

***APPENDIX A:***  
***DETAILED WORK PLAN***

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**LONGITUDINAL STUDY OF PRESCHOOL SPECIAL EDUCATION**

<b>OBJECTIVE 1: DEVELOP A COMPREHENSIVE SEVEN-YEAR COMMUNICATION PLAN WITH THE STATE'S PROJECT MANAGER</b>			
<b>Activities</b>	<b>Time Line</b>	<b>Person Responsible</b>	<b>Status</b>
<b>TASK 1.0: CONDUCT PROJECT START-UP ACTIVITIES</b>			
<b>ACTIVITIES (Year 1):</b>			
1.1 Finalize contract and review work plan with the Project Manager.	August 2000	Project Director	Contract signed August 2000
1.2 Meet with the Project Manager and other SED staff, as appropriate, to establish lines of communication and obtain additional information regarding the specific needs of this evaluation project.	August 2000	Project Director/Associate Director	Completed August 2000
1.3 Collect existing written reports, planning documents, and prior evaluations related to the study.	September 2000	Analyst	Ongoing
1.4 Modify the work plan presented in proposal, as needed, to meet the most current needs of the SED.	September 2000	Associate Project Director	Completed August 2000
<b>ACTIVITIES (Year 2-7):</b>			
1.5 Review the work plan with the Project Manager.	August each year	Project Director/Associate Project Director	Ongoing
1.6 Modify the work plan as necessary according to the current needs and data resources of the SED.	August each year	Project Director/Associate Project Director	Ongoing
<b>TASK 2.0: ESTABLISH ADVISORY COMMITTEE</b>			
<b>ACTIVITIES (Year 1):</b>			
2.1 Consult with Project Manager and other designated officials to identify appropriate members for the Advisory Committee.	September 2000	Project Director	List of potential members completed September 2000
2.2 Contact potential members to determine their willingness to serve.	September 2000	Analyst	Completed October 2000
2.3 Consult with Project Manager to establish first meeting date and place.	September 2000	Associate Project Director	Completed October 2000
2.4 Consult with Project Manager on meeting agenda.	September 2000	Associate Project Director	Completed October 2000
2.5 Notify members of first meeting date and general agenda.	September 2000	Analyst	Completed October 2000

<b>OBJECTIVE 2: ESTABLISH A TECHNICALLY SOUND SAMPLING AND TRACKING PROCEDURE THAT WILL AUGMENT THE STATE'S DATA COLLECTION CAPACITY</b>			
<b>Activities</b>	<b>Time Line</b>	<b>Person Responsible</b>	<b>Status</b>
<b>TASK 3.0: SELECT SAMPLE OF 27 SCHOOL DISTRICTS</b>			
<b>ACTIVITIES (Year 1):</b>			
3.1 Consult with Project Manager, SED staff, and other appropriate advisors to determine the most representative sample of districts that can be accommodated within the resources of the study.	November – January 2001	Project Director/ Associate Director	List of recommended districts presented January 23, 2001
3.2 Present plan for district sampling to Advisory Committee for discussion.	January 23, 2001	Project Director	Agreement by members presented January 23, 2001
3.3 Notify selected districts and get agreement on participation.	March 2001	Analyst	Letter to district superintendent
<b>TASK 4.0: IDENTIFY MEMBERS OF FOUR COHORT GROUPS</b>			
<b>ACTIVITIES (Year 1):</b>			
4.1 In conjunction with the Project Manger, establish detailed selection criteria.	March – June 2001	Project Director/ Associate Director	Criteria and procedures approved by Project Manager and Advisory Committee, March 23, 2001
4.2 Instruct districts on identification of individual students for general in the study.	May 2001	Project Director/ Associate Director	Letter to districts, June 2001
4.3 Identify Cohort 1 (2000 – 2001 Four Year Olds)	June – August 2001	Associate Project Director/Analyst	Completed January 2003
4.4 Identify Cohort 2 (2000 – 2001 Three Year Olds)	June – August 2001	Associate Project Director/Analyst	Completed January 2003
4.5 Establish follow-up procedures.	June 2001	Associate Project Director/Analyst	Project Procedure Manual, In progress
<b>ACTIVITIES (Year 2):</b>			
4.6 Identify Cohort 3 (2001 – 2002 Kindergarten students with disabilities who did not attend preschool).	Beginning December 1, 2001	Associate Project Director/Analyst	Ongoing
<b>ACTIVITIES (Year 3):</b>			
4.7 Identify Cohort 4 (2002 – 2003 Kindergarten students with disabilities who did not attend preschool).	Beginning December 1, 2002	Associate Project Director/Analyst	Ongoing

<b>OBJECTIVE 3: DEVELOP STUDY INSTRUMENTATION BASED ON INPUT FROM MGT'S NATIONAL TECHNICAL ADVISORS, SED, AND THE PRESCHOOL LONGITUDINAL STUDY ADVISORY COMMITTEE</b>			
<b>Activities</b>	<b>Time Line</b>	<b>Person Responsible</b>	<b>Status</b>
<b>TASK 5.0: DEVELOP DATA COLLECTION FORMS AND STRATEGIES</b>			
<b>ACTIVITIES (Year 1):</b>			
5.1 Draft sample of data collection forms for review by Project Manager and other staff, as appropriate. Use PD reporting dates for demographic and placement data.	January – April 2001	Associate Project Director/Analyst	Completed October 2001
5.2 Explore possibility of using existing state data systems to supplement or triangulate the sample data and to better describe the flow in and out of placement categories.	Ongoing	Associate Project Director/Analyst	Project procedure manual
5.3 Clarify testing procedures and availability of information from statewide assessment. (Assessment on language arts and math in 4 <sup>th</sup> grade. Scored as Level 1, 2, 3, 4.)	July – September 2001	Associate Project Director/Analyst	Project procedure manual
5.4 Monitor development of alternative assessments and incorporate appropriately into data collection procedures. (Alternative assessment system will be developed by July 2001. We will work with SED/VESID to determine appropriate alternative assessments for this population and look at what instruments are administered in the districts included in the sample.)	Ongoing	Associate Project Director/Analyst	Completed February 2002
5.6 Determine the need for district-specific analysis on performance and provide reports of school district analysis.	Site visits Spring 2001	Associate Project Director/Analyst	Ongoing
5.7 Obtain performance data on cohort members as available, including Teacher assessments conducted twice a year.	Ongoing	Associate Project Director/Analyst	Ongoing
<b>ACTIVITIES (Year 2-7):</b>			
5.8 Monitor data collection and reporting by districts.	Ongoing	Associate Project Director/Analyst	Ongoing

<b>OBJECTIVE 3: DEVELOP STUDY INSTRUMENTATION BASED ON INPUT FROM MGT'S NATIONAL TECHNICAL ADVISORS, SED, AND THE PRESCHOOL LONGITUDINAL STUDY ADVISORY COMMITTEE (Continued)</b>			
<b>Activities</b>	<b>Time Line</b>	<b>Person Responsible</b>	<b>Status</b>
<b>TASK 6.0: CONDUCT MEETINGS WITH THE ADVISORY COMMITTEE</b>			
<b>ACTIVITIES (Year 1):</b>			
6.1 Select meeting site and develop specific agenda.	Ongoing	Project Director	Year One Meetings 10/21/00, 1/23/01, 3/23/01
6.2 Confirm members attending.	Ongoing	Analyst	Year One Meetings 10/21/00, 1/23/01, 3/23/01
6.3 Conduct meeting and record discussion.	After each meeting	Project Director/ Associate Project Director	Year One Meetings 10/21/00, 1/23/01, 3/23/01
6.4 Prepare meeting notes and disseminate to all members.	After each meeting	Analyst	Year One Meetings 10/21/00, 1/23/01, 3/23/01
6.5 Use feedback from members as appropriate data collection strategies.	Ongoing	Project Director/ Associate Project Director	Year One Meetings 10/21/00, 1/23/01, 3/23/01
<b>ACTIVITIES (Years 2-7):</b>			
6.6 Conduct meetings as needed, with a minimum of once per year.	As scheduled	Project Director	Ongoing
6.7 Provide written status reports to the Advisory Committee members as agreed at the first meeting.	As scheduled	Project Director	Ongoing
<b>OBJECTIVE 4: CONDUCT DATA COLLECTION ACTIVITIES USING STANDARDIZED GUIDELINES AND PROCEDURES</b>			
<b>TASK 7.0: COLLECT AND ANALYZE DEMOGRAPHIC AND PLACEMENT DATA</b>			
<b>ACTIVITIES (Year 1):</b>			
7.1 Instruct districts on procedures for reporting data on preschool type/intensity and disability characteristics of students.	April – August 2001	Associate Project Director/Analyst	April – August 2001
<b>ACTIVITIES (Year 2):</b>			
7.2 Develop database with a record for each cohort member.	June – September 2001	Analyst	Ongoing

<b>OBJECTIVE 4: CONDUCT DATA COLLECTION ACTIVITIES USING STANDARDIZED GUIDELINES AND PROCEDURES (Continued)</b>			
<b>Activities</b>	<b>Time Line</b>	<b>Person Responsible</b>	<b>Status</b>
<b>TASK 7.0: COLLECT AND ANALYZE DEMOGRAPHIC AND PLACEMENT DATA (Continued)</b>			
<b>ACTIVITIES (Year 2):</b>			
7.3 Identify type of preschool program (General versus separate) for all members of the two cohorts.	Fall 2001	Analyst	Ongoing
7.4 Identify preschool type/intensity and disability characteristics for cohort members.	October 2001	Analyst	Ongoing
7.5 Locate all members of Cohort 1 and 2 and instruct districts on reporting.	Ongoing	Associate Project Director/Analyst	Ongoing
7.6 Add 2001–2002 data to database.	January – March 2001	Analyst	Ongoing
7.7 Determine educational placement of Cohort 1 in Kindergarten (general education vs. special education).	October 2001	Analyst	Ongoing
7.8 Obtain same data for Cohort 3.	December 2001 – June 2002	Analyst	Ongoing
7.9 Determine intensity of Kindergarten special education placement (full-day vs. half-day or other) of Cohort 1.	June 2002	Analyst	Ongoing
7.10 Locate all members of Cohort 2 and 4 instruct district on reporting.	June 2002	Associate Project Director/Analyst	Ongoing
<b>ACTIVITIES (Year 3):</b>			
7.11 Obtain First Grade data for Cohort 1 and 3 and update database.	January – March 2003	Analyst	Ongoing
7.12 Conduct appropriate data analysis.	March 2003	Analyst	
<b>ACTIVITIES (Year 4-7):</b>			
7.13 Obtain subsequent grade level data on placement for cohort members according to established schedule.	January – March annually	Associate Director/Analyst	

<b>OBJECTIVE 4: CONDUCT DATA COLLECTION ACTIVITIES USING STANDARDIZED GUIDELINES AND PROCEDURES (Continued)</b>			
<b>Activities</b>	<b>Time Line</b>	<b>Person Responsible</b>	<b>Status</b>
<b>TASK 8.0: COLLECT AND ANALYZE PERFORMANCE DATA</b>			
<b>ACTIVITIES (Year 2):</b>			
8.1 Instruct districts on procedures for reporting data on performance of students.	Beginning September 2001	Associate Project Director/Analyst	
<b>ACTIVITIES (Year 2 and 3):</b>			
8.2 Add information on cohort members to individual records within the database.	December – June 2003	Associate Project Director/Analyst	
8.3 Obtain annual review and triennial evaluation data on cohort members as available.	December – June 2003	Associate Project Director/Analyst	
8.4 Obtain Kindergarten behavioral assessment for Cohort 1 and any standardized achievement data.	Beginning September 2001	Associate Project Director/Analyst	
8.5 Obtain same data for all other Kindergarten students with disabilities.	October 2001 – June 2002, 2003	Associate Project Director/Analyst	
8.6 Contrast Cohort 1 to disabled students not attending preschool on education placement, achievement, and behavior.	June 2002, 2003	Associate Project Director/Analyst	
<b>ACTIVITIES (Year 3-7):</b>			
8.7 Obtain subsequent grade level data on performance for cohort members according to established schedule.	September annually	Associate Project Director/Analyst	
<b>ACTIVITIES (Year 5):</b>			
8.8 Collect state-administered assessment data at 4 <sup>th</sup> grade (Cohort 1)	June 2006	Associate Project Director/Analyst	
<b>ACTIVITIES (Year 6):</b>			
8.9 Collect state-administered assessment data at 4 <sup>th</sup> grade (Cohort 2)	June 2007	Associate Project Director/Analyst	

<b>OBJECTIVE 4: CONDUCT DATA COLLECTION ACTIVITIES USING STANDARDIZED GUIDELINES AND PROCEDURES (Continued)</b>			
<b>Activities</b>	<b>Time Line</b>	<b>Person Responsible</b>	<b>Status</b>
<b>TASK 9.0: COLLECT AND ANALYZE PARENT SURVEY AND FOCUS GROUP DATA</b>			
<b>ACTIVITIES (Year 1):</b>			
9.1 Conduct literature review.	March–June 2001	MAGI	Summary of literature review pending
9.2 Develop instrument specifications for parent survey and focus group guide.	July–August 2001	MAGI	July–August 2001
9.3 Develop or procure instrument for survey and develop protocol for conducting focus groups.	May 2000	MAGI	August 2001
<b>ACTIVITIES (Years 2 and 5):</b>			
9.4 Select sample for survey and focus groups.	January 2002/2005	MAGI	Year 2 completed January 2002
9.5 Obtain mailing address for parents of selected students and complete other logistics for survey and focus groups.	January 2002/2005	MAGI	Year 2 completed January 2002
9.6 Pilot test instrument.	February 2002/2005	MAGI	Year 2 completed February 2002
9.7 Administer survey and monitor returns.	February – April 2002/2005	MAGI	Year 2 completed April 2002
9.8 Conduct focus groups.	April 2002/2005	MAGI	Year 2 completed March/April 2002
9.9 Compile data and conduct verification and follow-up, as needed.	May 2002/2005	MAGI	Year 2 completed May 2002
9.10 Prepare data for analysis.	June 2002/2005	MAGI	Year 2 completed June 2002
<b>ACTIVITIES (Years 3 and 6):</b>			
9.11 Analyze data for survey and focus groups.	July – September 2002/2005	MAGI	Year 3 completed Nov 2002
9.12 Prepare report(s).	October 2002/2005	MAGI	Year 3 completed Nov 2002



<b>OBJECTIVE 4: CONDUCT DATA COLLECTION ACTIVITIES USING STANDARDIZED GUIDELINES AND PROCEDURES (Continued)</b>			
<b>Activities</b>	<b>Time Line</b>	<b>Person Responsible</b>	<b>Status</b>
<b>TASK 10.0: CONDUCT ON-SITE VISITS TO SCHOOL DISTRICTS</b>			
<b>ACTIVITIES (Years 2, 4, and 6):</b>			
10.1 Design interview guides to elicit stakeholder views on program operations, program accomplishments, transition issues, barriers to success, and other issues relevant to a study of the long-term effects of preschool on students with disabilities. Multiple interview guides instruments will be created as needed to survey administrators, teachers, support staff, and selected parents. The purpose of the surveys will be to provide information on indicators of program quality as well as perceptions of effects on students.	January 2002/2004/ 2006	Project Director	Year 2 completed January 2002
10.2 Conduct interviews with CES chairs, teachers, preschool coordinators, and other key stakeholders in each of the sites.	March 2002/2004/ 2006	Project Director/Associate Project Director/ Analyst	Year 2 completed March/April 2002
10.3 Observe programs as necessary to validate levels of service intensity.	March 2002/2004/ 2006	Project Director/Associate Project Director/ Analyst	Year 2 completed March/April 2002
<b>OBJECTIVE 5: PROVIDE ADEQUATE FOLLOW-UP DATA COLLECTION TO VERIFY PRELIMINARY FINDINGS AND CONCLUSIONS</b>			
<b>TASK 11.0: COLLECT AND ANALYZE STATE REPORTS</b>			
<b>ACTIVITIES (Year 1-7):</b>			
11.1 Collect appropriate state reports.	Sept/Annually	Analyst	Ongoing
11.2 Summarize data by region and produce trend analysis.	Oct/Annually	Analyst	Ongoing
11.3 Develop recommendations regarding regional progress and planning.	Nov/Annually	Project Director	Ongoing
11.4 Incorporate findings into final report.	June 2006	Project Director	

<b>OBJECTIVE 5: PROVIDE ADEQUATE FOLLOW-UP DATA COLLECTION TO VERIFY PRELIMINARY FINDINGS AND CONCLUSIONS (Continued)</b>			
<b>Activities</b>	<b>Time Line</b>	<b>Person Responsible</b>	<b>Status</b>
<b>TASK 12.0: COLLECT AND ANALYZE TEACHER AND ADMINISTRATOR FEEDBACK</b>			
<b>ACTIVITIES (Years 4 and 7):</b>			
12.1 Identify CPSE/CSE chairs and teachers, and preschool providers to include in survey.	September 2001	Project Director	List of recipients pending
12.2 Develop survey questions and obtain Project Manager approval.	August 2001	Project Director	Survey questions pending
12.3 Conduct surveys.	October 2001	Associate Director/Analyst	Survey results pending
<b>OBJECTIVE 6: PRODUCE EFFECTIVE REPORTS OF FINDINGS</b>			
<b>TASK 13.0: PRODUCE INTERIM PROGRESS REPORTS</b>			
<b>ACTIVITIES (Year 1-7):</b>			
13.1 Prepare and submit for approval an outline of the interim reports that includes: <ul style="list-style-type: none"> <li>■ Tasks conducted to date</li> <li>■ Evaluation of status</li> <li>■ Problems or barriers and proposed solutions</li> <li>■ Findings or trends as appropriate</li> </ul>	April 2001	Project Director	Year 1 Report Completed 1/03
13.2 Submit interim reports every six months, throughout the life of the project.	July/January annually	Project Director	Ongoing

<b>OBJECTIVE 6: PRODUCE EFFECTIVE REPORTS OF FINDINGS (Continued)</b>			
<b>Activities</b>	<b>Time Line</b>	<b>Person Responsible</b>	<b>Status</b>
<b>TASK 14.0: PRODUCE A FINAL REPORT</b>			
<b>ACTIVITIES (Year 7):</b>			
14.1 Prepare and submit for approval outlines of the final comprehensive and dissemination reports that include: <ul style="list-style-type: none"> <li>■ Background information</li> <li>■ Study methodology</li> <li>■ Findings <ul style="list-style-type: none"> <li>- by evaluation question</li> <li>- summary findings</li> </ul> </li> </ul>	April 2007	Project Director	
14.2 Submit draft final reports to the Project Manager.	June 2007	Project Director	
14.3 Meet with the Project Manager and the Advisory Committee to review draft final report. Identify portions of sample draft reports needing revisions or corrections. Identify any needed additions/revisions to the draft reports.	July 2007	Project Director	
14.4 Make additions, deletions, or revisions to the draft reports, as needed.	July 2007	Project Director	
14.5 Provide camera-ready copy and/or computer diskettes of the final report to the Project Manager.	August 2007	Project Director	