

Appendix E

Center Products Request Form

Products Request Form

Study of the National Centers Funded Under the IDEA Personnel Development Program

Dear Center Director,

Thank you for submitting the Inventory of Products and Services that listed all your Center's products and services during its funding from the U.S. Department of Education (ED). The contractor conducting this study for ED, Westat, has selected a sample of products and services from your inventory. We are now requesting that you submit those sampled products and services so they may be reviewed by an expert panel.

Attached is a list of the products and services that have been randomly selected for the next stage of the study as well as instructions indicating the types of materials we are requesting. We would appreciate it if you would submit the materials we have requested with 6 weeks. We have included a postage-paid Fed Ex label that you may use to ship necessary materials. If you have any questions about the submission or would like to send some or all of the materials electronically, please email them to Elaine Carlson at elainecarlson@westat.com. Hard copy documents may be sent to Elaine Carlson, 1650 Research Blvd, Room RA1219, Rockville, MD 20850 using Westat's Federal Express account (Account #1290-1574-8, please reference Project #8488.07). Please call Dr. Carlson at 301-251-4277 with questions.

This collection of information is this evaluation is authorized by the Individuals with Disabilities Education Act (IDEA) under Title I, Part D, Subpart 2, Section 663(c)(9); and Section 664(b)(2)(C). For this data collection, Westat will report results for each Center. Data about your Center will be available to the Department of Education and may appear in evaluation reports.

Thank you for support of the evaluation of the *Personnel Development Program to Improve Services and Results for Children with Disabilities*.

Completing the Products Request Form

Please complete the Products Request Form and return it with the product materials. The Products Request Form contains 10 rows, one for each product or services that has been sampled for your Center. The form contains places to enter selected information or to indicate (by a check mark) that you have included the information in your package of materials.

Column A. Inventory Number – This is the number you assigned to the product when you submitted your Inventory of Products and Services.

Column B. Name – This is the name you assigned to the product or service when you submitted your Inventory of Products and Services.

Column C. Description – This is the description of the product you provided when you submitted your Inventory of Products and Services.

Column D. Evidence of Need for the Product – Check this box to document that you have included any available evidence of the need for the product or service. This may include a formal needs assessment, minutes from a stakeholder or technical work group meeting, results of a customer survey, a record of telephone and email requests for the product or service, or other forms of documentation. If no such evidence exists, please enter NA.

Column E. Reasoning Behind the Product or Service Design – Check this box to indicate that you have provided a brief description (roughly 1/2 page) of the reasoning behind the design of the sampled product or service. This description should address the rationale for the medium, format, and structure of the product or service, not the content.

Column F. Evaluative information – Check this box to indicate that you have included any available evaluative data specifically related to the product or service. This might include information collected by your project's independent evaluator, results of a customer satisfaction survey, results of a conference-participant survey, or other similar materials.

Column G. Product or Service – Check this box to indicate that you have included the actual product and/or available documentary evidence associated with the product or service. The nature of each submission will depend in part on the medium used. For example, if your Center developed a video to be used in training seminars, please submit a CD or DVD of the video. If your Center prepared a research paper or literature review, please submit a copy of the original paper. If your Center hosted a conference or provided some form of individualized technical assistance, please submit all relevant materials that will help the expert panel evaluate the quality, relevance, and usefulness of that service, such as an agenda, Power Point slides, minutes, or proceedings.

If you have any questions about the materials you have been asked to provide, please call Elaine Carlson at 301-251-4277 or send an email to elainecarlson@westat.com.

