

SIG/Discretionary Accountability Reporting Forms

4/14/05

Vital Signs

Vital Sign #1: SIG Collaboration
Vital Sign #2: Other Collaboration
Vital Sign #3: Time
Vital Sign #4: Personnel

Vital Sign #5: Dissemination
Vital Sign #6: Expanded Access
Vital Sign #7: Satisfaction

Summary of Reports

Grant Applications: SIG due in October & Discretionary Due in March

Report 1. Grant Activity Summary: fall reporting

Report 2. Collaboration and Dissemination Report: spring & fall reporting

Report 3. Notice of Professional Development Event/Training: reported in advance of any grant related professional development event/training

Report 4. Event/Training Participation and Satisfaction Rates: spring and fall reporting for SIG and spring reporting for discretionary

Report 5. Community Technical Assistance Provided: spring & fall reporting

Report 6. Community Vital Signs Self Assessment: pre and spring assessment

Report 7. Parent IEP Satisfaction Survey: spring reporting

Report 8. a. Preservice ECSE faculty annual Report: spring reporting
b. Preservice faculty comprehensive survey: annual report

Report 9. DPI Child Count: December 1 Reports

Details of Each Report Follow

Grant Applications

IDEA SIG and Discretionary Grants

Purpose of grant application: To define the scope, objectives, tasks, budget, and responsibilities for grant projects.

Report Timeframe: The timeframes are defined by federal funding mechanisms. SIG grant applications are completed in October for the grant year of November 1 – October 31. The Discretionary grant applications are completed in the spring of each year for the grant year of July 1 – June 30.

Accessing the Report: The SIG application will be found on the SIG website and can be electronically submitted. The discretionary grant applications will be distributed by the Department of Public Instruction. Efforts are being made to align the grant applications for those grant coordinators that work with both SIG and discretionary grants.

Grant Activity Summary

Report 1. IDEA SIG and Discretionary Grants

Vital Signs addressed: This report summarizes the progress of the projects and indirectly addresses all vital signs.

Purpose of report: To provide a summary of the projects status on the activities, tasks, and outcome indicators defined in the project application. As a summary, this report can reference other forms as appropriate to avoid reporting duplication.

Report Timeframe: To be completed by grant coordinators in the spring and fall and submitted to the DPI project lead consultant. It can be a paper or email submission.

Accessing the Report: Grant Coordinators can adapt the format submitted in their grant application. A sample would look like this:

Grant Activity Summary

Date:

Project:

Contractor:

SIG Goal:

SIG Objective:

Other Reports Submitted: ___ **Event/Training Participation and Satisfaction**
 ___ **Community Technical Assistance**
 ___ **Other material submitted:** _____

Activity (From Work Plan)	Task (From Work Plan)	Accomplishments (Summary of activities, products, and/or tasks other not documented on another report.)

1. Describe a high point in your project or a time when the project was highly successful?
2. What is the most valued effect/outcome of your project?
3. What factors will lead to a difference a year from now?
4. What are your wishes to make this project more effective?

Collaboration and Dissemination Report

Report 2. IDEA SIG Projects

Vital Signs addressed:

Vital Sign #1: SIG Collaboration

Vital Sign #2: Other Collaboration

Vital Sign #3: Time

Vital Sign #4: Personnel

Vital Sign #5: Dissemination

Purpose of report: To individually assess the quality of collaboration and dissemination of SIG grant projects.

Report Timeframe: To be reported in the spring and the fall.

Accessing the Report: Reporting forms will be mailed by the evaluation consultant to each SIG project Coordinator.

Report Includes:

- Rate the quality of your collaboration activity – as specifically related to your project – with each of the individuals below:
- Rate the quality of the following SIG Partners' efforts to collaborate with you about matters related to their SIG project:
- Rate the quality of your collaborative activity --as specifically related to your project --- with each of the following IDEA discretionary grant or community partners:
- Opinion on projects time line
- Opinion about personnel/staff assignments
- Identify stakeholder groups to which you have disseminated information about this project.

Notice of Professional Development Event/Training

Report 3.

Designated IDEA SIG and Discretionary Projects

Vital Signs addressed: Vital Signs #6 Expanded Access

Purpose of report: To improve access to information about events and training opportunities by providing advanced notice for: web-based calendars and a five planning calendar.

Report Timeframe: Submitted by any grant coordinator planning an event or training related to the implementation of the SIG or discretionary grant.

Accessing the Report: Email links on Birth to 6 Events web calendar and the T-Net calendar. Eventually one link will automatically submitted the notice to various web-based training calendars including WSPEI..

Accessing the Calendars: Events will be found on the related web-sites: the Birth to 6 Events web calendar, the T-Net calendar, and eventually the WSPEI calendar. A five-year work-plan calendar will also be maintained of reoccurring statewide conferences and events.

Information Included on the Email:

- Date(s) of Event:
- Name of Upcoming Professional Development Training or Event:
- Topic:
- Sponsoring Agency(ies):
- Location:
- Target audience
- Where to get more information:
- PI 34 Teacher standard and Registry Core Competency Area Addressed

Professional Development Event/Training Participation and Satisfaction Rates

Report 4. IDEA SIG and Discretionary Projects

Vital Signs addressed: Vital Sign #6 Expanded Access and #7 Satisfaction

Purpose of report: To summarize participation and satisfaction rates for grant related events and trainings.

Report Timeframe: To be summarized in the spring and the fall for SIG grants and spring for discretionary grants.

Accessing the Report: The report can be accessed on the SIG website. FACETS and WSPEI will use their own reporting format.

Changes are currently being made in this original format:

1. Name of Grant Coordinator									
2. Name of IDEA Project									
3. Name of Training Event									
4. Sponsorship	Grant Only	Several Grants	Grant(s) and Birth to 3	Grant(s) and Head Start	Grant(s) and child care	Grant(s) and other			
	check one								
5. Participation by Type	Total Attendance	School/CE SA Administrators	School Special Educating Staff	School Regular Education Staff	Head Start Administrators & Staff	Child Care Administrators & Staff	Birth to 3 Administrators & Staff	Parents	
	Enter numbers								
6. Participation by CESA	People from other CESAs been invited	People from other CESAs attended							
	Check if yes								
7. Satisfaction Rates	Not satisfied	Satisfied	Very Satisfied						
					Check one box that summarizes the satisfaction rate you obtained based on your own evaluation feedback.				

Community Technical Assistance Report

Report 5. Designated IDEA SIG and Discretionary Projects

Purpose of report: To summarize the technical assistance provided to communities by grant coordinators or others.

Report Timeframe: To be reported by designated grant coordinators in the spring and the fall.

Accessing the Report: The report can be accessed on the SIG website. FACETS and WSPEI will use their own reporting format.

Changes are currently being made in this original format:

Early Childhood Community Technical Assistance Report						
Report 5.						
Date of Report	Name of Grant Coordinator	Name of Project	Name of community	Summary of Type of Assistance Provided*	Summary of Purpose of Assistance	Estimated Amount of Time
				Example:	Example:	
				Phone Call(s)	Grant implementation	
				Onsite Visit(s)	Developing Council	

Community Vital Signs Self Assessment

Report 6.

Designated IDEA SIG and Discretionary Projects

Vital Signs addressed:

- Vital Sign #2 Non-SIG Collaborations
- Vital Sign # 6 Expanded Access

Purpose of report: For communities to consider and assess the vital signs for community collaboration and expansion of preschool options.

Report Timeframe: Each mini-grant completes this self-assessment initially as a pre-assessment and then annually at the spring of each grant year.

Accessing the Report: The report is sent to mini-grant recipients by grant coordinators. It will then be available on the CESA 2 and 4 mini-grant web site. Grant coordinators will send the returned forms to the SIG evaluation consultant for tabulation.

Example of Report form: What Currently Exists in Your Community?

1. We have informal collaboration mechanisms with other agencies including:

- Head Start Child care
 Birth to 3 Family resource or parent education
 Others: please list _____

2. We have formal interagency agreements with:

- Head Start Birth to 3
 Others: please list _____

3. We have formal methods to collaborate and address early childhood:

- Our community has a formal early childhood council
 Our community has a broad based council or partnership group that addresses early childhood issues
 Our school has an early and ongoing collaboration, building team, or “pre-referral” team

4. The district’s previous December 1 child count data includes:

- Number of children 3-5 reported on child count
 # of children served in general education settings (L)
 # of children served in special education settings(M)
 # of children served in their home (N)
 # of children served one to one services out of home (O)
 # of children served part-time in general and part time in special education settings (P)

5. List the numbers of settings available for children 3-5 with disabilities to receive services:

Self-Contained:

- # ECSE self contained classrooms

Co-located options:

- # ECSE classes co-located with Head Start
 # ECSE classes co-located with child care
 # ECSE classes co-located with 4 year-old kindergarten (4k)
 # ECSE classes co-located with 4k and Head Start
 # ECSE classes co-located with 4k and child care
 # ECSE classes co-located with 5 year-old kindergarten (5k)
 # ECSE classes co-located with 5k and Head Start
 # ECSE classes co-located with 5k and child care
 # ECSE classes co-located with Title I Pre-school
 Other. Describe _____

Itinerant/consultant services:

- # Head Start classrooms receiving itinerant/consultation services
 # Child care centers receiving itinerant/consultation services
 # 4k classrooms receiving itinerant/consultation services
 # 5k classrooms receiving itinerant/consultation services
 Other. Describe _____

Home only:

- Check if some children only receive services in their home

6. We have established transition procedures and practices:

- Birth to 3 to ECSE
 Head Start to ECSE
 ECSE to kindergarten

Head Start to kindergarten

Kindergarten to elementary school

7. We are interested in early learning standards:

- We are exploring utilization of the Wisconsin Model Early Learning Standards
 We have developed our own district early learning standards
 We are working within the existing Wisconsin Model K-12 Academic Standards
 We are working with others in the community to explore early learning standards
 We have no plans yet but will consider it in the future

8. We utilized, participated, or collaborated with these other preschool discretionary grants or SIG projects:

- Website: www.collaboratingpartners.com (CESA 5)
 Preschool Options Training (CESA 10/SIG VIII)
 FACETS/WSPEI parent workshops (SIG Project IV)
 Child Find: Special needs brochure & growth chart (CESA 7)
 Child Find: Child Development Days (CESA 7)
 Together Children Grow inclusion display and materials
 Early Childhood Transitions (SIG Project VI)
 Data driven decision making: data retreats (CESA 9)
 Assessment Tools; including vision survey (CESA 1)
 ASSET: Team Assessment for behavioral challenges (CESA 12)
 PACT speech/language training for parents (CESA 3)
 WI Assistive Technology Initiative
 Deaf Mentor Program
 Sound Beginnings: early identification of hearing loss

9. We attended professional development events or workshops:

- # of local or regional events/workshops attended by mini-grant representatives; list on back of page
 # of state-wide conferences attended by mini-grant representatives; list on back of page

10. We sponsored professional development events or workshops:

- # of local events/workshops held
 # of local events co-sponsored by child care, Head Start, B- 3,

11. For those professional development events or workshops that you sponsored, the participation included:

- # total of participants for all events
 School/CESA administrators
 School early childhood special education teachers/therapists/staff
 School early childhood general education (4 year old or 5 year old kindergarten; Title I preschool)
 Head Start staff
 Child care staff (day care, preschool, or family providers)
 Birth to 3 staff
 Parents
 Other

12. For those professional development workshops, participant satisfaction was:

- Not satisfied Satisfied Very Satisfied

Mini-Grant Parent Satisfaction Survey

SIG Report 7. IDEA Mini-grant Projects

Vital Signs addressed: Vital Sign #7 Satisfaction

Purpose of report: Surveys of parent satisfaction will be distributed to parents of 3-5 year olds in the communities receiving mini-grant funding. Generally parents will complete the survey as part of their IEP process. The survey verifies if more than one placement option was considered and the level of satisfaction with their involvement and with the service

Report Timeframe: Completed by SIG and Discretionary Mini grant projects as part of spring report.

Accessing the Report: The report is sent to mini-grant recipients by grant coordinators. It can also be accessed on the CESA 2 and 4 mini-grant web site. Grant coordinators will send the returned forms to the SIG evaluation consultant for tabulation.

Parent Survey

Completed on ____/____/2003

1. Rate your level of satisfaction with the special education placement/service options that were discussed before a decision was made regarding special education services for your child.
 Very Satisfied
 Satisfied
 Somewhat Satisfied
 Not Satisfied
2. Rate your level of satisfaction with the special education services currently being delivered to your child.
 Very Satisfied
 Satisfied
 Somewhat Satisfied
 Not Satisfied
3. In general terms* please tell us where your child spends his weekdays. Please circle the settings in which he/she will receive any type of special education or related services.

Monday	Tuesday	Wednesday	Thursday	Friday
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* Perhaps one or two of these settings might be listed above in your child's schedule: Child's home or caregiver's home, 4 year old kindergarten, 5 year old kindergarten, Title I preschool, Head Start, licensed daycare or preschool, formal or informal playgroups, special education classroom with other children who have disabilities or therapy room where child may receive services one-to-one from a therapist or educator.

4. Child's age is: ____
5. Child's disability is: _____
6. Optional - Other comments you wish to make about your child's special education services:

Professional Development Preservice Program and Faculty Reports

Report 8. a. And 8.b IDEA SIG Preservice Projects

Report 8. a. Preservice ECSE Faculty Annual Report

Vital Signs addressed:

- Vital Sign #1 SIG collaboration
- Vital Sign #6 Expanded Access

Purpose of report: Collect data from university early childhood special education teacher training programs participating in SIG Project I and III.

Report Timeframe: Completed by all ECSE faculty for June 03 and annually in June for end of year reports.

Accessing the Report: Data collected through SIG Project #1.

Include:

- Number of students graduate
- Number of articulation agreements
- Number of parent speakers used through Project III
- Update on any projects completed through Grant level 2 funding.
- Outcomes of projects funded on mini-grants to universities and colleges

Report 8. b. Preservice faculty comprehensive Survey

Vital Signs addressed:

- Vital Sign #1 Collaborations
- Vital Sign #6 Expanded Access
- Vital Sign #7 Satisfaction

Purpose of report: Extensive survey of preservice programs.

Report Timeframe: Contract to UW - Whitewater to work with Waisman on development and implementation. Simone Devore, key developer.

Accessing the Report: The report is online at

<http://academics.uww.edu/coe/ecsurvey.htm>

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Existing DPI Reports Report 9.

Report 7. DPI Child Count – December 1 Reports

Vital Signs addressed: Vital Sign #6 Expanded Access

Purpose of report: Report the location of preschools settings for children served in early childhood special education programs.

Report Timeframe: December 1 of each year

Accessing the Report: DPI district wide report