## Personnel Data Management:
### Generic service provision work plan

<table>
<thead>
<tr>
<th>Deliverables from PIC service provider:</th>
<th>Roles/Responsibilities of state staff service-liaison</th>
<th>Projected Outcomes</th>
<th>Other information needed</th>
<th>Timeline for completion</th>
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</thead>
<tbody>
<tr>
<td>1. Assist state in selection of participants in the work, by examining personnel data sources statewide.</td>
<td>1. Collect information on current data sources for HQ special educators, including data sources for certification and program completers for each IHE in state- send all data sources to PIC service provider</td>
<td>1. List of data sources and persons that work with those sources who could potentially work together to address personnel data management needs.</td>
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<td>By January 15th or before the first meeting planning call.</td>
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<td>2. Conduct one planning call before each of the on-site meetings with state staff to plan meeting agenda and agree on meeting participants.</td>
<td>2. Invite other state staff, as needed, to be a part of the call; after the call, distribute final agenda to meeting participants with invitation to attend.</td>
<td>2. Meeting participants selected and agenda planned; invitations sent by state director</td>
<td>2. Proposed participant contact info</td>
<td>3-4 weeks before each meeting</td>
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<td>3. Facilitate three on-site meetings, as needed. Provide meeting notes after the meeting to all meeting participants.</td>
<td>3. Secure meeting room, audio-video equipment; provide lunch and copies of agenda; collect names, positions, phone numbers and emails for all meeting participants and send to PIC service provider after the mtg.</td>
<td>3. A statewide data management plan for special education personnel</td>
<td>3. Plan should be posted either online or within a listserv; shared with additional partners as needed.</td>
<td>#1-Jan 15-Feb 15th; #2- March 15th-April 15th; and #3-June 1-30th</td>
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<td>4. Conduct follow-up conference calls with state staff and project participants as needed.</td>
<td>4. Work with PIC service provider to schedule follow up calls, as needed, to assist in plan implementation. These may include other state or local level participants.</td>
<td>4. Ongoing implementation of the plans.</td>
<td>4. Note challenges and barriers to plan implementation; alert PIC service provider when implementation problems arise.</td>
<td>2-3 weeks after each meeting</td>
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<td>5. Track progress of the data management plan implementation via email exchange or online project management tool.</td>
<td>5. Monthly monitoring for plan implementation and follow-up with meeting participants, as needed.</td>
<td>5. Meeting participants will complete steps in their data management plan in a timely manner.</td>
<td>5. Establish a system of notification for task completion.</td>
<td>Monthly through July, 2009</td>
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<td>6. Collect data on plan implementation at the end of the project year.</td>
<td>6. Send final plan and list of all tasks completed to PIC director.</td>
<td>6. Plan implementation will result in greater accessibility to data reports and therefore more information as to personnel supply and demand in the state.</td>
<td>6. Generate personnel data reports for the year, according to the data management plan</td>
<td>By end of July 2009</td>
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