

Appendix A: SIG Project Directors Questionnaire

Evaluation of the State Program Improvement Grant (SIG) Program

SIG Project Directors Survey

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SIG Project Directors Survey Telephone Interview

- 1. Roughly what percentage of your SIG dollars are used in the following ways?**
 - a. Initiating and supporting new activities. (Activities can include policy development, interagency coordination, staff training, curriculum development, etc.)**
 - b. Expanding or enhancing existing activities.**

Please provide a couple of examples.
- 2. To what extent have SIG funds stimulated the spending of other funds for a common (SIG-related) purpose?**
- 3. How are you meeting the requirement to spend 75% of funds to ensure there are sufficient personnel who have the skills and knowledge to meet the needs of children with disabilities [50% if personnel needs are met] or to work with other states on common certification criteria? Is this requirement conducive to meeting your state's needs?**
- 4. Have you found an adequate foundation of research-based knowledge to implement the planned SIG activities? How is this research-based knowledge being used in your SIG project? What is the source?**
- 5. What specific features of your project or which specific activities will contribute to systems or systemic change? How?**

6. We are interested in the influence of key state and local contextual factors on your SIG project. On a scale from 1 to 3 please rate the role of each of the following contextual factors on your SIG project.

Contextual Factors	Role 1=no role 2=some role 3=central role
a. Racial/ethnic diversity	
b. Urban issues	
c. Remoteness of some districts or schools	
d. Organizational structures at the state level (including regional structures)	
e. Policy-making structures at the state level (including administrative and legislative)	
f. State-level education reforms	
g. Role of IHEs in preservice or ongoing professional development	
h. Viewpoints of parents and advocates	
i. State and local culture or history in relation to special education issues	
j. Other (Please specify: _____)	

7. For those sub-items (a-j) with ratings of 3 on Item 6, can you say more about how that factor affected your SIG project?
8. Have your SIG activities focused on developing general and special educators' skills in working collaboratively to meet the needs of students with disabilities? If yes, please describe or provide an example. If no, why not?
9. Have your SIG activities focused on collaboration with other states for the joint development or support of personnel preparation programs (including development of reciprocity agreements)? If so, please describe. If no, why not?
10. Have your SIG activities focused on recruitment, preparation, or retention of personnel with disabilities or personnel from underrepresented groups? If yes, please describe. If no, why not?

- 11. Have your SIG activities focused on joint training of parents and special education, related services, or general education personnel? If so, please describe. If no, why not?**

- 12. How has the U.S. Department of Education facilitated implementation of your SIG project? Including:**
 - a. Guidance or technical assistance from OSEP**
 - b. Technical assistance or other support from OSEP-funded Regional Resource Centers**
 - c. Technical assistance or other substantive support from other federal programs**

- 13. How do you prepare for the bimonthly technical assistance telephone conversations with OSEP staff? How have you used the information exchanged in these calls for your SIG project?**

- 14. Who else, outside your SIG project and other than federal staff, has facilitated implementation of your SIG project?**

The next section of this interview focuses on the evaluation of your SIG project.

- 15. In preparing your SIG grant, what problems if any did you encounter finding someone to conduct your evaluation?**

- 16. Have there been changes in this responsibility since the SIG grant was awarded? If so why?**

- 17. Was an evaluator an integral part of your proposal development? If yes, please explain how this evaluator was involved.**

- 18. Have other stakeholders or customers been involved in designing and implementing your SIG evaluation? If so, who are they and what is their role?**

- 19. Is there a process in place to provide ongoing review of the quality of the evaluation? If so, by whom?**

20. How have evaluation data been used for SIG project planning and improvement?

21. Who are the planned audiences for the evaluation information? Is different information planned for different audiences? If so, how will it vary? How will the evaluation information be disseminated to them? What's the timing of such dissemination?

22. How will the evaluation data help you determine if progress toward your SIG goals is linked to your SIG strategies and activities?

23. How will your SIG evaluation address systemic change?

24. Will the evaluation results inform broader state or local policy or program development? If so, how?

25. What data from the SIG evaluation is included in your annual performance report?