**State Systemic Improvement Plan (SSIP)\***

**Indicator B-17/C-11 Annual Performance Report (APR) Template (OPTIONAL)**

**This is an optional reporting format for states to assist states with organizing the information reported for B-17/C-11.**

**Section 1: Theory of Action** (1 page)

Instructions:

* State should submit the current SSIP theory of action.

**Section 2: Status of the State-identified Measurable Result (SiMR)** (1-3 pages)

Instructions:

* Required: State will report on progress toward the SiMR by submitting the FFY data for the SiMR and reporting on progress toward the FFY target for the reporting year, an explanation for slippage (if applicable) and progress over baseline. (*approximately 1 paragraph*)
* If applicable, State should report any changes to the SiMR, baseline, and/or targets including a justification or rationale for the changes and the role stakeholders played in decision-making. *(approximately 1-2 paragraphs)*
* If applicable, State should describe any progress monitoring or additional data collected and used to assess progress toward the SiMR. (*not to exceed one page*)
* If applicable, State should describe any data quality issues specific to the SiMR data and describe actions taken to address data quality concerns.

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| **Current SiMR:** | | | | | | |
| Has the SiMR changed since the last SSIP submission? □ No □Yes  If “Yes”, provide an explanation for the change(s) including the role of stakeholders in decision-making. | | | | | | |
| **Progress toward the SiMR** (see first bullet under Section 2 instructions): FFY 2020 and beyond targets not required for the FFY 18 or FFY 19 SSIP submission | | | | | | |
|  | Baseline Data | FFY  2018 | FFY  2019 | FFY  2020 | FFY  2021 | FFY  2022 |
| FFY Target |  |  |  |  |  |  |
| FFY Data  (Actual) |  |  |  |  |  |  |
| Has the SiMR baseline data changed since the last SSIP submission?  □ No □Yes  If “Yes”, provide an explanation for the change including the role of stakeholders in decision-making.  Have SiMR targets changed since the last SSIP submission?  □ No □Yes  If “Yes”, provide an explanation for the change including the role of stakeholders in target setting. | | | | | | |
| If applicable, describe any additional data used by the State to assess and describe progress toward the SiMR or check N/A if no additional data was collected.  □ N/A OR Additional Data: | | | | | | |
| If applicable, describe any data quality issues specific to the SiMR data and include actions taken to address data quality concerns or check N/A if no data quality concerns were identified for the reporting period.  □ N/A OR Data Quality Concerns: | | | | | | |

**Section 3: Executive Summary** (Approximately 3-6 pages)

Instructions: The purpose of the executive summary is to provide an overview of the major accomplishments/critical activities since the last SSIP submission and any significant changes to the SSIP since the last submission. States may elaborate on information provided in the executive summary in subsequent sections of the SSIP report and provide updates on additional important but lesser activities and accomplishments. (*Approximately 4-5 paragraphs but not to exceed 2 pages per strategy or activity reported in the executive summary*)

* For each accomplishment or activity, the State should succinctly:
* Describe the outcome achieved
* Describe how outcomes were defined, evaluated and measured
* Relate the outcome to the State’s theory of action
* Include a short description of how the State’s system is positively impacted as a result of the outcome
* Describe the role of stakeholders in implementation and evaluation of the activity
* Describe how the outcome is necessary for achieving and/or sustaining the SiMR.
* If applicable, describe any updates or significant changes to the SSIP (e.g., addition or elimination of improvement strategies, changes to timelines).
* If applicable, provide contextual information that may have impacted implementation and evaluation activities since the last SSIP submission (e.g., leadership turnover, impact of natural disasters, new resources).

**Section 4: Status of Infrastructure Improvement Strategies** (*Approximately 2-3 pages per coherent improvement strategy*)

Instructions: The purpose of the infrastructure improvement strategies section is to report on the progress of the system improvement efforts initiated by the State as a result of the Phase I analysis and subsequent Phase II plan; and, informed by the implementation and evaluation of system improvement efforts throughout Phase III. The status update for each infrastructure improvement strategy should include the following information:

* Provide additional detail for the major accomplishments/critical activities highlighted in the executive summary.
* Report on progress for each coherent improvement strategy in the SSIP.
* Describe how the activity or activities reported for each improvement strategy are expected to impact the SiMR, the data collected to determine progress or evaluate outcomes for each reported, and the next steps for the strategy/activity
* Describe how the State system is improved as a result of the improvement strategy and the State’s efforts to ensure sustainability.
* Describe how infrastructure improvements may be leveraged to address infant, toddler, child or youth result outcomes not reflected in the current SiMR
* If applicable, describe how the State will scale-up the improvement strategy (not applicable if already implemented statewide).

**Section 5: Status of Evidence-Based Practices** (Approximately 4-6 pages)

Instructions: The purpose of the evidence-based practices section is to report on the State’s efforts to support the knowledge of and use as intended of specific instructional or intervention practices. These practices should be necessary to achieve the SiMR and improve results for infants, toddlers, children and youth with disabilities and their families as measured by the SiMR. The status update for the reporting period should include the following information:

* Specific evidence-based practice(s) is identified and the State explains how it is necessary to achieve the SiMR.
* Describe the professional development activities implemented to support the knowledge and use of selected evidence-based practices that occurred since the last SSIP submission and any data collected to inform decisions about additional professional development and/or coaching.
* Describe the State’s efforts to evaluate practice change and any data collected to assess practice change.
* Describe the State’s efforts to evaluate fidelity of implementation for selected evidence-based practices including fidelity data and decision-points.
* If applicable, describe how the State will scale-up the use of selected evidence-based practices (not applicable if already implemented statewide).

**Section 6: Stakeholder Engagement** (2-3 pages)

Instructions: The purpose of the stakeholder engagement section is to provide an update on any changes to key stakeholder groups that may have occurred since the last SSIP submission and describe how the State communicates with stakeholders regarding SSIP activities and outcomes. The status update for the reporting period should include the following information:

* Describe how the State disseminates information about the SSIP’s implementation and evaluation activities (e.g., types of communication methods like meetings/newsletters and frequency of these activities).
* Describe how the State provides opportunities for stakeholder input on SSIP implementation and evaluation activities.
* If applicable, describe any changes to key stakeholder groups and why

**Section 7: Plans for Next Year** (1-2 pages)

Instructions: The purpose of this section is to describe the anticipated activities for the upcoming year, including timelines as well as any anticipated barriers, challenges and technical assistance needs.

**Section 8: Appendices** (not required)

Instructions: The purpose of this section is to provide any supplemental documents or information that elaborates on the information presented in the SSIP report. These are not required and will not be reviewed by OSEP staff as part of the APR. States are not required to include any appendices, but may opt to do so in order to satisfy internal stakeholder requirements or expectations. Examples of documents appropriate for the appendix include:

* Logic model
* SSIP Phase II Evaluation plan
* Coherent improvement strategy activity timeline and status/tracking documents
* Evaluation documents
* Sample fidelity checklists