Please stand by for real-time captions >> I am going to get started. I hope that other people will be joining but I’m going to go ahead and get started. Good afternoon everyone, my name is Terry Jackson, I am the lead for our OSEP technology program. The purpose of today's call is to share with you the GPRA Data Collection Process and how our new contractor, The Center for Improving Program Performance, will support our OSEP individual projects, specifically around the collection and information gathering analysis and reporting. >> This is about the OSEP, our technology, GPRA performance measure requirements. Most of you are already familiar with the process but this year we have our new contractor, CIPP, as I stated before, CIPP who will be supporting us in our work. Like I said, all of you should be familiar with our OSEP GPRA measures. The measures are used to assess all of our OSEP programs. The annual data is used by OMB, The Office of Management and Budget, and OMB shares our data with Congress, which is used to justify our program funding.(Pause)So let me review a little bit of OSEP’s goals and objectives. Our goal is to promote the development and demonstration and use of the technology program products and services to improve results for infants, toddlers, children, and youth with disabilities. Our objectives are to improve the quality of our technology projects and to improve understanding of the expectations of the GPRA reporting process.

Our technology program consists of 3 annual measures; high-quality, high relevance, and usefulness of products and services. You can see the 3 measures, these are the 3 measures here. I don't need to state them verbatim but for the high quality and relevance and the annual measure.

As I said before, this is about the high quality, relevance and usefulness of the products and services. Where a product is a piece of work in tangible or electronic form developed and disseminated by an OSEP-funded project to inform a specific audience on a topic relevant to improvement of outcomes for children with disabilities. And a service is work performed by an OSEP project to provide information and assistance to a specific audience on a topic relative to an improvement of outcomes for children with disabilities. At the end of the presentation I will ask you if you have any questions. But I’m going to go through this information first and at the end of my piece I will ask -- I will ask you to unmute your line by pressing \*6 and if you have any questions about anything that I just described you can ask a question then. Let's look at each of the measures more closely. For high-quality, an independent review panel of experts will review substantive content of the products and services. The panel will assess two criteria and those are substance and with substance, what they are asking is, does the product content or the content delivered through the service reflect evidence of conceptual soundness and quality, grounded with current research or policy?

The second criteria is communication. Is the product content or the content delivered through the service presented in such a way as to be clearly understood as evidenced by being well organized, free of editorial errors, and appropriately formatted?

 For high relevance, an independent review panel of experts will focus on products and services that are highly relevant to improving outcomes for infants, toddlers, children and youth with disabilities and, under this measure, the panel will assess 3 criteria. Those are need, pertinence, and reach. For Need -- does the product content or the content delivered through the service attempt to solve an important problem or critical issue? For pertinence, does the product content or the content delivered through the service tie directly to a problem or issue recognized as important by the target audience(s)? And for reach, to what extent is the product content or the content delivered through the service applicable to diverse segments of the target audience(s)? The third measure is useful. An independent panel of experts will focus on the products and services that are highly useful to improving outcomes for infants, toddlers, and children and youth with disabilities. To this measure, the panel will assess two criteria -- ease and suitability. For ease, what they’re looking at is does the product content or the content delivered through the service address a problem or issue in an easily understood way, with directions or guidance regarding how the content can be used to address the problem or issue? For suitability, does the product or service provide the target audience with information or resources that can be used again or in different ways to address the problem or issue?

We also have, aside from quality, relevance and usefulness, we also have cost measures that are specific to the Accessible Educational Materials project, which is the (327Z), the media description projects, which are the (327C) and the NIMAC project, which is (327E). Those are focused on cost. For the 327Z, for the AEM, the federal cost per unit of Accessible Educational Materials funded by our technology program. For the media description, is the federal cost per unit of video descriptions funded by the technology program. And for the NIMAC, is the federal cost per unit of Accessible Educational Materials funded through our technology program (377E).

These three performance measures are not gathered through our contractor, CIPP. This is information that is gathered from the project officers of the projects so they will come to you directly for this particular information as in the years past.

So that’s kind of an overview right now of the quality, relevance and usefulness measures. I just want to stop before I turn it over to Elaine at CIPP where she’ll talk about the provided overview of the data collection from their center and the analysis and reporting process to see if anyone has any questions about anything that I described so far. If you are on mute, you can just push \*6 to ask a question. >> Before I turn it over to Elaine, to let you know, this webinar will be posted on the “Ideas That Work” site and we are also captioning this. It will be posted on the “Ideas That Work” site later this week. I will now turn it over to Elaine at CIPP and she will talk about the data collection, the analysis and the reporting process from their end.

Thanks, Terry. So just to introduce myself, this is Elaine Carlson I work for Westat. I am one of the co-project directors for The Center to Improve Program and Project Performance (CIPP). Some of you may know us from previous iterations. We provide technical assistance to OSEP and to its grantees usually around evaluation and now around some GPRA measurement activities as well. We look forward to working with all of you. I have my colleague Kerri Wills with me. You will, I’m sure, be getting emails from her and having communications with her as well. We look forward to working with you in the weeks and months ahead. I want to talk a little about what will be coming up. You should have already received an email from us that introduced this process. There is a request for product and service descriptions and supporting materials. You will get a number of different communications from us as we go through this process. If you’re not hearing from us, please let Terry know. We’ll give you our contact information as well so you can be back in touch.

To talk a little bit about the QRU sample selection. In this case it’s a census of all the ETechM2 program media services and all of the other 84.327 grants that are receiving funds in fiscal year 2018. It does not include grants in their first year of operation. So, those folks get a pass, particularly in terms of having product and services that would be ready for submission. That first year is given for development of those initial materials.

In terms of what is submitted, there is one request that goes to the media services grants. They are asked to submit a new media product description guide as well as video clips. There are two data requests, for all of the other 84.327 grants. A list of fiscal year 2017 new products and services, meaning those that were developed in the fiscal year or delivered in the fiscal year. And description guides for one randomly selected new product and new service. So, you will be providing a list of all your new products and services, and we will randomly select one. For the description guides, we want to emphasize that those are the primary source of information for the GPRA review. So when it goes to that expert panel that Terry talked about to rate quality, relevance and usefulness. Description guides are very important. The reviewers will rely on those. We encourage you to spend some time preparing them in order to ensure that your products receive the highest possible rating. Please provide complete information that is detailed and clearly written and that will make it a lot easier for the panelists to rate the product or the service for its quality, relevance, and usefulness. We have some information that is provided with the description guides-- some tips for how to do that. Please take advantage of that information or feel free to reach out to us or to Terry if you want some additional guidance on that.

In terms of the data analysis, there are two panels that will be reviewing products and services. There is the stakeholder panel and there’s a science panel. The stakeholder panel is made up of technology and media researchers, program administrators and technical assistance providers. The science panel is made up of special education researchers and policy folks, and those who are knowledgeable about evidence-based practices. We will talk about why we have these two different panels in a moment.

For the assessment of the products and services, the panelists are going to rate each of them against criteria for high-quality, relevance and usefulness using a four point scale, ranging from very low to very high. The products and services are identified as, initially as either evidence-based or policy-based. If they are identified as evidence-based, the review for quality will be conducted by the science expert panel, whereas if they are policy-based, they’ll be reviewed for quality by the stakeholder panel. All the products and services are reviewed for relevance and usefulness by the stakeholder panel. So, it's important to make a determination about whether a particular product or service is evidence-based or policy-based. There is guidance available for that determination as well. If something is determined to be evidence-based, it goes to the science panel for its quality review, whereas if it’s policy-based, it goes to the stakeholder panel for the quality as well as for the relevance and usefulness review. Once all the reviews are complete--ratings of 6 or higher across the criteria are deemed to be of high-quality, relevance and usefulness.

I want to talk a little bit more about process. CIPP will be completing the data collection, analysis and then submitting draft data to OSEP. OSEP will submit the data to the Department’s office of Planning Evaluation and Policy Development, their budget service. Then OPEPD submits the data to the Office of Management and Budget. OMB subsequently issues the GPRA Performance Data to Congress and to the public. As you can see, it is a long process. Let's talk quickly about the schedule and how it will affect all of you. We are asking the media and TA service projects to start submitting materials as of March 19. You were notified February 26 by email about participation. Media projects will be uploading three sample video clips and their media description guides to the CIPP website. We’ll go over that in a minute. We would like to have that from you by March 19th. And then the TA service projects will upload lists of their new fiscal year 2017 products and services also by March 19th. We will then notify the TA service projects which product and which service was selected and we’ll request product and service description guides to be uploaded by April 9.

The TA/service projects will upload one project description guide and one service description guide and any supporting materials that are required. >>

 Unlike what’s been done in the past, we will be using one centralized website for collecting all of the information that you need to submit. Likewise the expert panel will then be drawing the data from the website. This is our first year using the CIPP site for this purpose. Feel free to ask questions or make recommendations for improvement. We are eager to hear how it works for you this year so we can make sure it is effective and efficient and that everything is clear moving ahead. So Cippsite.org is the URL you’ll go to, to upload materials. You will see a login page. Your username is your email address and the temporary password is Paswword#12345. Once you have logged in the first time, you will be prompted to reset you password.

This is what you will see.

This information was all in the email you received from us last week. Don't feel as though you need to memorize this. It is all in the handout that you would have received attached to the email. After you login, you will see the CIPP page. You are welcome to explore the other sections of the website. As you will see there is a resource library. You can submit technical assistance requests. The main section you will be dealing with for the GPRA process is on the right-hand side -- Conduct GPRA Reporting.

 Once you click that link you will come to a page that says QRU review. Click that tile. It will take you to the ETechM2 panel. I should note that different people have permissions for different parts of this site. If you are talking to a colleague and they work on another project and they login using their email address, they won't see the exact same thing as you so don’t be surprised by that. Once you go into the ETechM2 Panel section you will go to the section called ETechM2 Panel Documents. And here you’ll come to the page that talks about uploading grantee documents and then also accessing guidance documents. Once you go into the grantee document section, you'll see one folder for each of the projects. We are asking that as you’re uploading materials, you put them in the folder for your grant. If for some reason you don't see your grant listed here, please let us know. I’m sure it would be an oversight. I think we have them all there. You see at the top of the page we have Benetech here as an example. There is an upload section that’s highlighted in yellow. You can use that and search your computer for the files that you want to upload.

This is just browsing.

I'm hoping that this would be fairly straightforward. If for some reason you have trouble getting on the website, you are welcome to email us at CIPP-GPRA@westat.com. Or you could call Kerri or Myriell, one of our research assistants, and they will be happy to help you with the website. If for some reason you really can't get on and you want to email us the files, that’s fine too. But we’re hoping that this website will actually make life easier for you and easier for the reviewers who can then access the materials that you have submitted. Please give us feedback as you’re working with the website. As I said, we’re hoping to improve it as time goes on. If you find things that are confusing or could be better, feel free to let us know. Are there questions or comments about the process? Either for me or for Terry? >>

Terry:

Before anyone says anything, I do want to say that, because we have our project directors’ conference every other year, this year I will be sharing the feedback from what you responded to last year when you did the data reporting. I didn't have an opportunity to do that but at our technology program area meeting at the project directors’ conference on Monday I will be sharing what came out of last year's reporting. >>

I know that was an issue for some people. Just getting some feedback on what the outcomes were from previous years. >> If you have a question, press\*6 to unmute your line.

WebEx Host: Terry they have to raise their hand or enter a question in the chat box to ask a question. >>

Elaine:

Can I just ask whether people in fact received the email that came from CIPP-GPRA. It was February 26 that you should have received it. I’d kind of like to verify that. >>

 WebEx Host: Elaine, One person wrote that they received it, yes.

Elaine: Thanks Ari. >>

There is a question. Terry, do you want to take this question from Nicole, or would you like me to?

Terry: (reading questing from Nicole)

“Quick question: You mentioned that the products and services are evaluated on a four-point scale, but that those that average a score of 6 across the criteria are those that are considered of high quality. How does this work?”

>> Again this is something that I’ll discuss at the program area meeting. But, yes, if you score above 6 -- let me look at the scale one more time -- yes, its 6 or above, that is deemed high-quality. This is what the panel of experts will rate on that scale for your project. Again, when we talk about the project it will be as a group, not as individual projects. >>

Terry: (reading questing from Nicole) how do you get a 6 if it is only a 4-point scale?

Elaine: Sorry, should I take this one Terry?

Yes. It is actually a 0, 1, 2, 3 rating. If you recall, there are two dimensions; quality substance and communication. They double the substance score and then add the communication score. So the highest possible score would be 9. I’m hoping that this is clear. Thanks.

The other ones are similar. When there is more than one dimension, there are no others ones with a weighted sum. It’s only quality that has the weighed sum, with substance being weighted twice as high as communication. >> Any other questions or comments? Has anyone tried to get on the CIPP site yet? >>

 Great, Nicole. Thank you. >> Other questions or comments for us?

Terry:

Great, I’m hoping that everything we explained, both Elaine and I, explained about not only this year’s process but also the data collection is clear. With what we were asking of you and being able to access the CIPP site and being able to submit information as well as the due dates for the information, to upload your information on the CIPP site. Again, we will post this webinar on the Ideas That Work site and at the July project directors meeting at the technology program area meeting. We’ll talk about the outcomes from last year's GPRA Data collection.

Elaine:

Terry, we will also put this PowerPoint on the CIPP website under guidance documents. We will put the PowerPoint slides up there in case people want to reference them.

Terry: Great.

You will also be sending them -- they probably already have it -- the instructions for logging in, right?

Elaine:

They have those already. It came with the email that they got.

Terry:

Great. Okay. Perfect.

Elaine:

We look forward to receiving materials by the 19th.

Terry:

Thanks, everyone. Enjoy the rest of your day.

Take care.

Goodbye. >> [Event concluded]