**Action Planning Form**

***Group 5- Project and Data Management***- ***John Killoran, Sue Dell, and Nancy Steele***

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| **Settings and Needs** |
| What does the network need? * ***Knowledge of what each of us is already doing and a willingness to freely share what we have developed already***
* ***What “fidelity of implementation” measures means and process and tools for collecting fidelity***
* ***Knowledge of OSEPs APR expectations Return to a common language for reporting outcomes***
* ***An example of a good APR from OSEP’s perspective***
* ***A model of a good APR that OSEPs shares with others***
* ***Tool for measuring OSEP program measures***
* ***Examples of tools and feedback instruments used for measuring quality, relevance and usefulness***
* ***Renewal and simplification of existing OPIs***
* ***Simplification of reporting content and technology used to collect and report it***
* ***Simplification of existing systems***
* ***Common methods/tools to measure fidelity***
* ***Single model of APR development and submittal***
* ***Online/web-based census data collection system used by all***
* ***Shared funding of activities, specifically database development, to maximize***
* ***Process/document to tie our outcomes to others (e.g.; Part C, Part B, UCEED, CEC, )***
* ***Consolidation of Area1’s effective practice work with that done by Susan Bruce and CEEDAR***
* ***Conceptual consensus on what data is to be collected, hot to collect it, what to collect it with, and how to report it***
 | *Agreements** ***OPI’s remain valuable, but need simplification***
* ***Conceptual consensus on the minimum components (data process and tools) we should all be using***
* ***A consistent data collection methodology and reporting format is needed***
* ***A consistent process, approach and reporting language is needed***
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| What are key experiences in this area that inform the decisions we make or have made?* ***Difficulty in previous attempts at building a single data base with utility for all (Filemaker pro)***
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| ***Action details*** |
| **Goal(s):** |
| **Activities/outputs** | **Inputs** | **Timeline** | **Commitment and shared Leadership** | **Who will benefit** | **How can others contribute** |
| * ***Develop formal workgroup and develop work space and materials repository on NCDB website to collect and share data management tools and activities***
* ***Continue discussion online and with future NCDB facilitated AC sponsored activities***
* ***Develop state specific page, or integrate into existing state pages a repository for various tools and instruments, initially prioritizing collection and sharing of APR’s***
* ***Develop an Online/web-based census data collection***
* ***Crosswalk of OPI’s to Part B, Part C and GPRA performance indicators***
* ***Come to conceptual consensus as a community of projects on minimal components and tools all should use for collecting and reporting information***
* ***Define and develop minimum characteristics and attributes of a common data collection process to be used by ALL (can be enhanced with state specific elements, but minimally all should…TBI)***
* ***“Drill down” OPI’s into a more useable and functional list (e.g.; pick those which we are All doing in relation to RFA priorities; communication matrix style; use existing outcomes as PI and restate broader outcomes)***
* ***Develop common technical assistance request forms, action plans, goal attainment scales and fidelity measures to be used by all***
* ***Collect and share what we are collectively using***
 | * ***NCDB web resources***
* ***State materials and tools***
* ***Share funding between NCDB and state project’s (buy-in model)***
* ***NTAC’s previous crosswalk as a model***
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| How would you prioritize the work? Scale (number of states impacted), likelihood or ease of completion (how much is it going to demand in time and resources, how ugly is it do you do the easiest or hardest first),urgency, degree of relationship to goal,  |

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| **Resources: What resources will support the activities and outputs?** |
| Collaborations (within the DB network and outside the DB network)* ***Area 1 (NTAC) field generated Effective Practice descriptions (Nancy Hatfield will share)***
* ***Database development work being done in Delaware (Mark)***
* ***Crosswalk work in PA with Tina (OHOA content to OPI’s)***
* ***NTAC classroom observation instrument***
* ***Online/web-based census data collection forms***
* ***NTAC Part C, Part B and GPRA performance indicator crosswalks***
* ***All of the forms and instruments already developed and in use***
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| Potential partners (those who - implement practice, with authority, with influence over practitioners and families)* ***State and multi-state DB projects***
* ***CEEDAR center***
* ***CEEDAR center Gold Standards FAQ***
* ***Tina Herzog-Consultant***
* ***NCDB***
* ***Delaware’s database work***
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| Existing efforts that could be partnered with (what can they offer, how is it connected to the work, potential shared goals, concepts, vocabulary)* ***Expansion of Area 1 (NTAC) field generated Effective Practice descriptions (Nancy Hatfield will share)***
* ***NTAC OPI’s generic and literacy***
* ***Description and sharing of Alaska’ (Patrick’s) process***
* ***Sharing of NEC (Tracy’s) model forms***
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| Successful individuals with expertise who can mentor and support others in the network* ***Mark Campano-Database***
* ***Area 1 PD’s on effective practice identification and documentation***
* ***Tina Herzog (PA-crosswalk of OHOA to OPI’s, Action plan process and fidelity of implementation)***
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| Communication Plan: How will we continue to communicate and work together? (Structure, roles, technology) |
| * ***Establish work space on NCDB website***
* ***Post developed tracking tools and data collection instruments on NCDB website for sharing with all***
* ***Share, share, share***
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| Follow up information and activities: What would you do to inform the network and enlist new collaborators? |
| * ***NCDB website blog/community engagement activities with invitation to joi***
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