



Mid-year Plan Management in SPS

This document was last updated on December 22, 2023.

LEA and School Requirements

LEA and schools address progress monitoring in their plans to be sure that they are making sufficient progress and that their annual action plan requirements are addressed. LEAs and schools will be able to monitor the progress toward their goals by setting annual targets and ongoing progress monitoring throughout each school year. The submission of a progress-monitoring plan that includes goals, initiatives, and action steps satisfies a portion of the requirements of the Education Accountability Act (EAA) Annual Action Plan.

To meet these requirements, LEAs should consider the following:

1. Have any updates to the SMART+E goal(s) been made?
2. Are the Formative Assessment(s) or data points identified?
3. Have the following elements been included 1) Formative Assessment Name, 2) Frequency of Data Collection, 3) Benchmark for Progress Monitoring 4) The Population of Students Being Progress Monitored?
4. Have targets been updated based on the most recent need assessment data and root cause analysis?
5. Do the targets continue to be achievable while simultaneously rigorous?
6. Have the budget details been updated to reflect the budget revenue source, allocation, and actual amount?



Progress Monitoring Goals in SPS

Background

The SPS progress monitoring functionality is designed to help LEAs and schools collect progress monitoring data across single or multiple measures as a part of goal monitoring. After data are collected, they are graphed and evaluated to determine whether they are making sufficient progress. Progress monitoring is defined as the ongoing, frequent collection and use of formal data to (1) assess performance, (2) quantify a rate of improvement or responsiveness to instruction or intervention, and (3) evaluate the effectiveness of instruction and intervention using valid and reliable measures. (adapted from [Progress Monitoring | Center on Multi-Tiered Systems of Support \(mtss4success.org\)](http://Progress Monitoring | Center on Multi-Tiered Systems of Support (mtss4success.org)))

Getting Started with the Progress Monitoring Tool

To use the progress monitoring tool follow the steps below:


1. Begin from the **Plan Overview** page
2. Scroll to the **Goal** that you want to Progress Monitor and Select **Edit** 
3. From the **Edit Measurable Goal** page, scroll down to the **Progress Monitoring** section
4. Select **Add Progress Monitoring Data** button 
5. Add the **New Progress Monitoring Data** in the pop-out window by completing the five fields. See the description and important notes in the SPS Progress Monitoring Data table.



SPS Progress Monitoring Data Table

Progress Monitoring Fields	Description	Important Notes
Measure Name	Enter the name of the tool here. (In most cases the tools are brief assessments that are valid, reliable, and evidence based.)	<ol style="list-style-type: none"> 1. The name of the measure will need to be entered the same way each time so that the graph can represent all data representative of the measure. 2. A user can enter a second tool. This will automatically create a second data visualization chart.
Measure Group	The group of students that were assessed. This can reflect the entire population or a portion of the population.	The user can measure different groups of students with the same measure. The tool will automatically build a new line graph for each type of measure group.
Measure Data	The date (can be approximate if it reflects a window) when the assessments and/or evaluations were administered. In most cases, progress monitoring will occur at regular intervals.	
Measure Value	The value (number) that represents the group's results is entered. In addition, the user must select Percent or Number from the drop-down.	

More About Using the Progress Monitoring Tool

- **Line graph colors** are randomly generated and cannot be manually selected at this time.
- When **entering the measure name or the measure group the user will need to be consistent** so that the data visualization chart and line graphs will be accurate. (For example, if the measure name is **Star Reading** then it will need to be entered the same way each time. If the user entered **ReadingBenchmarkStar** for the second data point, then it would be considered a different measure. The same is true for groups. For example, if the measure name is **differently abled** then that will need to be used each time a data point is entered for the group. If the user entered **special education** (after previously using differently abled) then it would not generate the correct line graph connecting the two points.)
- Progress monitoring data can be **edited at any time**. Use the pencil to edit. ✎
- Progress monitoring data can be **deleted at any time**. Use the trashcan to delete. 🗑
- The **data table is sorted** by measure date.
- The **addition of a new tool (measure name)** will generate a data visualization chart. The user may need to scroll down to view this new tool.
- The **addition of a new group (sample population/measure group)** will generate a new line graph in the same data visualization chart.
- Be sure to save by selecting the save button at the bottom of the page. 

Examples of Progress Monitoring in SPS

Example 1. The progress monitoring data is entered in a pop-out box. Make sure that you select save after entering your information.

New Progress Monitoring Data

Measure Name

Measure Group

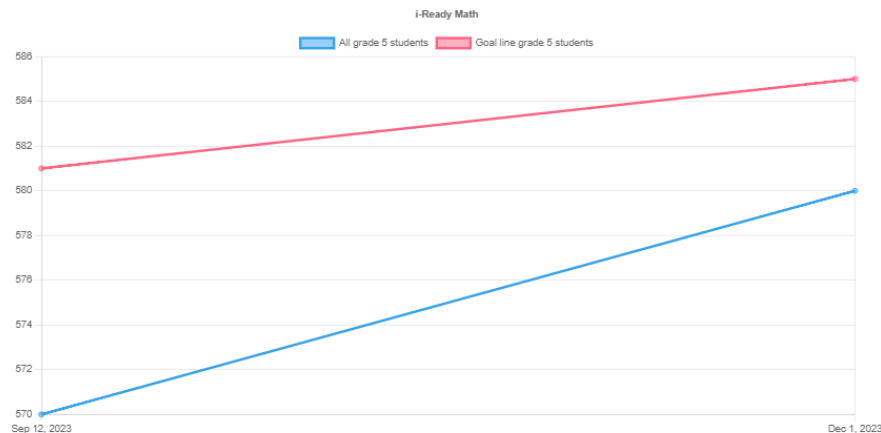
Measure Date

Measure Value Percent ▾

Example 2. The data visualization below has two line graphs. The first is the goal line or benchmark. The second is the population of students that are being monitored.

Progress Monitoring

Measure Name	Group	Measure Date	Measure Value		
i-Ready Math	All grade 5 students	9/12/2023	570	<input type="button" value="✎"/>	<input type="button" value="🗑"/>
i-Ready Math	Goal line grade 5 students	9/12/2023	581	<input type="button" value="✎"/>	<input type="button" value="🗑"/>
i-Ready Math	Goal line grade 5 students	12/1/2023	585	<input type="button" value="✎"/>	<input type="button" value="🗑"/>
i-Ready Math	All grade 5 students	12/1/2023	580	<input type="button" value="✎"/>	<input type="button" value="🗑"/>



Example 3. This data visualization expands on Example 2 with the addition of a third group measure. In this example, the grade 5 chronically absent students have been included.

Progress Monitoring

Add Progress Monitoring Data

Measure Name	Group	Measure Date	Measure Value		
i-Ready Math	All grade 5 students	9/12/2023	570		
i-Ready Math	Goal line grade 5 students	9/12/2023	581		
i-Ready Math	grade 5 chronically absent students	9/12/2023	540		
i-Ready Math	grade 5 chronically absent students	12/1/2023	545		
i-Ready Math	Goal line grade 5 students	12/1/2023	585		
i-Ready Math	All grade 5 students	12/1/2023	580		



Example 4. In this example, the new measure generates a new data visualization.

Progress Monitoring

Add Progress Monitoring Data

Measure Name	Group	Measure Date	Measure Value		
i-Ready Math	All grade 5 students	9/12/2023	570		
i-Ready Math	Goal line grade 5 students	9/12/2023	581		
i-Ready Math	grade 5 chronically absent students	9/12/2023	540		
i-Ready Reading	All grade 5 students	9/12/2023	470		
i-Ready Reading	All grade 5 students	12/1/2023	560		
i-Ready Math	grade 5 chronically absent students	12/1/2023	545		
i-Ready Math	Goal line grade 5 students	12/1/2023	585		
i-Ready Math	All grade 5 students	12/1/2023	580		

