WestEd Monthly Report, May 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.
  - Conducted focus groups for special education directors, family support service coordinators, and secondary transition coordinators for all 5 regions – see table below.
  - Completed collection of all data from MSDE including assessment data, staff data, attendance data, discipline data, graduation rate data, and MOIEP data.
  - Made substantial progress in the initial review of MSDE data files.
  - Began cleaning and preparing MSDE data files and public data files.
  - Began the process of collecting additional online IEP data from specific districts not participating in the Maryland online IEP system. Completed data collection from 1 of 4 non-MOIEP LSSs. The other 3 are in process.
  - Began conducting site visits at local schools and school districts and regional evening focus groups for families and students.

Interviews/Meetings Conducted:

Name	Title	Department/Program/Organization	Location	Date(s)
Brian Morrison	Branch Chief	MSDE Data Team	Virtual	5/8/2019

Focus Groups/Site Visits Conducted:

Group/Department/Program/Organization	Location	Date(s)
Statewide focus group of Family Support Service Providers –	Catonsville	5/8/2019
JSC Backbone Mt. Youth Center	Garrett County	5/21/2019
JSC Waxter Children's Center	Laurel	5/22/2019
School for the Blind		
Site visits Allegany County Schools (2) Cresaptown Elem Mountain Ridge HS	Cumberland	5/23/2019
Montgomery Co - Glenallan Elementary School		5/23/2019
Region 1 family and student focus groups	Cumberland	5/23/2019
Annapolis HS, Anne Arundel Co	Annapolis	5/28/2019
Tyler Heights Elementary, Anne Arundel Co	Anne Arundel Co	5/29/2019
Baltimore City, Mt. Royal Elementary/Middle School #66 IEP meeting only, by phone, 11:20-12:20	Baltimore	5/29/2019
Region 3 Family and Student focus groups	Cockeysville	5/30/2019

Deliverables and Major Activities

Bulleted List of Progress on Other Deliverables:

- Developed and disseminated surveys to all 24 LSSs and Pas for completion by:
  - IEP Chair persons
  - General education teachers
  - Special education teachers and related services provider
- Training on internal inter-rater reliability and site visit norms
- Completed and submitted Lit Reviews on IEP best practices and retention of special ed teachers and related service providers
- Conducted many phone meetings with LSS Special Education Directors and school Principals to work out details of site visits and tailor the schedules to their needs

Challenges/Questions Encountered and Plan to Address Them
Work Plan for Upcoming Month

Challenges

- Two of the selected school systems have been difficult to schedule – slow to respond at the beginning and lots of time elapsing between responses – will continue to follow up and offer flexibility in receiving their input.
- Slow to get data from the 4 non-MOIEP school systems – will adjust timelines for analysis and discuss any substantive changes on upcoming check in calls with MSDE.

Focus Groups/Site Visits Planned for Upcoming Month:

Group/Department/Program/Organization	Location	Date(s)
DORS Interview	TBD	TBD
Visit schools (13) and public agencies (2)	Baltimore City, Baltimore County, Charles, Montgomery, Prince George's, Queen Anne's, Somerset, Talbot, SEED School, Maryland School for the Deaf	June 3 - 21
Hold family and student focus groups, 5 regions and public agencies	Queen Anne's County, Centreville Montgomery County Charlotte Hall, St. Mary's County	June 10 June 11 June 18
Group Interviews – MSDE Early Childhood and Performance Support Teams	Virtual	TBD
Interview LSS special education directors (10) from selected LSSs with potential for more (WestEd will analyze data first)	Virtual	Late June, first half of July

Other Planned Activities for the Upcoming Month:

- Continue cleaning and preparing data files for analysis.
- Collect additional district online IEP data.