

California Department of Education, Special Education Division

State Systemic Improvement Plan

	Subject	Activity	Implementation Steps	Person/ Division Responsible	Completion Dates
1	Section A. Infrastructure Development				
2	LCFF and LCAP Support				
3		CDE - Assemble and deploy a cross-divisional LCAP Support Team to coordinate department wide resources and technical assistance	Identify team members from relevant divisions, including Title I - III, Special Education, Student Support, Assessment, etc.	Chief Deputy and Local Accountability Systems and Support Office (LASSO)	November 2015
4			Orient members to LCAP requirements, purpose of the team, logistics of team activities.	Chief Deputy and Local Accountability Systems and Support Office (LASSO)	November 2015
5			Schedule and conduct team meetings every two weeks.	Chief Deputy and Local Accountability Systems and Support Office (LASSO)	November 2015
6		CDE - Develop LCAP Resources	Create plan to develop an array of technical resources to support LEAs in LCAP development and implementation	LCAP Support Team members	Initially July-2016, ongoing thereafter
7			Develop a communication process to ensure LEA access technical expertise from CDE staff and contractor resources	LCAP Support Team members	July 2016
8			Take inventory of existing Web resources - e.g., Quality Schooling Framework, California State Standards (Common Core)	Chief Deputy and Local Accountability Systems and Support Office (LASSO)	July 2016
9			Identify any deficiencies in resources related to the eight/ten LCAP priority areas.	Chief Deputy and Local Accountability Systems and Support Office (LASSO)	July 2016
10			Locate additional resources and evaluate for inclusion with existing Web resources that provide support to LEAs in LCAP development and implementation an LCAP resource array	Chief Deputy and Local Accountability Systems and Support Office (LASSO)	Initially July 2016, ongoing thereafter
11		CDE - Distribute LCAP resources	Connect LEAs to the LCAP resource array	Chief Deputy and Local Accountability Systems and Support Office (LASSO)	Initially July 2016, ongoing thereafter
12			Implement communication process for LEAs to access technical expertise from CDE staff and contractor resources	Chief Deputy and Local Accountability Systems and Support Office (LASSO)	July 2016
13			Explore the implementation of a LCAP conference to connect LEAs with exemplary practices.	Chief Deputy and Local Accountability Systems and Support Office (LASSO)	November 2015
14		CDE/SBE - Develop LCAP Evaluation Rubrics	Contract for rubric development	SBE, WestEd	July 2013 - FY 2015/1016
15			Conduct stakeholder input meetings	SBE, WestEd	Summer - Fall 2013
16			Prepare draft evaluation rubrics for SBE consideration	SBE, WestEd	Summer/Fall - 2015
17			Conduct additional stakeholder input sessions (user acceptance testing pilot)	SBE, WestEd, LEAs	October 2015 - March 2016
18			Prepare evaluation rubric for SBE final approval	SBE, WestEd	Fall 2016
19		SBE, CDE, COEs and CCEE - disseminate evaluation rubrics	TBD	SBE, CDE, CCEE, COEs	
20		LEAs and COEs - apply evaluation rubrics	Use rubrics annually to evaluate and revise LCAPs as appropriate	LEAs, COEs	Fall 2016/Spring 2017
21		CCEE - convene four times annually and develop system of LCAP technical assistance	TBD	CCEE, SBE	Spring/Summer 2016
22		SED - Participate on LCAP Support Team	Identify SED administrator to participate in Support Team activities and to make SED unit staff and contractors available to contribute to the activities of the team.	SED Director, SED Leadership Team	November 2015
23			Participate in team meetings scheduled bi-monthly to represent SED and SWDs in LCAP support activities	SED Representative to LCAP Support Team	November 2015 ongoing
24			Assist the LCAP Support Team in identifying and developing resources including technical assistance for LEAs in LCAP development and implementation	SED Representative to LCAP Support Team	November 2015 ongoing

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25		SED - Provide resources for including SWDs in LCAPs in coordination with CCEE	Attend LCAP Support Team bimonthly meetings	SED Representative to LCAP Support Team	November 2015 ongoing
26			Provide information and presentations related to the SSIP and resources available to support SWDs in LCAPS as requested by team	SED Representative to LCAP Support Team	November 2015 ongoing
27			Receive and follow up on referrals from LCAP Support Team for assistance to LEAs related to SWDs	SED Director, SED Representative to LCAP Support Team	November 2015 ongoing as needed
28		SED - Provide information and support to California County Superintendents Educational Services Association (CCSESA)	Provide information and presentations related to the SSIP and resources available to support SWDs in LCAPS	SED Director	November 2015 ongoing as needed
29			Receive and follow up on referrals for assistance to LEAs related to SWDs	SED Director	Starting on November 2015 and ongoing as needed
30		SED - Work with SELPAs to increase SPED participation in LEA LCAP planning	Participate in monthly SELPA meetings to share information about LCAP support team activities and to receive information on local concerns.	SED Director, SED Representative to LCAP Support Team	Spring 2013 ongoing
31			Solicit input on products and activities that would encourage SELPAs to become more visible and participatory in LEA LCAP evaluation and revision	SED Director	Spring 2013 ongoing
32			Support SELPA Directors to assist LEA special education personnel to participate in the development, evaluation and revision of the LCAP.	SED Director	Spring 2013 ongoing
33	B1. Developing Support for Implementing EBPs				
34	Support CDE's LCAP Assistance to LEAs	Develop systems for receiving and acting on referrals for assistance from the LCFF/LCAP technical assistance system.	Participate in ongoing LCAP Support Team Activities	PPS Unit Administrator	Fall 2015 and ongoing
35			Provide special education expertise and resources for inclusion in the LCAP technical assistance structure being developed to support LEAs in implementing effective LCAPs	PPS Unit Administrator	Spring 2016 and ongoing
36			Establish the means by which the CCEE, a COE, or a single school district may submit a request to the SED to provide expertise or assistance to support improved LCAP development and/or implementation	SED Director, Associate Director	Spring 2016 and ongoing
37			Build SED capacity to respond to requests for assistance from LEAs or COEs seeking to improve their LCAP development and/or implementation processes	PPS Unit Administrator	Spring 2016 and ongoing
38	Communicate SIMR and related data to LEAs	Develop process for SED to annually provide data to each LEA to highlight the performance of students with IEPs who are members of the LCAP target groups.	Identify key LEA data elements that provide LEAs information on school climate, student behavior, instructional efficacy, etc.	SED Director, AES Administrator	Fall/Winter 2015
39			Develop process for compiling data for each LEA on the selected data elements	SED Director, AES Administrator	Winter 2015
40			Compile results for each LEA to include in an annual update on the status of the LEA to assist in identifying areas for LEA improvement	SED Director, AES Administrator	Winter 2015 (1st implementation) ongoing
41			Identify information to be included in the annual update to each LEA, including current data on key elements, noted concerns identified by the data, potential areas on which to focus LEA self-evaluation, the LEA's monitoring status, etc.	SED Director	Winter 2015
42			Develop template for the annual update to LEAs that will allow for inclusion of information specific to each LEA	SED Director, AES Administrator	Winter 2015/2016

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43	Develop system for reporting progress to the CDE/SED	Develop template for each LEA required to implement a Tier 1, 2, or 3 plan to report (twice annually) on its status	Consult with SSIP Work Group to identify information to require LEAs to include in the report, including key findings on current improvement activities, areas needing further improvement, progress on implementing the local improvement plan, etc.	SED Director	Fall/Winter 2015
44			Develop a self-assessment process to be used by LEAs identified for assistance or intervention to assist them in identifying areas for improvement, citing root causes, and selecting effective improvement activities - the results of which are to be included in the LEA reporting process	SED Director	Fall 2016
45			Determine the most effective mode and layout for LEAs to report information the CDE needs to evaluate LEA improvement efforts, progress on implementing the local improvement plan, etc.	SED Director	Fall 2016
46			Develop means for receiving reported information, reviewing it, and providing feedback to districts on reporting elements as necessary	SED Director, AES Administrator	Fall 2016
47	Develop and refine systems for housing and communicating resources to LEAs	Develop repository for EBPs and resources to support LEA improvement	Identify target areas in which CDE will provide resources on EBPs to support improvement, including improved attendance and truancy reduction, improved behavior management practices to reduce suspensions and expulsions, improved teaching and learning in the California State Standards (Common Core), etc.	SED Director, PPS Administrator	Spring 2016
48			Develop dedicated Web page on the CDE Web site as a repository of EBP resources, links to EBP resources at other Web sites, and contact information for CDE Contractors who provide EBP-based support services	SED Director, PPS Administrator	Spring/Summer 2016
49	Re-align technical assistance contracts to support SSIP and other APR indicators	Review and revise network of contractors and their scopes of work (SOWs) to provide array of needed LEA resources	Identify target areas (e.g., improved attendance, improved student behavior, improved instruction in the California State Standards) in which LEAs will benefit from direct support from SED contractors in implementing EBPs that support improved student performance among SWDs and student subgroups targeted by the LCFF	SED Director, PPS Administrator	Spring/Summer 2016
50			Survey current SED contractor SOWs and evaluate the extent to which they currently provide EBP-based resources and support on the target topics	SED Director, PPS Administrator	Spring/Summer 2016
51			Identify areas in which more contractor resources are needed, as well as areas in which contractor activities are redundant or not connected to the target topics - Include the following activities in contractor SOWs: <b>Tier I</b> (available to all LEAs): advice lines, links to resources, referrals to experts and materials, self-assessment tools based on EBPs, Webinars, communities of practice; <b>Tier II</b> (for selected LEAs): specialty communities of practice, guided self-assessment and improvement plan development, expert support for implementation; <b>Tier III</b> (for selected LEAs): Appropriate expertise assigned by the SED based on LEA needs, direct support in identifying areas for improvement and selection of effective improvement activities, and expert assistance in revising and refining the local SWD Improvement Plan	SED Director, PPS Administrator	Spring/Summer 2016
52			Revise SED contractor SOWs as needed to ensure that as a whole they provide sufficient EBP-based resources and services to address LEA needs on the target topics, and that they are coordinated to limit redundancy in resources and services provided	PPS Administrator	Summer/Fall 2016

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53		Develop consistent approaches to provision of technical assistance	Plan and conduct in-person and/or electronic contractor meetings		Fall/Winter 2016
54			Arrange training and facilitation to ensure consistent approaches to incorporating implementation science into advice lines, self assessment tools and technical assistance events		Winter/Spring 2017
55			Establish quarterly reporting mechanisms regarding regarding inquiries, service requests, and issue resolution		Winter/Spring 2017
56		Develop contractor capacity to receive and respond to LEA information requests	Identify the responsibilities and specific tasks involved to ensure that all SED contractors identified as part the SSIP EBP resource array are prepared to receive and respond to LEA requests for assistance from LEAs	PPS Administrator	Winter/Spring 2017
57			Revise SED contractor SOWs as needed to clarify their responsibilities to receive and respond to all LEA requests for assistance related to the target topics	PPS Administrator	Winter/Spring 2017
58		Develop clear process for LEAs to access contractor resources	Work with SED contractors to identify the most effective means for receiving LEA requests for information and assistance on target topics each contractor addresses	PPS Administrator	Summer/Fall 2016
59			Develop any procedures necessary to support SED contractors in preparing to receive and respond to LEA requests for information and assistance on target topics	PPS Administrator	Summer/Fall 2016
60			Ensure that all SED contracts include the requirement for contractors to receive and respond to LEA requests for information and assistance in their contract SOWs	PPS Administrator	Summer/Fall 2016
61	Refine SED/LEA Communication Processes	Develop and update an annual notice for SELPAs and LEAs to identify the availability of resources to support LEAs	Develop an annual notice on available EBP-based resources and services to support improvement on the target topics to all LEAs and other appropriate organizations via the SED's e-mail listservs	SED Director	Spring/Summer 2016
62			Develop and distribute periodic notices on available EBP-based resources via the SED's e-mail listservs as new resources become available, or semi-annually, whichever is more frequent	SED Director	Starting Spring/Summer 2016
63			Inform SELPA directors of their responsibilities to assist LEAs in meeting performance targets and understanding potential consequences for not doing so, identifying instances of noncompliance and instituting procedures to correct them and avoid future occurrences, conducting self-assessment activities, and developing and refining local improvement plans	SED Director	Spring 2016
64		Develop or refine existing materials to support implementation of Tier 1, 2, and 3 technical assistance evaluations and plans	Prepare notices for LEAs regarding their identification as needing support for implementing EBPs at the Tier 1, 2, or 3 level	SED Director, Associate Director, AES Administrator	Fall 2016
65			Refine existing review instructions for LEAs as appropriate to support evaluation and planning activities in the LEA	Quality Assurance Administrator, FMTA Administrators, PPS Administrator	Winter 2016
66			Refine existing review instructions for staff as appropriate to support evaluation and planning activities in the LEA	Quality Assurance Administrator, FMTA Administrators, PPS Administrator	Winter 2016
67			Develop or adapt existing compliance review materials for use in Tier 1, 2, or 3 evaluations	Quality Assurance Administrator, FMTA Administrators, PPS Administrator	Winter 2016
68			Develop or refine LEA reporting and improvement plan forms/formats for use in Tier 1, 2, or 3 activities	Quality Assurance Administrator, FMTA Administrators, PPS Administrator	Winter/Spring 2017
69			Adapt existing correspondence templates and notices to provide feedback to LEAs	Quality Assurance Administrator, FMTA Administrators, PPS Administrator	Winter/Spring 2017

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70			Revise notice regarding annual compliance determinations to support activities under the SSIP	SED Director, Associate Director, AES Administrator	Winter 2016 (Jan-March)
71	Refine system for selecting LEAs for SSIP Assistance				
72		Develop the selection measures to be used to identify LEAs for more intensive SSIP assistance			Spring 2017
73			Identify the data or other criteria the CDE will use to select LEAs for assistance, which may include the LEA's recent compliance history/determinations, progress toward performance indicator targets, and changes in SIMR results	AES Administrator	Spring 2017
74			For each data element or other criterion to be used in the LEA selection process, develop performance targets against which each LEA will be measured to enable the CDE to determine those LEAs that are making appropriate progress, and those LEAs that require additional assistance or intervention	AES Administrator	Spring 2017
75			Obtain stakeholder (i.e., LCAP Support Team, SELPA) input on the calculation process for identifying LEAs for assistance or intervention and refine the process based on input obtained	AES Administrator	Spring 2017
76	B2. Implementing the System of Support for LEAs				
77	Annually Publish SIMR Results	Collect and Unduplicate CASEMIS data	Review and update CASEMIS software	AES Administrator	June 2016
78			Update CASEMIS Technical Assistance Guide	AES Administrator	Fall 2016
79			Conduct statewide trainings (5)	AES Administrator	Fall/Winter 2016
80			Validate SELPA data submissions	AES Administrator	Spring/Summer 2017
81			Track and report on CASEMIS submissions	AES Administrator	Summer 2017
82			Secure late and incomplete data	AES Administrator	Summer 2017
83			Prepare Unduplication data sets	AES Administrator	Summer 2017
84			Send duplicated data notices to SELPAs	AES Administrator	Summer/Fall 2017
85			Receive and analyze SELPA responses	AES Administrator	Summer/Fall 2017
86			Finalize unduplicated data sets	AES Administrator	Summer/Fall 2017
87		Identify students with IEPs who are in the target groups for LCFF	Secure data identifying target group students including English Learners, Foster Youth and students eligible for free and reduced price meals (FRPM).	AES Administrator	Spring 2017
88			Prepare a data set of students with IEPs who are also target group students	AES Administrator	Spring 2017
89		Calculate assessment results by LEA for students with IEPs who are in the target groups for LCFF	Secure student level assessment results	AES Administrator	Summer 2017
90			Match results for students with IEPs who are also target group students	AES Administrator	Summer/Fall 2017
91			Identify proficiency levels for ELA and Math for each student	AES Administrator	Summer/Fall 2017
92		Calculate additional performance data (school climate, student behavior, instructional efficacy, etc.) for students with IEPs as adopted from SSIP stakeholder recommendations	Secure additional performance data for suspension and expulsion, truancy and other LCAP priority areas identified by SSIP stakeholders	AES Administrator	December 2017
93			Aggregate by LEA	AES Administrator	December 2017
94			Format for inclusion in annual APR and for individual reports to LEAs who are identified to develop Tier 1, 2, and 3 plans	AES Administrator	December 2017
95			Aggregate assessment results by LEA	AES Administrator	December 2017
96		Prepare and publish APR results for the SIMR (Indicator 17)	Compare aggregated LEA data to state targets	AES Administrator	December 2017
97			Prepare a preview of the data for SELPA review	AES Administrator	December 2017
98			Receive and respond to questions and comments	AES Administrator	December 2017

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99			Send results to each LEA	AES Administrator	December 2017
100			Post results on the CDE web site	AES Administrator	December 2017
101	LEA Notification	Identify technical assistance selection score for each LEA	Compare current year performance with prior year performance to identify technical assistance selection score for each LEA: 4= met target and increased percent proficient over prior year 3= met target and decreased percent proficient over prior year 2 = did not meet target and increased percent proficient over prior year 1 = did not meet target and decreased percent proficient over prior year	AES Administrator	Spring/Summer 2017
102		Identify level of assistance that LEAs may require	Assign a compliance determination of "needs assistance" to districts with a technical assistance selection score of "1"	AES Administrator	Spring/Summer 2017
103			Review prior year(s) compliance determination to identify needs for technical assistance - <b>Tier 1/No plan required</b> - all LEAs who earn a selection score of 2,3,or 4 <b>Tier 1/ Plan required</b> - all LEAs with a first year of selection score of 1 <b>Tier 2</b> - all LEAs with two consecutive years of selection score of 1 (compliance determination of needs assistance for two years) <b>Tier 3</b> - all districts who have previously implemented a Tier 2 plan and continue to receive a selection score of 1 (compliance determination of needs assistance for more than 2 years)	SED Director, Associate Director, AES Administrator	Spring/Summer 2017
104		Prepare notices for LEAs	Prepare notices for all LEAs <b>Tier 1/No plan required</b> - Identify availability of technical assistance resources available through the CDE website and from CDE/SED contractors <b>Tier 1/ Plan required</b> - Identify requirement to submit an improvement plan to the SED/CDE and provide instructions for preparing and submitting plan (aligned to existing Performance Indicator Review process) <b>Tier 2</b> - Identify requirement to secure technical assistance and identify special grant conditions per 34 CFR 300.600 for LEAs with 2 consecutive years of needs assistance compliance determination. Provide instructions for conducting an assessment of compliance issues and evidence based practices related to the SIMR. Provide instructions for submitting a plan and for submission of ongoing evaluation data. Identify resources available through the CDE website. Identify resources available from SED/CDE contractors <b>Tier 3</b> - Identify requirement to secure technical assistance and identify special grant conditions per 34 CFR 300.600 for LEAs with 2 or more consecutive years of needs assistance compliance determination. Provide instructions for participating in a CDE-led assessment of compliance issues and evidence based practices related to the SIMR. Provide instructions for implementing the resultant corrective action and improvement plans and for submission of ongoing evaluation data. Identify resources available through the CDE website. Identify resources available from SED/CDE contractors.	Associate Director, Quality Assurance Admin II	Summer/Fall 2017
105	Provide Tier 1 resources to all LEAs	Verify availability of evidence based practices on CDE and CDE/SED contractor websites	Conduct audit to verify links and to evaluate the continued availability of linked resources	PPS Administrator	Spring - Fall 2016
106			Repair any broken links	PPS Administrator	Spring - Fall 2016

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107			Remove outdated resources	PPS Administrator	Spring - Fall 2016
108		Verify continued availability of CDE/SED contractor resources	Conduct annual validation of staffing	PPS Administrator	Spring - Fall 2016
109			Conduct annual validation of expert consultants and exemplary programs	PPS Administrator	Spring - Fall 2016
110			Conduct annual validation of help desk protocols	PPS Administrator	Spring - Fall 2016
111			Verify self assessment tools	PPS Administrator	Spring - Fall 2016
112			Verify Communities of Practice	PPS Administrator	Spring - Fall 2016
113			Verify annual webinar schedule	PPS Administrator	Spring - Fall 2016
114			Update descriptive materials regarding CDE and CDE/SED resources	PPS Administrator	Spring - Fall 2016
115		Prepare and send resources to all Tier 1,2, and 3 LEAs			Winter 2016
116	Provide specialized supports to Tier 1/ Plan required LEAs	Update CDE resouces	Review Tier 1/ Plan required Program Improvement Plan (PIR) review materials related to the SIMR (Indicator 17)	Associate Director, Quality Assurance Admin II	Fall 2017 - Winter 2018
117			Conduct training with Focused Monitoring and Technical Assistance (FMTA) Unit staff and CDE/SED contractors regarding data calculation, selection, procedures and evaluation criteria for Tier 1 plans.	Associate Director, Quality Assurance Admin II	Fall 2017 - Winter 2018
118			Update materials posted on the CDE/SED website	Associate Director, Quality Assurance Admin II	Fall 2017 - Winter 2018
119			Verify TA contacts in SED for data and for plan submission/evaluation	Associate Director, Quality Assurance Admin II	Fall 2017 - Winter 2018
120			Prepare site and format for documenting questions from LEAs and answers provided	Associate Director, Quality Assurance Admin II	Fall 2017 - Winter 2018
121			Prepare site and format for documenting questions from LEAs and answers provided	Associate Director, Quality Assurance Admin II	Fall 2017 - Winter 2018
122		Review the Tier 1/ Performance Indicator Review (PIR) process with SELPAs and LEAs	Meet with Monitoring workgroup to review requirements and to plan dissemination	Associate Director, Quality Assurance Admin II	Fall 2017 - Winter 2018
123			Conduct training at SELPA meeting	Associate Director, Quality Assurance Admin II	Fall 2017 - Winter 2018
124			Conduct statewide webinar	Associate Director, Quality Assurance Admin II	Fall 2017 - Winter 2018
125		Disseminate notices to Tier 1/ Plan required LEAs	Provide letters and lists to Focused Monitoring and Technical Assistance unit managers and staff	Associate Director, Quality Assurance Admin II	Winter 2018
126			Provide copies of letters and lists to CDE/SED contractors	Associate Director, PPS Unit Administrator	Winter 2018
127			Answer questions and provide technical assistance regarding plan requirements	FMTA Units	Winter - Spring 2018
128			Document questions and record responses	FMTA Units	Winter - Spring 2018
129			Provide clarification by phone and in writing as appropriate	FMTA Units	Winter - Spring 2018
130			Refer to CDE/SED contractors as appropriate	FMTA Units	Winter - Spring 2018
131		Receive, review and approve plan submissions	Track plan submissions - contact LEAs in advance of due dates to verify progress	FMTA Units	Winter - Spring 2018
132			Record submissions	FMTA Units	Summer 2018
133			Conduct evaluation using CDE/SED protocol	FMTA Units	Summer - Fall 2018
134			Document needs for technical assistance from CDE/SED staff and contractors that are embedded in the plan.	FMTA Units	Summer - Fall 2018
135			Provide evaluation feedback to LEA - secure additional information as required to meeting plan requirements	FMTA Units	Summer - Fall 2018
136			Review plan and evaluation with unit manager	FMTA Units	Summer - Fall 2018

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137			Prepare successful submission letter that confirms plans for provision of assistance by CDE/SED staff and consultants.	FMTA Units	Fall - Winter 2018
138		Provide technical assistance as planned in successful submission letter	Verify continued need and content in advance of the planned date.	FMTA Units	Fall - Winter 2018
139			Provide assistance; gather evaluations as appropriate for group events	FMTA Units	Fall - Winter 2018
140			Conduct follow-up calls to solicit evaluation information.	FMTA Units	Winter - Spring 2018
141	Provide Tier 2 supports to LEAs	Update Tier 2 resources	Verify capability in CDE/SED contractors	FMTA Units	Summer - Fall 2018
142			Verify availability and schedule of Community of Practice	FMTA Units	Summer - Fall 2018
143			Verify expert consultants are available to facilitate Tier 2 evaluation and planning processes	FMTA Units	Summer - Fall 2018
144		Review the Tier 2 process	Meet with Monitoring workgroup to review processes and requirements; responsibilities for technical assistance and special conditions	Associate Director, Quality Assurance Admin II	Fall - Winter 2018
145			Conduct training at SELPA meeting	Associate Director, Quality Assurance Admin II	Fall - Winter 2018
146			Conduct statewide webinar for Tier 2 LEAs	Associate Director, Quality Assurance Admin II	Fall - Winter 2018
147		Disseminate notices to Tier 2 LEAs	Provide letters and lists to Focused Monitoring and Technical Assistance unit managers and staff	Associate Director, Quality Assurance Admin II	Winter 2018
148			Provide copies of letters and lists to CDE/SED contractors	Associate Director, Quality Assurance Admin II	Winter 2018
149			Answer questions and provide technical assistance regarding Tier 2 plan requirements	FMTA Units	Winter 2018
150			Document questions and record responses	FMTA Units	Winter 2018
151			Provide clarification by phone and in writing as appropriate	FMTA Units	Winter 2018
152			Coordinate responses with CDE/SED contractors whenever possible.	FMTA Units	Winter 2018
153		Link LEAs to CDE/SED contractors for assistance in conducting Tier 2 evaluation	Identify contact person in the LEA	FMTA Units	Winter 2018
154			Make a joint call to the LEA contact with the appropriate CDE/SED contractor to identify the support resources available, the pool of expert facilitators, and the Community of Practice that includes other districts engaged in the same planning process	FMTA Units	Winter 2018
155		Receive, review and approve plans to conduct Tier 2 evaluation and improvement planning.	Track plan submissions - contact LEAs in advance of due dates to verify progress	FMTA Units	Winter - Spring 2019
156			Record submissions	FMTA Units	Winter - Spring 2019
157			Conduct plan evaluation using CDE/SED protocol ensuring that the plan includes: External facilitator contracted to facilitate the evaluation and plan development Names and roles of participating staff, parents and experts representing general education, special education, English learners, foster youth and FRPM Methods and items for evaluating related compliance items Methods and data that will be used to assess root cause issues. Tools that will be used to evaluate implementation of evidence based practices. Major activities and timelines.	FMTA Units	Winter - Spring 2019
158			Provide evaluation feedback to LEA - secure additional information as required to meeting planning requirements	FMTA Units	Winter - Spring 2019
159			Review plan with unit manager	FMTA Units	Winter - Spring 2019

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160			Prepare successful submission letter that confirms that the plan meets CDE/SED requirements for a Tier 2 evaluation.	FMTA Units	Spring - Summer 2019
161		Provide technical assistance as needed to assist LEA to complete Tier 2 evaluation	Contact LEA and contracted facilitator at key phases in their Tier 2 evaluation to assess their progress, ascertain any changes to their plan, and to offer assistance.	FMTA Units	Summer - Fall 2019
162			Note any changes to the evaluation plan	FMTA Units	Summer - Fall 2019
163			Arrange or provide assistance as agreed	FMTA Units	Summer - Fall 2019
164		Receive, review and approve initial LEA report of Tier 2 evaluation and improvement planning	Review Tier 2 evaluation using CDE/SED protocol ensuring that the LEA implemented the evaluation plan as approved or modified (in agreement with CDE/SED). Validate that LEA: Contracted for an External facilitator to facilitate the evaluation and plan development Included staff, parents and experts representing general education, special education, English learners, foster youth and FRPM Evaluated compliance items using the methods in the plan Assessed root cause issues using the data and methods in the plan Evaluated implementation of evidence based practices.	FMTA Units	Summer - Fall 2019
165			Review the results of the evaluation to identify corrective actions that are required due to findings of noncompliance	FMTA Units	Summer - Fall 2019
166			Review the improvement plan to determine its relationship to the root cause issues identified and the extent to which it relies on the components of implementation science.	FMTA Units	Summer - Fall 2019
167			Review the improvement plan to verify the collection, use and reporting of evaluation information to the CDE using CDE issued self evaluation report formats.	FMTA Units	Fall - Winter 2019
168			Provide feedback to LEA regarding the need for more information - secure additional information as needed to meet compliance or improvement plan requirements	FMTA Units	Fall - Winter 2019
169			Review plan with unit manager	FMTA Units	Fall - Winter 2019
170			Prepare successful submission letter that confirms that the plan meets CDE/SED requirements for a Tier 2 evaluation.	FMTA Units	Winter - Spring 2019
171		Receive, review and approve periodic LEA self-evaluation reports	Contact LEA and contracted facilitator at key phases in their Tier 2 implementation to assess their progress, ascertain any changes to their plan, and to offer assistance.	FMTA Units	Winter - Spring 2019
172			Contact LEA to remind them of deadlines for self evaluation reports.	FMTA Units	Winter - Spring 2019
173			Review self evaluation reports for clarity and completeness	FMTA Units	Summer 2019
174		Follow up on correction of noncompliance	Review LEA evidence that they have corrected noncompliance for identified students	FMTA Units	Summer 2019
175			Conduct a subsequent review of student records to ensure noncompliance is corrected in a new sample of students at the 100% level per OSEP requirements	FMTA Units	Summer 2019
176	Provide Tier 3 supports to LEAs	Update Tier 3 resources	Identify CDE/SED staff available to lead a Tier 3 review	FMTA Units	Fall - Winter 2019
177			Verify capability in CDE/SED contractors	FMTA Units	Fall - Winter 2019
178			Verify availability and schedule of Community of Practice	FMTA Units	Fall - Winter 2019
179			Verify expert consultants are available to participate in Tier 3 evaluation and planning processes	FMTA Units	Fall - Winter 2019
180		Review the Tier 3 process	Meet with Monitoring workgroup to review processes and requirements; responsibilities for technical assistance and special conditions	Associate Director, Quality Assurance Admin II	Fall - Winter 2019

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181			Conduct training at SELPA meeting	Associate Director, Quality Assurance Admin II	Fall - Winter 2019
182			Conduct statewide webinar for Tier 3 LEAs	Associate Director, Quality Assurance Admin II	Fall - Winter 2019
183		Disseminate notices to Tier3 LEAs	Provide letters and lists to Focused Monitoring and Technical Assistance unit managers and staff	Associate Director, Quality Assurance Admin II	Fall - Winter 2019
184			Provide copies of letters and lists to CDE/SED contractors	Associate Director, Quality Assurance Admin II	Fall - Winter 2019
185		Contact LEA to arrange Tier 3 review	Review the identification process and the data that was used to identify the LEA	FMTA Units	Winter - Spring 2020
186			Identify the role of the CDE/SED and the requirements for district participation	FMTA Units	Winter - Spring 2020
187			Identify a schedule that includes an initial review of compliance and evidence based practices and a schedule of improvement planning meetings to be held once the initial Tier 3 evaluation is completed.	FMTA Units	Winter - Spring 2020
188			Answer questions and provide technical assistance regarding Tier 3 plan requirements	FMTA Units	Winter - Spring 2020
189			Document questions and record responses	FMTA Units	Winter - Spring 2020
190			Provide clarification by phone and in writing as appropriate	FMTA Units	Winter - Spring 2020
191			Coordinate responses with CDE/SED contractors whenever possible.	FMTA Units	Winter - Spring 2020
192			Record submissions	FMTA Units	Winter - Spring 2020
193		Assemble collaborative team to conduct Tier 3 review	Assemble outside staff and experts to assist in the review, including staff of the CDE/SED, SELPA/LEA staff, content experts	FMTA Units	Spring - Summer 2020
194			Identify other participants from within the district including parents, staff and experts representing general education, special education, English learners, foster youth and FRPM	FMTA Units	Spring - Summer 2020
195			Orient staff to the purpose of the review, the processes that will be used and the roles of each of the participants.	LEAs, FMTA Units	Spring - Summer 2020
196		Conduct meetings with the LEA to develop means for conducting the Tier 3 evaluation.	Identify each of the following: External facilitator contracted to facilitate the evaluation and plan development Names and roles of participating staff, parents and experts representing general education, special education, English learners, foster youth and FRPM Methods and items for evaluating related compliance items Methods and data that will be used to assess root cause issues. Tools that will be used to evaluate implementation of evidence based practices. Major activities and timelines.	LEAs, FMTA Units	Spring - Summer 2020
197		Conduct Tier 3 review and prepare and review compliance and improvement plans	Review the results of the evaluation to identify corrective actions that are required due to findings of noncompliance	LEAs, FMTA Units	Summer - Fall 2020
198			Identify root cause issues and identify major activities to address them	LEAs, FMTA Units	Summer - Fall 2020

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	Subject	Activity	Implementation Steps	Person/ Division Responsible	Completion Dates
199			Prepare an improvement plan based on implementation science that identifies: Evidence based practices that will be implemented to address the root causes Sites that will be selected for implementation and key groups that will be convened to implement, review and adjust plans at the school and district level Specific training and other preparation that will take place to prepare for implementation Other, ongoing supports (e.g., coaching) that will be provided to ensure the fidelity of implementing the practices selected Data that will be collected and used to evaluate the results being achieved and the needs to adjust the implementation process Methods that will be used to prepare and submit evaluation data to the CDE on a twice a year basis.	LEAs, FMTA Units	Summer - Fall 2020
200		Prepare a summary report and plan for review by the district board and submission to the CDE	Submit LEA board-approved plan to the CDE	LEAs, FMTA Units	Fall - Winter 2020
201			Prepare successful submission letter that confirms that the plan meets CDE/SED requirements for a Tier 3 evaluation.	FMTA Units	Fall - Winter 2020
202		Receive, review and approve periodic self evaluation reports	Contact LEA and contracted facilitator at key phases in their Tier 2 implementation to assess their progress, ascertain any changes to their plan, and to offer assistance.	FMTA Units	Fall - Winter 2020
203			Contact LEA to remind them of deadlines for self evaluation reports.	FMTA Units	Fall - Winter 2020
204			Review self evaluation reports for clarity and completeness.	FMTA Units	Fall - Winter 2020
205	C. Evaluation				
206	Develop Evaluation Contract	Select an external evaluation contractor	Develop a scope of work that identifies the purposes of the evaluation, the key evaluation questions, data collection methods and instrumentation, specifications for data analysis, reports and timelines.	PPS Administrator, AES Administrator	Spring 2016
207			Identify potential contractors	PPS Administrator, AES Administrator	Spring 2016
208			Secure and evaluate bids	PPS Administrator, AES Administrator	Spring 2016
209			Select contractor	PPS Administrator, AES Administrator	Spring 2016
210		Meet with contractor to review and refine evaluation questions	Discuss and evaluate the following evaluation questions. Did the CDE and its contractors complete planned activities in a timely manner? To what extent did LEAs consume technical assistance and supports? To what extent did the LEA consumers find the technical assistance resources valuable? To what extent did SSIP implementation (e.g., increased incorporation of SWDs in LCAPs, provision of data that highlighted performance of SWDs in the target population, consumption of Tier 1, 2 or 3 resources) have positive impacts on SIMR improvement ? Did the CDE collect and evaluate information related to relevant sections of the SSIP Theory of Action? Did the CDE collaborate with stakeholders to implement a continuous improvement process for the SSIP?	PPS Administrator, AES Administrator	Fall 2016
211		Meet with contractor to review and refine methods for data collection and instrumentation	Clarify the methods that will be used to collect data and the specific instruments and data recording systems that will be used for the evaluation	PPS Administrator, AES Administrator	Fall 2016

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	Subject	Activity	Implementation Steps	Person/ Division Responsible	Completion Dates
212		Meet with contractor to review and refine data analysis	Methods for collecting and analyzing information about completing SSIP activities Methods for measuring and analyzing use of SSIP data and technical assistance resources Methods for measuring the analyzing the LEAs evaluation of effectiveness of SSIP resources and supports Methods for measuring and analyzing impact SSIP activities on the SIMR for individual LEAs and for the state as a whole	PPS Administrator, AES Administrator	Fall 2016
213		Meet with the contractor to clarify responsibilities and timelines for preparing quarterly and annual reports	Prepare quarterly reports related to SSIP accomplishments, resource use by LEAs, and LEA evaluation of SSIP resources	PPS Administrator, AES Administrator	Fall 2016
214			Prepare biannual reports analyzing the impact of SSIP activities and progress on the SIMR for use in meetings with CDE and stakeholder groups.	PPS Administrator, AES Administrator	Fall 2016
215			Prepare an annual report and recommendations for the CDE to consider for proposing modifications to the SIMRs and SSIP activities to the Superintendent, the SBE and the OSEP.	PPS Administrator, AES Administrator	Fall 2016
216		Meet with the contractor to review responsibilities for working with the CDE and its SSIP contractors to develop data collection instruments and to collect data	Plan for quarterly meetings to develop and refine instruments and data collection and to collectively analyze the results of data collection activities.	PPS Administrator, AES Administrator	Fall 2016
217		Meet with contractor to review responsibilities for preparing reports for use by the SSIP stakeholder group, meeting with stakeholders and capturing stakeholder recommendations.	Meet with the CDE to plan biannual meetings, prepare data summaries, present information, and record meeting proceedings.	PPS Administrator, AES Administrator	Fall 2016
218	Develop Evaluation Instruments Evaluation of CA's SSIP Implementation	Develop implementation timeline to measure SED's progress	Identify specific steps required to effectively implement California's SSIP including dates by which they are to be accomplished (refer to all activities in this table).	SED Director	Fall - Winter 2015
219			Establish specific dates for completion of each step in California's implementation of its SSIP, and include them in a comprehensive timeline of California SSIP implementation	SED Director	November 2015 - February 2016
220	Evaluation of SSIP impact on school practices	Develop reporting information from SED contractors concerning the level of consumption of contractor products among LEAs	Initiate quarterly evaluation meetings with contractors. Identify information to be reported by all SED contractors regarding LEA consumption of contractor resources	SED Director, PPS Administrator	Quarterly starting Spring 2016
221			Develop a process for all SED contractors to report information regarding LEA consumption of contractor resources	SED Director, AES Administrator	Spring - Fall 2016
222			Develop means for receiving and compiling information provided by contractors regarding LEA consumption of contractor resources	SED Director, AES Administrator	Spring - Fall 2016
223		Develop survey information from all resource consumers	Consult with the SSIP Work Group to identify the type of information needed from consumers of contractor resources to determine the efficacy and relative effectiveness of those resources to support LEAs in meeting local improvement goals and improving results on California's SIMR	SED Director	Spring - Fall 2016
224			Develop a survey instrument to be used by all SED contractors with consumers of contractor resources that will provide the information needed to determine the efficacy and relative effectiveness of contractor resources in providing support to LEAs in their improvement. Explore using an automatic e-mail to LEA participants requesting that they complete an online survey	SED Director, AES Administrator	Spring - Fall 2016

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	Subject	Activity	Implementation Steps	Person/ Division Responsible	Completion Dates
225	Evaluation of SSIP impact on student performance	Calculate SIMRs for each LEA and the state as a whole	Assign staff of the SED's Assessment, Evaluation, and Support Unit (AES) to process annual statewide assessment results as needed to calculate California's SIMR annually	SED Director, AES Administrator	Fall 2016
226			Annually calculate California's SIMR, and provide California's SIMR results from prior years (as available) and calculate year-to-year changes and longitudinal trends in SIMR results	SED Director, AES Administrator	October - November 2016 and Annually thereafter
227		Collect and analyze data	Review the California SSIP implementation timeline at least monthly to monitor the state's progress in implementation to ensure that all milestones in the timeline are met	PPS Administrator, Evaluation Contractor	Beginning March 2016, ongoing
228			Contact key staff and stakeholders to obtain information about activities completed, barriers encountered, outcomes achieved, and next steps planned. Compare to planned activities.	PPS Administrator, Evaluation Contractor	Beginning March 2016, ongoing
229			Secure usage information from contractors including metadata related to online hits to website materials.	PPS Administrator, Evaluation Contractor	Beginning March 2016, ongoing
230			Secure survey information. Prepare summary statistics about usage and survey information	PPS Administrator, Evaluation Contractor	Beginning March 2016, ongoing
231			Secure appropriate CASEMIS, CALPADS and Assessment data to prepare SIMR and other information. Conduct analysis of services consumed and their relationship to changes in the SIMR	AES Administrator, Evaluation Contractor	Beginning March 2016, ongoing
232			Prepare quarterly reports related to SSIP accomplishments, resource use by LEAs, and LEA evaluation of SSIP resources	AES Administrator, Evaluation Contractor	Beginning March 2016, ongoing
233			Prepare biannual reports analyzing the impact of SSIP activities and progress on the SIMR for use in meetings with CDE and stakeholder groups.	AES Administrator, Evaluation Contractor	Beginning March 2016, ongoing
234			Prepare an annual report and recommendations for the CDE to consider for proposing modifications to the SIMRs and SSIP activities to the Superintendent, the SBE and the OSEP.	AES Administrator, Evaluation Contractor	Beginning March 2016, ongoing
235	Expand Stakeholder group and work with stakeholder group to refine SSIP activities	Continue SSIP Stakeholder Group activities to refine SSIP process, resource array, and improve SIMR outcomes	Review SSIP Stakeholder membership and consider expanding to include additional members and specialty subgroups (e.g., support for English Learners with IEPs, general education/special education collaboration, implementation science).	SED Director, PPS Administrator, Evaluation Contractor	March to May 2016
236			Schedule and conduct biannual SSIP Stakeholder group meetings to discuss evaluation findings, review the adequacy of the current EBP-resource array, assess student performance on the SIMR, and recommend activities needed to refine the State's support to LEAs on SSIP implementation.	SED Director, PPS Administrator, Evaluation Contractor	June and December of 2016
237			Work with SED contractors to develop additional resources, services, or activities identified by the SSIP Work Group as needed by LEAs to support improved SWD academic performance	SED Director, PPS Administrator, Evaluation Contractor	June 2016, ongoing

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### SSIP Acronym Glossary List

<b>Legend Acronym</b>	<b>Term</b>
ADAD	Assessment Development and Administration Division
Admin.	Administrator
AES	Assessment Evaluation and Support Unit
AMARD	Analysis Measurement and Accountability Reporting Division
CASEMIS	California Special Education Management Information System
CCEE	California Collaborative on Educational Excellence
CCSESA	California County Superintendents Educational Services Association
CDE	California Department of Education
CFR	Code of Federal Regulations
COE	County Office(s) of Education
EBP	Evidence Based Practice
EL	English Learner
ELA	English Language Arts
FMTA	Focused Monitoring and Technical Assistance Unit
FRPM	Free and Reduced Priced Meals
FY	Foster Youth
LASSO	Local Accountability System and Support Office
LCAP	Local Control Accountability Plan
LCFF	Local Control Funding Formula
LEA	Local Educational Agency
PPS	Policy Programs and Services Unit
SBE	State Board of Education
SED	Special Education Division
SELPA	Special Education Local Plan Area
SIMR	State Identified Measurable Result
SOW	Scope(s) of Work
Sped	Special Education
SSIP	State Systemic Improvement Plan
SSPI	State Superintendent of Public Schools
SWD	Student(s) With Disability(ies)
TA	Technical Assistance
TAG	Technical Assistance Guide
TSD	Technology Services Division
WestEd	Contractor/consultant to the SBE developing the LCAP evaluation rubrics