**Facilitated IEP Program Initial Self-Assessment**

**Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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| **Elements of Facilitated IEP**  **(FIEP) System** | **Current Status**  **1 = nonexistent**  **4 = well-established** | **Evidence**  **Comments/Descriptions/Examples** | **Relative Priority**  **(relating to goals for workgroup participation)**  **1 = low/later**  **4 = high/sooner** | |
| **Systemwide Oversight, Infrastructure & Organization**  *Leadership responsibility, operations structure, and system performance* | | | | |
| **Management**  FIEP program leadership and staff meet regularly to plan and/or review operations and performance.  *Example: weekly, monthly, or quarterly review – perhaps in conjunction with staff, facilitators, and stakeholders* | 1 2 3 4 |  | | 1 2 3 4 |
| **Data System**  Program data are housed in a structure that allows analysis of activities and performance.  *Example: included in SEA dispute resolution or longitudinal database, spreadsheet* | 1 2 3 4 |  | | 1 2 3 4 |
| **Resource Allocation**  Resources to fully implement and operate the FIEP program are available, including capable personnel that respect and reflect diversity.  *Example: funding, dedicated staff/FTE* | 1 2 3 4 |  | | 1 2 3 4 |
| **Stakeholder Involvement**  A broad group of stakeholders is involved in planning, promotion, training, evaluation, and improvement activities for the FIEP system.  *Example: parents, educators, service providers, practitioners, and others* | 1 2 3 4 |  | | 1 2 3 4 |
| **Policy & Guidance**  Policies and guidance have been established  *Example: operational procedures, checklists, letters, forms, correspondence* | 1 2 3 4 |  | | 1 2 3 4 |
| **Program Access & Delivery**  *How services are accessed, provided, and the roles of program personnel* | | | | |
| **Participant Preparation**  Resources available on what an FIEP meeting is, who the facilitators are, and how to prepare for an FIEP meeting.  *Example: materials & activities* | 1 2 3 4 |  | | 1 2 3 4 |
| **Intake Process**  How program is accessed; may depend upon program structure (local, regional, or through SEA)  *Examples: toll-free number, intake coordinator, accessible forms, dedicated webpage* | 1 2 3 4 |  | | 1 2 3 4 |
| **Case Management**  FIEP meetings are scheduled quickly to meet the needs of those making the request.  *Example: timeline standards, meeting logistics, facilitator assignment* | 1 2 3 4 |  | | 1 2 3 4 |
| **Data Collection**  Case specific data – tracking from inquiry to result.  *Example: spreadsheet, case management program, files* | 1 2 3 4 |  | | 1 2 3 4 |
| **Technical Assistance**  Provided by program personnel for appropriate use of FIEP meetings.  *Example:* *trouble-shooting, Q&A* | 1 2 3 4 |  | | 1 2 3 4 |
| **Practitioner Standards & Professional Development**  *Facilitator requirements, training, and retention* | | | | |
| **Qualifications & Selection**  Requirements for relevant experience, education, and training are defined and implemented for facilitators.  *Example: job descriptions, standards, diversity, facilitator roster* | 1 2 3 4 |  | | 1 2 3 4 |
| **Practice & Performance**  There are clearly articulated expectations of practice and performance for facilitator.  *Example: model expectations, contractual terms* | 1 2 3 4 |  | | 1 2 3 4 |
| **Continuing Professional Development**  Opportunities offered are responsive to identified needs and provide practitioners with skill-building and knowledge development.  *Example: in-person training, webinars, conferences* | 1 2 3 4 |  | | 1 2 3 4 |
| **Cultural Considerations**  Practitioners respect cultural and linguistic diversity and engage in ongoing training.  *Example: awareness, sensitivity, respect* | 1 2 3 4 |  | | 1 2 3 4 |
| **Public Awareness & Outreach**  *Not just brochures…* | | | | |
| **Promotional Activities & Presentations**  Disseminated to all stakeholders and potential FIEP meeting participants.  *Example: families, educators, advocates, attorneys* | 1 2 3 4 |  | | 1 2 3 4 |
| **Media/Materials**  Information about FIEP meetings is publicly available and provided in accessible formats.  *Example: printed matter such as brochures, FAQs* | 1 2 3 4 |  | | 1 2 3 4 |
| **Website/Webpage**  FIEP program featured on dispute resolution/procedural safeguards or its own webpage.  *Examples: program information, videos, forms* | 1 2 3 4 |  | | 1 2 3 4 |
| **Accessibility/Cultural & Linguistic Diversity**  FIEP availability advertised through a wide range of outreach and information dissemination methods.  *Examples: alternate formats (Braille), languages other than English* | 1 2 3 4 |  | | 1 2 3 4 |
| **Evaluation & Continuous Quality Improvement (CQI)**  *Report, summary, and analysis of quantitative and qualitative data collected – using various types of tools and evaluation instruments* | | | | |
| **FIEP Process Evaluation**  *Examples: logistics, service delivery, preparation for participating in the process, ease of access* | | | | |
| - By Participants (with role identified) | 1 2 3 4 |  | | 1 2 3 4 |
| - By Facilitators | 1 2 3 4 |  | | 1 2 3 4 |
| **Facilitator Evaluation**  *Examples: neutrality ,knowledge, problem-solving, agreement-building* | | | | |
| - By Participants (with role identified) | 1 2 3 4 |  | | 1 2 3 4 |
| - Facilitator Self-evaluation | 1 2 3 4 |  | | 1 2 3 4 |
| **Impact/Outcomes**  Implementation, durability | 1 2 3 4 |  | | 1 2 3 4 |
| **Efficiency Assessment**  Cost, cost-effectiveness, time | 1 2 3 4 |  | | 1 2 3 4 |
| **System Usage**  Demographics, LEAs, issues | 1 2 3 4 |  | | 1 2 3 4 |
| **Summarizing/Reporting**  For different audiences | 1 2 3 4 |  | | 1 2 3 4 |
| **Analysis & Utilization for CQI** | 1 2 3 4 |  | | 1 2 3 4 |

**What’s not included here that you’d like to address? Please share any additional thoughts or comments.**