
The SPSR Process: Frequently Asked Questions

1. What is the sequence of SPSR activities?

Although the timeline is adjustable, there is a recommended sequence of SPSR activities. In August and September, the *Early On* coordinator recruits and orients the SPSR team. In October, he/she selects the child records to be reviewed. From October into February, the *Early On* coordinator (or designees) completes the child record reviews and the document review; results from these reviews are entered into a secure Web-based system. (During these months, data from other state sources is automatically transferred into this system.) By the end of February, the *Early On* coordinator can generate the KPI preliminary report for the service area. The SPSR team performs its analysis and rating activities on the preliminary report in March and April, followed immediately by its improvement planning activities. All analysis, rating, and improvement planning must be completed and submitted to the MDE by May 30, 2008. The MDE will review the SPSR work to determine whether modifications are needed, and the final SPSR submission must be made to the MDE by July 1, 2008.

2. Does the SPSR for *Early On* (Part C) use the same processes as the SPSR for special education (Part B)?

No. Because Part B and Part C operate differently at the local level and have different activities in their state performance plans, the SPSR timelines and methods for gathering information, analyzing/rating the KPIs, and developing the improvement plans will differ slightly from the timelines and methods of Part B.

3. When will service areas begin working on the SPSR?

Service areas in "cohort 1" will begin the SPSR process in fall 2007.

4. How much time will it take to complete the SPSR?

The SPSR process is spread out over 9–10 months to allow each service area ample time to complete the activities.

5. What activities make up the information-gathering phase of the SPSR for *Early On*?

Information is gathered from surveys issued by Wayne State University, state data systems (including EETRK, MiCIS, MEGS, and others), child record reviews, and a document review. *The Early On coordinator is responsible for making sure that the child record reviews and the document review are completed at the local level; the other information-gathering activities take place automatically at the state level and are completed by the end of February.*

6. What happens to the information collected in the SPSR?

The information gathered for the SPSR is compiled in an electronic system, where it is tabulated and formatted into preliminary KPI reports. The SPSR team reviews these reports and adds its analysis and rating of each KPI. The *Early On* coordinator, with support from the team, then writes improvement plans where necessary, based on the data in the reports. The final (rated) KPI reports and improvement plans are submitted to the MDE, which uses the aggregate data in its annual performance report (APR) to the federal government.

7. How will the SPSR team know how to appropriately analyze and rate the KPIs?

The MDE provides rubrics (guidelines) for analyzing and rating the KPIs. A specific rubric delineating levels of performance is provided for each KPI. These rubrics can also be used to help the SPSR team identify specific activities for improvement plans.

8. What happens if my service area doesn't get the minimum number of survey responses?

The SPSR team must analyze and rate the KPIs based on whatever quantity of information was gathered. If the number of survey responses is below the recommended minimum quantity, the SPSR team must consider whether the resulting data are valid. The team can request additional information from another source, if it is available, or it can recommend increased data-gathering techniques in an improvement plan.

9. Do the KPIs have to be analyzed or rated in a particular order?

No.

10. What does it mean if my service area does not meet requirements on one or more KPIs?

The SPSR team must submit improvement plans for any KPI that is rated "needs improvement" and the plan must detail the evidence that will be required to indicate change has occurred.

11. What happens if the SPSR team determines that certain data are wrong, or that more data are necessary for a particular probe question in order to provide a thorough analysis?

If it is possible for the team to acquire corrected or additional data, it may do so immediately in order to incorporate this into the analysis. If additional or corrected data are not available or cannot be obtained within the time allowed for analysis and rating, the SPSR team must determine that the service area "needs improvement" on that particular KPI and must state the need for more data in the subsequent improvement plan.

12. Can the SPSR team use the KPI analysis and rating process to indicate dissatisfaction with *Early On* policies or procedures? In other words, can the team give a KPI a “strength” rating because it doesn’t agree with the requirements or targets set by the MDE or OSEP?

No. Federal and Michigan rules and regulations must be complied with. If a team disagrees with the regulations or targets underlying a particular KPI, it should register its complaint with the service area's representatives in the state legislature.