

Personnel Prep Partnerships:  
Generic service provision work plan

<b>Deliverables from PIC service provider:</b>	<b>Roles/Responsibilities of state staff service-liaison</b>	<b>Projected Outcomes</b>	<b>Other information needed</b>	<b>Timeline for completion</b>
1. Assist state in selection of LEAs and IHEs to participate in the work, by examining personnel data by LEA and IHE production rates.	1. Collect data on high need LEAs for HQT special educators; collect production rate per LEA for each IHE in state- send to PIC service provider	1. List of prioritized LEAs and IHEs that could potentially work together to meet the personnel needs of LEAs for HQ SETs.	1. Current practices being used for outreach to potential candidates by LEAs and IHEs	By January 15 <sup>th</sup> or before the first meeting planning call.
2. Conduct one planning call before each of three on-site meetings with state staff to plan meeting agenda and agree on meeting participants.	2. Invite other state staff or workgroup leaders, as needed, to be a part of the call; after the call, distribute final agenda to meeting participants with invitation to attend.	2. Meeting participants selected and agenda planned; invitations sent by state director	2. Proposed participant contact info; sample invitation letter.	3-4 weeks before each meeting
3. Facilitate three on-site meetings, as needed. Provide meeting notes after the meeting to all meeting participants.	3. Secure meeting room, audio-video equipment; provide lunch; copies of agenda and state work plan for meeting participants. Collect names, positions phone numbers and email s for all meeting participants and send to PIC service provider after the meeting.	3. Creation of LEA/IHE partnerships with individual IHE accessibility plans for each of the partnering LEAs.	3. Plans should be posted either online or within a listserve; shared with additional partners as needed.	#1-Jan 15-Feb 15 <sup>th</sup> ; #2- March 15 <sup>th</sup> - April 15 <sup>th</sup> ; and #3 - June 1-30th
4. Conduct follow- up conference calls with state staff and project participants as needed.	4. Work with PIC service provider to schedule follow up calls, as needed, to assist in plan implementation. These may include other project participants.	4. Ongoing implementation of the plans.	4. Note challenges and barriers to plan implementation; alert PIC service provider when	2-3 weeks after each meeting

Personnel Prep Partnerships:  
Generic service provision work plan

			implementation problems arise.	
5. Track progress of the partnership plans via email exchange or online project management tool.	5. Monthly monitoring for plan implementation and follow-up with project participants, as needed.	5. Project participants will complete steps in their accessibility plans in a timely manner.	5. Establish a system of notification for task completion.	Monthly through July, 2009
6. Collect data on plan implementation at the end of the project year.	6. Send final plans for each partnership and list of all tasks completed to PIC director.	6. Plan implementation will result in greater accessibility and therefore more local candidates being fully prepared for needed positions.	6. Data from pre- and post-plan implementation on numbers of qualified personnel in the pipeline to enter needed settings.	By end of July 2009