

BEES Project Tracking System (PTS) Menus with Definitions

Training/Technical Assistance			
Training or TA activities provided onsite, through distance learning media, conferences, workshops, or other delivery strategies			
Performance Item Level		Activity Level	Implementation Level
Type of Training/TA	Standard for Acceptance	Topic Areas	Scope of Delivery
<p><u>Coaching/Mentoring</u> instructing, observing, and supporting a person or group of people, with the aim to develop specific skills to help the mentee grow, reflect, and produce different decisions</p> <p><u>Courses at Institutions of Higher Education</u> tuition support or instructor support provided for courses offered at an IHE</p> <p><u>Exhibits/Poster Sessions</u> formalized sharing of information at a conference or other large event</p> <p><u>Facilitation of a Conference</u> assistance in coordinating events, logistics, presenters, materials, schedules, etc. without being responsible for presentation of content for a conference or other such event</p> <p><u>Presentation at a Meeting/Conference</u> presenting information in a formalized setting such as workshop, conference, or in-service to impart the information to an audience</p> <p><u>Technical Assistance</u> assistance (such as on-site, telephone, or email) based upon for a specific request for information or support</p> <p><u>Conducting a Workshop/Training</u> conducting a training session which emphasizes problem-solving, hands-on training, and requires the involvement of the participants</p> <p><u>Other - Specify:</u></p>	<p>Appropriately Organized Content Accurate Content Complete Delivery Appropriate to Content and Audience Design and Content Appropriate to Intended Audience Follow-up Data Indicative of Effectiveness Format Consistent with Content and Intended Audience Grammatically Correct Meets Technical Specifications Participant Feedback Indicative of Usefulness User Friendly</p> <hr/> <p style="text-align: center;">Method of Documentation</p> <hr/> <p>Agreements Analysis of Requests and Responses Anecdotal Data Contracts Evaluation Summaries List of Participants NRS Report Observation by DOE Staff Participant Competency Evaluations Participant Feedback Summaries Peer Review Purchase Orders Self-Reporting Sign-in Sheets Travel Itineraries Verification of Dissemination to Target Audiences</p>	<p>See pages 4 - 5 for list of topics</p> <hr/> <p style="text-align: center;">Level of Training</p> <hr/> <p><u>Awareness</u> to introduce or increase knowledge</p> <p><u>Follow-up</u> to provide support to ensure appropriate application of knowledge and skills in the targeted environment; activities may include coaching, mentoring, observations</p> <p><u>Train-the-Trainers</u> to increase skills and abilities to provide professional development in a specific area to others</p> <p><u>Skill Development and Implementation</u> to increase skills and abilities to design, develop, and implement strategies, programs, tools, or processes</p> <hr/> <p style="text-align: center;">Method of Delivery</p> <hr/> <p><u>Communities of Practice</u> groups of people who interact on an ongoing basis to further their learning, solve problems, share information, or develop tools for common knowledge</p> <p><u>Face-to-Face</u> participants and instructors are physically in the same location and interacting</p> <p><u>Online Instruction</u> an instructional system design where teachers and students may communicate by exchanging printed or electronic media, or through technology that allows them to communicate in real time</p> <p><u>Teleconference</u> live exchange of information among persons linked by a telecommunication system</p> <p><u>Telephone/Email/Mail</u></p> <p><u>Video conference</u> set of interactive telecommunication technologies, which allow multiple locations to interact via two-way video and audio transmissions simultaneously</p> <p><u>Combination</u> a combination of the two or more of the above methods</p>	<p>Site-Based (includes community-based) District(s) Regional State National</p> <hr/> <p style="text-align: center;">Intended Audience</p> <hr/> <p>Adults with Disabilities Agency Personnel/Service Provider Business/Industry Discretionary Project Personnel District Staff Paraprofessional Parent/Family Member Professional Associations Related Service Provider School Administrator School Support Staff State Personnel Student Teacher College/University Faculty College/University Student</p>

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Deliverable				
A tangible product to be developed by the project for dissemination				
Performance Item Level		Activity Level		Implementation Level
Type of Deliverable	Standard of Acceptance	Method of Distribution	Intended Audience	Scope of Delivery
Brochure Course Content Development Data Analysis Database Display/Poster/Exhibit DVD/CD Rpm Production Evaluation Instrument Curriculum/Instructional Materials for Students Manual Needs Assessment Newsletter Policy Paper Presentation Report Survey Training Materials for Trainers Video Production Website Other . Specify:	ADA Compliant Appropriate for Duplication Appropriately Organized Content Accurate Content Complete Design, Content, Format Appropriate for Audience Grammatically Correct Includes Copyright and Funding Information Meets Technical Specifications Readability Level is Appropriate to Audience Review by DOE Staff Translated into Appropriate Languages User Friendly	Clearinghouse Distance Learning Downloadable on Website Email Hand Delivered Mail Mass Media Podcast Webcast	Adults with Disabilities Agency Personnel/Service Provider Business/Industry Discretionary Project Personnel District Staff Paraprofessional Parent/Family Member Professional Associations Related Service Provider School Administrator School Support Staff State Personnel Student Teacher College/University Faculty College/University Student	Site-Based (includes community-based) District(s) Regional State National

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Service Delivery Delivery of intended service to targeted participants			
Performance Item Level		Implementation Level	
Type of Service	Standard of Acceptance	Participants	Scope of Delivery
<p>Conduct Developmental Screenings <i>Example - Child Find services</i></p> <p>Referrals for Other Services <i>Examples . medical services or mental health services</i></p> <p>Conduct Student Evaluation /Assessment <i>Example . clinical low vision evaluations</i></p> <p>Facilitate Interagency Collaboration <i>Example . working with others agency personnel to develop an interagency agreement</i></p> <p>Facilitate Statewide Leadership Activities <i>Examples . facilitation of state level meetings, participation in state level workgroups, representation of Bureau at meetings, review of products developed by other entities at the request of the Bureau, participation in a SPP Indicator workgroup</i></p> <p>Provide a Defined Program <i>Examples . dissemination of assistive technology devices, provision of a professional loan library,</i> Other . Specify:</p>	<p>Mentoring is Appropriate to Identified Needs</p> <p>Participation Rate Meets Established Minimums</p> <p>Quality of Service Meets Generally Accepted Guidelines</p> <p>Quantity of Evaluations / Assessments Meet Established Minimums</p> <p>Quantity of Service Meets Established Minimums</p> <p>Referrals Are Appropriate to Identified Needs</p> <p>Specified Agencies Collaborate</p> <p>Students Evaluations / Assessments Are Administered Appropriately</p> <hr/> <p style="text-align: center;">Method of Verification</p> <hr/> <p>Agreements</p> <p>Anecdotal Data</p> <p>Attendance Records</p> <p>Case Records</p> <p>Contacts</p> <p>District Data Submissions</p> <p>List of Participants</p> <p>Meeting Agendas/Minutes</p> <p>NRS</p> <p>Observation by DOE Staff</p> <p>Participant Feedback Summaries</p> <p>Purchase Orders</p> <p>Sign-in Sheets</p> <p>State-Approved Assessments</p> <p>Travel Itineraries</p>	<p>Adults with Disabilities</p> <p>Agency Personnel/Service Provider</p> <p>Business/Industry</p> <p>Discretionary Project Personnel</p> <p>District Staff</p> <p>Paraprofessional</p> <p>Parent/Family Member</p> <p>Professional Associations</p> <p>Related Service Provider</p> <p>School Administrator</p> <p>School Support Staff</p> <p>State Personnel</p> <p>Student</p> <p>Teacher</p> <p>College/University Faculty</p> <p>College/University Student</p>	<p>Site-Based (includes community-based)</p> <p>District(s)</p> <p>Regional</p> <p>State</p> <p>National</p>

BEESS Project Tracking System (PTS) Menus with Definitions

Topic Areas

Accessible Instructional Materials

resources, information, and technology support related to the identification, procurement, and use of appropriate and accessible instructional materials

Examples - AIM information, awareness activities, or related assessment procedures; NIMAS related activities, technology training and support, information on digital text, digital text resources, eBook resources, digital text tools, various accessible information media/formats: e.g. audio, captioning, Braille conversion, graphics, and manipulatives

Assessment

tools, procedures, and integration of instructionally relevant information into programming for students; types of reliable, valid, and instructionally relevant assessments screening; formative (progress monitoring); diagnostic; and summative (outcome measures)

Examples - FCAT; Florida Alternate Assessment; assessment accommodations, assessment for program eligibility; functional behavior assessment, assistive technology assessment; curriculum-based assessment and measurement, PreK assessment

Assistive Technology

any item, piece of equipment, or product system, whether acquired commercially off the shelf, modified, or customized, that is used to increase, maintain, or improve functional capabilities of a child with a disability as well as the services related to the provision of these devices.

Examples - adaptive/assistive devices; communication systems; and language access systems

Behavior/Classroom Management

process of teaching new techniques, skills, or strategies including communication, rules, expectations, feedback, behavior modeling, reinforcement, and guidelines that teachers use to maintain classroom discipline, keep students on task, or promote healthy social practices

Examples - ABA, CHAMPS, Positive Behavior Support

Child Development

development of a child from birth through adolescence

Examples - developmental milestones and Grow to Five modules

Child Find

identifying, locating, screening, and evaluating of children not enrolled in a public school who are suspected of having a disability, birth through 21 years

Examples - child care preparation; CHRIS; identifying the child-at-risk

Curriculum

series of planned instruction that is coordinated and articulated in a manner designed to result in the achievement by students of specific knowledge and skills and the application of this knowledge and alignment with Florida's Next Generation Sunshine State Standards (including benchmarks, and access points)

Examples- content areas: math, science, social studies, language arts, art, music, physical education, career and technical education; Standing Up for Me; PASS materials; expanded core curriculum for compensatory skills

Diversity/Disability Awareness

providing knowledge about varied characteristics and range of abilities/disabilities, social etiquette, and positive interactions; including race, ethnicity, gender, sexual orientation, socio-economic status, age, intellectual, emotional, or physical abilities, religious beliefs, political beliefs, or other ideologies

Examples - disability characteristics; disability simulations; Kids on the Block; sensitivity training; disability awareness; and We are More Alike Than Different

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ESE Policy/Procedures

compliance with federal and state requirements

Examples - implementation of new ESE rules; IEP/EP development; eligibility process; Quality IEP; disproportionate representation; interpreter standards; local district procedures; Matrix/FEFP; mediation; program updates; least restrictive environment/FAPE

Instructional Technology

-use of software, hardware, and online services to support the achievement of learning goals examples -.

Examples - technology tools for curriculum integration (reading, math, science, etc.), information processing and storage, communication tools, use of the internet/web/email, multimedia, productivity, creativity, , and virtual technologies

Instructional/Teaching Strategies

-plan or method for providing instruction that is accessible to all students in the classroom and that facilitates and motivates learning

Examples - accommodations/modifications; action research; differentiated instruction; universal design for learning; Content Enhancement; cooperative learning; curriculum-based instruction; direct instruction; learning styles/brain-based; mind mapping; multiple intelligence; parallel curriculum; peer coaching; Precision Teaching; Reaching the Tough to Teach; social skills; SIM; visual learning strategies

Parent/Family Support

activities & trainings to help equip parents and family members with skills to manage family life, including but not limited to increasing parent confidence, self-esteem and competence in their parenting abilities and enhancing family involvement and relationships between schools and families to enhance successful outcomes for students in family unit

Examples - Celebrating with True Colors: families and educators in partnership; Communication that Connects; conflict resolution; family-friendly schools; positive parenting strategies

Personnel Preparation

courses, workshops, or presentations regarding the obtainment of a professional educator certificate or subject area endorsement, or meeting HQT requirements for ESE personnel

Examples - online modules; add-on certification; alternate route certification; and tuition support

Student Support Services

resources in the areas of school nursing, school social work, school counseling, school psychology

Examples . attendance, bullying, foster care, Medicaid, health issues, problem solving, response to intervention, student progression, section 504

Transition from Part C to Part B

process of ensuring a seamless transition for children exiting Early Steps (Part C) and entering the school district PreK program for children with disabilities (Part B) including the notification to the school district and a transition conference initiated by Part C, Part B eligibility determination, and the development and implementation of an IEP by the child's third birthday

Examples - applicable policies and procedures; preparation and development of integrated agreements; and preparation of children and families

Transition - Secondary

activities and practices designed to prepare students for post-school adult life

Examples - interagency collaboration; self-determination and/or person-centered planning; career and employment; independent living; post-secondary education; Orientation to Supported Employment; Modified Occupational Completion Points; and agency fairs, diploma options

Transition IEP

activities and practices related to the development of any component of an IEP in which transition services are addressed

Examples - measurable postsecondary goals, annual goals or short-term objectives that enable a student to meet the postsecondary goals, agency involvement in the IEP meeting, age of majority and transfer of rights, application of transition assessment, courses of study, and diploma options