

Appendix B

Dear «Salutation» «Lastname»:

This letter is to introduce the National Evaluation of the IDEA Part D Technical Assistance and Dissemination (TA&D) Program. The TA&D Evaluation is being conducted by Westat for the U.S. Department of Education's Institute of Education Sciences (IES).

The overall goal of the evaluation is to provide descriptive information about the products or services provided by the TA&D Program centers, as well as to understand needs that Part C Lead Agencies and State Education Agencies (SEAs) have for technical assistance related to implementing IDEA. Through participation in this study you will have the opportunity to voice the needs for TA that your Lead Agency may have and to express how well the TA&D Program grantees have met your needs. In addition, the information collected through the TA&D Evaluation will ultimately be included in a report to Congress and used to inform the next reauthorization of IDEA.

Participation will entail completing a survey focused on technical assistance related to a range of topic areas. A secure web survey for your Part C lead agency and more detailed study information is located at: <http://www.xxxxx.org>. You have been assigned a unique User Login that will provide access to the TA&D Survey.

Websurvey:	http://www.xxxxx.org
Your unique User Login is:	XXXXX
Your password is:	XXXXX

Enclosed are step-by-step instructions on how to access the online TA&D survey. **Please complete the survey no later than XX, 2011.**

If you have questions about the survey, please direct them to Westat's project director, Tamara Daley (888-xxx-xxxx or tamaradaley@westat.com) or to the Department of Education's project officer, Meredith Bachman (202-219-2180 or Meredith.Bachman@ed.gov).

Thank you for collaborating in our efforts to collect reliable and meaningful information about the use of technical assistance by your Part C lead agency.

Sincerely,

Tamara Daley
Project Director

Thomas A. Fiore
Principal Investigator

Notice of Confidentiality

Information collected from the surveys comes under the confidentiality and data protection requirements of the Institute of Education Sciences (The Education Sciences Reform Act of 2002, Title I, Part E, Section 183). Information that could identify an individual or institution will be separated from the survey responses submitted, kept in secured locations, and be destroyed as soon as they are no longer required. Survey responses will be used only for research purposes. States may be identified but only in reporting data about broad State need for and use of TA (data collected in Section I of the survey). The reports prepared for the study will summarize survey findings across focal topic areas and will not associate state responses with a specific TA&D center. We will not provide information that identifies the state Part C lead agency to anyone outside the study team, except as required by law.

Paperwork Reduction Act of 1995

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless such collection displays a valid OMB control number. Public reporting burden for this collection of information is estimated to average 20 minutes per response, including the time for reviewing instructions, searching existing data resources, gathering and maintaining the data needed, and completing and reviewing the collection of information. The obligation to respond to this collection is required to obtain or retain benefit (EDGAR 34 CFR Part 75). Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the U.S. Department of Education, 400 Maryland Ave., SW, Washington, DC 20210-4537 or email ICDocketMgr@ed.gov and reference the OMB Control Number XXXX-XXXX.

IDEA National Evaluation of the OSEP Technical Assistance & Dissemination Program:

PART C SURVEY

Westat is conducting an evaluation of the IDEA Technical Assistance and Dissemination Program (TA&D Program) for the Institute of Education Science (IES) in the U.S. Department of Education. This survey has two sections: Section I asks questions about your Part C lead agency's need for technical assistance (TA) products or services. Section II consists of separate modules that focus on specific topic areas. We ask that you begin with Section I. At the end of Section I you will be asked to assign Section II modules to other staff. Additional instructions are provided below.

SECTION I.

Purpose of the Study

Part C lead agencies have a wide range of responsibilities associated with ensuring that infants and toddlers with disabilities and their families have access to the early intervention services they need to grow and learn. How does the OSEP TA&D Program provide Part C lead agencies with the technical assistance products or services they need to effectively carry out those responsibilities? This questionnaire is part of a new study to evaluate the OSEP TA&D Program. The purpose of the study is to understand (1) the needs that state early intervention systems have for TA products or services to support the implementation of IDEA and support improvement of infant and toddler outcomes and (2) the TA products or services that have been received by selected staff at the state level from OSEP TA&D Program centers and their satisfaction with those products or services.

Your responses will help the Department of Education understand the areas where technical assistance could be useful and the TA&D Program's role in helping states to implement IDEA. The TA&D Program Evaluation also has important implications for the development of infants and toddlers with disabilities, as it will provide critical information to the Department of Education and Congress and inform the next reauthorization of IDEA. This independent evaluation is being conducted by IES, not by OSEP.

All states are required to participate in this survey. We are requesting that you and other state Part C Coordinators complete this questionnaire because you and your staff have the most knowledge about the need for TA products or services in your state. With your contribution, ED and Congress will gain a more accurate and complete understanding of how TA products or services are used to support the implementation of IDEA.

Section I Instructions and Definitions

On the following pages, you will be asked questions about the need for TA in your state.

Please note that information obtained in this section of the survey may be reported by state.

In this questionnaire, **TA products or services** refers to assistance to education personnel to facilitate implementation of IDEA and adoption or application of practices and policies aimed at improving outcomes for infants and toddlers with disabilities and their families. TA products and services includes dissemination of products and materials. All of the following below should be considered TA products or services:

- Accessing general information from a website
- Accessing training materials, practice guides, or toolkits from a website, including videos or printed materials
- Receiving telephone consultation on a substantive issue
- Receiving email consultation on a substantive issue
- Receiving consultation or training through web conferencing, including webinars
- Attending a conference, workshop, or training event
- Receiving customized consultation that may have included action plans, strategic plans, plans for implementation, or scaling up

When we use the phrase **EIS program**, we are referring to the local agencies, programs, or providers that deliver early intervention services to infants and toddlers with disabilities and their families. We recognize that states vary with regard to how they organize the delivery of Part C services. For example, some states have local or regional agencies or programs that have authority and responsibility to administer and coordinate services. In other states, local providers under contract with the Part C lead agency or a regional or local lead agency provide direct services.

When we specify the time period **2010-2011**, we would like you to think about any 12-month period, which may be a fiscal year such as July 1-June 30, October 1-September 30, or a different 12-month period that is consistent with your state activities.

When we talk about TA products or services that are accessed, received or provided by **Part C lead agency staff**, we are also including in this the staff who are employed by the Part C lead agency to work at a regional level. These staff may include contracted personnel, if that is the structure the Part C lead agency uses to expand its presence to regional areas.

We estimate that it will take approximately 20 minutes to complete Section I. Thank you for joining us in our effort to understand the implementation of the Technical Assistance and Dissemination Program. We appreciate your time and cooperation.

If you have any questions about any aspect of this survey, contact:

Tamara Daley: 1-888-xxx-xxxx

e-mail: TADeval@westat.com

Section I Questions

- I-1. We would like to know the areas where your Part C lead agency had any need for TA products or services during 2010-2011.

For each of the topic areas listed below, indicate whether your lead agency needed TA products or services to improve your state's implementation of IDEA or to help EIS programs implement IDEA and improve outcomes for infants and toddlers with disabilities and their families.

- Include topic areas where your lead agency had any need for TA, whether or not TA was accessed or received.
- Include topic areas even if the lead agency did not provide TA to EIS programs in that area.

[When the respondent hovers over each of the topic areas below, suggestions of more specific areas on which the TA could focus will appear and areas to exclude in consideration of topic areas. These suggestions are intended to guide respondents to associate particular areas of TA with content areas in a more consistent way across respondents. See document 'Areas where TA might focus.doc']

TA topic area	Yes	Lead agency had a need for TA products or services in this	
		No	
Assistive technology	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Autism	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Child and family outcomes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Data systems or use of data for improvement	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Deaf-blind	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Early childhood transition	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Early intervention services in natural environments	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Financing of services under Part C	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
General Supervision/monitoring	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
IDEA early intervention laws, policies, and regulations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Identification (Child Find, screening, and assessment)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Individualized Family Service Plan (IFSP)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Interagency coordination	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other disability-specific information	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Personnel recruitment/ certification/ licensure	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Procedural safeguards/dispute resolution	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Social/emotional development and challenging behaviors	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Young children at risk	<input type="checkbox"/>	<input type="checkbox"/>
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I-2. During 2010-2011, in what **other** areas did your Part C lead agency have a need for TA products or services to improve your state’s implementation of Part C of IDEA or to help EIS programs implement IDEA and improve outcomes for infants and toddlers with disabilities and their families?

- Include topic areas where your Part C lead agency had any need for TA, whether or not TA was received.
- Include topic areas even if the Part C lead agency did not provide TA in that area.
- Please include only a brief topic area name. We are interested in the general area where you needed TA.

[programming will limit number of characters entered so that these content areas can be used in the following questions in section I.]

Other TA topic areas where Part C lead agency needed TA products or services

I-3. The topic areas where you indicated a need for TA products or services in questions I-1 and I-2 are listed below. Please rank the three areas where your Part C lead agency's needs for TA products or services were the greatest during 2010-2011.

Include areas whether or not the need was addressed. Rank the area of greatest need with a "1."

[Pre-fill of all areas checked from among those where a need was indicated; respondent can rank up to three]

TA topic area	Rank top 3

I-4. The topic areas where you indicated a need for TA products or services are listed below. For each of the topic areas listed, did your Part C lead agency receive TA products or services during 2010-2011 from any technical assistance source or provider?

[Pre-fill of all areas checked as having a need for TA, including 'others' in QI-2]

TA topic area	No, TA was not sought	No, TA was sought but not	Yes, TA was accessed or	Yes, TA was accessed or received
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

I-5. The topic areas where you received TA products or services during 2010-2011 are listed below. For each topic area listed, please indicate whether your Part C lead agency's needs for TA products or services were *largely addressed*, *partially addressed*, or *not at all addressed* by any technical assistance source or provider.

[Pre-fill of all areas checked as received TA and ongoing or received TA and complete in I-4]

TA topic area	Needs for TA products or services LARGELY addressed	Needs for TA products or services PARTIALLY addressed	Needs for TA products or services NOT AT ALL addressed
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

We would like more detailed information about TA products or services in a few specific topic areas. These areas were selected to represent areas in which current TA&D Program centers provide support to states and other customers.

I-6. Each topic area listed in the table below will lead to a set of additional questions about (a) your Part C lead agency's specific needs for TA products or services, (b) the TA products or services that lead agency staff accessed or received in the past year, and (c) the TA that the lead agency has provided to others in this topic area. Because we would like the most appropriate Part C lead agency staff to respond to these additional questions, please complete the table below according to these instructions:

- For each topic area below, please enter the name and email address of the lead agency staff member who is currently most responsible for providing or overseeing TA for EIS programs. We will encourage this staff member to collaborate with other staff members to complete the survey.
- If **you** are the individual most responsible for providing or overseeing TA in any area below, please enter your own name and email address.
- If there is **no** Part C lead agency staff member responsible for providing or overseeing TA in an area, please enter the name of the staff member most knowledgeable about the content area.

Each additional set of questions will take approximately 1 hour to complete.

TA content area	Name of person to complete additional questions	Email address of person to complete additional questions
Child and family outcomes		
Early childhood transition		
Early intervention services in natural environments		
General Supervision /monitoring		
Social/emotional development and challenging behaviors		

Section I Respondent information

Your name: _____

Email: _____

Phone number: _____

How long have you served in your current position? _____ Years _____ Months

Please estimate how long it took to complete this survey
Minutes:

[To be distributed to staff designated above by the Part C coordinator. Each of the focal topic areas will have a separate module/Section II, although we will not refer to this as 'Section II' in this section since the respondent will not have received Section I unless they are the state coordinator.]

SECTION II. [focal topic area]

Purpose of the Study

Part C lead agencies have a wide range of responsibilities associated with ensuring that infants and toddlers with disabilities and their families have access to the early intervention services they need to grow and learn. How does the OSEP TA&D Program provide Part C lead agencies with the technical assistance products or services they need to effectively carry out those responsibilities? This questionnaire is part of a new study to evaluate the OSEP TA&D Program. The purpose of the study is to understand (1) the needs that state Part C lead agencies have for TA products or services to support the implementation of IDEA and support improvement of infant and toddler outcomes and (2) the TA products or services that have been received by selected staff at the state level from OSEP TA&D Program centers and their satisfaction with those products or services.

Your responses will help the Department of Education (ED) understand the areas where technical assistance could be useful and the TA&D Program's role in helping states to implement IDEA. The TA&D Program Evaluation also has important implications for the development of infants and toddlers with disabilities, as it will provide critical information to the Department of Education and Congress and inform the next reauthorization of IDEA. This independent evaluation is being conducted by IES, not by OSEP.

All information that would permit identification of the individual respondents to this survey will be held in strict confidence, will be used only by persons engaged in and for the purposes of the survey, and will not be disclosed or released to others for any purpose except as required by law.

All states are required to participate in this survey. We are requesting that you complete this questionnaire because your Part C coordinator identified you as having knowledge about the need for TA products or services in your state in this topic area. You are encouraged to seek the input of other staff who may be able to provide assistance to you. With your contribution, ED and Congress will gain a more accurate and complete understanding of how TA products or services are used to support the implementation of IDEA.

This questionnaire focuses specifically on the area of [focal topic area]

SECTION II Instructions and Definitions

The items in this questionnaire are specifically about technical assistance in the area of [focal topic area] that is received by Part C lead agency staff and provided to EIS programs and others to improve infant and toddler outcomes. That is, we are interested in learning where lead agency staff had any need for TA to support EIS programs in implementing IDEA during 2010-2011, as well as the TA related to [focal topic area] that your lead agency provided to EIS programs and others at the local level. The state Part C Coordinator designated you as the staff member most appropriate for responding to these questions.

In this questionnaire, **TA products or services** refers to assistance to early intervention personnel to facilitate implementation of IDEA and adoption or application of practices and policies aimed at improving outcomes for infants and toddlers with disabilities and their families. TA products or services includes dissemination of products and materials. All of the following below should be considered TA products or services:

- Accessing general information from a website
- Accessing training materials, practice guides, or toolkits from a website, including videos or printed materials
- Receiving telephone consultation on a substantive issue
- Receiving email consultation on a substantive issue
- Receiving consultation or training through web conferencing, including webinars
- Attending a conference, workshop, or training event
- Receiving customized consultation that may have included action plans, strategic plans, plans

When we use the phrase **EIS program**, we are referring to the local agencies, programs, or providers that deliver early intervention services to infants and toddlers with disabilities and their families. We recognize that states vary with regard to how they organize the delivery of Part C services. For example, some states have local or regional agencies or programs that have authority and responsibility to administer and coordinate services. In other states, local providers under contract with the Part C lead agency or a regional or local lead agency provide direct services.

When we specify the time period **2010-2011**, we would like you to think about any 12-month period, which may be a fiscal year such as July 1-June 30, October 1-September 30, or a different 12-month period that is consistent with your state activities.

When we talk about TA products or services that are accessed, received or provided by **Part C lead agency staff**, we are also including in this the staff who are employed by the Part C lead agency to work at a regional level. These staff may include contracted personnel, if that is the structure the Part C lead agency uses to expand its presence to regional areas. You are encouraged to seek the input of other staff who may be able to provide assistance to you.

We estimate that it will take approximately 1 hour to complete this survey. Thank you for joining us in our effort to understand the implementation of IDEA 2004. We appreciate your time and assistance.

Notice of Confidentiality

Information collected from the surveys comes under the confidentiality and data protection requirements of the Institute of Education Sciences (The Education Sciences Reform Act of 2002, Title I, Part E, Section 183). Information that could identify an individual or institution will be separated from the survey responses submitted, kept in secured locations, and be destroyed as soon as they are no longer required. Survey responses will be used only for research purposes. States may be identified but only in reporting data about broad State need for and use of TA (data collected in Section I of the survey). The reports prepared for the study will summarize survey findings across focal topic areas and will not associate state responses with a specific TA&D center. We will not provide information that identifies the state Part C lead agency to anyone outside the study team, except as required by law.

Paperwork Reduction Act of 1995

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless such collection displays a valid OMB control number. Public reporting burden for this collection of information is estimated to average 60 minutes (1 hour) per response, including the time for reviewing instructions, searching existing data resources, gathering and maintaining the data needed, and completing and reviewing the collection of information. The obligation to respond to this collection is required to obtain or retain benefit (EDGAR 34 CFR Part 75). Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the U.S. Department of Education, 400 Maryland Ave., SW, Washington, DC 20210-4537 or email ICDocketMgr@ed.gov and reference the OMB Control Number XXXX-XXXX.

If you have any questions about any aspect of this survey, contact:

Tamara Daley: 1-888-xxx-xxxx
e-mail: TADeval@westat.com

SECTION II Questions

- II-1. Complete the table below about TA areas of need related to [focal topic area] during 2010-2011.

Related to the topic of [focal topic area], check whether your Part C lead agency needed TA products or services for each of the following. Check “yes” if your lead agency had a need, whether or not TA products or services were accessed or received.

TA areas related to [focal topic area]	Part C lead agency staff had a need for TA products or services in 2010-2011		
	Yes	Not applicable	
Needs assessment at the state or local level related to [focal topic area]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Support related to SPP/APR indicators related to [focal topic area]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Data collection or data management related to [focal topic area]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Development or dissemination of materials on effective practices related to [focal topic area]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Training and other personnel development activities (preservice or inservice) related to [focal topic area]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
State and local capacity-building to enhance service delivery and scale up effective practice related to [focal topic area]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Support related to finance systems and funding sources related to [focal topic area]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Evaluation of practices or activities related to [focal topic area]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Support related to policies and procedures related to [focal topic area]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Collaboration with other agencies, stakeholders, groups and participation in communities of practice related to [focal topic area]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Work with parents/families or parent-focused organizations related to [focal topic area]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other (specify: _____)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other (specify: _____)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other (specify: _____)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

II-2. The TA areas related to [focal topic area] where you indicated a need for TA products or services in Question II-1 are listed below. Please rank up to three areas where your Part C lead agency's needs for TA products or services were the greatest during 2010-2011.

Rank areas whether or not the need was met. Rank the area of greatest need with a "1."

[Pre-fill of all areas checked from among those where a need was indicated; respondent can rank up to three]

TA areas related to [focal topic area]	Rank top 3

II-3. The TA areas related to [focal topic area] where you indicated a need for TA products or services in Question II-1 are listed below. For each of the TA areas listed, did you access or receive TA products or services during 2010-2011 from any technical assistance source or provider?

[Pre-fill of all areas checked as having a need for TA in 2010-2011, including Other]

TA area related to [focal topic area]	No, TA was not sought	No, TA was sought but not	Yes, TA was accessed or	Yes, TA was accessed or received
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

II-4. The TA areas related to [focal topic area] where you accessed or received TA products or services during 2010-2011 are listed below. For each TA area listed, indicate whether your Part C lead agency's needs for TA products or services were *largely addressed*, *partially addressed*, or *not at all addressed* by any technical assistance source or provider. Please consult with your colleagues as needed.

[Pre-fill of all areas checked as received TA and ongoing or received TA and complete in II-3]

TA area related to [focal topic area]	Needs for TA products or services LARGELY addressed	Needs for TA products or services PARTIALLY addressed	Needs for TA products or services NOT AT ALL addressed
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

For the remaining questions, we would like to learn more about the TA products or services you or lead agency staff with whom you work closely have accessed or received. Consider all TA areas related to [focal topic area].

II-5. We are interested first in the TA&D Program centers. From the list below, please check all centers from which you accessed or received TA products or services in the area of [focal topic area] during 2010-2011. This includes information or materials retrieved from the center's website or other medium that did not require contact with staff from that center. For more information about any of these centers, you can roll over the name of the center. Please consult with your colleagues as needed.

TA&D Program centers

- Northeast Regional Resource Center (NERRC)
- Mid-South Regional Resource Center (MSRRC)
- North Central Regional Resource Center (NCRRC)
- Southeast Regional Resource Center (SERRC)
- Mountain Plains Regional Resource Center (MPRRC)
- Western Regional Resource Center (WRRC)
- Center for Early Literacy Learning (CELL)
- National Early Childhood Technical Assistance Center (NECTAC)
- Technical Assistance Center on Social Emotional Intervention for Young Children (TACSEI)
- Early Childhood Outcomes Center (ECO)
- Center on Positive Behavioral Interventions and Supports (PBIS)
- National Center on Response to Intervention (RTI)
- National Center on Education Outcomes (NCEO)
- National Post-School Outcomes Center (NPSO)
- National Dropout Prevention Center for Students with Disabilities (NDPC-SD)
- National Secondary Transition Technical Assistance Center (NSTTAC)
- Center for Appropriate Dispute Resolution in Special Education (CADRE)
- National Consortium on Deaf-Blindness (NCDB)
- State Implementation and Scaling-Up of Evidence-based Practices (SISEP)
- National Dissemination Center for Children with Disabilities (NDC/NICHCY)
- Project Forum
- Technical Assistance Coordination Center (TACC)
- IDEA Partnership
- PEPNet-Northeast
- PEPNet-Midwest
- PEPNet-South
- PEPNet-West

State-specific deaf-blind project

II-6. Please indicate the methods by which you accessed or received TA products or services related to [focal topic area] from [center1] during 2010-2011 and estimate the frequency of this contact. Check only where lead agency staff themselves (as opposed to local level staff) accessed or received TA products or services. Please consult with your colleagues as needed.

[Will be asked for each center listed from which TA was received]

TA method	Estimated frequency of occurrences during 2010-2011			
	Never	One or two times	Many times	On an ongoing basis during 2010-2011
Accessed general information from the center website	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Accessed training materials, practice guides, or toolkits from the center website , including videos or printed materials	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Received telephone consultation on a substantive issue	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Received email consultation on a substantive issue	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Received consultation or training through web conferencing , including webinars	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Attended a conference, workshop, or training event sponsored or organized by the center	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Received customized consultation that may have included strategic plans, plans for implementation, or scaling up	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other (Specify: _____)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other (Specify: _____)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

II-7. Related to [focal topic area], we would like to know more about the customized consultation that you indicated in the previous question that you received from [center1] . Please respond yes or no for each of the following questions.

[Will be asked for each center from which respondent indicated in QII-6 that they received any customized consultation]

Special relationship or customized support	Yes	No
(a) Did your lead agency go through a formal application procedure to receive TA from [center1]?	<input type="checkbox"/>	<input type="checkbox"/>
(b) Did [center1] develop a formal individualized plan for TA for your lead agency?	<input type="checkbox"/>	<input type="checkbox"/>
(c) Did [center 1] staff visit your state to provide services?	<input type="checkbox"/>	<input type="checkbox"/>
(d) As a prerequisite to receiving TA from [center1], was your lead agency required to commit funds or resources within the agency?	<input type="checkbox"/>	<input type="checkbox"/>
(e) Did your lead agency pay [center1] for services or reimburse the center for expenses they incurred?	<input type="checkbox"/>	<input type="checkbox"/>

II-8. To the best of your knowledge, how many years has your Part C lead agency been working with [center1] in the area of [focal topic area]?

[Will be asked for each center from which the respondent indicated in QII-6 that they received any customized consultation.]

II-9. To the best of your knowledge, are you the individual within your Part C lead agency who has worked *most closely* with [center1] in the area of [focal topic area]?

[If no, we will include an error message that would request respondent to seek consultation with this person if possible]

Yes

No

II-10. Please consider all TA products or services you accessed or received from [center1] related to [focal topic area] during 2010-2011. Rate how satisfied you were with the center’s performance in relation to the specific issues listed. Please consult with your colleagues as needed.

[Will be asked for each center listed from which TA was received]

	Very satisfied	Somewhat satisfied	Somewhat dissatisfied	Very dissatisfied	NA
a. TA provider’s or center’s receptiveness to requests	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Timeliness with which information or assistance was provided	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Depth of information or assistance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d. Relevance of information or assistance to our specific need	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
e. Understanding how a Part C lead agency operates and constraints it faces , including an understanding of state context and culture	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
f. TA provider or center staff’s establishment of positive working relationships with lead agency staff	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
g. Provision of information or assistance that could be translated into implementation at the local level	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
h. Impact of TA on lead agency’s capacity to help EIS programs implement new practices, models, or other activities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
i. Overall satisfaction with the TA you received from the TA provider or center	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

We now turn to other sources from which you or lead agency staff with whom you work closely have accessed or received TA products or services related to [focal topic area].

II-11. From the list below, please check all sources from which you accessed or received TA products or services in the area of [focal topic area] during 2010-2011. Please consult with your colleagues as needed.

(Note: you will **not** be asked any follow-up questions about these sources.)

Other OSEP funded TA&D Centers:
<input type="checkbox"/> Data Accountability Center (DAC)
<input type="checkbox"/> CONNECT: The Center to Mobilize Early Childhood Knowledge
<input type="checkbox"/> National Professional Development Center on Inclusion (NPDCI)
<input type="checkbox"/> IRIS Center for Training Enhancements
<input type="checkbox"/> Monarch Center II
<input type="checkbox"/> National Center to Improve the Recruitment and Retention of Qualified Personnel (Personnel Improvement Center)
<input type="checkbox"/> National Center to Inform Policy and Practice in Special Education Professional Development (NCIPP)
<input type="checkbox"/> National Professional Development Center on Autism Spectrum Disorders
<input type="checkbox"/> Center for Implementing Technology in Education (CITEd)
<input type="checkbox"/> Family Center on Technology and Disability (FCTD)
<input type="checkbox"/> National Center on Accessible Instructional Materials (AIM)
<input type="checkbox"/> National Institute for Urban School Improvement (NIUSI)—LeadScape
<input type="checkbox"/> Reading Rockets
<input type="checkbox"/> National Parent Technical Assistance Center (TA Alliance)
<input type="checkbox"/> Any of the 6 regional parent technical assistance center (RPTACs)

U.S. Department of Education Comprehensive Centers:

- Assessment and Accountability Comprehensive Center (at WestEd)
- Center on Innovation and Improvement (at ADI)
- Center on Instruction (at RMC)
- National High School Center (at AIR)
- National Comprehensive Center for Teacher Quality (at Learning Point)
- Any of the 16 Regional Comprehensive Centers (such as Texas or Great Lakes West)

U.S. Department of Education Equity Assistance Centers

- Any of the 10 Equity Assistance Centers (such as NEEAC or South Central)

U.S. Department of Education Regional Education Laboratories

- Any of the 10 Regional Education Laboratories (RELs)

Other sources of TA:

- OSEP staff
- Infant and Toddlers Coordination Association (ITCA)
- Staff of other U.S. Department of Education offices
- Professional associations (e.g., CEC, Council of Chief State School Officers, NASDSE)
- Other Part C lead agencies
- Consulting firms or private contractors
- IHE faculty (not working under the auspices of one of the sources already checked)

II-12. During 2010-2011, to whom did your Part C lead agency provide, either directly by Part C lead agency staff or through a contractual or brokered arrangement, any TA to regional or local personnel in the area of [focal topic area]? Check all that apply.

[This question will only be received if respondent has checked one or more centers in II-5, e.g., we are not interested in TA provided in the focal topic area if TA was not received from a TA&D Program grantee.]

TA was not provided in the area of [focal topic area] during 2010-2011 [-> skip to II-14]

Administrators of local Part C programs

Administrators or staff of regional education units/intermediate unit offices

Early childhood service coordinators

Early intervention providers/practitioners

EIS program administrators or staff

IHE faculty

Parents/families or parent-focused organizations

Professional development coordinators

Technical assistance and training providers

Other (specify: _____)

Other (specify: _____)

Other (specify: _____)

II-13. During 2010-2011, what challenges has your Part C lead agency experienced in transferring the TA you have received in the area of [focal topic area] to the local level? Check all that apply.

- Lack of Part C lead agency staff expertise in the area of implementation
- Limitations of Part C lead agency staff time
- Funding limitations
- Part C lack of credibility with local EIS programs
- Local EIS program resistance to implementation
- Insufficient support from the TA provider
- Other (_____)
- We have not experienced any challenges

II-14. Is there anything else related to TA accessed, received or provided by your Part C lead agency that you would like to share with us?

[Respondent will receive closing information and be informed about items left blank or partially blank, followed by information on submitting survey]

Section II Respondent information

Your name: _____

Email: _____

Phone number: _____

How long have you served in your current position? _____Years, _____Months

Please list the number of other individuals who were consulted while completing this survey: _____

Please estimate how long it took to complete this survey Minutes:

This table will be downloadable and when respondents hover over the item, they will see the definition.

Part C TA topical area	Some areas that the TA might have focused on
Assistive technology	Assessing needs for AT for infants and toddlers; family role and AT; AT in natural environments; implementation and use of AT devices and services, updates on the latest technology; Universal Design for Learning.
Autism	Curriculum and evidence-based intervention; use of ABA, TEACCH, etc; evaluation/ assessment and eligibility; early identification; ensuring appropriate services for children with autism; family services and supports; and other issues specific to autism.
Child and family outcomes	Approach to measurement; tools; sampling methodology; strategies for increasing response rate and representation of response; target setting; use of data for improvement; implementation of outcome systems for early intervention (EI); SPP/APR Part C Indicators 3, 4.
Data systems or use of data for improvement	Development of new state or local data systems; modifications to existing state or local data systems; analyzing and using data to make improvements at the state or local levels.
Deaf-blind	For this population: early identification; evaluation and assessment, early intervention services and supports; family supports; other issues specific to deaf-blindness.
Early childhood transition	Effective transition practices; Part C federal requirements related to transition from Part C; designing and implementing effective transition processes; interagency coordination; transition timelines; parent consent and opt-out; SPP/APR Part C Indicator 8.
Early intervention services in natural environments	Supporting families to help their child develop; Part C federal requirements; evidence-based early intervention practices; strategies to engage parents/families, IFSP tools and processes; timely delivery of services; integrating child and family outcomes into IFSP process; improving the quality of IFSPs; natural environments and use of justification; SPP/APR Part C Indicators 1 & 2.
Financing of services under Part C	Part C federal finance requirements including payor of last resort and maintenance of effort; establishing family cost participation systems; use and accountability of ARRA funds; accessing Medicaid resources; interagency collaboration; use of private insurance; and maximizing all public and private resources.
General Supervision/monitoring	Monitoring activities; data collection methods and required measurements for indicators under SPP/APR; developing the SPP/APR; setting baselines and establishing targets for the SPP/APR; tracking identification and verification of timely correction of noncompliance; making local determinations; and developing formats for public reporting [<i>Exclude procedural safeguards/dispute resolution, which is a separate topic area. Technical assistance associated with specific indicators can be identified within those areas.</i>] Part C Indicator 9.
IDEA early intervention laws,	Understanding federal requirements; developing state regulations,

Part C TA topical area	Some areas that the TA might have focused on
policies, and regulations	policies and procedures to meet federal requirements; development of materials to clarify federal and state requirements ; interpretation of early intervention laws, policies, and regulations to make necessary changes in practice; training for local providers and families ; and updates on new federal developments/changes.
Identification (Child Find, screening and assessment)	Federal Part C requirements; policies and practices related to identification of children who may need evaluation;; tools for screening, evaluation and assessment; implementing public awareness and Child Find; activities; SPP/APR Part C Indicators 5 & 6.
Individualized Family Service Plan (IFSP)	Conducting a family assessment; writing IFSP outcomes; evaluating the quality of IFSPs; training on IFSPs; SPP/APR Part C Indicator 7
Interagency coordination	Federal requirements; development of interagency agreements; policies, procedures and guidelines related to interagency coordination; interagency councils at the state and local level.
Other disability-specific information	Any disability other than autism and deaf-blindness.
Personnel recruitment/ certification/ licensure	Federal requirements; recruitment and retention of qualified early intervention staff; and recruiting a diverse workforce.
Procedural safeguards/dispute resolution	Federal requirements; written prior notice and consent; Parent Rights statements; forms and procedures to meet federal requirements; development of policies and procedures; training; complaint process; due process hearings; mediation; confidentiality; SPP/APR Part C Indicators 10, 11, 12, 13.
Social/emotional development and challenging behaviors	Early identification; evaluation and assessment; strategies for social/emotional development; strategies to address challenging behaviors; evidenced-based practice; and family and caregiver strategies.
Young children at risk	Children with substantiated abuse and neglect; screening; other at risk factors; collaboration with CAPTA agencies; children that live in poverty; children with medical needs; community resources and collaboration.