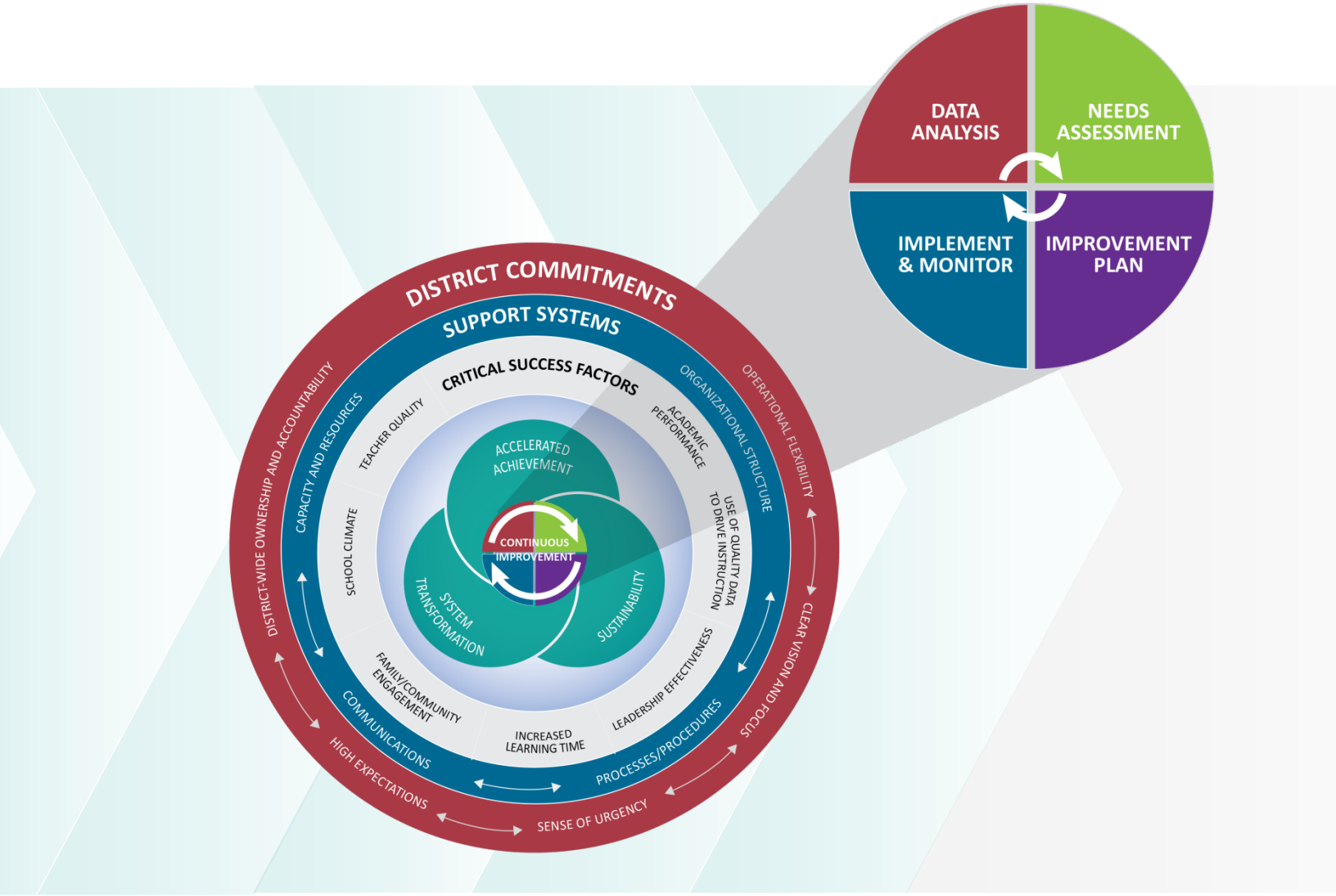
Guidance for the Texas Accountability Intervention System

Part 2: Implement and Monitor

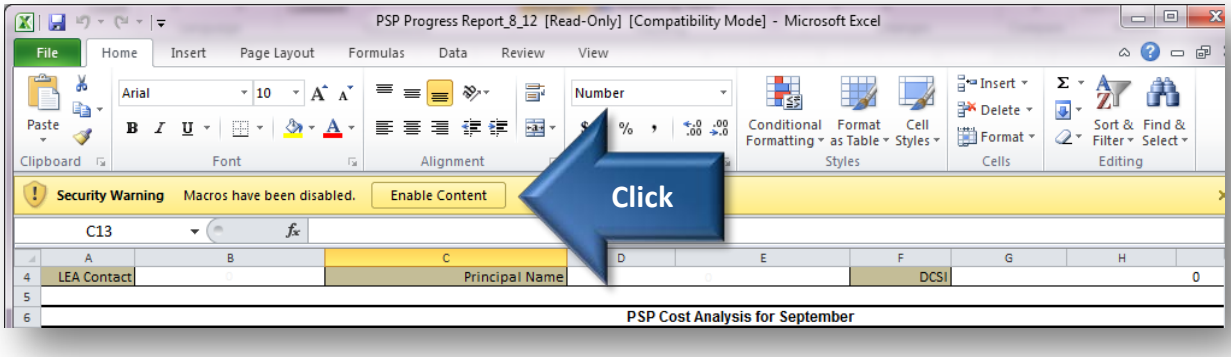
PSP Progress Report Guidance

This guidance is for LEAs/campuses with a Professional Service Provider (PSP) and required monitoring interventions



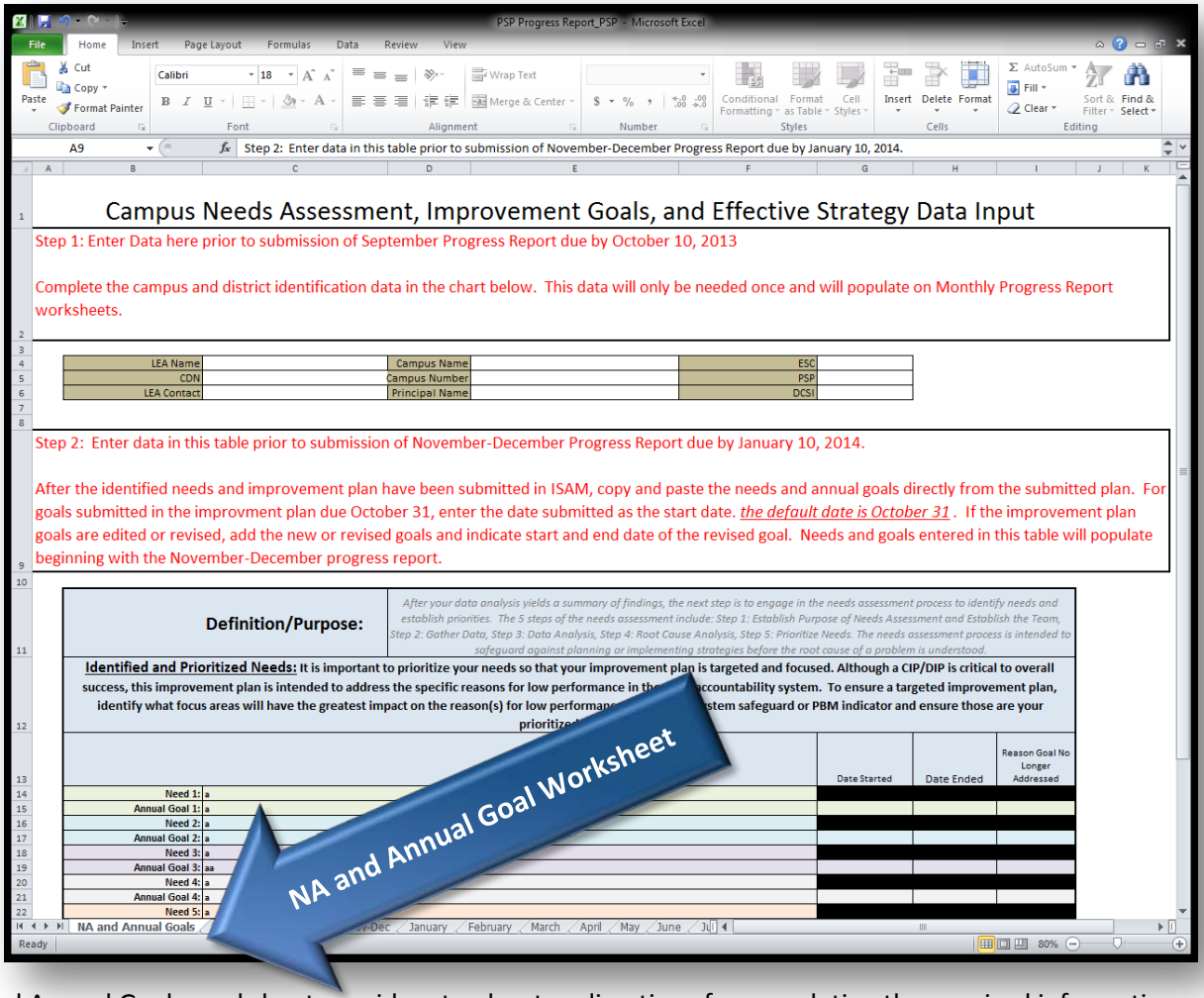
Texas Accountability Intervention System (TAIS)
Part 2:PSP Progress Report Guidance

When opening a worksheet on the PSP Progress Report Workbook for 2013-2014, the yellow “Enable Content” button must be clicked.



Needs Assessment (NA) and Annual Goals Worksheet

Before reporting on PSP work, the PSP has to open the NA and Annual Goals worksheet. The information collected must be complete. It is used to populate future month’s worksheets.



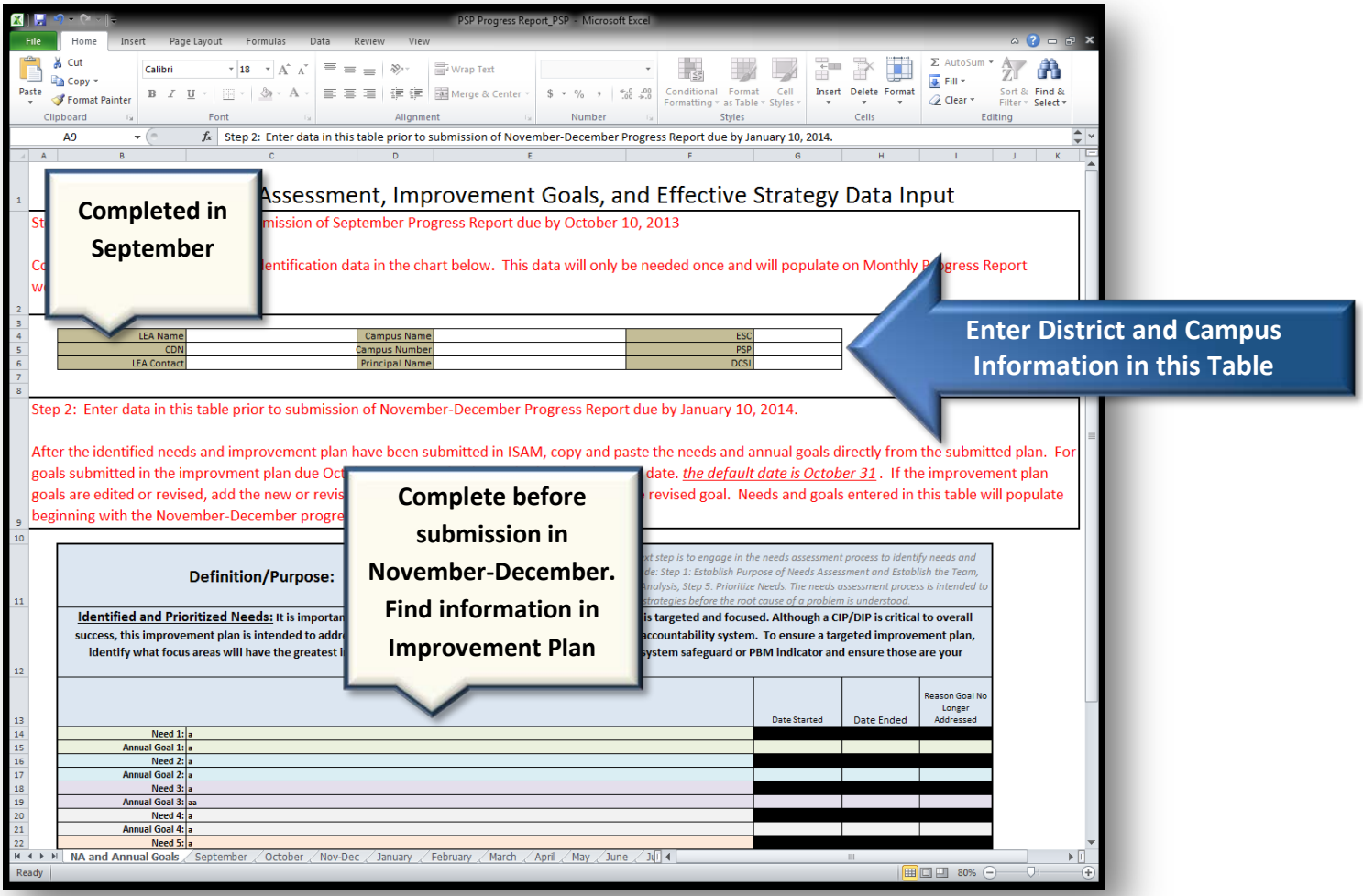
The NA and Annual Goals worksheet provides step by step directions for completing the required information.

Step One

Complete the campus and district information table.

The information needed:

- LEA Name
- LEA County District Number
- LEA Contact Number
- Campus Name
- Campus Number
- Principal Name
- ESC Region
- Assigned PSP name
- District Coordinator of School Improvement (DCSI) name



This table is completed in September and will populate all the future progress report worksheets. If changes occur during the year, this table will require updating through the NA and Annual Goals worksheet.

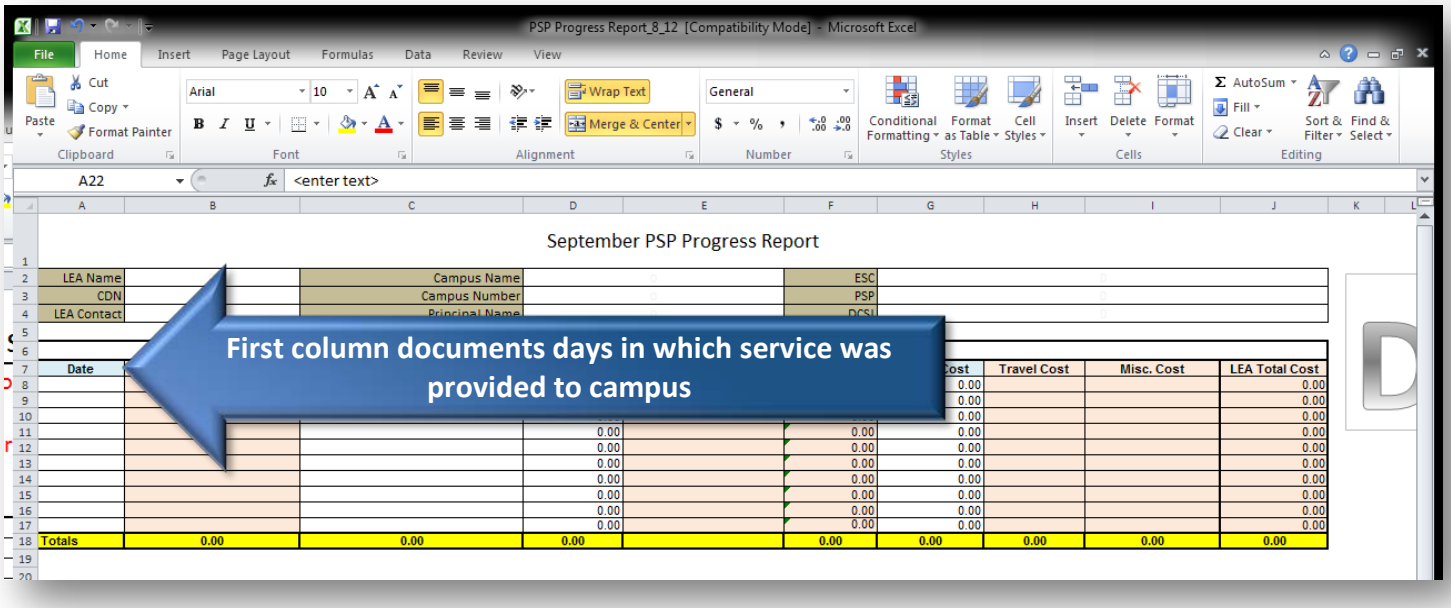
Step Two

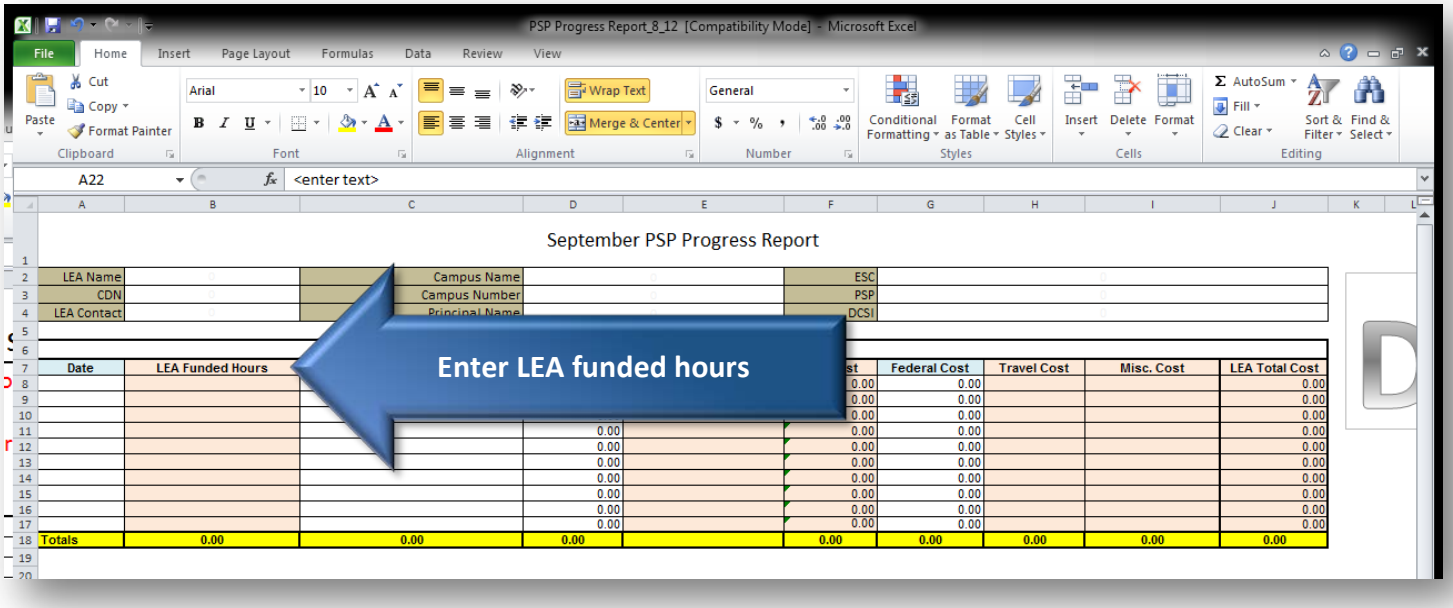
Prior to submitting the November-December Progress Report, the Identified Need and Annual Goals table on the NA and Annual Goals worksheet must be completed. The information required to complete this table comes directly from the Improvement Plan workbook submitted into ISAM. Details on completing this portion of the NA and Annual Goals worksheet will be addressed in the November-December section of this guidance.

September

Open the September worksheet. The district-campus data table should be complete at the top, drawing from the information entered on the NA and Annual Goals worksheet.

The first section of the monthly PSP Progress Report is the Cost Analysis section. All PSP costs are captured within the table.





PSP Progress Report_8_12 [Compatibility Mode] - Microsoft Excel

September PSP Progress Report

LEA Name		Campus Name	
CDN		Campus Number	
LEA Contact		Principal Name	

PSP Cost Analysis for September

Date	LEA Funded Hours	Federally Funded Hours	Total Hours	LEA Hourly Rate					
			0.00						
			0.00						
			0.00						
			0.00			0.00			0.00
			0.00		0.00	0.00			0.00
			0.00		0.00	0.00			0.00
			0.00		0.00	0.00			0.00
			0.00		0.00	0.00			0.00
			0.00		0.00	0.00			0.00
			0.00		0.00	0.00			0.00
Totals	0.00	0.00	0.00		0.00	0.00	0.00	0.00	0.00

Enter LEA Hourly Rate based on contract with LEA

PSP Progress Report_8_12 [Compatibility Mode] - Microsoft Excel

September PSP Progress Report

LEA Name		Campus Name	
CDN		Campus Number	
LEA Contact		Principal Name	

PSP Cost Analysis for September

Date	LEA Funded Hours	Federally Funded Hours	Total Hours	LEA Hourly Rate	LEA Cost					
			0.00		0.00					
			0.00		0.00					
			0.00		0.00					
			0.00		0.00					0.00
			0.00		0.00					0.00
			0.00		0.00					0.00
			0.00		0.00	0.00				0.00
			0.00		0.00	0.00				0.00
			0.00		0.00	0.00				0.00
			0.00		0.00	0.00				0.00
Totals	0.00	0.00	0.00		0.00	0.00	0.00	0.00	0.00	0.00

LEA Cost column will calculate based on Hours and Rate column

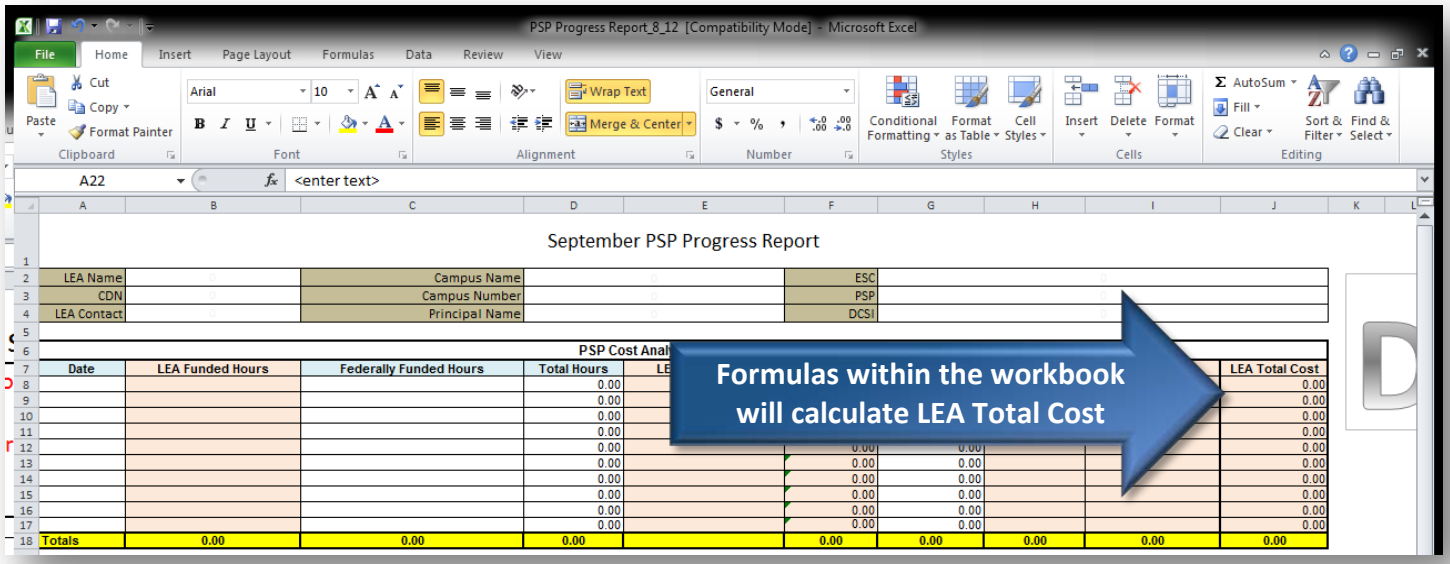
PSP Progress Report_8_12 [Compatibility Mode] - Microsoft Excel

September PSP Progress Report

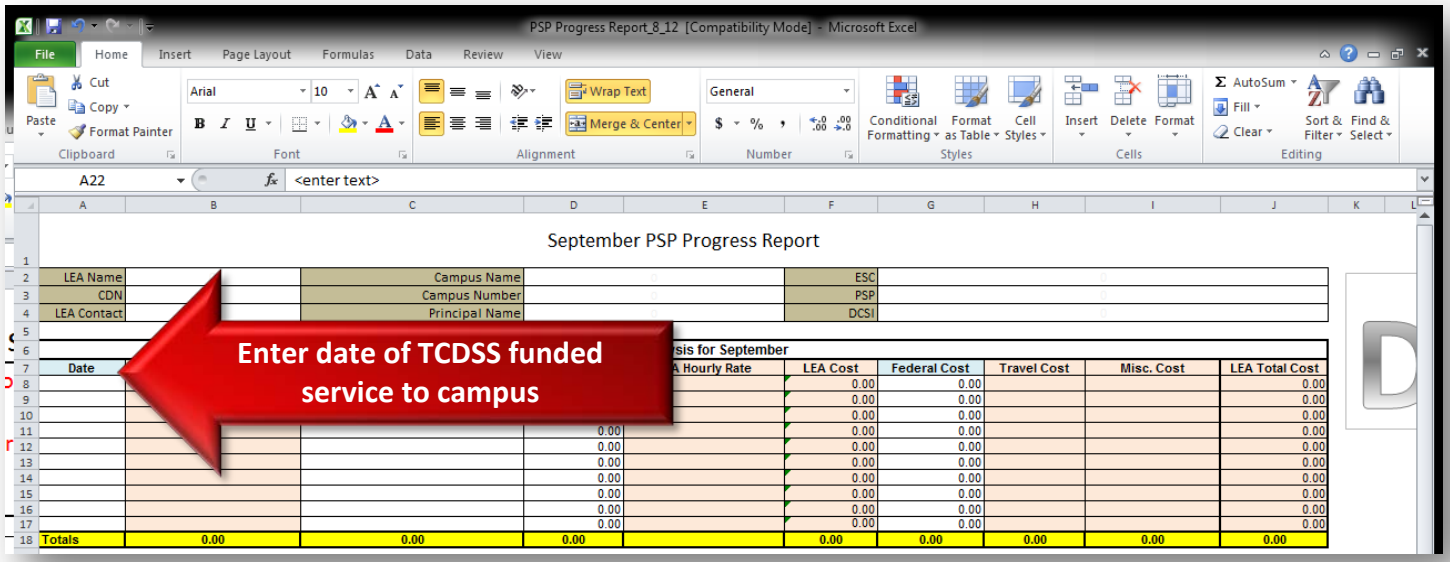
LEA Name		Campus Name	
CDN		Campus Number	
LEA Contact		Principal Name	

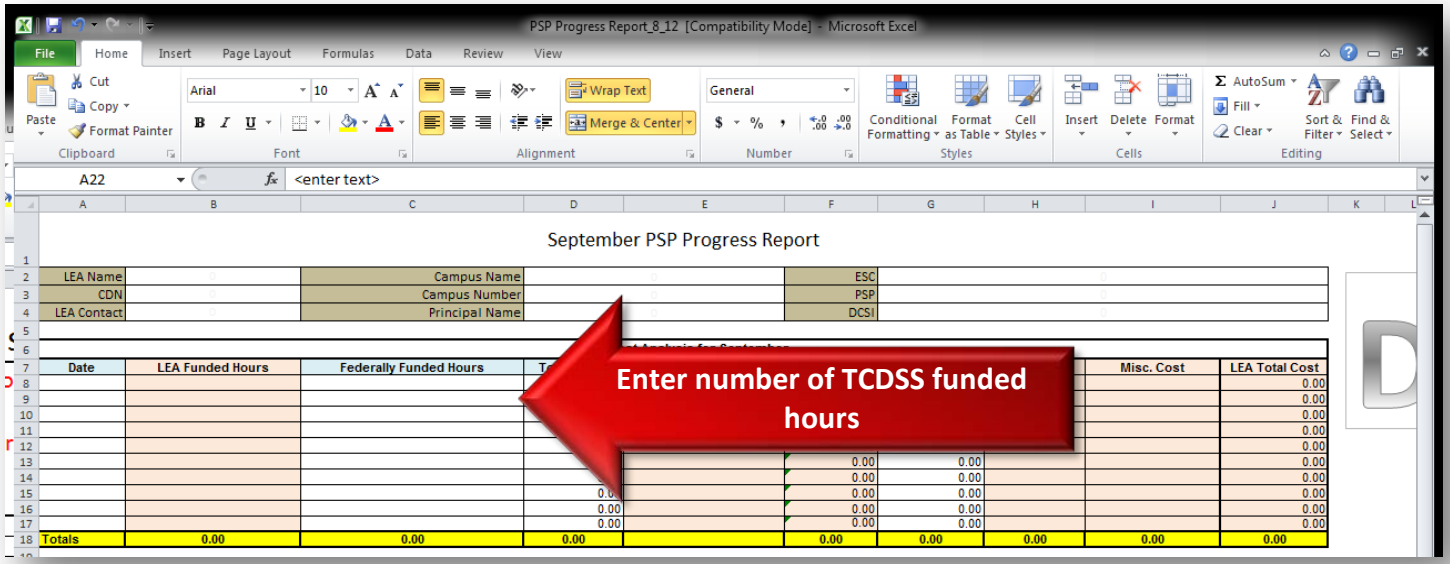
Date	LEA Funded Hours	Federally Fun						Travel Cost	Misc. Cost	LEA Total Cost
							0.00			0.00
							0.00			0.00
							0.00			0.00
				0.00		0.00	0.00			0.00
				0.00		0.00	0.00			0.00
				0.00		0.00	0.00			0.00
				0.00		0.00	0.00			0.00
				0.00		0.00	0.00			0.00
				0.00		0.00	0.00			0.00
				0.00		0.00	0.00			0.00
Totals	0.00	0.00	0.00		0.00	0.00	0.00	0.00	0.00	0.00

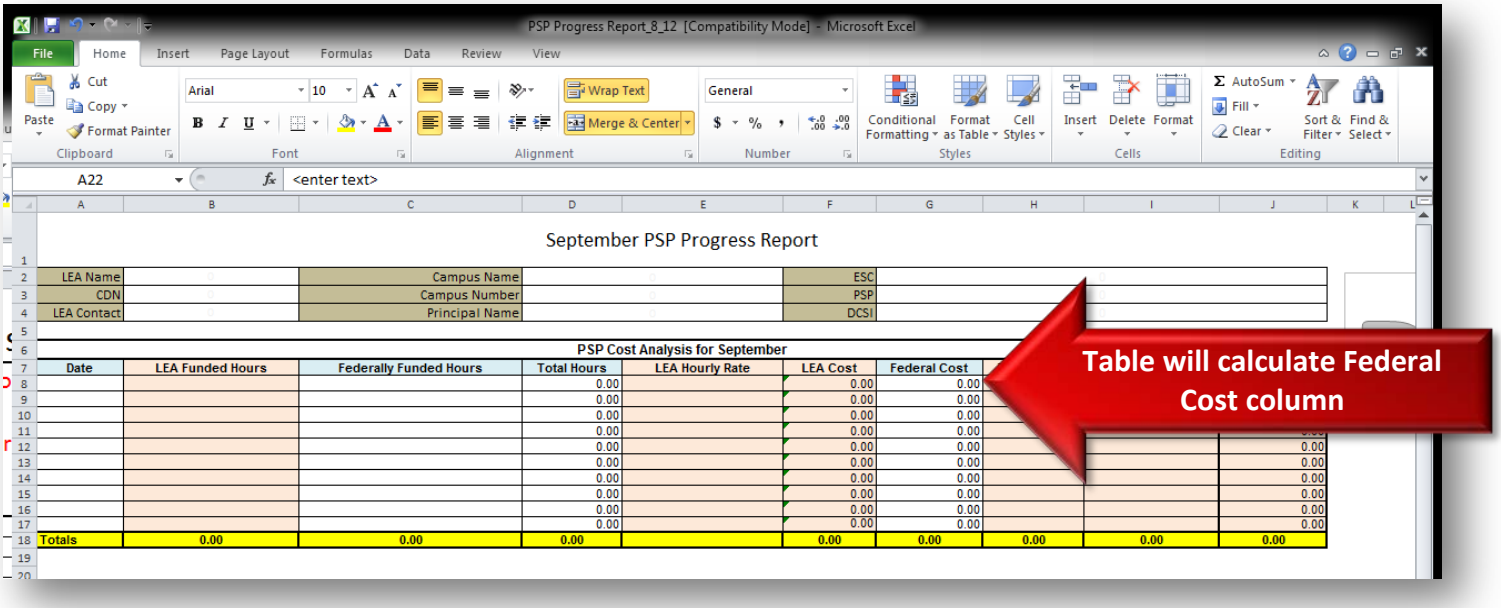
Only LEA funded travel costs are entered in the Travel Cost column



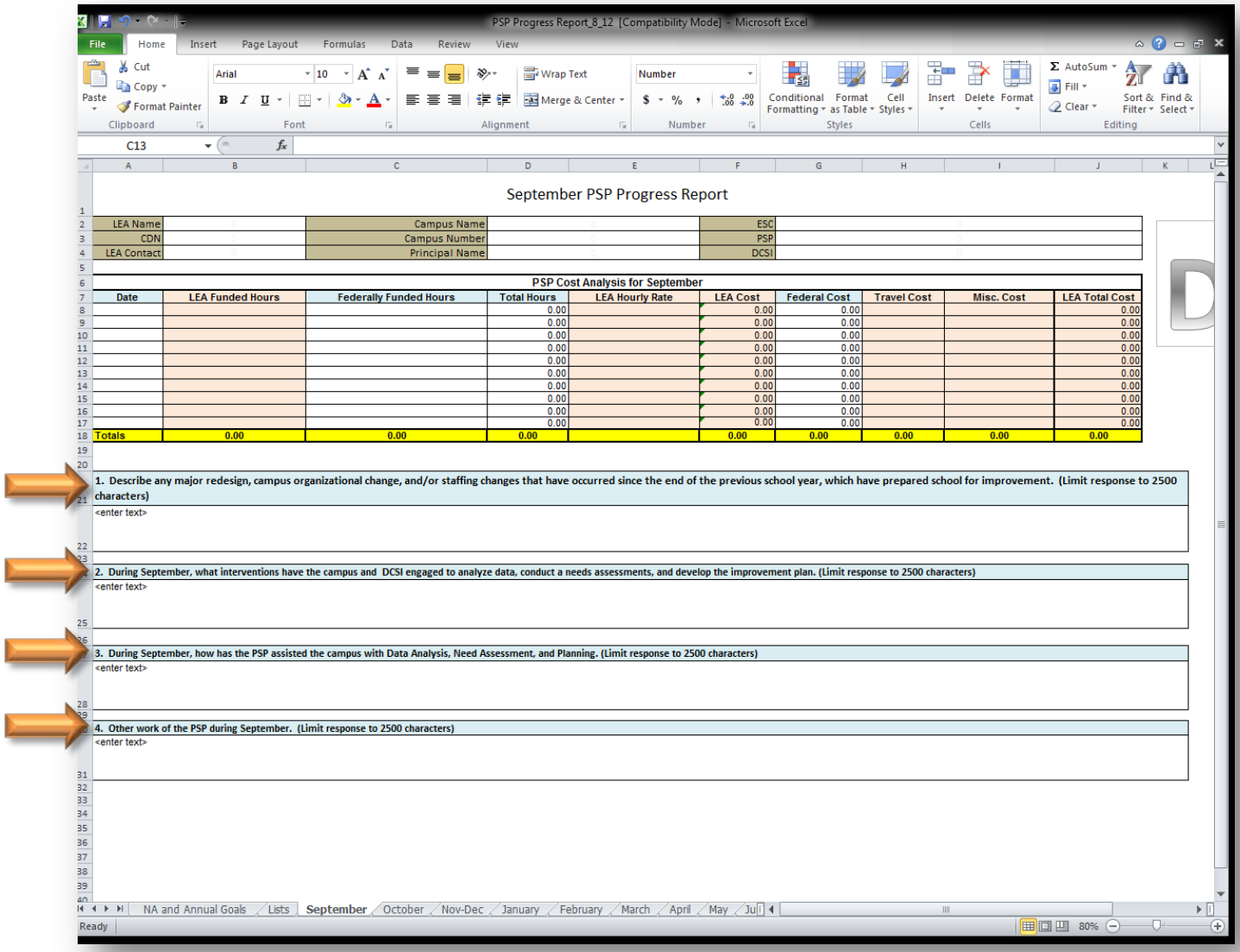
TCDSS PSP costs are also collected monthly within the Cost Analysis Table.







Next, the PSP will address four narrative questions about the campus and PSP actions to engage in the Texas Accountability Intervention System (TAIS) process and other actions for campus improvement.

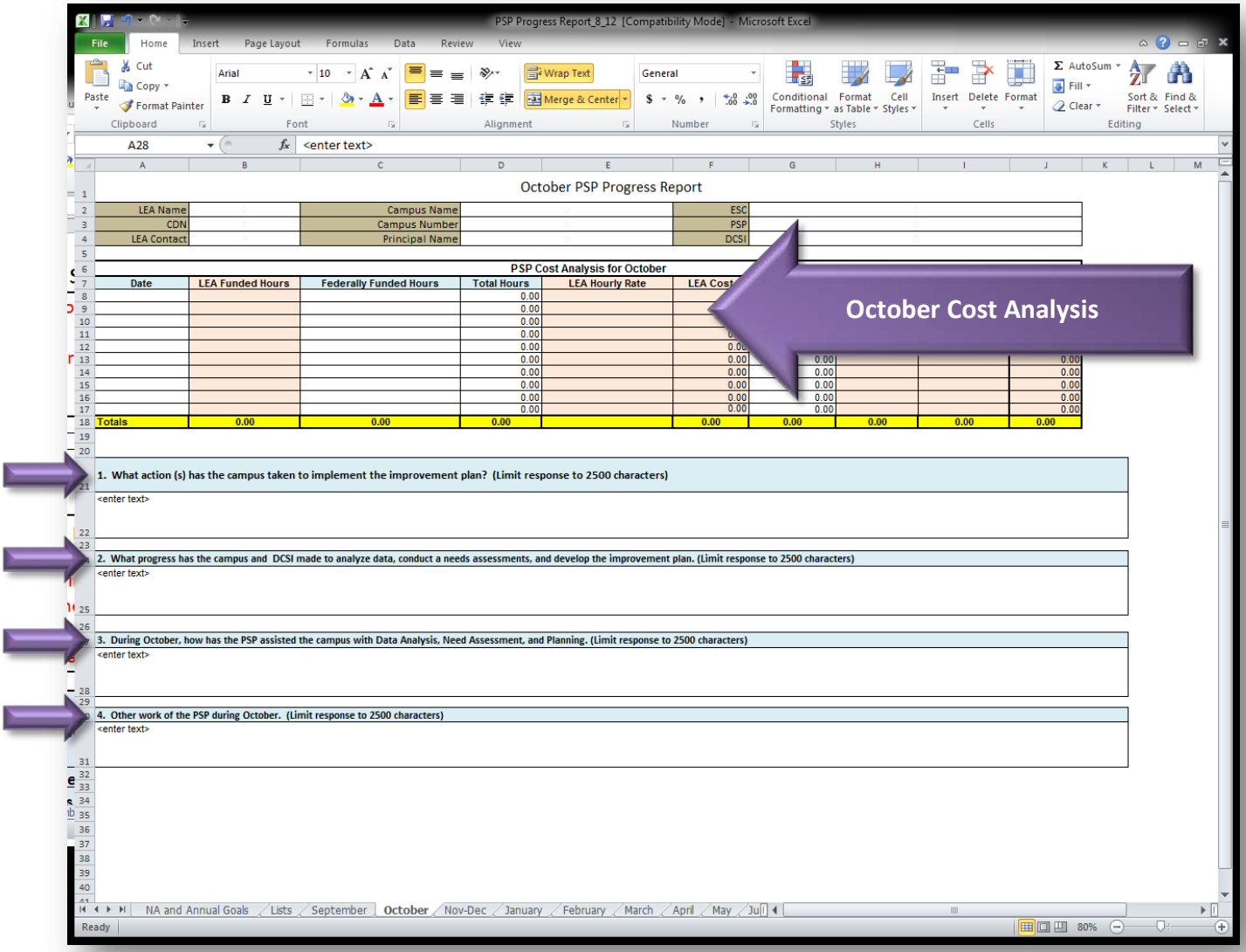


These narratives are limited to 2500 characters. Provide detailed evidence of actions toward improvement.

October

The district-campus data chart should be complete at the top, drawing from the information entered on the NA and Annual Goals worksheet. If any of this information requires updating, return to the NA and Annual Goals worksheet to make those corrections.

Again, the first section of the monthly PSP Progress Report is the Cost Analysis section. Both LEA funded and TCDSS PSP costs are captured within the table.

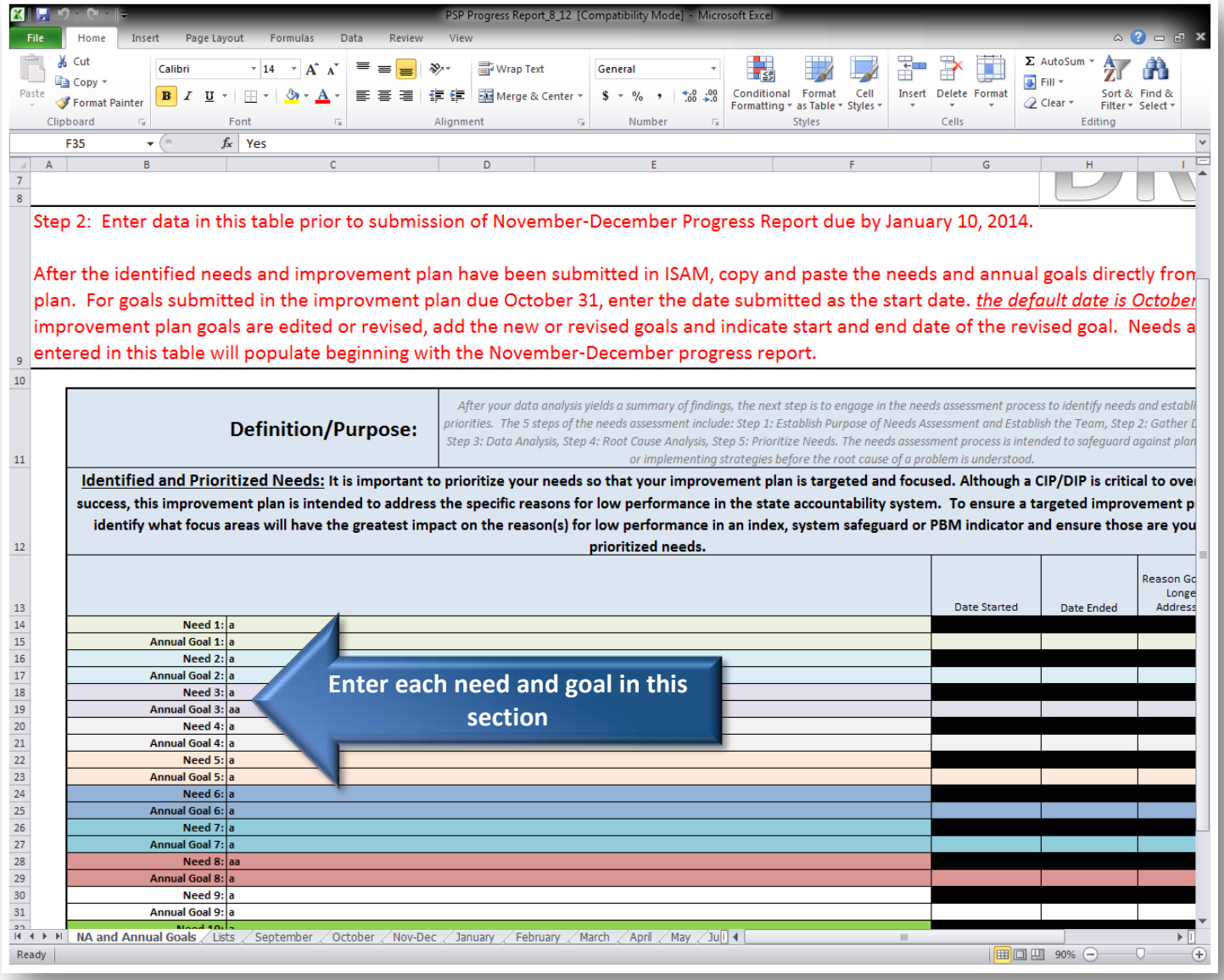


The October narrative questions are similar to September which addresses the actions of the campus and PSP in the TAIS process.

November-December

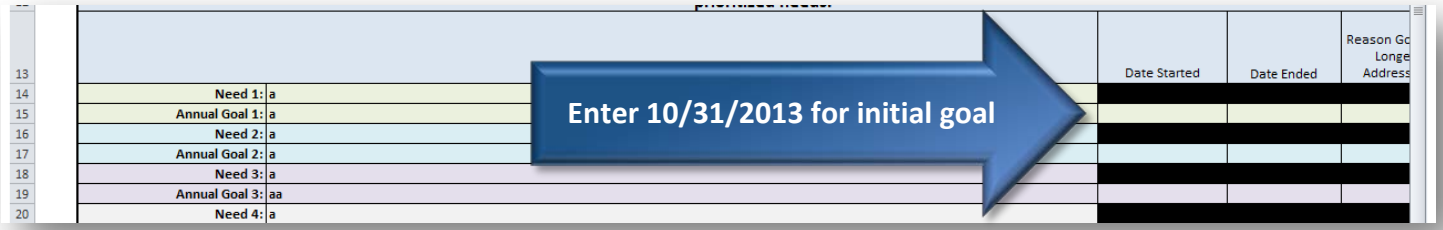
Before opening the Nov-Dec worksheet, the identified needs and annual goals from the improvement plan must be entered into the NA and Annual Goals worksheet. The campus's Improvement Plan workbook will be used as the data source for completing Step 2 on the NA and Annual Goal worksheet. The campus's Improvement Planning workbook should have been submitted in ISAM by October 31, 2013.

On the NA and Annual Goals worksheet, copy and paste each identified campus need and annual goal in order to address them in the PSP work.



A PSP facilitates the campus through the needs assessment and improvement planning process. It is important that the campus has a limited number of goals to address.

The start date for each need and goal will be October 31, 2013.



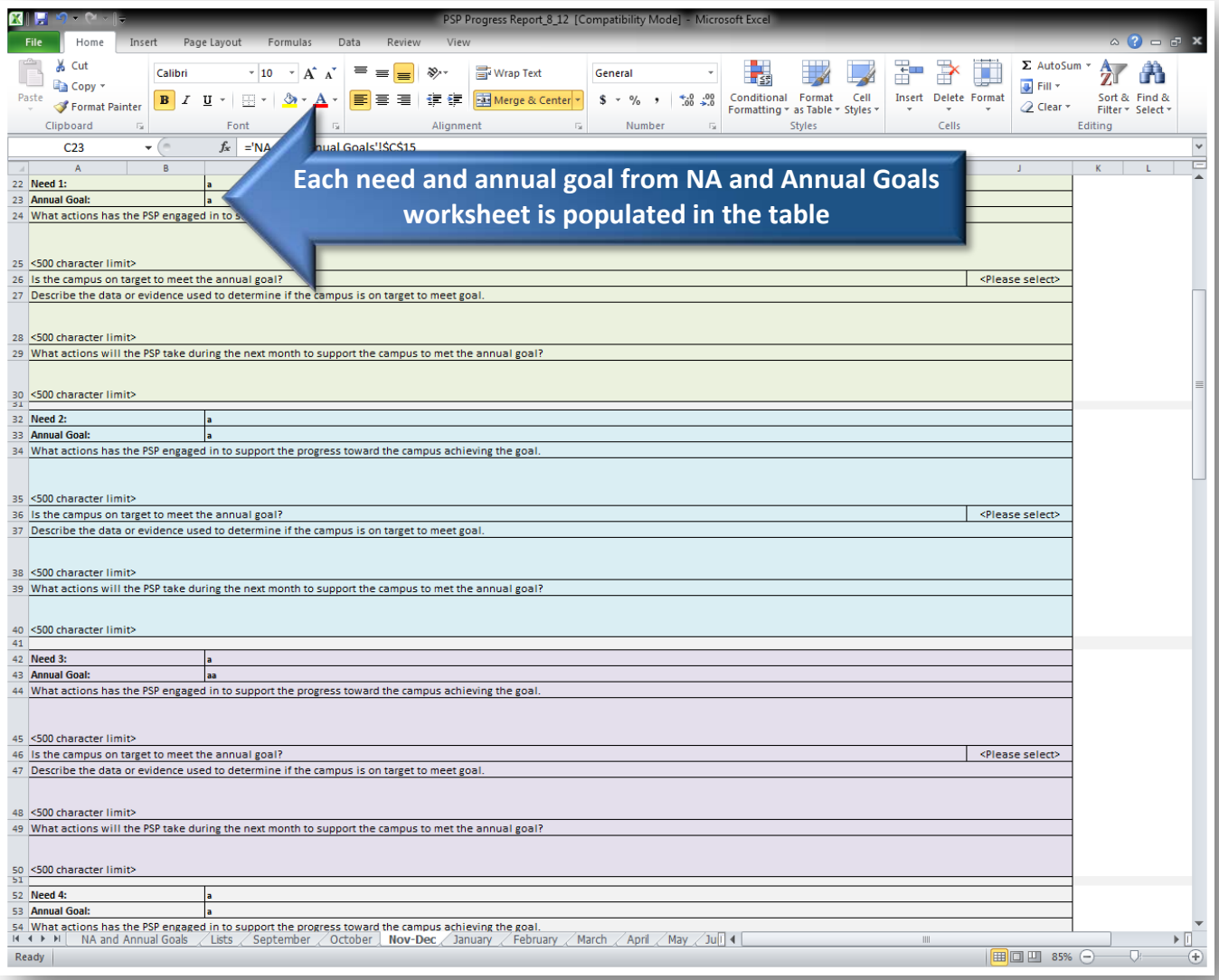
The end date and reason column will be addressed later in this guidance.

Next, open the Nov-Dec worksheet tab. The months of November and December have been combined into one PSP Progress Report. The Nov-Dec PSP Progress Report covers PSP work through December 31st, 2013. The November-December PSP Progress Report should be submitted in ISAM by January 10th, 2014.

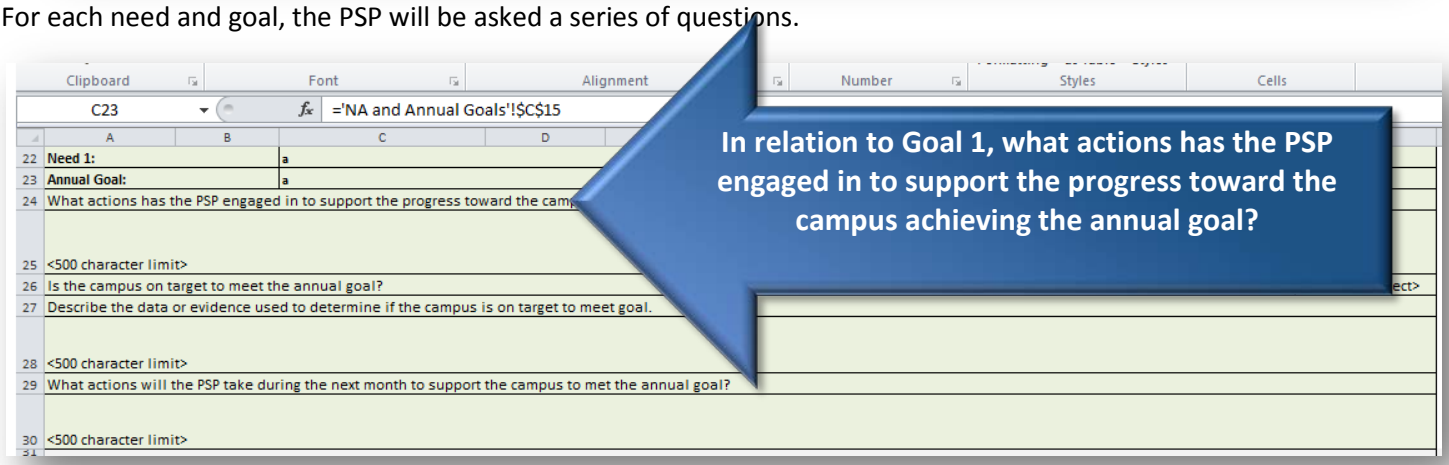
The PSP will report monthly on:

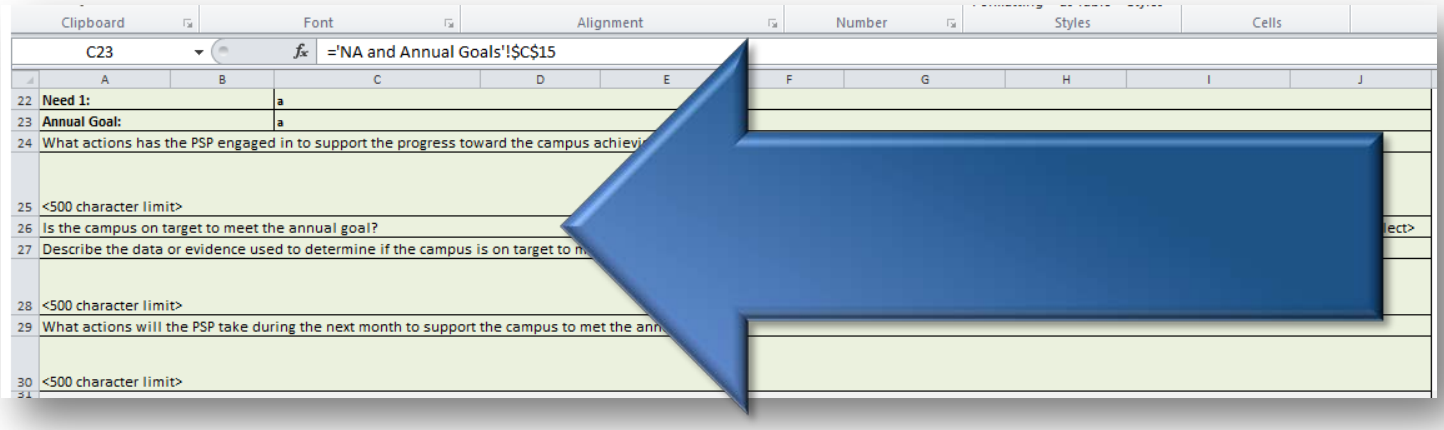
- how the PSP supported the campus to achieve each annual goal,
- the progress the campus is making toward achieving the goal,
- the data used to measure progress toward goal achievement,
- and how the PSP plans to support the goal during the next reporting period.

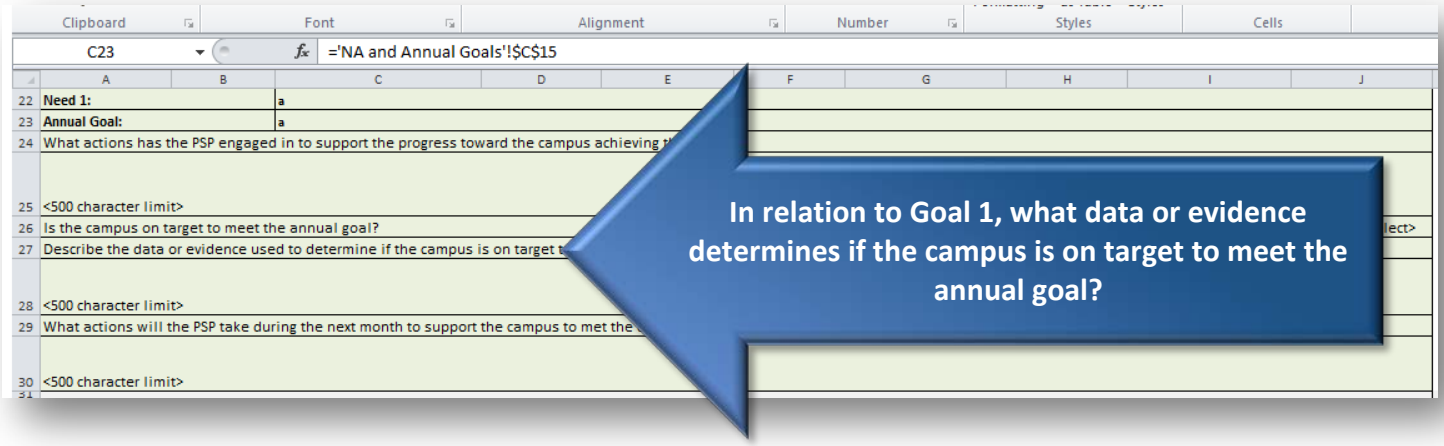
Beginning in the November-December report, the PSP will report on each individual campus need and annual goal.

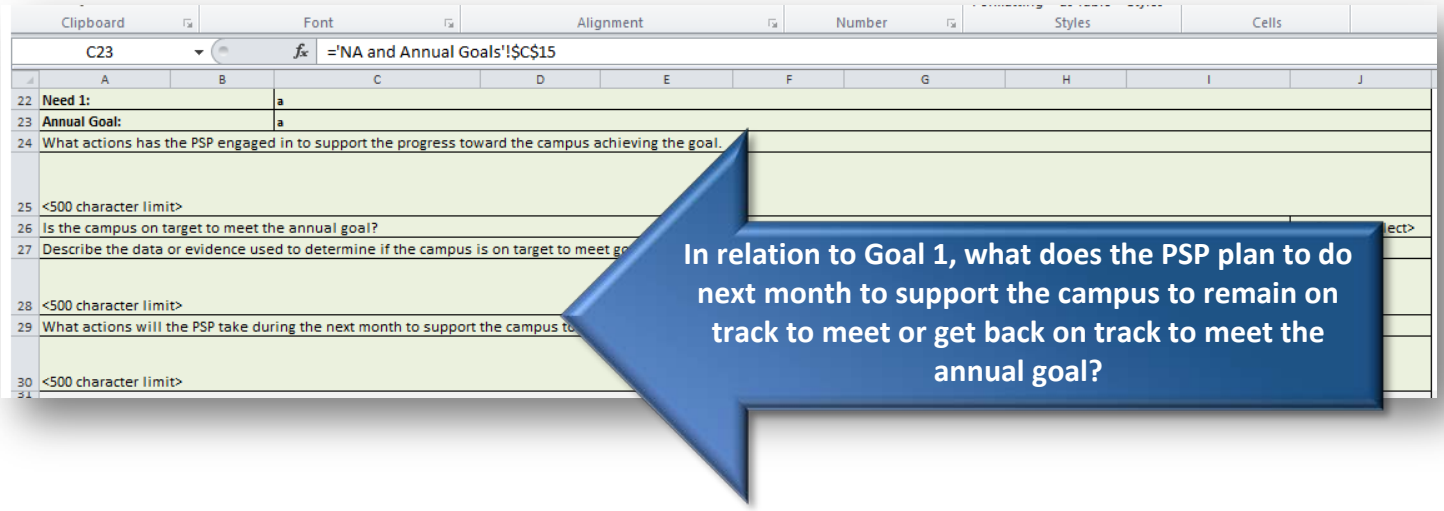


For each need and goal, the PSP will be asked a series of questions.









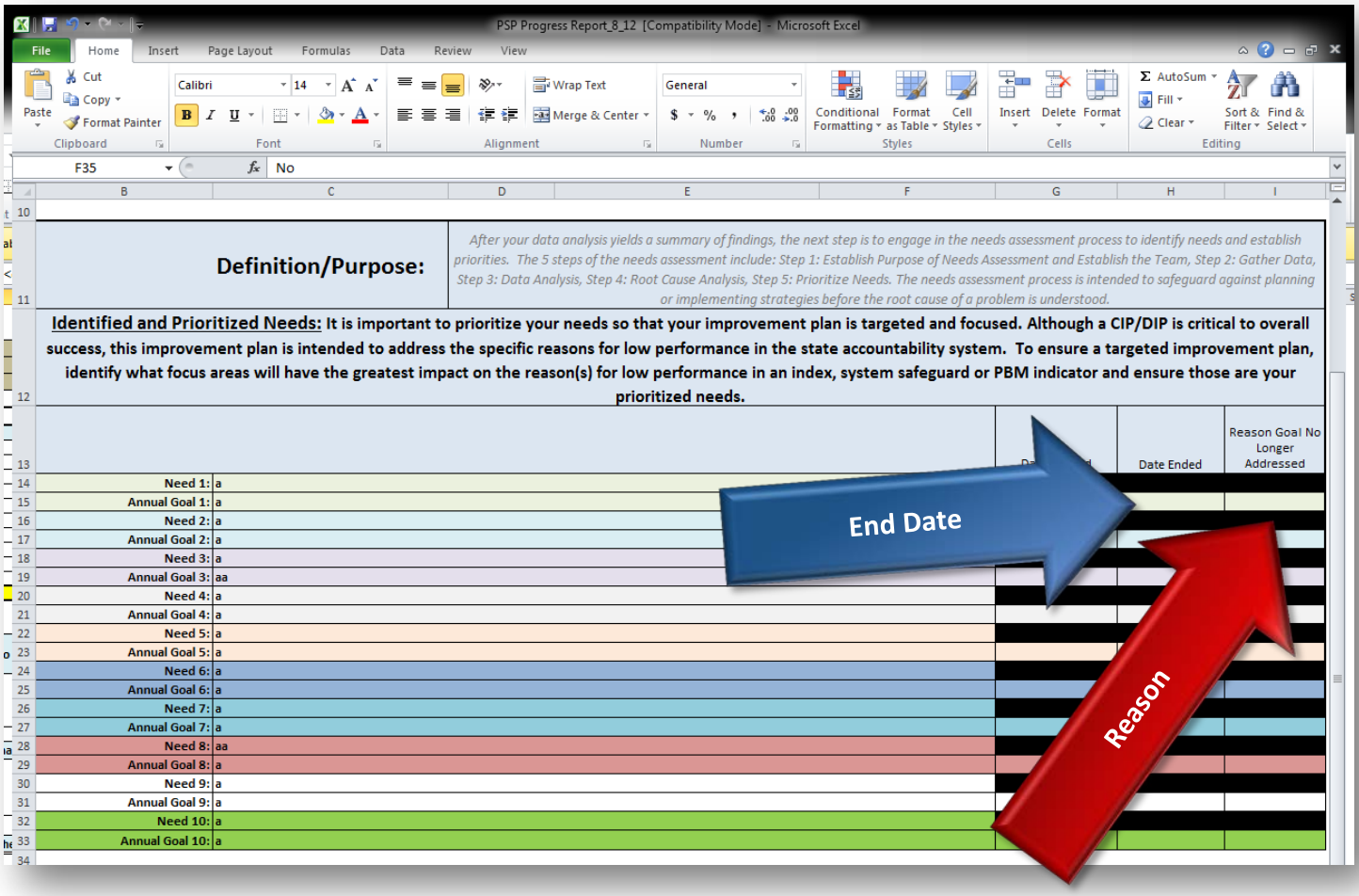
After addressing Goal 1, then address the same questions for each goal populated on the monthly PSP Progress Report.

At times, a PSP will provide assistance and support to a campus that does not align directly to the annual goals of the campus. This type of assistance and support is captured in the "Other work of the PSP" section of the monthly Progress Report.

January, February, March, April, May, June, and July-August

Any changes to district or campus contacts or improvement plan annual goals will be made on the NA and Annual Goals worksheet.

To make changes to annual goals, enter the end date the goal was discontinued. Then choose a reason from the drop down list. The possible reasons in the drop down list are 1) discontinued, 2) achieved, 3) revised, and 4) other. Then add the new annual goal and start date.



If a goal and end date is entered, it will be grayed out on the corresponding month's progress report and new goals will appear on the month of the start date.

Each month's PSP Progress Report is similar to the November-December worksheet, capturing the cost analysis data and the PSP work that aligns and supports the implementation of the campus improvement plan goals. The PSP Progress Report is submitted in ISAM by the 10th of the following month. The PSP Progress Report is reviewed by the Support Specialist at either TEA or TCDSS as is used in the PSP evaluation process.