

Professional Service Provider Selection and Assignment Guidance Workbook For Schools in Improvement

2013-2014

Professional Service Provider Network



**TEXAS CENTER FOR
DISTRICT & SCHOOL SUPPORT**

The Purpose of this guidance workbook is...

....to provide districts, campuses and Education Service Centers across the state guidance on the Professional Service Provider selection, assignment and replacement process.

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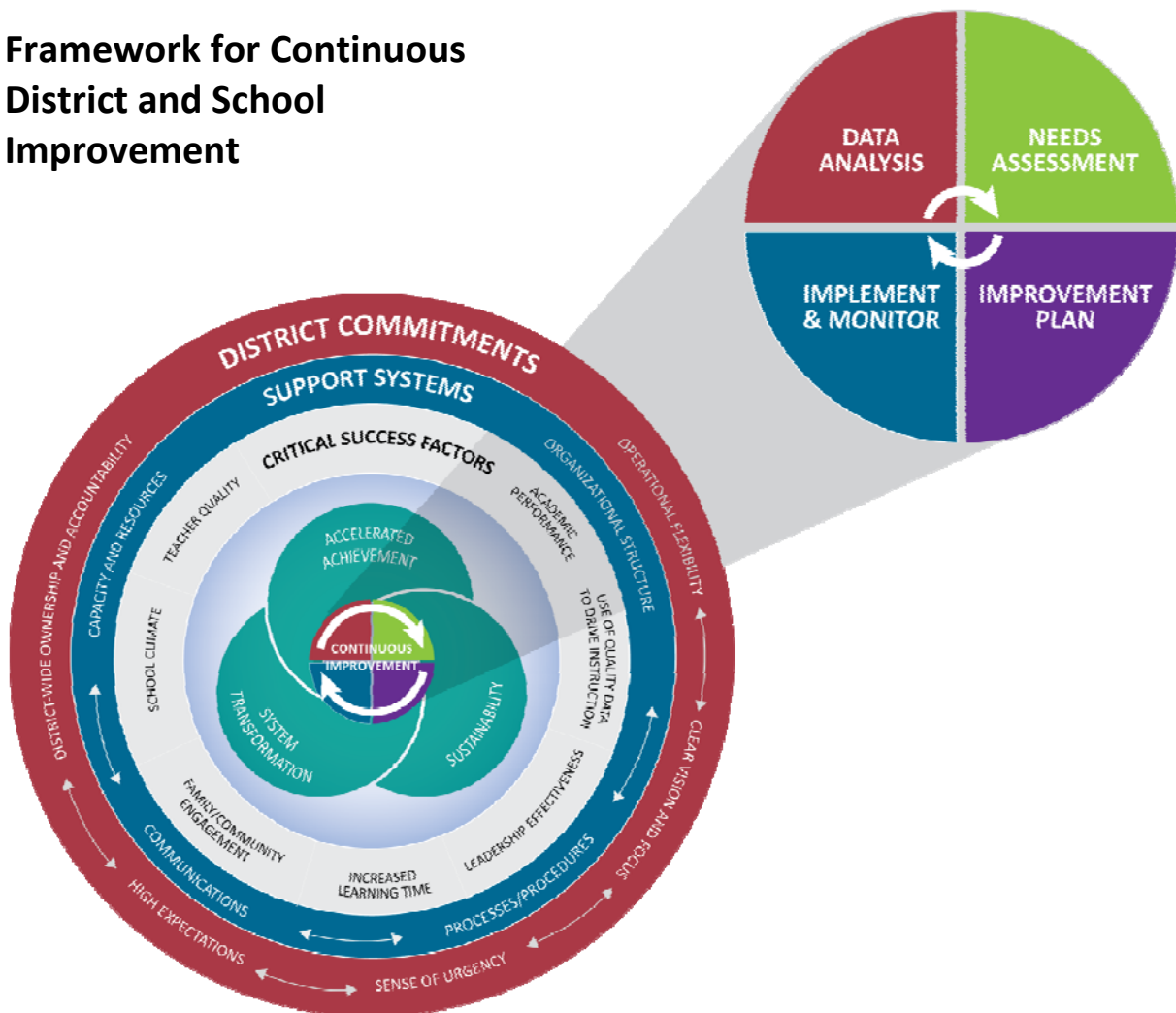
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Texas Accountability Intervention System

The Texas Accountability Intervention System (TAIS) is designed to establish the foundational systems, actions, and processes to support the continuous improvement of Texas' LEAs and campuses. TAIS distinguishes levels of assistance for schools by incorporating accountability measures into an aligned system of support. This tiered approach to levels of assistance moves beyond the mere classification of schools and provides differentiated support based on identified needs. It provides clearly articulated commitments and provisions incumbent upon a school district for supporting schools.

The framework relies on a synthesis of decades of school improvement research to identify critical success factors and utilizes a cycle of continuous improvement that when fully implemented results in accelerated achievement. Success requires purposeful actions and thoughtful planning based on analyzing data, determining needs, developing targeted plans for improvement, and monitoring the impact of those plans to ensure a focused approach driven by data.

Framework for Continuous District and School Improvement



What is the Professional Service Provider (PSP) Network?

Professional educators have been providing external technical assistance to Texas schools in need of improvement for the past ten years. The first PSPs specialized as External Campus Intervention Team members for Academically Unacceptable schools and Technical Assistance Providers for Title I School Improvement Program schools not meeting NCLB AYP standards. Today, the PSP Network includes approximately 350 PSPs who work with underperforming schools receiving interventions in the state and/or federal accountability system and/or the Texas Title I Priority Schools (TTIPS) grant.

What is the role of the Texas Center for District and School Support (TCDSS) in supporting the PSP Network?

The Texas Center for District and School Support (TCDSS) coordinates statewide school improvement initiatives of the Texas Education Agency. Located at the Education Service Center Region 13, TCDSS is a part of the Strategic Initiatives division which leverages statewide technical assistance services to support districts and schools not meeting required performance standards under the state and/or federal accountability system. Additionally, TCDSS leads and manages a number of grants and special projects for the Texas Education Agency focused on building statewide capacity for school improvement to ensure all students graduate career and college ready. TCDSS supports the PSP Network by:

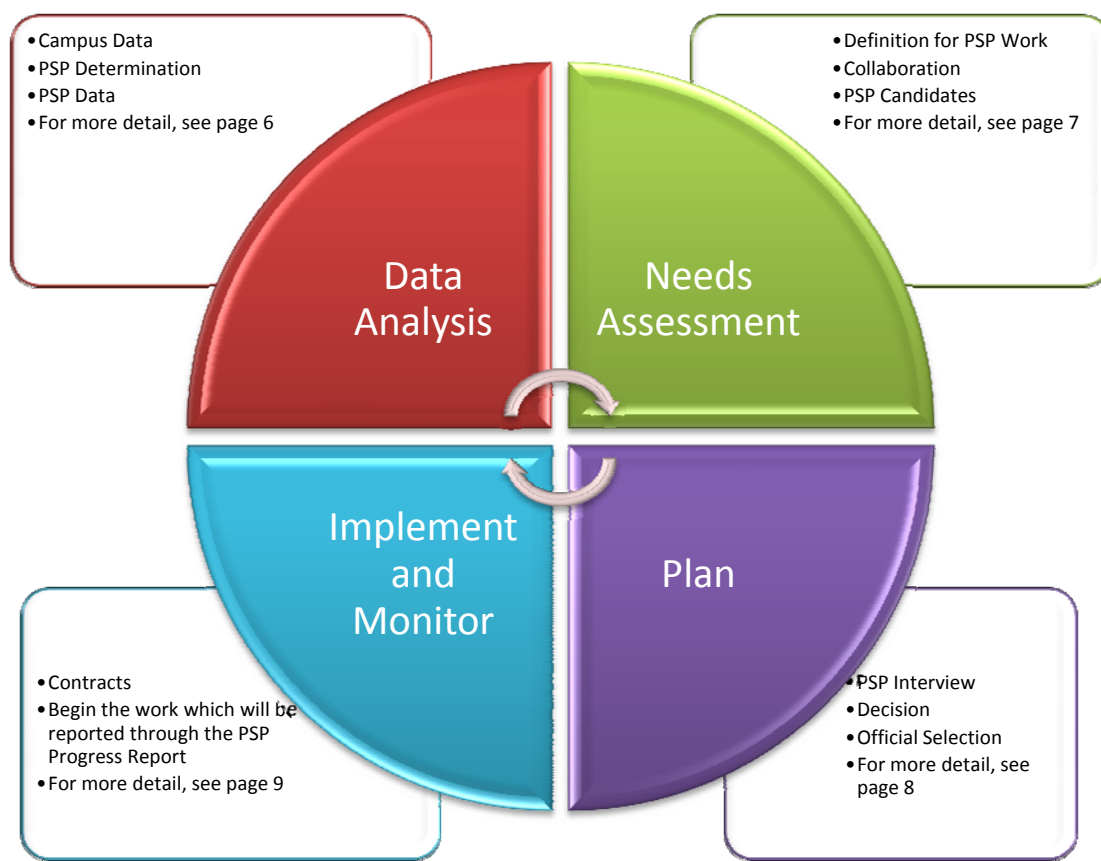
- Recruiting well qualified professional educators
- Maintaining a database of qualified PSPs
- Providing professional development on roles and responsibilities
- Providing on-going guidance to assist the PSPs
- Evaluating the work of the PSPs

The Campus PSP Job description can be found in the Intervention Stage & Activity Manager (ISAM) by selecting PSP Registry in the upper right hand navigation bar. See page 15 of this guidance document for an illustration.

Overview of the PSP Selection and Assignment Process

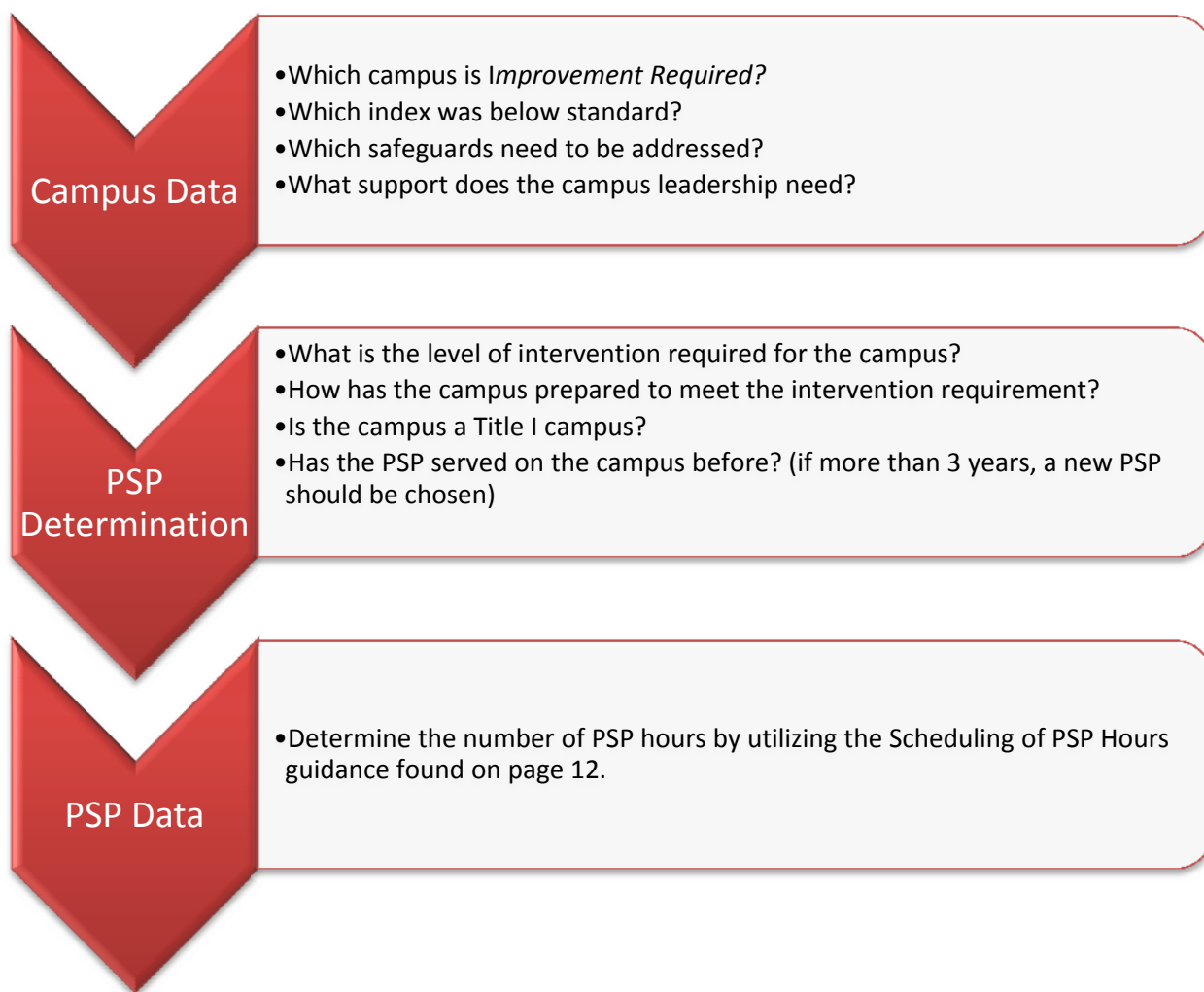
The state's continuous improvement process is not limited to campus/district improvement planning: it is also an effective way to select a PSP for a campus. A PSP may serve as a required member of the Campus Intervention Team responsible for school improvement (TEC §39.106) for campuses rated *Improvement Required*, or may be assigned to a campus due to poor performance on other accountability targets. The PSP builds the capacity and skill of the campus through technical assistance and support.

In order to choose a PSP, the DCSI and campus leadership, in collaboration with the local ESC, analyze campus data to determine the needs of the campus and subsequently, the PSP knowledge and skills necessary for the development, implementation, and monitoring of the improvement plan. The team will then use the PSP Registry in ISAM to search for possible candidates to interview. The recommendation of a PSP candidate will be communicated to TEA and TCDSS for approval. Upon approval, a contract process will be initiated by either the district or TCDSS as applicable.



Data Analysis

- Before beginning the PSP Placement process, the district must identify its District Coordinator of School Improvement (DCSI). See the DCSI job description at http://www.tea.state.tx.us/index2.aspx?id=2147495562&menu_id=2147483703&menu_id2=2147483716
- The DCSI will contact the campus leadership and the local Education Service Center (ESC) to begin the PSP Selection/Placement process.
- Relevant campus reports should be gathered.



Notes:

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Needs Assessment

- The campus leadership and DCSI begin the process of determining the needs of the campus.
- Area(s) of focus for the campus are determined.

Definition for PSP Work

- Identify the PSP selection criteria aligned to the campus areas of focus.
- Define expectations and scope of the PSP work.

Collaboration

- DCSI, campus leadership and local ESC collaborate to search ISAM PSP Registry to create initial list of potential PSPs from the local and surrounding ESC regions.
- The ISAM PSP Registry can be located using the TEASE or TEAL login on the TEA website.
- See specific instructions for the PSP Registry in ISAM is found at the end of this document on pages 13-17.

PSP Candidates

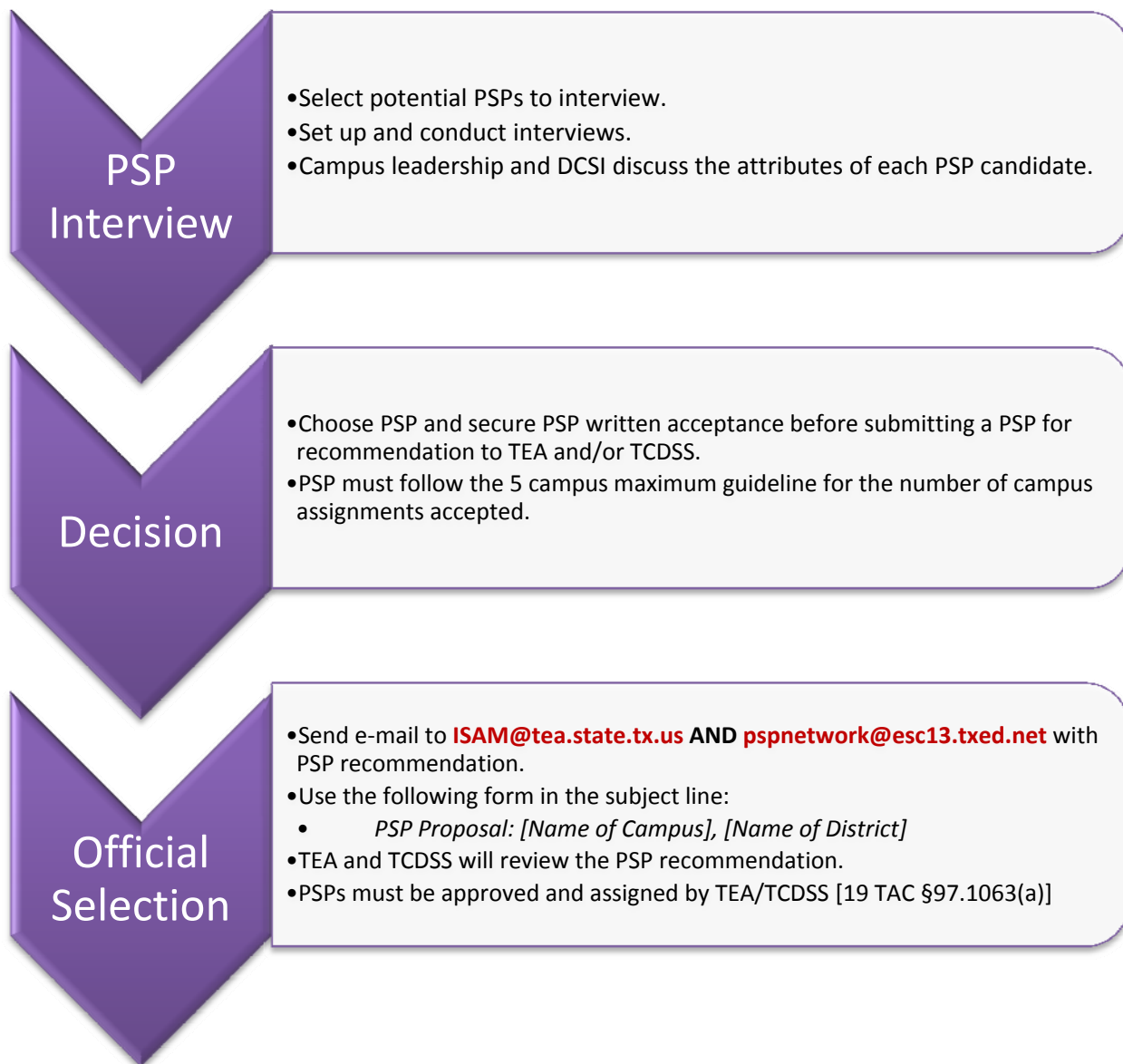
- Review the resumés of PSPs from the local and surrounding ESC regions.
- Narrow the list to a small pool of candidates.

Notes:

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Plan

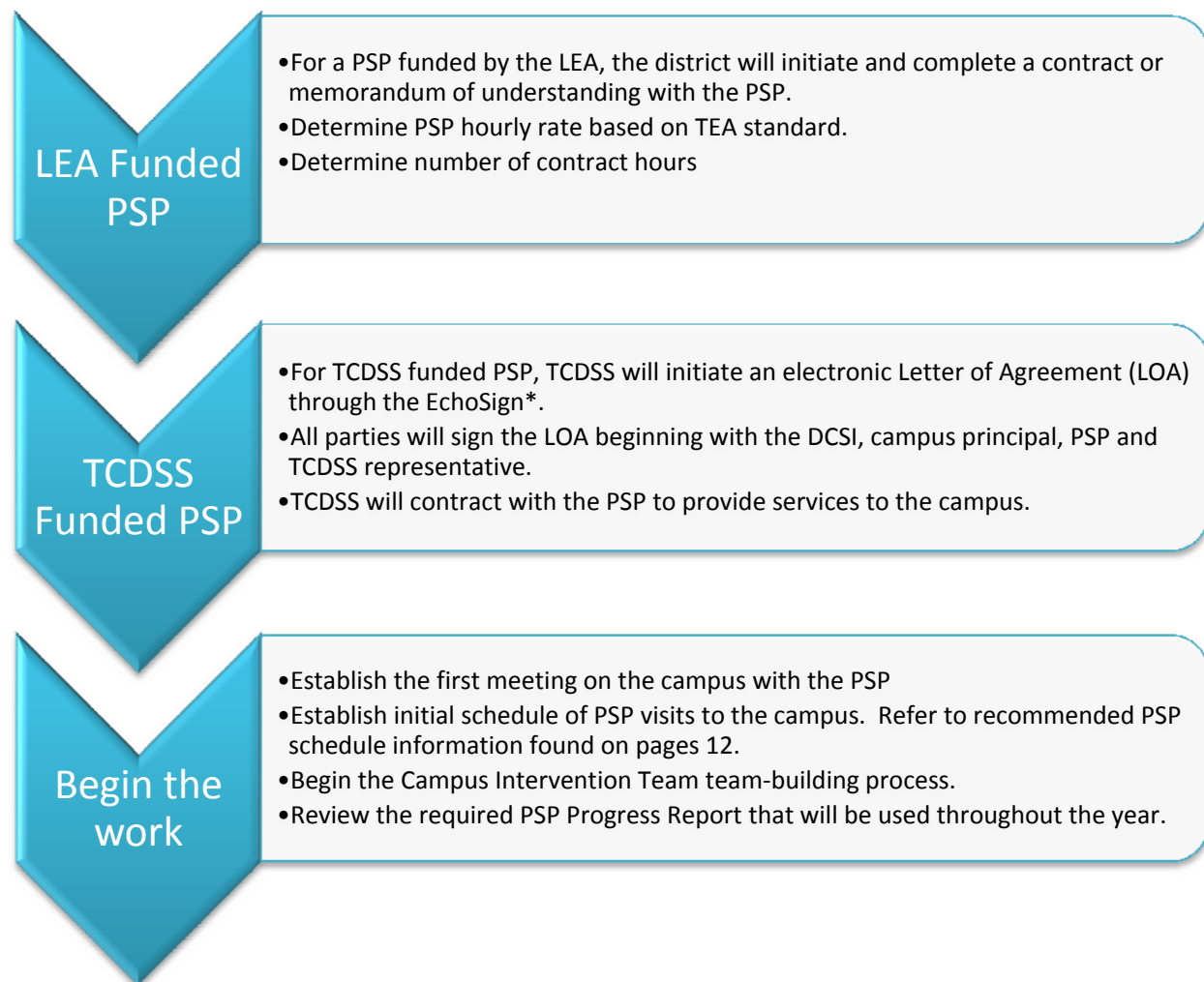
- Each PSP is limited to a total of five (5) campus assignments.
- The individual PSP is responsible for not exceeding this limit.



Notes:

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Implement and Monitor



*The EchoSign tutorial is available on the PSP Network website at:

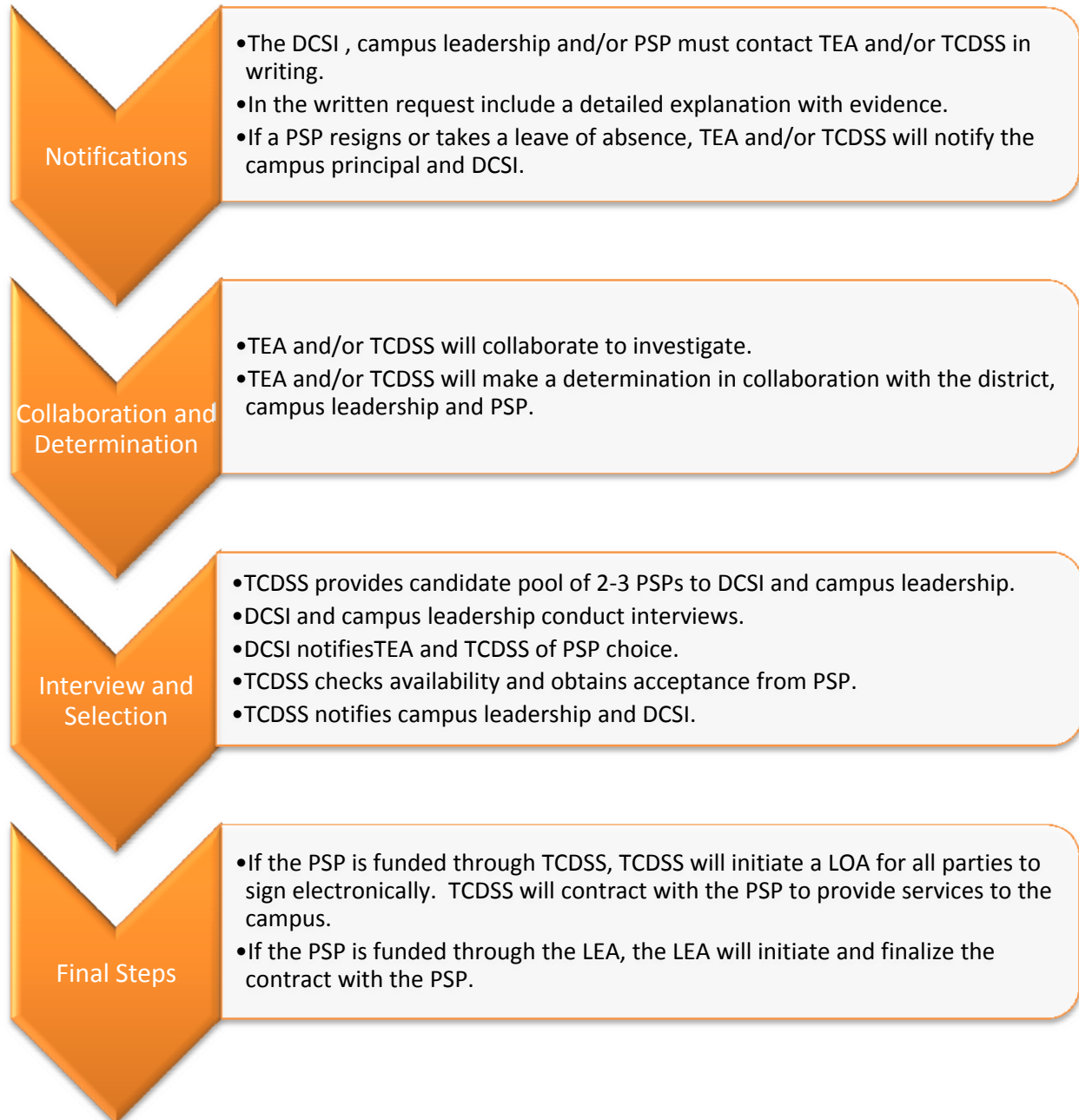
http://www.psptexas.net/psp_resourcesforms.html

Notes:

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PSP Replacement Process

In special situations, there are occasions when a PSP must be replaced during the course of the school year. In order to provide a smooth transition to a new PSP, the following procedure will be applied:



Professional Service Providers

Hours, Funding and Reimbursement 2013-2014

The PSP's Contract or Memorandum of Understanding with a campus MUST begin September 1 and end August 31. Please note that the number of hours may be altered by TCDSS or TEA due to the results of appeals, NCLB funding allocations, campus needs, and/or program changes. The contract period and hours for a Texas Title I Priority Schools (TTIPS) PSP may vary depending on grant requirements.

LEA contracts with PSP are based on TEA cost guidance of \$75 per hour plus meals, travel, and/or expenses. LEA Hourly Rate & Travel Costs are reported monthly through the PSP Progress Report; meals, travel, and/or expenses are not included in the hourly stipend.

***TCDSS contracts with PSPs for \$112 plus travel. TCDSS Hourly Rate includes meals and PSPs are not paid for travel time.**

The Texas Education Agency collects cost information to report to the legislature on an annual basis. This information is collected and analyzed from the monthly progress reports. All cost data is maintained by the Texas Education Agency.

*** TCDSS funded PSP is dependent on AYP guidance, final waiver determinations and/or federal grant funding.**

Notes:

Schedule of PSP Hours

LEAs/Campuses will determine scheduling of contracted hours based on needs using the guidelines from the PSP Network Handbook which states:

PSPs contracting with TCDSS and/or LEA are issued a contract for a specific number of hours per campus. The contract is for 12 months, September 1st through August 31st.

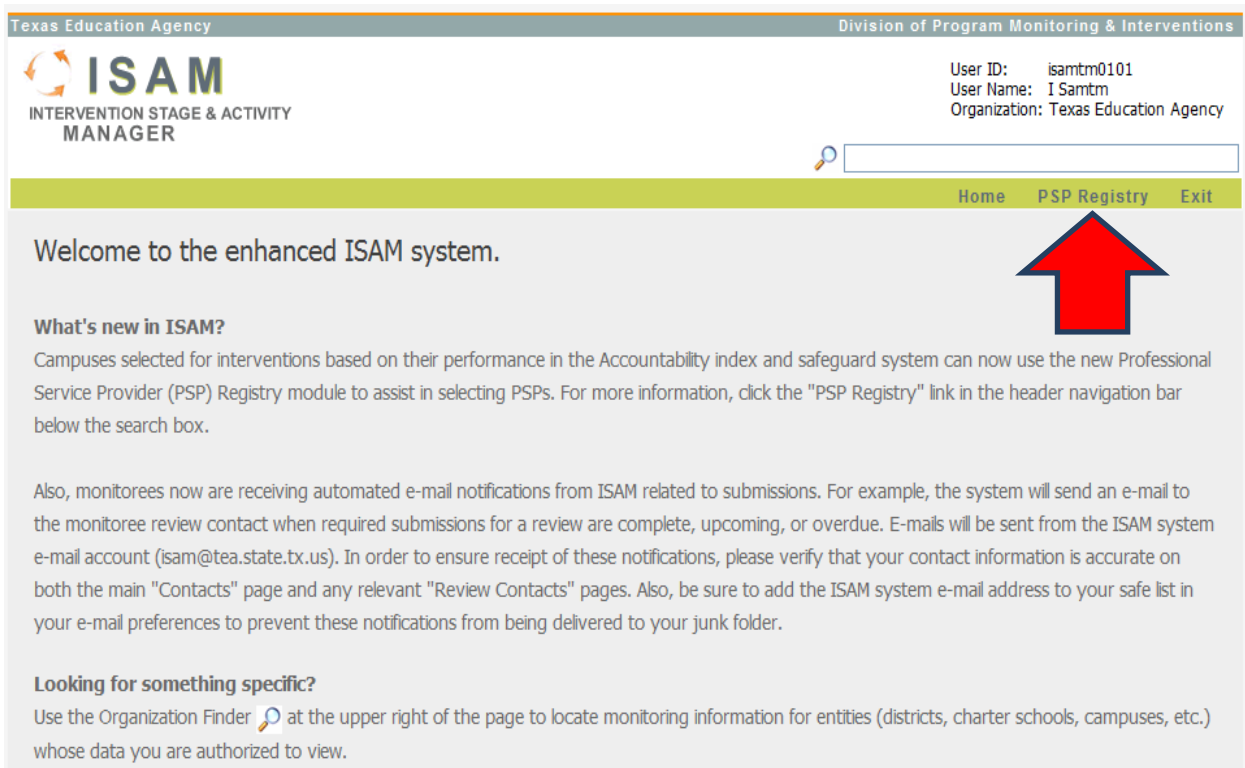
The PSP is:

- required to schedule time on campus using contract hours for the entire 12 month period of the contract or LOA.
- expected to use more hours in the fall and winter but no fewer than 3 hours per month in the spring and summer months.
- expected to work with the principal to develop an appropriate schedule of services including on and off site services.
- expected to deliver on site services each month unless there is an agreement with the principal not to be on the campus one or two non-consecutive months, excluding August. PSP is still expected at a minimum to remain in contact with the principal by e-mail or phone.
- required to remain available to the principal when providing off-site services (i.e., correspondence with campus/LEA staff and/or other entities on specific work related to the campus; research and data analysis for the campus; preparation and planning for PD for the campus); *PSP Progress Report documentation is required for off-site/indirect services, if claiming for payment.

*Note: See the PSP Network Handbook (<http://www.psptexas.net/index.html>) for more information regarding required documents and procedures.

PSP Registry Instructions

Log into the ISAM system and locate the PSP Registry in the upper right hand of the screen –Click.



The screenshot displays the ISAM (Intervention Stage & Activity Manager) web application interface. At the top, a header bar identifies the Texas Education Agency and the Division of Program Monitoring & Interventions. The ISAM logo is on the left, and user information (User ID: isatm0101, User Name: I Samtm, Organization: Texas Education Agency) is on the right. A navigation bar below the header contains links for Home, PSP Registry, and Exit. A large red arrow points to the 'PSP Registry' link. The main content area welcomes users and provides information about new features, including the Professional Service Provider (PSP) Registry module and automated e-mail notifications.

Texas Education Agency Division of Program Monitoring & Interventions

ISAM
INTERVENTION STAGE & ACTIVITY
MANAGER

User ID: isatm0101
User Name: I Samtm
Organization: Texas Education Agency

Home PSP Registry Exit


Welcome to the enhanced ISAM system.

What's new in ISAM?


Campuses selected for interventions based on their performance in the Accountability index and safeguard system can now use the new Professional Service Provider (PSP) Registry module to assist in selecting PSPs. For more information, click the "PSP Registry" link in the header navigation bar below the search box.

Also, monitorees now are receiving automated e-mail notifications from ISAM related to submissions. For example, the system will send an e-mail to the monitoree review contact when required submissions for a review are complete, upcoming, or overdue. E-mails will be sent from the ISAM system e-mail account (isam@tea.state.tx.us). In order to ensure receipt of these notifications, please verify that your contact information is accurate on both the main "Contacts" page and any relevant "Review Contacts" pages. Also, be sure to add the ISAM system e-mail address to your safe list in your e-mail preferences to prevent these notifications from being delivered to your junk folder.

Looking for something specific?

Use the Organization Finder  at the upper right of the page to locate monitoring information for entities (districts, charter schools, campuses, etc.) whose data you are authorized to view.

Texas Education Agency
Division of Program Monitoring & Interventions


ISAM
INTERVENTION STAGE & ACTIVITY
MANAGER

User ID: isamtm0101
User Name: I Samtm
Organization: Texas Education Agency

Home PSP Registry Exit

Professional Service Provider (PSP) Network

Year: 2012-2013

Registry
About The Registry
PSP Selection Guidance
Campus PSP Job Description

Purpose


Campuses are selected for interventions based on their performance in the Accountability index and safeguard system. Those campuses are required to select and propose for agency approval a Professional Service Provider (PSP) who will, in collaboration with the District Coordinator of School Improvement (DCSI), guide and assist the campus through the Texas Accountability Intervention System in analysis of data, identification of needs, development, implementation, and monitoring of a targeted improvement plan, and submission of ongoing progress reports. The purpose of the PSP Registry is to assist campuses in selecting a PSP. The PSP job description can be found [here](#).

How To Use

Upon clicking the "Registry" link in the left navigation bar, the system displays a summary of all approved PSPs for the current year (shown in the "Year" dropdown at the top of the page). Campuses can use the "Search all columns" feature as well as grid sorting to filter the PSPs down to those that either reside in and/or serve their area. For example, entering "13" in the search box will immediately filter the list to include only those PSPs who serve Region 13. Entering "Dallas" in the search box will filter the list to those PSPs with a Dallas address. You may also enter a name to immediately scroll to a specific PSP.

PSP Network Information
PSP Registry Instructions
Campus PSP Job Description

Texas Education Agency
Division of Program Monitoring & Interventions


ISAM
INTERVENTION STAGE & ACTIVITY
MANAGER

User ID: isamtm0101
User Name: I Samtm
Organization: Texas Education Agency

Home PSP Registry Exit

Professional Service Provider (PSP) Network

Year: 2012-2013

Registry
About The Registry
PSP Selection Guidance
Campus PSP Job Description

Show **All** entries

Search all columns:


Action	Name	Location	Regions Available
View	Aanenson, Jobob	Fort Worth, TX	
View	Acevedo, Dina	, TX	
View	Aguilar, Virginia	, TX	
View	Alcorta, Laura		
View	Aleman, Olga		
View	Arceneaux, Janice		
View	Bahney, Jean		
View	Ballard, Connie		
View	Barnett, Kathy		
View	Barnhart, Joy	TX	
View	Barrus, Roger	en, TX	
View	Batiste, Alva	Houston, TX	04, 05, 06

This is the home page for the PSP Registry.

PSPs are listed alphabetically by last name.

Texas Education Agency

Division of Program Monitoring & Interventions



INTERVENTION STAGE & ACTIVITY
MANAGER

User ID: isamtm0101
User Name: I Samtm
Organization: Texas Education Agency

Home
PSP Registry
Exit

Professional Service Provider (PSP) Network

Year: 2012-2013

Registry
About The Registry
PSP Selection Guidance
Campus PSP Job Description

Show All entries
Search all columns: 13


Action	Name	Location	Regions Available
View	Blanchard, Bernard	Austin, TX	13
View	Gideon, Barbara	Austin, TX	13

Showing 1 to 2 of 2 entries (filtered from 366 total entries)

Filter by Region.

Texas Education Agency

Division of Program Monitoring & Interventions



INTERVENTION STAGE & ACTIVITY
MANAGER

User ID: isamtm0101
User Name: I Samtm
Organization: Texas Education Agency

Home
PSP Registry
Exit

Professional Service Provider (PSP) Network

Year: 2012-2013

Registry
About The Registry
PSP Selection Guidance
Campus PSP Job Description

Show All entries
Search all columns: Dallas


Action	Name	Location	Regions Available
View	Barnhart, Joy	Dallas, TX	
View	Foos, Linda	Dallas, TX	
View	Goodsell, Cynthia	Dallas, Tx	
View	Harper, Vicki	Dallas, TX	
View	Hooper, Deri	Dallas, TX	
View	Huckaby, Wanda	Dallas, TX	
View	Johnston, Judy	Dallas, TX	
View	McPhail, Terry	Dallas, TX	
View	Morrow, Sharon	Dallas, TX	
View	Neal, Karen	Dallas, TX	
View	Roberts, Mary	Dallas, TX	
View	Skinner, Janet	Dallas, TX	
View	Walter, Marty	Dallas, TX	
View	Williams, Harnell	Dallas, TX	
View	Wilson, Ruth	Dallas, TX	

Showing 1 to 15 of 15 entries (filtered from 366 total entries)

Filter by City.

Texas Education Agency

Division of Program Monitoring & Interventions



INTERVENTION STAGE & ACTIVITY
MANAGER

User ID: isamtm0101
User Name: I Samtm
Organization: Texas Education Agency

Home
PSP Registry
Exit

Professional Service Provider (PSP) Network

Year: 2012-2013

Registry
About The Registry
PSP Selection Guidance
Campus PSP Job Description

Show **All** entries
Search all columns:


Action	Name	Location	Regions Available
View	Turner, Bobby	Duncanville, TX	
View	Turner, Falba	Austin, TX	
View	Turner, Mary Alice	Garland, TX	

Showing 1 to 3 of 3 entries (filtered from 366 total entries)

Filter by Last Name.

Texas Education Agency

Division of Program Monitoring & Interventions



INTERVENTION STAGE & ACTIVITY
MANAGER

User ID: isamtm0101
User Name: I Samtm
Organization: Texas Education Agency

Home
PSP Registry
Exit

Professional Service Provider (PSP) Network

Year: 2012-2013

Registry
About The Registry
PSP Selection Guidance
Campus PSP Job Description

Show **All** entries
Search all columns:

Action	Name	Location	Regions Available
View	Hall, Carol	Canyon Lake, TX	
View	Harle, Carol	San Antonio, TX	
View	Harris, Carolyn	Grand Prairie, TX	
View	Ketzle, Carol	Schertz, TX	
View	Matthews, Carolyn	Houston, TX	
View	Straatmann, Carolyn	Houston, TX	
View	Tarwater, Carole	Huntsville, TX	

Showing 1 to 7 of 7 entries (filtered from 366 total entries)

Filter by First Name.

Click VIEW to see individual PSP information

Texas Education Agency Division of Program Monitoring & Interventions

ISAM
INTERVENTION STAGE & ACTIVITY
MANAGER

User ID: isamtm0101
User Name: I Samtm
Organization: Texas Education Agency

Home PSP Registry Exit

Professional Service Provider (PSP) Network

Year: 2012-2013

Registry

Contact Information

Basic Info

PSP Name: Vicki Harper
Location: Dallas, TX
Email: vickiharper@ymail.com
Phone: 972.296.8666 (Office)
Years Active: 2010-2011 to Present *
Resume/CV: [Not Available]
* Years active only reflects PSP approval status starting with the 2010-2011 school year.

Click here to view PSP resume.

Region Availability Info

Region:

Assignment Info

Search all columns:

Year	Monitoree	State	Federal
2012-2013			
2012-2013	Summer Creek Middle (220912043)	Form. AU	
2012-2013	Sidney H Poynter (220912110)	1st Yr	
2012-2013	Parkway El (220912106)	1st Yr	
2012-2013	North Crowley H S 9th Grade Campus (220912029)	1st Yr	
2012-2013	Everman J H (220904041)	1st Yr	
2012-2013	Crowley Middle (220912042)	1st Yr	
2012-2013	Crowley H S 9th Grade Campus (220912009)	1st Yr	

Showing 1 to 7 of 7 entries (filtered from 19 total entries)

Note: Assignment data include 2010-2011 and forward for State Accountability and 2012-2013 and forward for Federal Accountability.

PSP Work History

When you have made your selection, e-mail ISAM@tea.state.tx.us and pspnetwork@esc13.txed.net with specific PSP choice.

Use the following e-mail protocol for the subject line:

Mail To: isam@tea.state.tx.us

File Edit View Actions Tools Accounts Window Help

Send Cancel Address Spell Check

Mail Send Options

From: Dixie Binford CC: pspnetwork@esc13.txed.net

To: isam@tea.state.tx.us BC:

Subject: PSP Proposal: Mary Sunshine School, Best District Ever ISD

↑

Contacts:

Texas Education Agency

ISAM Questions:

Jihan Hendley – Program Specialist

ISAM@tea.state.tx.us

Phone 512.463.5226

PSP Cost Analysis Questions:

Morgan Migl – Management Analyst

ISAM@tea.state.tx.us

Phone 512.463.5226

Texas Center for District and School Support

PSP Network Team

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