



SPSR Training: Improvement Planning and Workbook Submission

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Webinar Basics

- Press *0 on your telephone for technical assistance at any time
- Keep your phone muted to prevent background noise
- Submit questions at any time using the Question & Answer tool
- Webinar will be recorded for later viewing; link to recording will be on *Early On* Training and Technical Assistance (EOTTA) website

❖❖❖ KPI Analysis and Rating: Process Complete

- SPSR team has met to review KPI preliminary report
 - Using analysis guide to understand how to read report
 - Using rubrics to understand how to rate KPIs once information has been analyzed
- Team has reached consensus on analysis and rated each KPI

❖❖❖ KPI Analysis and Rating: Note-Taking

- Concise notes of analysis outcome and rating decisions **MUST** be kept for later entry in the workbook
- Particularly helpful and important for improvement planning
- Critical for explaining rating decisions

❖❖❖ KPI Analysis and Rating: Process Completion

- When all KPIs have been rated by the team, *Early On* coordinator should submit the electronic workbook to “SPSR Team Review” status in order to enter analysis and rating information
- SPSR team’s KPI analysis is initial blueprint for improvement plan

⋮⋮ Demonstration: Workbook Status Change

- To “SPSR Team Review”

Workbook Status Change FAQs

- Who advances the workbook?
 - *Early On* coordinator
 - SPSR Team Review
 - MDE Review
 - MDE Part C staff
 - Modifications Required (when needed)
 - Workbook Accepted

Workbook Status Change FAQs

- What if we advance the workbook to the wrong status?
 - Not possible; status is sequential
- What if we advance the workbook at the wrong time?
 - CIMS help desk can assist: 877-474-9023
- What if we miss the deadline?
 - Same risk as other late submissions (MEGS, progress reports, etc.)
 - Subject to MDE discretion

❖❖ Demonstration: Completing Analysis & Rating

- Including continuous improvement protocol (CIP)

••• Improvement Planning

- Purpose:
 - Bring about systemic change that will improve child/family outcomes
 - Achieve compliance with federal, state regulations
- *Early On* coordinator manages process, enlists support of SPSR team

Improvement Planning

- Plan must address each KPI rated “needs improvement”
- Improvement plan form provided in SPSR workbook
 - Same form used in focused monitoring and determinations
- Plan must specify what evidence (including documentation) will show both correction of current error and systemic change for the future

••• Improvement Planning

- Components
 - Indicator/object in need of improvement
 - Desired/expected evidence of correction and change
 - Strategies/methods to bring about change (specifics)
 - Identification of responsible people
 - Due dates for strategies, correction, and change
 - Documentation

⋮⋮ Demonstration: Improvement Planning

❖❖❖ Improvement Planning FAQs

- What if the service area already has an improvement plan in place addressing the same area of need or noncompliance?
 - Refer to the specific task in the existing plan (e.g., “Please refer to the STAFF TRAINING task on our determinations improvement plan submitted on 9/1/2007, accepted by MDE on 10/1/2007”)

❖❖❖ Improvement Planning FAQs

- When is the improvement plan due?
 - Improvement plan (with SPSR workbook) due to MDE by May 30, 2008
- What happens next?
 - MDE reviews improvement plan (with SPSR workbook), may require modifications (final work complete by July 1, 2008)
 - *Early On* coordinator submits quarterly progress reports for improvement plan to MDE (September, December, March, June)

❖❖❖ Improvement Planning: Suggested Timeline

April 14–May 9	SPSR teams meet, complete analysis and rating activities; <i>Early On</i> coordinators enter results into electronic workbook
May 12–23	<i>Early On</i> coordinators develop improvement plans, get approval of SPSR team members
May 26–30	<i>Early On</i> coordinators enter improvement plans into electronic workbook and submit it to MDE

⋮⋮ Demonstration: Workbook Status Change

- To “MDE Review”

Technical Assistance

- EOTTA Trainers
 - Help desk
 - Limited on-site assistance
- EOTTA Website
 - Improvement planning guidance
 - Sample forms

❖❖❖ Questions & Feedback

- Questions on SPSR process completion
- Questions on improvement planning
- Suggestions for future training