

Data Collection Worksheet
OSEP-SIG Monthly Telephone Meetings

Westat analyst:

State:

State SIG staff participating:

OSEP staff:

Date and time of call:

Duration of call:

1. Notes of the phone meeting:

2. Purpose(s), implicit or explicit, of the call (check all that apply)

- A. Program monitoring by OSEP
- B. Information exchange: OSEP to state
 - i. Funding opportunities
 - ii. Federal initiatives
 - iii. SIG activities
 - iv. Other
- C. Information exchange: State to OSEP
- D. TA on specific topics
- E. Relationship building

3. SIG topics discussed (check all that apply)

- A. Program deviation from proposal
- B. Budget deviation from proposal
- C. Program evaluation
- D. Research-based best practices
- E. Systemic reform
- F. Professional development
- G. Student outcomes
- H. Relationships with IHEs
- I. Relationships with LEAs
- J. Relationships with PTIs
- K. Other (specify): teacher attrition.

4. Responsiveness of OSEP to state SIG requests or identified needs (check all that apply)

- A. Promise to call back with additional information
- B. Immediate link to person or other resource
- C. Promise to discuss an identified need or problem with another federal Dept of Ed office