

WestEd Monthly Report, February 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.
 - WestEd face to face kick off meeting with MSDE, Feb 6
 - Completed and submitted draft of work plan
 - Revised data request and secured agreement of language of a data sharing agreement
 - Set up and commenced bi-weekly check-in calls
- Interviews/Meetings Conducted:

Name	Title	Department/Program/Organization	Location	Event	Date(s)
C. Dodge	Project Manager & Co-PI	WestEd's J. Willis, A. Berg-Jacobson and C. Dodge met with MSDE	MSDE	Kickoff meeting	2-6-2019

Deliverables and Major Activities

Deliverables Completed this Month:

- Work plan with time line

Progress on Other Deliverables:

- Finalized data sharing agreement for execution and prepared to submit with associated appendices.
- Executed all project subcontracts.
- Gathered initial information on current special education funding approaches in all fifty states and the District of Columbia. Have begun gathering information for two different points of time (2015, 2012) to understand changing practice over time.
- Initialized gathering information on special education funding in top performing countries identified by NCEE.
- Developed initial protocol outlines for State level interviews.
- Developed initial protocol outline for online surveys including survey dissemination plan.

Challenges/Questions Encountered and Plan to Address Them

- No challenges or questions to report.

Work Plan for Upcoming Month

- Major work planned for March:
 - Submit final data request with the signed data security agreement and signed confidentiality forms.
 - Begin data preparation of publicly available data, conduct initial reviews of the received target data, and draft initial follow-up memo regarding the provided target data.
 - Complete review of publicly available information including resources for families, strategic plans, and other documentation.
 - Complete literature review of best practices in the process, development, and monitoring of IEPs.
 - Finalize IEP review process and protocols; develop protocol for observing IEP team meetings.
 - Finalize interview protocols for State and local level interviews; schedule and conduct state interviews.
 - Finalize online survey protocol and dissemination plan.
 - Develop agenda and materials for first stakeholder group.
 - Design and launch project website.

Focus Groups/Site Visits Planned for Upcoming Month:

Group/Department/Program/Organization	Location	Date(s)
Focus Groups (5)- LSS and PA Special Education Directors	At regional meetings of Local Implementation Lessons Learned	3/29, 4/1, 4/2, 4/8, 4/9
Focus Groups (5) Transition Coordinators	At meetings of Local Implementation Lessons Learned	3/29, 4/1, 4/2, 4/8, 4/9