

10 Steps to Strengthen the Statewide System of Support

- Step 1: Contact is made between the SEA and the Comprehensive Center and an agreement to engage in the assistance process is reached. See Letter of Introduction.
Within 30 days after agreement is reached:
- Step 2: The SEA forms a self-assessment team consisting of 3 to 5 key personnel with responsibility for major components of the statewide system of support. See Welcome Letter.
- Step 3: The Comprehensive Center orients the SEA self-assessment team to the Framework for an Effective Statewide System of Support and the SSOS Assessment and Planning Process. The orientation may be conducted in person or by webinar and takes about two hours.
Within 10 days after self-assessment team has received orientation:
- Step 4: The SEA self-assessment team reviews the *SEA Guide to Strengthening the Statewide System of Support*, completes the *SSOS Self-Assessment Inventory*, and assembles documents requested prior to the interview.
Within 10 days after notification by SEA that self-assessment team has completed SEA Self-Assessment Inventory and assembled documents:
- Step 5: The Comprehensive Center staff interviews the SEA self-assessment team, completing the *SSOS Self-Assessment Interview Form*. (Note: SEA should plan for this session to last one full day.) At the SEA's discretion, the Comprehensive Center staff interviews LEA representatives to obtain a customer perspective related to SSOS services currently provided.
Within 15 days after the Self-Assessment Interview:
- Step 6: The Comprehensive Center staff uses the data collected on the *SSOS Self-Assessment Inventory*, key documents, *SSOS Self-Assessment Interview Form*, and interviews with LEAs to prepare an analysis report (*SSOS Self-Assessment Report*) intended to inform a plan for strengthening the SSOS. This report contains sufficient descriptive information to illustrate the sections of the framework.
Within 10 days after notification by the Comprehensive Center that the analysis report is ready to be presented:
- Step 7: The SEA convenes a wider group of personnel and partners already involved in the statewide system of support to discuss, comment on, and amend, as necessary, the content of the *SSOS Self-Assessment Report*. (Note: SEA should plan for this session to last 1 day)
Within 5 days after the onsite to discuss the original report:
- Step 8: The Comprehensive Center staff revises the *SSOS Self-Assessment Report* based on the feedback from the wider group.
Within 10 days after notification by Comprehensive Center that SSOS Self-Assessment Report has been revised:
- Step 9: The Comprehensive Center staff meets with the SEA self-assessment team for a day to identify strengths and weaknesses from the report, as revised, and develop a *Plan to Strengthen the Statewide System of Support*, including a monitoring plan.
Timeframe for continuing assistance to be laid out in Plan to Strengthen the Statewide System of Support:
- Step 10: The Comprehensive Center staff continues to provide assistance to the SEA related to plan implementation, monitoring progress, and evaluation as specified in the plan.