

## WestEd Monthly Report, March 2019

This monthly report reflects work completed during the designated month and any work in progress. We also provide a summary of upcoming work.

### Work Performed During this Period

- Bulleted list of major work completed by last working day of each month.

Interviews/Meetings Conducted:

| Name                         | Title          | Department/Program/Organization   | Location | Date(s) |
|------------------------------|----------------|---|----------|---------|
| Marcella Franczkowski        | Asst State Sup | Conducted Interview Division of Early Intervention Special Education Services                           | MSDE     | 3/28/19 |
| Family Support Services Team |                | Conducted group interview Dispute Resolution, Division of Early Intervention Special Education Services | MSDE     | 3/28/19 |
| Complaint Investigation Team |                | Conducted group interview Dispute Resolution, Division of Early Intervention Special Education Services | MSDE     | 3/28/19 |
| Monitoring Team              |                | Conducted group interview Monitoring Team, Division of Early Intervention Special Education Services    | MSDE     | 3/28/19 |

- Focus Groups/Site Visits Conducted:

| Group/Department/Program/Organization  | Location  | Date(s) |
|--|---|---------|
| Event observation/secondary transition focus group Region 5 (special ed director will be done in April, virtually) | Hyatt Regency Chesapeake Bay, Cambridge, MD 21613 (Cecelia) | 3/29/18 |

### Deliverables and Major Activities

Deliverables Completed this Month:

- State level interview protocol completed
- Secondary Transition Coordinator focus group protocol completed
- Special education director focus group protocol completed

Progress on Other Deliverables:

- We have begun initial data cleaning of the public data files for the cost function study.

- We have secured access to the restricted ECLS-K data for the state-level weights study.
- We submitted drafts of the staff and family surveys for review.
- We submitted a draft IEP review process for review.

### Challenges/Questions Encountered and Plan to Address Them

- We had the availability of a member of the data team change due to unforeseen health-related circumstances, and thus will need to secure new project staff to fill this role. Efforts to fill this position are already underway.
- We are a bit behind on clearing protocols and methodology on qualitative data collection because we decided together that it was good to interview Marcella and key teams at MSDE to better understand context for surveys and IEP review. We will catch up.
- Surveying parents, especially online, is problematic because of the State’s Indicator 8 survey. We have a couple of low impact alternatives to discuss during our check-in.
- Lack of student data for analysis restricts ability to select LSSs and schools. We will investigate alternative approaches.

### Work Plan for Upcoming Month

- We will continue to clean the public data. We will also begin working with the MSDE data as soon possible once it is received.
- We will share drafts of all protocol for LSS and school visits and make any necessary revisions based on MSDE comments.
- We will select LSSs and schools for site visits.
- We will schedule site visits to LSSs and PAs; possibly start visits by 3<sup>rd</sup> week of April.
  - On-site interviews
  - Teacher and parent focus groups
  - Observe IEP meetings
  - Possible classroom observations
- Implement staff survey (online) and set up distribution of parent feedback postcards (alternative to survey).
- Meetings and Interviews Planned for Upcoming Month:

| Name | Title | Department/Program/Organization       | Date(s) |
|------|-------|---------------------------------------|---------|
| N/A  | N/A   | MSDE or other non-LSS interviews, TBD | N/A     |

- Focus Groups/Site Visits Planned for Upcoming Month:

| Group/Department/Program/Organization  | Location      | Date(s) |
|--|---------------|---------|
| Region 1 Lessons Learned, Event observation/secondary transition coordinator and local special education director focus groups | Frederick     | April 1 |
| Region 2 Lessons Learned, Event observation/secondary transition coordinator and local special education director focus groups | Ellicott City | April 2 |
| Region 3 Lessons Learned, Event observation/secondary transition coordinator and local special education director focus groups | Hunt Valley   | April 9 |
| Region 4 Lessons Learned, Event observation/secondary transition coordinator and local special education director focus groups | Annapolis     | April 8 |