

**Early Development Network (EDN)/Part C Planning Region Team (PRT)
Targeted Improvement Plan (TIP)**

**EDN Co-Lead Evaluation Tool
Overview**

The PRT TIP Co-Lead Evaluation Tool is based on the four components described in the Improving Learning for Children with Disabilities (ILCD) EDN Guidance for Improving Results for Infants and Toddlers with Disabilities and their Families. Those components are: 1) Data Analysis, 2) Identification of the Focus for Improvement, 3) Analysis of Infrastructure to Support Improvement and Build Capacity and 4) Designing, Creating and Evaluating the PRT’s Multi-year, Comprehensive Targeted Improvement Plan.

The PRT will submit the Targeted Improvement Plan by August 1, 2015 utilizing the GMS system. The Co-leads will notify a PRT if it determines that the TIP does not meet the requirements outlined in the ILCD EDN Guidance. The PRT will have an opportunity to submit a revised TIP.

TIP Analysis Checklist

Component 1:

<i>v=meets criteria</i>	<i>Data Analysis</i>
	(a) A description of how the PRT identified and analyzed key data, including performance data from SPP/APR indicators, Monitoring Data, CONNECT data, DHHS Waiver QA data, and other data as applicable to determine areas of needed improvement across Impact Areas. <ul style="list-style-type: none"> • Description includes process used to identify, select, and analyze existing data, including how the PRT conducted a broad and a more focused data analysis; and • used multiple data sources in its data analysis to identify root causes contributing to low performance.
	(b) A description of how the data were disaggregated by multiple variables such as EIS provider, race/ethnicity, disability category, and settings, etc.
	(c) A description of any concerns about the quality and adequacy of the data and if so, how the PRT will address these concerns.
	(d) A description of how the PRT considered compliance data and whether those data present potential barriers to improvement.
	(e) If additional data are needed, a description of the methods and timelines to collect and analyze the additional data.
	(f) A description of stakeholder involvement in the data analysis.
Comments:	

Component 2:

v=meets criteria	Focus for Improvement
	(a) The TIP includes a Focus Area of Improvement which is aligned to an Impact Area
	(b) The Focus for Improvement is clearly based on the data and PRT infrastructure analyses: <ul style="list-style-type: none">• The Focus for Improvement is aligned with current PRT and State initiatives or priorities.• The PRT engaged in a systematic process to select the Focus for Improvement.
	(c) The Focus for Improvement is a child-family-level outcome that leads to improved outcomes for infants and toddlers with disabilities and their families (in contrast to a process outcome).
	(d) The TIP includes a description of internal and external stakeholder involvement in the selection of the Focus Area of Improvement.
	(e) The TIP includes baseline data and targets that are measurable and rigorous (expressed as percentages) for each of the five years from FFY 2014 through FFY 2018, with the FFY 2018 target reflecting measurable improvement over the FFY 2013 baseline data.
Comments:	

Component 3:

v=meets criteria	<i>Analysis of PRT Infrastructure to Support Improvement and Build Capacity</i>
	<p>(a) A description of how the PRT analyzed the capacity of its current infrastructure to support improvement and build capacity to implement, scale up, and sustain the use of evidence-based practices to improve results for infants and toddlers with disabilities and their families. The Co-Leads will consider the extent to which:</p> <ul style="list-style-type: none"> • The PRT engaged in a systematic process to analyze the capacity of the PRT infrastructure to support improvement and build capacity at the local level in relation to the Focus for Improvement.
	<p>(b) A description of the PRT’s systems infrastructure (at a minimum the governance, fiscal resources, professional development provided, data, the use of evidence-based and family-centered practices, family engagement, data, technical assistance and accountability (attaining goals, results). The Co-Leads will consider the extent to which:</p> <ul style="list-style-type: none"> • The PRT analyzed all relevant systems within its infrastructure related to the Focus Area of Improvement.
	<p>(c) A description of the current strengths, the extent the systems within the PRT are coordinated or aligned with other local, regional and state initiatives, and areas for improvement within and across the systems. The Co-Leads will consider the extent to which:</p> <ul style="list-style-type: none"> • The PRT identified relevant strengths within and across the systems to address the Focus Area of Improvement. • The PRT identified relevant areas for improvement within and across the systems in relation to the Focus Area of Improvement.
	<p>(d) The identification of current PRT-level improvement plans and initiatives, including other early care and education improvement plans and initiatives within the PRT system, and the extent to which they are aligned, and how they are, or could be, integrated with the Focus Area of Improvement. The Co-Leads will consider the extent to which:</p> <ul style="list-style-type: none"> • The PRT identified system initiatives that could impact the capacity of the EDN program within the PRT to implement strategies that lead to a measurable improvement for infants/toddlers with disabilities and their families.
	<p>(e) A list and description of stakeholders(e.g. offices, agencies, positions, individuals, and other stakeholders) who were involved in the analysis and development of the TIP and will be involved in the implementation and evaluation of the TIP. The Co-Leads will consider the extent to which:</p> <ul style="list-style-type: none"> • Multiple internal and external stakeholders were involved in analyzing the infrastructure. • The relevant representatives supported the development of the TIP. • The relevant representatives are committed to support the implementation of the TIP.
<p>Comments:</p>	

Component 4:

v=meets criteria	<i>Designing, Creating and Evaluating the PRT's Multi-year, Comprehensive TIP</i>
	<p>(a) A description that demonstrates a comprehensive, multi-year, Targeted Improvement Plan (TIP) focused on improving results for infants and toddlers with disabilities and their families. The Co-Leads will consider the extent to which:</p> <ul style="list-style-type: none"> • The TIP is based on the data and infrastructure analyses and are aligned with one or more Impact Areas with detailed improvement activities that address the needs identified in the root cause analysis. • The likelihood that the improvement strategies will sufficiently address the root causes that led to poor performance. • The extent to which the improvement strategies are based on an implementation framework and will support systemic change.
	<p>(b) A description of the outcomes that will need to be met to achieve the PRT-identified, measurable improvement in results for infants and toddlers with disabilities and their families. The Co-Leads will consider the extent to which:</p> <ul style="list-style-type: none"> • The outcomes and related strategies are sound, logical, and aligned with an Impact Area and will lead to a measurable improvement for infants/toddlers with disabilities and their families.
	<p>(c) A description of the changes in the PRT system and provider practices, including the adoption and implementation of evidence-based practices, to achieve measurable improvement in results for infants and toddlers with disabilities and their families. The Co-Leads will consider:</p> <ul style="list-style-type: none"> • The extent to which the improvement strategies will address the areas of need identified within and across systems at multiple levels (e.g. PRT, EDN providers, other early care/education programs within the PRT, and families) and build the PRT's capacity to improve. • The adequacy of the plan to implement and scale up the improvement strategies.
	<p>(d) A description of stakeholder involvement in the selection of the TIP improvement strategies. The Co-Leads will consider the extent to which:</p> <ul style="list-style-type: none"> • Multiple internal and external stakeholders were engaged in the TIP development and in identifying improvement activities.
	<p>(e) Identification of resources, responsibilities and timelines for improvement activities. The Co-Leads will consider the extent to which:</p> <ul style="list-style-type: none"> • The resources will address the areas of need identified or the TIP identifies resources that need to be developed, and a plan to develop those resources, in order to achieve improved results. • Responsibilities for outcomes, activities and strategies are clearly outlined in the TIP • Timelines are provided for activities, strategies, data collection, and evaluation of the TIP.
	<p>(f) A description of how the PRT will track progress and ensure fidelity of implementation of the TIP. The Co-Leads will consider the extent to which:</p> <ul style="list-style-type: none"> • The PRT describes an effective annual evaluation plan of the TIP and progress toward achieving intended outcomes for improving results for infants and toddlers reported to the co-lead agencies for the Early Development Network (EDN) • Necessary revisions of the TIP are made in response to evaluation of outcomes, plan effectiveness and consultation with the co-lead agencies
<p>Comments:</p>	