

Part B State Performance Plan and Annual Performance Report (Part B SPP/APR)

General Instructions

Each State is required to submit their FFY 2016 SPP/APR Part B Indicators 1-16 by February 1, 2018 and Indicator 17 by April 2, 2018.

Each State's FFY 2016 SPP/APR must include:

- 1) An introduction, with sufficient detail to ensure that the Secretary and the public are informed of and understand the State's systems designed to drive improved results for children with disabilities and to ensure that the State educational agency (SEA) and local educational agencies (LEAs) meet the requirements of the IDEA Part B. This introduction must include descriptions of the State's:
 - a. General Supervision System: The systems that are in place to ensure that the IDEA Part B requirements are met, *e.g.*, monitoring, dispute resolution, etc.;
 - b. Technical Assistance System: The mechanisms that the State has in place to ensure the timely delivery of high quality, evidence-based technical assistance and support to LEAs;
 - c. Professional Development System: The mechanisms the State has in place to ensure that service providers have the skills to effectively provide services that improve results for children with disabilities;
 - d. Stakeholder Involvement: The mechanisms for soliciting broad stakeholder input on the State's targets in the SPP/APR and any subsequent revisions that the State has made to those targets, and the development and implementation of Indicator 17, the State's Systemic Improvement Plan (SSIP); and
 - e. Reporting to the Public: How and where the State reported to the public on the FFY 2015 performance of each LEA located in the State on the targets in the SPP/APR as soon as practicable, but no later than 120 days following the State's submission of its FFY 2015 APR, as required by 34 CFR §300.602(b)(1)(i)(A); and a description of where, on its Web site, a complete copy of the State's SPP/APR, including any revisions, if the State has revised the targets that it submitted with its FFY 2015 APR in 2017, is available.¹
- 2) Baseline data for Indicators 1 through 17. If the State is proposing to revise its baseline data for an indicator, it must provide an explanation for that revision.
- 3) Targets for Indicators 1 through 16, for each year and that cover the years of the SPP (*i.e.*, FFY 2013 through FFY 2018). Targets for Indicator 17, which cover FFY 2014 through FFY 2018. If the State is revising any of the targets it submitted with its 2017 submission, the State must describe its stakeholder input process.
- 4) Data from FFY 2016 and other responsive APR information for Indicators 1 through 17.
- 5) The reasons for slippage in indicators where the State did not meet its FFY 2016 target.
- 6) In addition to the Phase I content that States were required to submit in 2015, the Phase II content that States were required to submit in 2016, and the Phase III content that States were required to submit in 2017, the State must include the specific content required to complete Phase III of the SSIP required by Indicator 17, as well as any updates to previous Phase I, II, and III submissions. The specific content required to complete Phase III of the SSIP includes:
 - a. Data Analysis;
 - b. Phase III Implementation, Analysis and Evaluation;
 - c. Stakeholder Engagement; and
 - d. Additional Implementation Activities.

¹ In accordance with 20 U.S.C. 1416(b)(2)(C)(ii)(I) and 34 CFR §300.602, each State must also report annually to the public on the performance of each LEA located in the State on the targets in its Part B SPP/APR as soon as practicable, but no later than 120 days following the State's submission of its Part B SPP/APR to the Secretary.

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- 7) Information to address any actions required by OSEP's response to the State's FFY 2015 SPP/APR, including actions related to the correction of findings of noncompliance identified by the State.

The Part B Indicator Measurement Table lists the monitoring priorities and Indicators, required data sources and measurement and instructions for providing the required information for each indicator. In addition to the percentages required in the indicators, States are required to provide actual numbers used in the calculations.²

Sampling

States are allowed to use sampling when so indicated on the *Part B Indicator Measurement Table*. When sampling is used, a description of the sampling methodology outlining how the design will yield valid and reliable estimates *must* be submitted to OSEP. The description must describe the: (a) sampling procedures followed (*e.g.*, random/stratified, forms validation); and (b) similarity or differences of the sample to the population of children with disabilities (*e.g.*, how all aspects of the population such as disability category, race, age, gender, etc. will be represented). The description must also include how the SEA addresses any problems with: (a) response rates; (b) missing data; and (c) selection bias.

Samples from LEAs must be representative of each of the LEAs sampled considering such variables as disability categories, age, race, and gender. If a State chooses to sample LEAs, all LEAs with average daily memberships (ADM) of over 50,000 *must* be included in the sample. States have the option of sampling within some LEAs and using a census (*i.e.*, obtaining data from the total targeted population) in other LEAs. Relative to small districts, the State shall not report to the public or the Secretary any information on performance that would result in the disclosure of personally identifiable information about individual children or where the available data are insufficient to yield statistically reliable information, *i.e.*, numbers are too small.

For indicators that permit sampling, the State must include in its report on the performance of LEAs the most recently-available performance data on each LEA and the date the data were obtained. If a State is using sampling for one or more indicators, the State must sample on the performance of each LEA on each of those indicators at least once during the period of FFYs 2013 - 2018. Further, if a State is using sampling, the State must collect data from a representative sample of LEAs each year in order to report on State performance annually.

If a State will use its currently-approved sampling plan and only change the years for which it is used, the State can provide an assurance to this effect. If a State proposes to use a sampling plan that was not previously used/approved or will revise its current sampling plan, the State must submit the sampling plan for approval.

Submission

The State must submit its Part B SPP/APR electronically through GRADS. If you have any questions about the Part B SPP/APR and/or the submission procedures listed above, please contact your Part B State Lead.

² States are not required to provide the actual numbers for Indicators 2, 5, 6, 15, and 16 because they are using section 618 State-reported data for these Indicators.

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Paperwork Burden Statement

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. The valid OMB control number for this information collection is 1820-0624. It is estimated that respondents will spend approximately 1,700 hours when maintaining and completing the SPP/APR. These times include such things as reviewing instructions, searching any existing data resources, gathering needed data, analyzing collected data, and completing and reviewing the information collection. The obligation to respond to this collection is mandatory (20 U.S.C. 1400, IDEA). 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 20202-4536 or email ICDocketMgr@ed.gov and reference the OMB Control Number 1820-0624. Note: Please do not return the completed SPP/ APR to this address.