



SEA Statewide Facilitated IEP Program Initial Self-Assessment

State Name: _____

Date: _____

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 <i>Leadership responsibility, operations structure, and system performance</i>			
Management FIEP program leadership and staff meet regularly to plan and/or review operations and performance. <i>Example: weekly, monthly, or quarterly review – perhaps in conjunction with staff, facilitators, and stakeholders</i>	1 2 3 4		1 2 3 4
Data System Program data are housed in a structure that allows analysis of activities and performance. <i>Example: included in SEA dispute resolution or longitudinal database, spreadsheet</i>	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. <i>Example: funding, dedicated staff/FTE</i>	1 2 3 4		1 2 3 4

<p>Stakeholder Involvement A broad group of stakeholders is involved in planning, promotion, training, evaluation, and improvement activities for the FIEP system. <i>Example: parents, educators, service providers, practitioners, and others</i></p>	<p>1 2 3 4</p>		<p>1 2 3 4</p>
<p>Policy & Guidance Policies and guidance have been established <i>Example: operational procedures, checklists, letters, forms, correspondence</i></p>	<p>1 2 3 4</p>		<p>1 2 3 4</p>
<p>Program Access & Delivery <i>How services are accessed, provided, and the roles of program personnel</i></p>			
<p>Participant Preparation Resources available on what an FIEP meeting is, who the facilitators are, and how to prepare for an FIEP meeting. <i>Example: materials & activities</i></p>	<p>1 2 3 4</p>		<p>1 2 3 4</p>
<p>Intake Process How program is accessed; may depend upon program structure (local, regional, or through SEA) <i>Examples: toll-free number, intake coordinator, accessible forms, dedicated webpage</i></p>	<p>1 2 3 4</p>		<p>1 2 3 4</p>
<p>Case Management FIEP meetings are scheduled quickly to meet the needs of those making the request. <i>Example: timeline standards, meeting logistics, facilitator assignment</i></p>	<p>1 2 3 4</p>		<p>1 2 3 4</p>

<p>Data Collection Case specific data – tracking from inquiry to result. <i>Example: spreadsheet, case management program, files</i></p>	<p>1 2 3 4</p>		<p>1 2 3 4</p>
<p>Technical Assistance Provided by program personnel for appropriate use of FIEP meetings. <i>Example: trouble-shooting, Q&A</i></p>	<p>1 2 3 4</p>		<p>1 2 3 4</p>
<p align="center">Practitioner Standards & Professional Development <i>Facilitator requirements, training, and retention</i></p>			
<p>Qualifications & Selection Requirements for relevant experience, education, and training are defined and implemented for facilitators. <i>Example: job descriptions, standards, diversity, facilitator roster</i></p>	<p>1 2 3 4</p>		<p>1 2 3 4</p>
<p>Practice & Performance There are clearly articulated expectations of practice and performance for facilitator. <i>Example: model expectations, contractual terms</i></p>	<p>1 2 3 4</p>		<p>1 2 3 4</p>
<p>Continuing Professional Development Opportunities offered are responsive to identified needs and provide practitioners with skill-building and knowledge development. <i>Example: in-person training, webinars, conferences</i></p>	<p>1 2 3 4</p>		<p>1 2 3 4</p>

<p>Cultural Considerations Practitioners respect cultural and linguistic diversity and engage in ongoing training. <i>Example: awareness, sensitivity, respect</i></p>	1 2 3 4		1 2 3 4
<p>Public Awareness & Outreach <i>Not just brochures...</i></p>			
<p>Promotional Activities & Presentations Disseminated to <u>all</u> stakeholders and potential FIEP meeting participants. <i>Example: families, educators, advocates, attorneys</i></p>	1 2 3 4		1 2 3 4
<p>Media/Materials Information about FIEP meetings is publicly available and provided in accessible formats. <i>Example: printed matter such as brochures, FAQs</i></p>	1 2 3 4		1 2 3 4
<p>Website/Webpage FIEP program featured on dispute resolution/procedural safeguards or its own webpage. <i>Examples: program information, videos, forms</i></p>	1 2 3 4		1 2 3 4
<p>Accessibility/Cultural & Linguistic Diversity FIEP availability advertised through a wide range of outreach and information dissemination methods. <i>Examples: alternate formats (Braille), languages other than English</i></p>	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.