

Protocol and Criteria for Evaluating and Monitoring Providers

Evaluation

The annual statewide evaluation of Supplemental Educational Services (SES) will be used by the Colorado Department of Education (CDE) to determine whether providers will be kept on or removed from the state's approved provider list. The statewide evaluation for 2007-2008 and 2008-2009 was conducted by external evaluators, OMNI Institute, Inc.

Providers who have not demonstrated effectiveness in increasing student academic achievement for two consecutive years may be removed from the list. The decision to keep providers on the approved provider list or to remove them will be made using the criteria outlined below. The decision process is also outlined in the SES Decision Tree document posted on the CDE website.

1. Providers must provide accurate, complete, and timely data to the state to be included in the evaluation. The state uses a tracker system created and maintained by OMNI Institute for this data collection process. Providers must enter the data for services rendered to students in each month by the end of the following month.
 - a. Data submitted by the providers must be complete and accurate.
 - b. Providers must submit the previous month's data by the close of business on the last day of each month, unless an extension is obtained from the State.
 - i. Providers that miss the end-of-the-month deadline without CDE permission more than two times will be placed on warning the first year and removed from the provider list the second year.
2. Providers must have a record of effectiveness in increasing student achievement. The statewide evaluation will include analyses of student progress on the state's assessment from year to year for students served by each provider. Student level analyses will be conducted using the following data:
 - a. Grades K – 3: Starting with the 2009-2010 evaluation, Colorado Basic Literacy Act assessment scores for reading (when scores are available for students. NOTE: CDE does not collect standardized test scores for math in grades K-2)
 - i. Academic gain will be measured using changes in student performance on CBLA Tests (DIBELS, PALS, or DRA2) prior to SES compared to following SES services.
 - ii. Academic gains of students served by each provider will be compared to a comparison group of students randomly selected from the same proficiency level who were eligible for SES services but did not receive SES.
 - b. Grades 4 – 10: CSAP proficiency level in reading and/or Math (depending on services rendered)
 - i. Academic gain will be measured using the percentage of students that moved up in CSAP Proficiency Level. For example, the percentage of students served by Provider A in 2007-08 who moved up from unsatisfactory to partially proficient.
 - ii. Academic gains of students served by each provider will be compared to a comparison group of students randomly selected from the same proficiency level who were eligible for SES services but did not receive SES.

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- c. Grades 4 – 10: Colorado growth data (reading and/or math, depending on services rendered)
 - i. Academic gain will be measured using the change in the median growth percentile from year to year of the students served by each provider.
 - ii. Academic gains of students served by each provider will be compared to the median growth percentile of a comparison group of students randomly selected from the same proficiency level who were eligible for SES services but did not receive SES.
3. Providers must conduct business in compliance with NCLB statute and Federal Regulations, including health, safety, and civil rights requirements. Failure to conduct business in compliance with statutes and regulations will result in a monitoring visit from the state.
 - a. Monitoring findings could result in being removed from the approved list or being required to take corrective action.
 - b. Failure to take the required corrective actions will result in removal from the state’s approved provider list.
4. Providers must conduct business in compliance with the SES Code of Ethics published on the CDE website. Failure to conduct business in accordance with the Code of Ethics will result in a monitoring visit from the state.
 - a. Monitoring findings could result in being removed from the approved list or being required to take corrective action.
 - b. Failure to take the required corrective actions will result in removal from the state’s approved provider list.
5. Providers must not have more than two complaints per fiscal year filed against them by parents, students, schools, or districts, wherein CDE ruled against the provider
 - a. CDE rulings will include corrective actions to be taken by the provider.
 - b. Failure to take corrective actions will result in automatic removal from the approved provider list.

Monitoring

In addition to regularly scheduled monitoring visits that coincide with district monitoring visits, providers who fall below the expected level of student academic achievement as determined by the statewide evaluation will be more intensely monitored by the state.

Monitoring indicators are available on the CDE website. The purpose of monitoring visits will be to determine:

1. If the tutoring being provided is:
 - a. High Quality
 - b. Research-based
 - c. Designed to increase achievement
 - d. In alignment with the students' achievement goals as set by the district
 - e. Aligned with the state standards and LEA's curriculum
 - f. Aligned with the program that was in provider's application (fidelity to the program that was approved)
 - g. In compliance with the NCLB statute, regulations, and guidance
 - h. Focused on the specific needs of the students based on initial student assessment
2. If the provider or the district have any evidence of parental (and/or student) satisfaction
3. If the district(s) served are satisfied with the services provided, the academic improvement of its students, and with the overall performance of the provider
4. If the services provided are in compliance with the contract between the district and the provider (i.e., are the terms of the agreement on the student met?)
5. If the frequency of progress reports from the provider to student, parents, teachers, schools, and districts meets the terms of the agreement between the district and the provider
6. What the providers' own evaluations and data analyses of academic achievement show
 - a. Any and all raw data must be provided to CDE. CDE will conduct its own analyses of the pre and post test results.
 - b. CDE reserves the right to assess a fee for the analyses if the findings are inaccurate or have been falsified in any way. Fees will be determined prior to the analyses and provider will be advised of the fees prior to analyses being conducted.

If provider is deemed to be ineffective at improving student achievement by both the evaluation and the monitoring visit, the provider will have one year to improve the academic achievement of students served. Providers who are placed on warning for failing to make adequate academic achievement will be identified as such on the state's approved provider list during the "warning" year. If ineffective for a second year, provider will be removed from the state's approved provider list. All completed statewide evaluation reports will be published on the CDE website.

For more information, visit the CDE SES website at:
<http://www.cde.state.co.us/FedPrograms/imp/ses.asp>