge and skills at exit and increase the percentage of families who report that the program helped them help their child develop and learn.*

- Is there adequate qualitative and quantitative data to support the selection of the SiMR?
  - Is there a body of evidence from the data that substantiates the rationale behind the SiMR?
  - Are the key inferences supported by the data?
  - Have you identified facilitators and barriers about the state system and how these impact practices and results?
  - Is the evidence and data convincing to stakeholders?
- Does the SiMR align with current priorities and initiatives in the state?
- What resources are already committed or could be leveraged?
- Does the system have adequate capacity to support improvements in the SiMR?
- Will it make a significant impact on results?
- Will changes in practices and improvement in child and family (for Part C) outcomes be achievable in 2-4 years?
- Is there adequate leadership support around the SiMR?
- Is there stakeholder support around the SiMR?

***Places to Engage Stakeholders***

- Confirming or refining/narrowing the SiMR.
- Evaluating the feasibility of the SiMR.

“No wise fish would go anywhere without a porpoise.”  
— Lewis Carroll, Alice in Wonderland

Area of SSIP Addressed	Tool or Resource Name	Description	Location
Identify Result and Refine Result	SSIP State-identified Measureable Result Worksheet	This worksheet includes a series of questions related to whether data and infrastructure analysis support selection of the SiMR and if it is feasible for the state.	<a href="http://ectacenter.org/~docs/calls/2014/ssip/MeasureableResultWorksheet-2014-08-01.docx">http://ectacenter.org/~docs/calls/2014/ssip/MeasureableResultWorksheet-2014-08-01.docx</a>

**Coherent Improvement Strategies:** These are sound, logical and aligned strategies that address root causes of low performance, build on leverage points, and support program/provider implementation of evidence based practices to improve SiMR.

**Leverage Points:** Something that influences a significant amount of change or improvement.

## Identify Improvement Strategies

### **Purpose**

The purpose is to identify coherent improvement strategies that build the capacity of the state system and of LEAs/EIS programs in order to improve results for children with disabilities and their families.

### **Goal**

The goal is to have sound, logical and aligned improvement strategies that will address root causes of low performance and lead to measurable improvement in the state-identified measurable result(s) (SiMR) selected for the SSIP.

### **Process for Identifying Improvement Strategies**

- Use information from data and infrastructure analyses to identify potential improvement strategies that address root causes of low performance, including infrastructure issues, and build on leverage points.
- Determine improvement strategies that will support EIS programs/providers and/or LEAs to implement evidence-based practices that improve the result(s) identified for the SSIP.
- Explore effective practices related to the SiMR that will need to be scaled up to improve results.

#### **Potential Questions for Evaluating Improvement Strategies**

- Does the improvement strategy focus on changing practice or address barriers such as infrastructure issues?
- Does the improvement strategy build on leverage points?
- Is the improvement strategy evidence-based?
- Will the improvement activity build local capacity to improve results?
- Does the improvement activity address the problems identified by the data?

### **Considerations**

- Evaluate the appropriateness and fit of identified improvement strategies.
- Use DEC Recommended Practices and the Agreed Upon Practices as resources for identifying key practices that need to be implemented to improve results for children with disabilities and their families.
- Incorporate active implementation frameworks (from implementation science) as improvement strategies are designed. This can also help the state team to examine the appropriateness of the strategies being considered.

### **Places to Engage Stakeholders**

- Identifying appropriate improvement strategies that will effect measureable improvement in results.
- Evaluating the appropriateness and fit of the improvement strategies.

Area of SSIP Addressed	Tool or Resource Name	Description	Location
Identify Improvement Strategies	DEC Recommended Practices	The DEC Recommended Practices are a resource that may assist states in identifying essential practices that could be implemented to improve results in the state's selected SiMR.	<a href="http://www.decrcpractices.org/~assets/pdfs/DEC-RPs-Field-Feedback-Draft-2013-12-13.pdf">http://www.decrcpractices.org/~assets/pdfs/DEC-RPs-Field-Feedback-Draft-2013-12-13.pdf</a>

**Theory of Action:** A graphical illustration that shows hypothesized relationships. It is a set of underlying assumptions about how the state will move from its current status to its desired future. A theory of action is at its core a simple if-then statement.

## Theory of Action

### **Purpose**

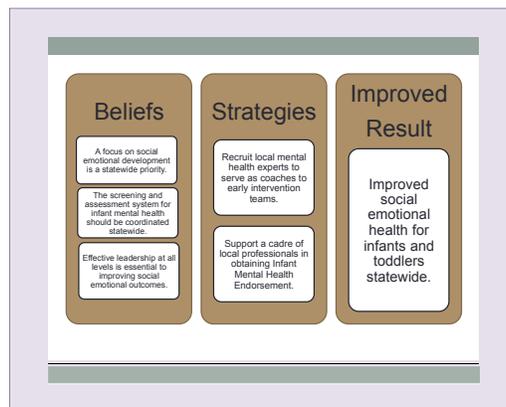
The purpose is to develop a theory of action (i.e., a graphical illustration that shows the rationale for the selection and implementation of the coherent set of improvement strategies).

### **Goal**

The goal of the theory of action is to illustrate how the implementation of the coherent improvement strategies will demonstrate the State's capacity to lead meaningful change in LEAs/EIS programs, and achieve improvement in the state-identified measurable result(s) (SiMR) for children with disabilities and their families.

### **Developing a Theory of Action:**

- Review the output from previous SSIP activities (e.g., broad and in-depth data and infrastructure analyses, identification of coherent improvement strategies), the literature and knowledge of the state systems to develop a series of if-then statements that depict the relationship between what the state will do, what will happen at the local level as a result, how local practice will be impacted, and ultimately how the result will be improved.
- Define an outcome statement that showcases the improvement the SSIP State Team hopes to show within the SiMR.
- Graphically depict (e.g., logic model, outcome map) the State's intentions for implementation of the coherent improvement strategies. This graphical illustration will:
  - Depict the hypothesized relationships among the coherent improvement strategies and the SiMR,
  - Include both short-and longer-term outcomes, and
  - Reflect changes at different levels, such as individual practices, local programs/schools, and state systems.



### **Considerations**

- Keep in mind, there is no right or wrong way to develop a theory of action for the SSIP. Each graphical representation will look different depending on each State's context. The following questions will help to develop the theory of action:
  - Does the theory of action clearly link the coherent set of improvement strategies with the SiMR?
  - Does the theory of action show how LEA/EIS programs capacity will be improved?

- Does the theory of action show how changes to the State's infrastructure will change LEA/EIS programs capacity and ultimately improve the SiMR?

**Places to Engage Stakeholders**

- Generating the outcome statement.
- Identifying the hypothesized relationships between state and local level improvement strategies and identifying how those improvement strategies lead to improvement in the SiMR.
- Reviewing and revising the theory of action.

Area of SSIP Addressed	Tool or Resource Name	Description	Location
Theory of Action	Develop a Theory of Action	This website on Evaluation Tool Kit for Magnet Schools provides FAQs on how theory of action and logic models align.	<a href="http://www.evaluationtoolkit.org/practices/develop-a-theory-of-action/background">http://www.evaluationtoolkit.org/practices/develop-a-theory-of-action/background</a>
Theory of Action	Innovation Network: Transforming Evaluation for Social Change	Innovation Network, a nonprofit organization that shares planning and evaluation resources, provides a step-by-step online Logic Model Builder (2005) through its Point K Learning Center. You can access this guide, and other useful tools, after completing a free online registration.	<a href="http://www.innonet.org/">http://www.innonet.org/</a>
Theory of Action	W.K. Kellogg Foundation Logic Model Development Guide	This document from the W.K. Kellogg Foundation, Logic Model Development Guide (2004), focuses on the creation and use of logic models in evaluation efforts. It provides fictitious examples, helpful tips, and an appendix of templates and checklists.	<a href="http://www.wkkf.org/resource-directory/resource/2006/02/wk-kellogg-foundation-logic-model-development-guide">http://www.wkkf.org/resource-directory/resource/2006/02/wk-kellogg-foundation-logic-model-development-guide</a>

## Develop/Review SSIP

### ***Purpose***

The purpose is to develop the SSIP (Indicator C11 or B17) as part of the FFY 2013 APR for submission to OSEP by April 1, 2015\*.

### ***Goal***

The goal is to develop a high quality summary of all necessary components of Phase I of the SSIP in accordance with all requirements, which will serve as the foundation for developing the SSIP Plan in Phase II.

### ***Process for Developing and Reviewing the SSIP***

- Draft the SSIP using documentation compiled with each SSIP activity (e.g. broad and in-depth data and infrastructure analyses, improvement strategies, theory of action).
- Conduct reviews of the draft SSIP and make edits as appropriate.
- Using data from the broad and in-depth analysis establish SSIP baseline and set targets for Indicator C11 or B17 for subsequent years with stakeholders.
- Review the SSIP with broad stakeholders and appropriate leadership.
- Submit the SSIP by April 1, 2015.
- Be sure to submit the other SPP/APR indicators on February 2, 2015.

### ***Considerations***

The state may wish to consider the following in determining how the SSIP will be drafted and completed for the APR:

- Are timelines for drafting and reviewing the SSIP appropriate and being met? Do we need to make modifications to our plan?
- Have we included all requirements of the SSIP in C11 and B17?