TA&D Program Performance Measurement 2016

New Service Description Guide

A. Background. Please complete the following.

New Service Name:

OSEP Grant #: H326_____

OSEP Project Officer:

Project Name:

Project Director:

Name and Contact Information for Individual Completing This Description:

Target Audience for the Service. The target audience is defined as the group of consumers to which the service is delivered by your project and for which there is a direct intended benefit. There are frequently multiple target audiences.

Please indicate which of the following are target audiences for your service.

_____Children and families.
_____Program and/or school staff.
_____State education agency (SEA).
_____State lead agency (Part C).
_____Local education agency (LEA).
_____Local lead agency (Part C).
_____TA providers.
_____Institutions of higher education (IHEs).
_____Other (describe):

C. Level of Technical Assistance (TA). There are three levels of TA defined by OSEP. These levels are

General/Universal TA Category: Passive technical assistance and information provided to independent users through their own initiative resulting in minimal interaction with TA Center staff. This includes one-time invited or offered conference presentations by TA Center staff. It also includes information or products, such as newsletters, guidebooks, or research syntheses, downloaded from the TA Center's website by independent users. Brief communications by TA Center Staff with recipients, either by telephone or e-mail, are also considered General/Universal TA.

Targeted/Specific TA Category: Technical assistance product or service is developed based on needs common to multiple recipients and is not extensively individualized. A relationship is established between the technical assistance recipient's and one or more TA Center staff. This category of TA can be one-time, labor-intensive events, such as facilitating strategic planning or hosting regional or national conferences. They can also be episodic, less labor-intensive events that extend over a period of time, such as facilitating a series of conference calls on single or multiple topics that are designed around the needs of the recipients. Facilitating a Communities of Practice (CoPs) can also be considered Targeted/Specific TA.

Intensive/Sustained TA Category: Technical assistance product or service that requires a stable, on-going negotiated relationship between the TA Center staff and the TA recipient, and should include a purposeful, planned series of activities designed to reach an outcome that is valued by the individual recipient. This category of TA should result in changes to policy, program, practice, or operations that support increased recipient capacity and/or improved outcomes at one or more systems levels. Evaluation and continuous feedback are a requisite of Intensive/Sustained TA.

Please indicate which of the three levels of TA is the primary one through which the service is delivered to the target audience(s). Choose ONLY one level of TA.

_____General/Universal.
_____Targeted/Specific.
_____Intensive/Sustained.

D. Target Areas Identified in OSEP's Strategic Plan. OSEP established seven target investment areas in its most recent strategic plan.

Understanding that these areas do not represent the breadth of OSEP's TA&D Program investments, please indicate which, if any, of the following areas are addressed by the service.

_____ Assessment.
_____ Behavior.
_____ Early Childhood.
_____ Inclusive Practices.
_____ Instructional Strategies.
_____ Literacy.
_____ Transition.
_____ None of the investment areas.
_____ All of the investment areas.

E. Evidence-based or Policy-based Content of the Service

Please decide whether the content delivered through this service is based on research evidence or policy requirements. Choose only one.

For the purpose of this review, evidence-based content is content primarily derived from empirical research. (See U.S. Department of Education, Institute of Education Sciences, (2003). Identifying and Implementing Educational Practice Supported by Rigorous Evidence: A User Friendly Guide. Available at http://ies.ed.gov/ncee/pubs/evidence_based/evidence_based.asp). Policy-based content is content primarily derived from statute, regulation, or policy guidance.

_____ Evidence-Based.
_____ Policy-Based.

F. Quality of the Service. Quality is defined as the degree to which the content delivered through the service is consistent with current research or policy.

Depending upon your response to E. above, respond accordingly below. Remember that the entire service description should be no more than seven pages in length.

For evidence-based service content:

Q - 1. Describe how the content delivered through your service reflects and is grounded in recent scientific evidence (include citations as appropriate).
Q - 2. Describe the steps you took to ensure that the content delivered through the service is presented in a way that can be clearly understood by the target audience(s), formatted appropriately for the audience, and free of editorial errors.

OR

For policy-based service content:

Q - 3. Describe how the content delivered through your service reflects the relevant legislation or policy (identify the legislation or policy).
Q - 4. Describe the steps you took to ensure that the content delivered through the service contains an interpretation of the legislation or policy that is consistent with OSEP's interpretation; is presented in a way that can be clearly understood by the target audience(s); is formatted appropriately for the audience; and is free of editorial errors.

> **G. Relevance of the Service**. Relevance is defined as the degree to which the content delivered through the service addresses current educational problems or issues.

R - 1. Describe how the content delivered through the service addresses an important problem or deals with a critical issue faced by the target audience(s).
R - 2. Describe the steps you took to ensure that the problem or issue your service addresses is recognized as important by the target audience(s).
R - 3. Describe how the content delivered through the service is applicable to diverse segments within the target audience(s).

> **H. Usefulness of the Service**. Usefulness is defined as the degree to which the content delivered through the service can be readily and successfully used by the target audience(s).

U - 1. Provide a rationale for why the content delivered through your service addresses the problem or issue in an easily understood way, including how you have included   directions or guidance on how the content can be used by the target audience(s) to address the problem or issue.

U - 2. Describe the steps you took to ensure that the content delivered through the service provides the target audience(s) with information and resources that can be used again or in different ways to address the problem or issue.

Thank you for your assistance. If you have any questions or concerns, please contact Patti Bourexis or Larry Law (StudygroupTAandD@aol.com) via e-mail or telephone (252) 441-2788 for assistance.