

Maryland Online Individualized Education Program/Student Compass (MSOIEP/SC) Projected Time Investment

Staff Members	Activity		Comments
All MOIEP/SC Users *Special education teachers *Related service providers (occupational therapists, physical therapists, speech language pathologists) *School psychologists *Central office based Office of Special Education (OSE) staff members *School-based and selected central office administrators	Tool functionality—Professional Learning	2.5 hour training session *June 2017—Key central office and school based special education staff members *July to August 2017—Special education teachers *August—Newly hired special education staff members *September to October 2017—Make up sessions for summer training *October to May 2017—Ongoing new educators trainings Approximately 2,800 staff members will participate in this training.	Ongoing professional learning needed as it relates to future changes to MOIEP/SC based on federal and state requirements. Much of this training would be done at the school level.
All MOIEP/SC Users	Overall change process— Learning to use a new Individualized Education Program (IEP) tool Practice/familiarity	We anticipate the first few IEPs developed by a staff member will take additional time. For example, it may take 45 minutes using MOIEP/SC to enter what had previously taken 30 minutes to enter using O/SS. This will vary by individual skill and comfort level with new technology applications. We anticipate that using the MOIEP/SC tool will take the same or less than current amount of time, which is roughly 30–60 minutes.	Benchmark data from Prince George's County Public Schools (PGCPS)—all staff members were expected to complete a training within six months. All IEPs had to be in MOIEP/SC within one year from going live. They said there was no increase in the time spent to develop an IEP because it was still an online tool.
All MOIEP/SC Users	Use of two IEP tools for one school year O/SS as read-only except for progress reports as of July 1, 2017. MOIEP/SC for all new IEPs, annual reviews, periodic reviews, and amendments	Varies by caseload, skill, and comfort level with new technology applications. Anticipate same or less then current time, which is 30–60 minutes. Montgomery County Public Schools (MCPS) provides professional development release days to complete report cards and progress reports.	Benchmark data from PGCPS—said to have varied, but reported it did not negatively impact staff members' time.
All MOIEP/SC Users	Progress monitoring Establish a process for collecting and entering student progress data into the MOIEP/SC tool	Varies by caseload, inclusion of students in general education classes, and amount of data required from general education teachers. Anticipate same or less then current time which is 30–60 minutes.	Benchmark data from PGCPS—Professional development days provided for staff members to complete progress notes/reports similar to MCPS professional days for progress reports. Tools like <i>Performance Matters</i> will assist staff members in collecting data that can be used to document progress.

Maryland Online Individualized Education Program/Student Compass (MSOIEP/SC) Projected Time Investment

Staff Members	Activity		Comments
Central and school-based administrators	Data analytics	<p>Varies by individual skill and comfort level with data analysis. Less than current time, which is 30–60 minutes because there will be a 'one stop' readily accessible source of data linked to needs.</p> <p>Staff members will need to determine what are their data questions and use filters to meet their data needs.</p>	<p>Provides an individual and school-level view using data reports. Will not be available until end of FY2017-2018 school year.</p> <p>Benchmark data from PGCPs—This is a new feature in MOIEP/SC and it is still under development. PGCPs indicated the MOIEP/SC data analytics tool is not yet able to meet all of their needs in this area.</p>
All MOIEP/SC Users	Monitoring interventions on an individual or group level	Varies based on caseload. Anticipate same or less than current time which is 30-60 minutes	<p>New system for tracking interventions used to track student progress toward IEP goals is available.</p> <p>This will not negatively impact staff members' time if they already know and have a documentation system in place.</p> <p>Some specific online intervention programs currently have a built in electronic monitoring system which would continue to be used. Data from intervention programs without an online model would be entered in the way they are currently, but using MOIEP/SC versus the MCPS Documentation of Intervention format.</p>