

Guidance for the Texas Accountability Intervention System

Part 2: Implement and Monitor PSP Progress Report Guidance

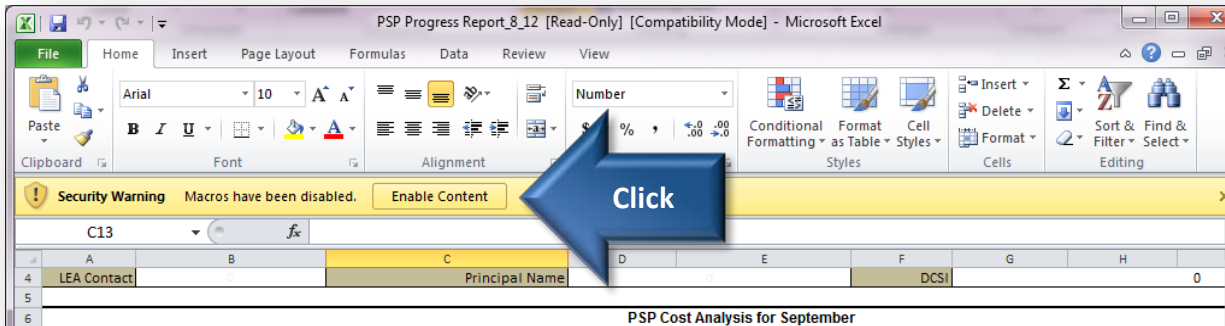
This guidance is for LEAs/campuses with a Professional Service Provider (PSP) and required monitoring interventions



Texas Accountability Intervention System (TAIS)

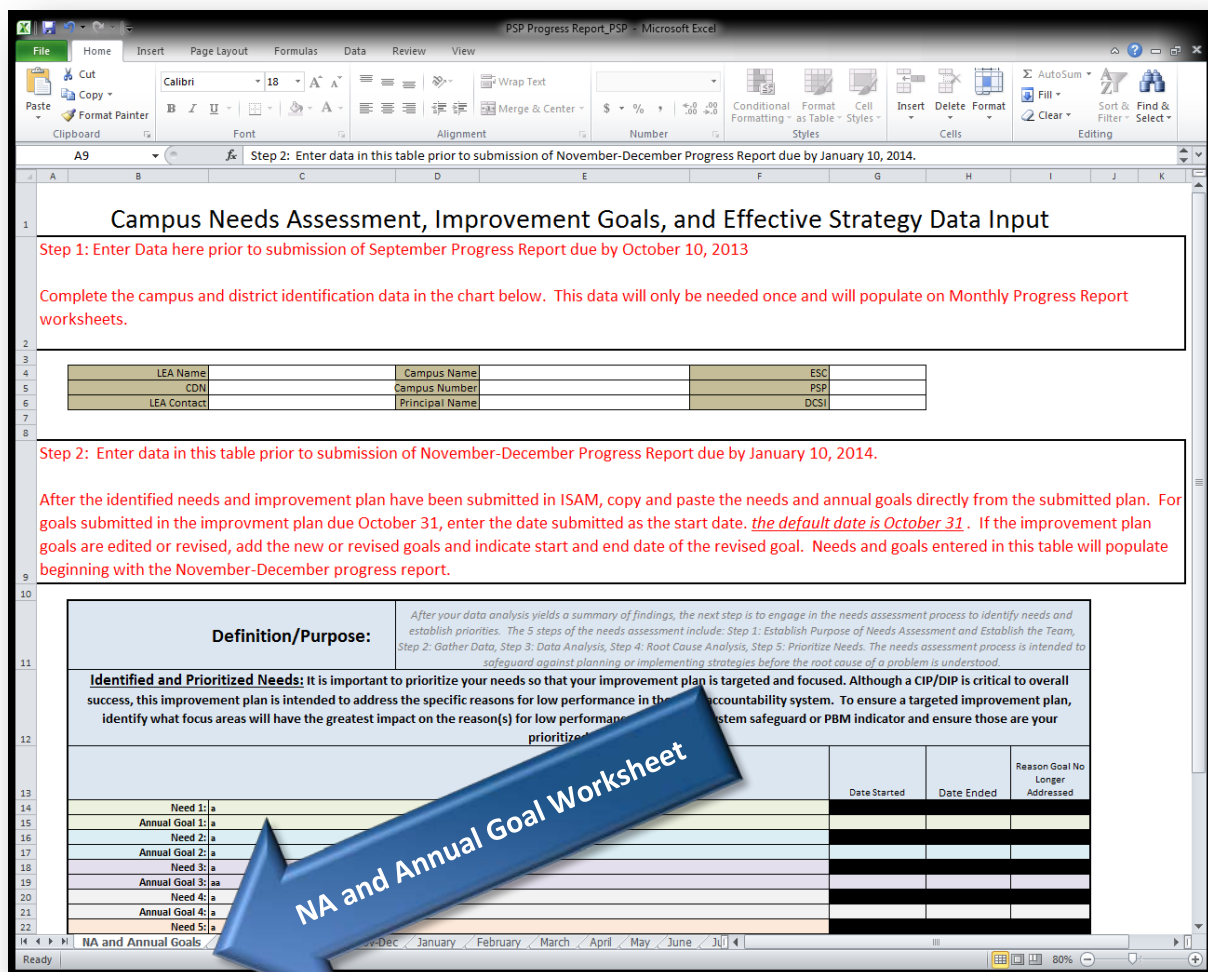
Part 2:PSP Progress Report Guidance

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

Completed in September

Enter District and Campus Information in this Table

Complete before submission in November-December. Find information in Improvement Plan

Step 2: Enter data in this table prior to submission of November-December Progress Report due by January 10, 2014.

| LEA Name | Campus Name | ESC |
|-------------|----------------|------|
| CDN | Campus Number | PSP |
| LEA Contact | Principal Name | DCSI |

Step 2: Enter data in this table prior to submission of November-December Progress Report due by January 10, 2014.

After the identified needs and improvement plan have been submitted in ISAM, copy and paste the needs and annual goals directly from the submitted plan. For goals submitted in the improvement plan due October 31, the default date is October 31. If the improvement plan goals are edited or revised, add the new or revised goal. Needs and goals entered in this table will populate beginning with the November-December progress report.

Definition/Purpose:

Identified and Prioritized Needs: It is important to identify what focus areas will have the greatest impact on success, this improvement plan is intended to address the identified needs.

| Need 1: | Annual Goal 1: | Need 2: | Annual Goal 2: | Need 3: | Annual Goal 3: | Need 4: | Annual Goal 4: | Need 5: | Annual Goal 5: | Date Started | Date Ended | Reason Goal No Longer Addressed |
|---------|----------------|---------|----------------|---------|----------------|---------|----------------|---------|----------------|--------------|------------|---------------------------------|
| | | | | | | | | | | | | |
| | | | | | | | | | | | | |
| | | | | | | | | | | | | |
| | | | | | | | | | | | | |
| | | | | | | | | | | | | |
| | | | | | | | | | | | | |
| | | | | | | | | | | | | |
| | | | | | | | | | | | | |
| | | | | | | | | | | | | |

NA and Annual Goals | September | October | Nov-Dec | January | February | March | April | May | June | July

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.

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 screenshot shows an Excel spreadsheet titled "September PSP Progress Report". The interface includes the standard Excel ribbon with tabs like File, Home, Insert, Page Layout, Formulas, Data, Review, and View. The active sheet is named "PSP Progress Report_8_12 [Compatibility Mode] - Microsoft Excel".

| | A | B | C | D | E | F | G | H | I | J | K | |
|----|-------------------------------|------|----------------|------|---|------|-------------|------------|----------------|---|---|--|
| 1 | September PSP Progress Report | | | | | | | | | | | |
| 2 | LEA Name | | Campus Name | | | ESC | | | | | | |
| 3 | CDN | | Campus Number | | | PSP | | | | | | |
| 4 | LEA Contact | | Principal Name | | | DCSI | | | | | | |
| 5 | | | | | | | | | | | | |
| 6 | Date | | | | | Cost | Travel Cost | Misc. Cost | LEA Total Cost | | | |
| 7 | | | | | | 0.00 | | | 0.00 | | | |
| 8 | | | | | | 0.00 | | | 0.00 | | | |
| 9 | | | | | | 0.00 | | | 0.00 | | | |
| 10 | | | | | | 0.00 | | | 0.00 | | | |
| 11 | | | | 0.00 | | 0.00 | | | 0.00 | | | |
| 12 | | | | 0.00 | | 0.00 | | | 0.00 | | | |
| 13 | | | | 0.00 | | 0.00 | | | 0.00 | | | |
| 14 | | | | 0.00 | | 0.00 | | | 0.00 | | | |
| 15 | | | | 0.00 | | 0.00 | | | 0.00 | | | |
| 16 | | | | 0.00 | | 0.00 | | | 0.00 | | | |
| 17 | | | | 0.00 | | 0.00 | | | 0.00 | | | |
| 18 | Totals | 0.00 | 0.00 | 0.00 | | 0.00 | 0.00 | 0.00 | 0.00 | | | |
| 19 | | | | | | | | | | | | |

A large blue arrow points from column C towards the left, with the text "First column documents days in which service was provided to campus" overlaid on it.

The screenshot displays the Microsoft Excel interface with the 'September PSP Progress Report' template. A large blue arrow points to the 'LEA Funded Hours' column, with the text 'Enter LEA funded hours' overlaid. The spreadsheet includes columns for LEA Name, Campus Name, Campus Number, Principal Name, ESC, DCSI, Date, LEA Funded Hours, Federal Cost, Travel Cost, Misc. Cost, and LEA Total Cost. The 'Totals' row shows all values at 0.00.

PSP Progress Report_8_12 [Compatibility Mode] - Microsoft Excel

File Home Insert Page Layout Formulas Data Review View

Clipboard Font Alignment Number Styles Cells Editing

A22 <enter text>

September PSP Progress Report

| | | | |
|---|-------------|----------------|-----|
| 1 | LEA Name | Campus Name | ESC |
| 2 | CDN | Campus Number | PSP |
| 3 | LEA Contact | Principal Name | DCS |

PSP Cost Analysis for September

| Date | LEA Funded Hours | Federally Funded Hours | Total Hours | LEA Hourly Rate |
|--------|------------------|------------------------|-------------|-----------------|
| 8 | | | 0.00 | |
| 9 | | | 0.00 | |
| 10 | | | 0.00 | |
| 11 | | | 0.00 | |
| 12 | | | 0.00 | |
| 13 | | | 0.00 | |
| 14 | | | 0.00 | |
| 15 | | | 0.00 | |
| 16 | | | 0.00 | |
| 17 | | | 0.00 | |
| Totals | 0.00 | 0.00 | 0.00 | |

Enter LEA Hourly Rate based on contract with LEA

PSP Progress Report_8_12 [Compatibility Mode] - Microsoft Excel

File Home Insert Page Layout Formulas Data Review View

Clipboard Font Alignment Number Styles Cells Editing

A22 <enter text>

September PSP Progress Report

| | | | |
|---|-------------|----------------|-----|
| 1 | LEA Name | Campus Name | ESC |
| 2 | CDN | Campus Number | PSP |
| 3 | LEA Contact | Principal Name | DCS |

PSP Cost Analysis for September

| Date | LEA Funded Hours | Federally Funded Hours | Total Hours | LEA Hourly Rate | LEA Cost |
|--------|------------------|------------------------|-------------|-----------------|----------|
| 8 | | | 0.00 | | 0.00 |
| 9 | | | 0.00 | | 0.00 |
| 10 | | | 0.00 | | 0.00 |
| 11 | | | 0.00 | | 0.00 |
| 12 | | | 0.00 | | 0.00 |
| 13 | | | 0.00 | | 0.00 |
| 14 | | | 0.00 | | 0.00 |
| 15 | | | 0.00 | | 0.00 |
| 16 | | | 0.00 | | 0.00 |
| 17 | | | 0.00 | | 0.00 |
| Totals | 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

File Home Insert Page Layout Formulas Data Review View

Clipboard Font Alignment Number Styles Cells Editing

A22 <enter text>

September PSP Progress Report

| | | | |
|---|-------------|----------------|-----|
| 1 | LEA Name | Campus Name | ESC |
| 2 | CDN | Campus Number | PSP |
| 3 | LEA Contact | Principal Name | DCS |

PSP Cost Analysis for September

| Date | LEA Funded Hours | Federally Funded Hours | Total Hours | LEA Hourly Rate | LEA Cost | Travel Cost | Misc. Cost | LEA Total Cost |
|--------|------------------|------------------------|-------------|-----------------|----------|-------------|------------|----------------|
| 8 | | | 0.00 | | 0.00 | | | 0.00 |
| 9 | | | 0.00 | | 0.00 | | | 0.00 |
| 10 | | | 0.00 | | 0.00 | | | 0.00 |
| 11 | | | 0.00 | | 0.00 | | | 0.00 |
| 12 | | | 0.00 | | 0.00 | | | 0.00 |
| 13 | | | 0.00 | | 0.00 | | | 0.00 |
| 14 | | | 0.00 | | 0.00 | | | 0.00 |
| 15 | | | 0.00 | | 0.00 | | | 0.00 |
| 16 | | | 0.00 | | 0.00 | | | 0.00 |
| 17 | | | 0.00 | | 0.00 | | | 0.00 |
| Totals | 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

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.

[illegible]

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.

Step 2: Enter data in this table prior to submission of November-December Progress Report due by January 10, 2014.

After the identified needs and improvement plan have been submitted in ISAM, copy and paste the needs and annual goals directly from plan. For goals submitted in the improvement plan due October 31, enter the date submitted as the start date. the default date is October improvement plan goals are edited or revised, add the new or revised goals and indicate start and end date of the revised goal. Needs entered in this table will populate beginning with the November-December progress report.

Definition/Purpose: After your data analysis yields a summary of findings, the next step is to engage in the needs assessment process to identify needs and establish priorities. The 5 steps of the needs assessment include: Step 1: Establish Purpose of Needs Assessment and Establish the Team, Step 2: Gather Data, Step 3: Data Analysis, Step 4: Root Cause Analysis, Step 5: Prioritize Needs. The needs assessment process is intended to safeguard against plan or implementing strategies before the root cause of a problem is understood.

Identified and Prioritized Needs: It is important to prioritize your needs so that your improvement plan is targeted and focused. Although a CIP/DIP is critical to overall success, this improvement plan is intended to address the specific reasons for low performance in the state accountability system. To ensure a targeted improvement plan, identify what focus areas will have the greatest impact on the reason(s) for low performance in an index, system safeguard or PBM indicator and ensure those are your prioritized needs.

| | | Date Started | Date Ended | Reason Goal Long Address |
|-------------------|--|--------------|------------|--------------------------|
| Need 1: a | | | | |
| Annual Goal 1: a | | | | |
| Need 2: a | | | | |
| Annual Goal 2: a | | | | |
| Need 3: a | | | | |
| Annual Goal 3: aa | | | | |
| Need 4: a | | | | |
| Annual Goal 4: a | | | | |
| Need 5: a | | | | |
| Annual Goal 5: a | | | | |
| Need 6: a | | | | |
| Annual Goal 6: a | | | | |
| Need 7: a | | | | |
| Annual Goal 7: a | | | | |
| Need 8: aa | | | | |
| Annual Goal 8: a | | | | |
| Need 9: a | | | | |
| Annual Goal 9: a | | | | |

Enter each need and goal in this section

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.

| | | Date Started | Date Ended | Reason Goal Long Address |
|-------------------|--|--------------|------------|--------------------------|
| Need 1: a | | | | |
| Annual Goal 1: a | | | | |
| Need 2: a | | | | |
| Annual Goal 2: a | | | | |
| Need 3: a | | | | |
| Annual Goal 3: aa | | | | |
| Need 4: a | | | | |

Enter 10/31/2013 for initial goal

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.

The screenshot shows a Microsoft Excel spreadsheet titled "PSP Progress Report_8_12 [Compatibility Mode] - Microsoft Excel". The spreadsheet is divided into several sections, each corresponding to a "Need" and an "Annual Goal". The sections are color-coded: light green for Need 1, light blue for Need 2, light purple for Need 3, and light pink for Need 4. Each section contains a table with the following columns: "Need", "Annual Goal", and "What actions has the PSP engaged in to support the progress toward the campus achieving the goal?". The "Need" column is labeled "Need 1:", "Need 2:", "Need 3:", and "Need 4:". The "Annual Goal" column is labeled "Annual Goal:". The "What actions..." column is labeled "What actions has the PSP engaged in to support the progress toward the campus achieving the goal?". A blue arrow points to the table with the text: "Each need and annual goal from NA and Annual Goals worksheet is populated in the table".

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

The screenshot shows a close-up of the "Need 1" section of the spreadsheet. The table has columns for "Need 1:", "Annual Goal:", and "What actions has the PSP engaged in to support the progress toward the campus achieving the goal?". The "Need 1:" column is labeled "Need 1:". The "Annual Goal:" column is labeled "Annual Goal:". The "What actions..." column is labeled "What actions has the PSP engaged in to support the progress toward the campus achieving the goal?". A blue arrow points to the table with the text: "In relation to Goal 1, what actions has the PSP engaged in to support the progress toward the campus achieving the annual goal?".

| Clipboard | | Font | | Alignment | | Number | | Styles | | Cells | | |
|-----------|---|------------------------------|--|-----------|--|--------|--|--------|--|-------|--|--|
| C23 | | =NA and Annual Goals!\$C\$15 | | | | | | | | | | |
| 22 | Need 1: | a | | | | | | | | | | |
| 23 | Annual Goal: | a | | | | | | | | | | |
| 24 | What actions has the PSP engaged in to support the progress toward the campus achieving the goal? | | | | | | | | | | | |
| 25 | <500 character limit> | | | | | | | | | | | |
| 26 | Is the campus on target to meet the annual goal? | | | | | | | | | | | |
| 27 | Describe the data or evidence used to determine if the campus is on target to meet the annual goal? | | | | | | | | | | | |
| 28 | <500 character limit> | | | | | | | | | | | |
| 29 | What actions will the PSP take during the next month to support the campus to meet the annual goal? | | | | | | | | | | | |
| 30 | <500 character limit> | | | | | | | | | | | |

| Clipboard | | Font | | Alignment | | Number | | Styles | | Cells | | |
|-----------|---|------------------------------|--|-----------|--|--------|--|--------|--|-------|--|--|
| C23 | | =NA and Annual Goals!\$C\$15 | | | | | | | | | | |
| 22 | Need 1: | a | | | | | | | | | | |
| 23 | Annual Goal: | a | | | | | | | | | | |
| 24 | What actions has the PSP engaged in to support the progress toward the campus achieving the goal? | | | | | | | | | | | |
| 25 | <500 character limit> | | | | | | | | | | | |
| 26 | Is the campus on target to meet the annual goal? | | | | | | | | | | | |
| 27 | Describe the data or evidence used to determine if the campus is on target to meet the annual goal? | | | | | | | | | | | |
| 28 | <500 character limit> | | | | | | | | | | | |
| 29 | What actions will the PSP take during the next month to support the campus to meet the annual goal? | | | | | | | | | | | |
| 30 | <500 character limit> | | | | | | | | | | | |

In relation to Goal 1, what data or evidence determines if the campus is on target to meet the annual goal?

| Clipboard | | Font | | Alignment | | Number | | Styles | | Cells | | |
|-----------|---|------------------------------|--|-----------|--|--------|--|--------|--|-------|--|--|
| C23 | | =NA and Annual Goals!\$C\$15 | | | | | | | | | | |
| 22 | Need 1: | a | | | | | | | | | | |
| 23 | Annual Goal: | a | | | | | | | | | | |
| 24 | What actions has the PSP engaged in to support the progress toward the campus achieving the goal? | | | | | | | | | | | |
| 25 | <500 character limit> | | | | | | | | | | | |
| 26 | Is the campus on target to meet the annual goal? | | | | | | | | | | | |
| 27 | Describe the data or evidence used to determine if the campus is on target to meet the annual goal? | | | | | | | | | | | |
| 28 | <500 character limit> | | | | | | | | | | | |
| 29 | What actions will the PSP take during the next month to support the campus to meet the annual goal? | | | | | | | | | | | |
| 30 | <500 character limit> | | | | | | | | | | | |

In relation to Goal 1, what does the PSP plan to do next month to support the campus to remain on track to meet or get back on track to meet the annual goal?

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.

The screenshot shows the 'PSP Progress Report_8_12 [Compatibility Mode] - Microsoft Excel' window. The 'Definition/Purpose' section is highlighted, containing the following text:

Definition/Purpose: After your data analysis yields a summary of findings, the next step is to engage in the needs assessment process to identify needs and establish priorities. The 5 steps of the needs assessment include: Step 1: Establish Purpose of Needs Assessment and Establish the Team, Step 2: Gather Data, Step 3: Data Analysis, Step 4: Root Cause Analysis, Step 5: Prioritize Needs. The needs assessment process is intended to safeguard against planning or implementing strategies before the root cause of a problem is understood.

Identified and Prioritized Needs: It is important to prioritize your needs so that your improvement plan is targeted and focused. Although a CIP/DIP is critical to overall success, this improvement plan is intended to address the specific reasons for low performance in the state accountability system. To ensure a targeted improvement plan, identify what focus areas will have the greatest impact on the reason(s) for low performance in an index, system safeguard or PBM indicator and ensure those are your prioritized needs.

| Need | Annual Goal | Date Ended | Reason Goal No Longer Addressed |
|------------|-------------------|------------|---------------------------------|
| Need 1: a | Annual Goal 1: a | | |
| Need 2: a | Annual Goal 2: a | | |
| Need 3: a | Annual Goal 3: aa | | |
| Need 4: a | Annual Goal 4: a | | |
| Need 5: a | Annual Goal 5: a | | |
| Need 6: a | Annual Goal 6: a | | |
| Need 7: a | Annual Goal 7: a | | |
| Need 8: aa | Annual Goal 8: a | | |
| Need 9: a | Annual Goal 9: a | | |
| Need 10: a | Annual Goal 10: a | | |

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.