

Personnel Improvement Center
Measures of Increased Capacity Related to Major State TA Service Provisions

Service provision objective- Center will assist states to:	Capacity building process	Related outputs	Desired outcomes
Increase capacity for personnel data management	<ol style="list-style-type: none"> 1. Convene relevant stakeholder group to review and revise personnel data management policies and practices 2. review HQT plans, including equitable distribution of personnel 3. review personnel data sources at SEA/lead agency, LEA/program and prep program levels 4. identify data elements within each source and suggest additions/changes to data elements being collected/analyzed 5. review current reporting practices/reports being generated routinely 6. identify additional needs re: data collection, synthesis and analysis 7. List desired reporting practices 8. Identify process for implementing new reporting policies/practices 9. Implement new reporting policies/practices 10. Examine data reports routinely to inform new/changes in policy and practice at SEA/lead agency, 	<ul style="list-style-type: none"> -Revised personnel data management plan -Changes in data collection and reporting policies/practices that include additional data sources being created and personnel data reports being produced -Decisions re: personnel development (recruitment, preparation and retention) policies and practices are better informed through data examination 	<ul style="list-style-type: none"> - increased quantity and quality of personnel data being collected, synthesized and analyzed - increased production of personnel data reporting - increased use of data reports to inform state, local and prep program decision-making re” recruitment, preparation and retention - increased knowledge and skills of state staff in planning and implementing similar work to address ongoing data needs.

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	LEA/program and prep program levels re” recruiting, preparing and retaining HQ special-ed and Part C -related personnel.		
Increase capacity for prep program partnerships that address local personnel needs	<ol style="list-style-type: none"> 1. Use state, local and prep program data sources to identify highest need LEAs/programs in state, related to HQT or fully certified personnel. 2. Identify number of new hires in those highest need LEAs that have graduated from state prep programs over past 5 years. 3. Identify education background of all special ed paras in those highest need LEAs 4. Share LEA/program needs/current practices and specific prep program resources available. 5. Create partnership plans between LEAs/programs and prep programs 6. Implement plans with State staff support 	<ul style="list-style-type: none"> - data on highest need LEAs/programs - data on IHE production rates over past 5 years, related to highest need LEAs/programs - data on education background of paras in highest need LEAs/programs - information on specific local personnel needs, current practices for personnel development and Prep program resources for increased accessibility - partnership plans 	<ul style="list-style-type: none"> - increased number of preparation program partnerships with local districts/programs being implemented in state - increased number of local community members entering partnering prep programs - increased numbers of prep program completers from partnership locales - increased number of licensed new hires from within local communities - increased knowledge and skills of state, local and prep programs staff in planning and implementing similar work with additional prep programs and locales
Increase capacity for local districts/programs to	1. Work with state staff to identify highest need districts/programs, using state and local personnel data.		<ul style="list-style-type: none"> - increase in quantity and quality of policies and practices in selected

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<p>recruit, hire, develop and support new and existing personnel</p>	<p>2. Work with state staff to select three local districts/programs for inclusion in the service provision.</p> <p>3. Work with state staff to engage selected local HR/sped administration in:</p> <ul style="list-style-type: none"> - reviewing current local personnel development plans/practices - providing recommendations for changes in personnel development policy/practice - monitoring and supporting progress toward implementation of local recommendations - planning and implementing community-based special ed career awareness campaigns (only for states that requested this service) 	<ul style="list-style-type: none"> - identification of highest need locales - engagement of local administration in review of local plans/practices - list of recommendations for changes in policy/practice re: recruiting, hiring, developing and supporting new and existing personnel - implementation of recommended changes in policy/practice 	<p>locales, re: recruiting persons to the field of special ed careers (only for states that requested this service), hiring, developing and supporting new and existing personnel</p> <ul style="list-style-type: none"> - increase in quantity and quality of persons identified as potential candidates for special ed related positions (only for states that requested this service) - increase in quantity and quality of new hires in selected locales - increase in retention of existing personnel in selected locales - increased knowledge and skills of state, local and prep program staff in planning and implementing similar work with additional locales.