



# **STATE SYSTEMIC IMPROVEMENT PLAN (SSIP) PHASE III**

## **State Phase III Report Organizational Outline**

**November 1, 2016**

# State Phase III Report Organizational Outline

This document provides an outline States can use for writing an SSIP Phase III report. Per previous OSEP guidance, in general, the report should provide data and analysis, consistent with its evaluation plan, on the extent to which the State has made progress toward or has met the State-established short-term and long-term objectives for implementation of the SSIP and has made progress in achieving the State-identified Measurable Result (SiMR) for Children with Disabilities.

Phase III submissions should include:

- Data-based justifications for any changes in implementation activities
- Data to support that the State is on the right path, if no adjustments are being proposed
- Descriptions of how stakeholders have been involved, including in decision-making

## Suggested Phase III Report Outline

### A. Summary of Phase III

1. Theory of action or logic model for the SSIP, including the SiMR
2. The coherent improvement strategies or principle activities employed during the year, including infrastructure improvement strategies
3. The specific evidence-based practices that have been implemented to date
4. Brief overview of the year's evaluation activities, measures, and outcomes
5. Highlights of changes to implementation and improvement strategies

### B. Progress in Implementing the SSIP

1. Description of the State's SSIP implementation progress
  - a. Description of extent to which the State has carried out its planned activities with fidelity—what has been accomplished, what milestones have been met, and whether the intended timeline has been followed
  - b. Intended outputs that have been accomplished as a result of the implementation activities
2. Stakeholder involvement in SSIP implementation
  - a. How stakeholders have been informed of the ongoing implementation of the SSIP
  - b. How stakeholders have had a voice and been involved in decision-making regarding the ongoing implementation of the SSIP

### C. Data on Implementation and Outcomes

1. How the State monitored and measured outputs to assess the effectiveness of the implementation plan
  - a. How evaluation measures align with the theory of action
  - b. Data sources for each key measure
  - c. Description of baseline data for key measures
  - d. Data collection procedures and associated timelines
  - e. [If applicable] Sampling procedures
  - f. [If appropriate] Planned data comparisons
  - g. How data management and data analysis procedures allow for assessment of progress toward achieving intended improvements
2. How the State has demonstrated progress and made modifications to the SSIP as necessary
  - a. How the State has reviewed key data that provide evidence regarding progress toward achieving intended improvements to infrastructure and the SiMR
  - b. Evidence of change to baseline data for key measures
  - c. How data support changes that have been made to implementation and improvement strategies
  - d. How data are informing next steps in the SSIP implementation
  - e. How data support planned modifications to intended outcomes (including the SiMR)—rationale or justification for the changes or how data support that the SSIP is on the right path
3. Stakeholder involvement in the SSIP evaluation
  - a. How stakeholders have been informed of the ongoing evaluation of the SSIP
  - b. How stakeholders have had a voice and been involved in decision-making regarding the ongoing evaluation of the SSIP

### D. Data Quality Issues

1. Data limitations that affected reports of progress in implementing the SSIP and achieving the SiMR due to quality of the evaluation data
  - a. Concern or limitations related to the quality or quantity of the data used to report progress or results
  - b. Implications for assessing progress or results
  - c. Plans for improving data quality

E. Progress Toward Achieving Intended Improvements

1. Assessment of progress toward achieving intended improvements
  - a. Infrastructure changes that support SSIP initiatives, including how system changes support achievement of the SIMR, sustainability, and scale-up
  - b. Evidence that SSIP's evidence-based practices are being carried out with fidelity and having the desired effects
  - c. Outcomes regarding progress toward short-term and long-term objectives that are necessary steps toward achieving the SIMR
  - d. Measurable improvements in the SIMR in relation to targets

F. Plans for Next Year

1. Additional activities to be implemented next year, with timeline
2. Planned evaluation activities including data collection, measures, and expected outcomes
3. Anticipated barriers and steps to address those barriers
4. The State describes any needs for additional support and/or technical assistance