

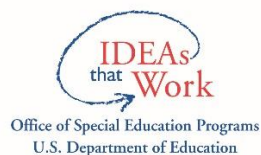


# **ECPC Leadership Competency Validation Survey for Part C and Part B (619) Coordinators**



## **Data Report**

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## **ECPC Leadership Competency Validation Survey for Part C and Part B (619) Coordinators**

On February 19-21, 2019, ECPC held a Think Tank with state Part C and Part B/619 coordinators to discuss leadership knowledge and skills. Think Tank attendees were given an overview of the ECPC state leadership initiative and the think tank process. Before breaking into small group discussion, participants discussed their ideas of good leaders and competing priorities within their specific job roles. Then participants broke into groups to discuss Level 1 knowledge and skills (what do you need to do and know as a manager of Part C/619). The groups then reconvened and compared, contrasted, and reduced their data into themes. This process was replicated to discuss Level 2 (what do you need to do and know as a leader in your Part C/619 program) and Level 3 (what do you need to do and know as a state or national early childhood leader).

On March 11-12, 2019, the ECPC staff spent two days reviewing the data that was collected during the Think Tank to operationalize themes that were discussed at each level of leadership. The first step in this process was to examine every statement made at each level during the Think Tank. ECPC staff then grouped statements together by similarity at each level. The statements in each level were put into up to eight different groups (categories), which were left unnamed until all statements for that level were organized. ECPC staff then worked together to create names for these categories.

ECPC staff then reviewed the statements in each category a second time, ensuring that each statement belonged in the newly named group (i.e. if a statement seemed to fit better in a different category, it was moved). The data was then examined for duplicate statements within each category. Categories were examined to determine if there were different types of knowledge and skills seen across different levels. It was during this process that the ECPC staff determined that some categories only fit within certain levels, while other categories crossed multiple levels. A final list of categories was then created based on these refined groups of statements, and competencies for each group/category were created based on the raw Think Tank data.

Finally, an online survey utilizing Survey Monkey was created to share the competencies based on the Think Tank data with the original Think Tank C/619 participants. For each competency, participants were asked: 1) whether each item accurately describes something they do for their job, and 2) to rate the top two most important competencies for each category in each level. The tables below show the data for the number of participants who agreed with each competency (i.e. said yes, this competency accurately describes something they do for their job), and the ratings for the top two most important competencies in that category/level.

## Level 1

Table 1. *Level 1: Agreement with Competencies (N=18)*

| <b>Federal Program Management</b>  | <b>N (%)</b> |
|--|--------------|
| Implements and complies with federal laws, regulations, policies, and requirements for the IDEA Part C or 619 program                  | 17 (94)      |
| Applies current and emerging federal policies, practices, and resources to the Part C or 619 state program                             | 17 (94)      |
| Implements any corrective actions required by OSEP monitoring process  | 15 (83)      |
| Develops and submits the state SPP/APR   | 14 (78)      |
| Submits a complete state program application to OSEP   | 13 (72)      |
| Develops, manages, and analyzes a state data system for federal reporting purposes   | 13 (72)      |
| Develops, monitors, and revises (if needed) SSIP prior to submission to OSEP   | 13 (72)      |
| <b>State Program Management</b>  | <b>N (%)</b> |
| Implements and complies with state laws, regulations, policies, and requirements for the IDEA Part C and 619 programs                  | 17 (94)      |
| Applies current and emerging state policies, practices, and resources to the Part C or 619 state program                               | 17 (94)      |
| Develops, implements, and monitors state and local program implementation of the service delivery system for the Part C or 619 program | 16 (89)      |
| Develops, implements and monitors state policies and procedures for all aspects of the Part C or 619 program                           | 15 (83)      |
| Develops, manages, and analyzes a state and local data systems for the Part C or 619 program   | 14 (78)      |
| Implements a system of quality assurance for state and local service delivery programs   | 13 (72)      |
| Implements state standards for the credentialing and a statewide system of ongoing training for the state Part C or 619 workforce      | 12 (67)      |
| Hires, orients, and supervises state program staff for the Part C or 619 program   | 11 (61)      |
| <b>Fiscal Management</b>   | <b>N (%)</b> |
| Prepares, manages, revises (when needed) and completes reports on the federal budget allocation for the Part C or 619 program          | 13 (72)      |
| Develops, implements and monitors state contracts and MOUs for payments for Part C or 619 services                                     | 13 (72)      |
| Prepares, manages, revises (when needed) and completes reports on the state's budget for the Part C or 619 program                     | 10 (56)      |
| Develops a state system of payment for all IDEA services for the Part C or the 619 program   | 10 (56)      |

| <b>Stakeholder Engagement</b>  | <b>N (%)</b> |
|--|--------------|
| Communicates effectively through listening, talking and writing for a variety of audiences   | 17 (94)      |
| Communicates and disseminates the Part C or 619 state plan to all relevant stakeholders  | 17 (94)      |
| Represents the Part C or 619 program on federal, state or local boards or committees   | 17 (94)      |
| Establishes ongoing communication and collaboration with either the Part C or 619 program staff  | 17 (94)      |
| Develops strategies and communication mechanisms to receive feedback about the implementation of the Part C or the 619 program                     | 16 (89)      |
| Establishes communication mechanisms for families in the Part C or 619 program   | 13 (72)      |
| Establishes and manages advisory board(s) to provide assistance for the implementation and evaluation of the Part C or the 619 program             | 12 (67)      |
| <b>Strategic Thinking</b>  | <b>N (%)</b> |
| Develops goals, objectives, activities, timelines and measurable benchmarks to manage priorities of the Part C or 619 state program                | 16 (89)      |
| Assesses the implementation of the Part C or 619 program using the ECTA self-assessment  | 13 (72)      |
| <b>Professionalism</b>   | <b>N (%)</b> |
| Prioritizes professional commitments   | 17 (94)      |
| Communicates evidenced based practice and pedagogy to administrators and staff who deliver intervention in the Part C and 619 program              | 17 (94)      |
| Provides information and training to state and local program staff about current and emerging research and practice for the Part C and 619 program | 17 (94)      |
| Differentiates between personal needs and professional responsibilities  | 16 (89)      |

Table 2. *Level 1: Most Important Competencies*

| <b>Federal Program Management</b>  | <b>N (%)</b> |
|--|--------------|
| Implements and complies with federal laws, regulations, policies, and requirements for the IDEA Part C or 619 program                  | 14 (78)      |
| Applies current and emerging federal policies, practices, and resources to the Part C or 619 state program                             | 11 (61)      |
| Submits a complete state program application to OSEP   | 4 (22)       |
| Develops and submits the state SPP/APR   | 2 (11)       |
| Develops, manages, and analyzes a state data system for federal reporting purposes   | 1 (6)        |
| Develops, monitors, and revises (if needed) SSIP prior to submission to OSEP   | 1 (6)        |
| Implements any corrective actions required by OSEP monitoring process  | 1 (6)        |
| <b>State Program Management</b>  | <b>N (%)</b> |
| Implements and complies with state laws, regulations, policies, and requirements for the IDEA Part C and 619 programs                  | 10 (56)      |
| Develops, implements and monitors state policies and procedures for all aspects of the Part C or 619 program                           | 9 (50)       |
| Develops, implements, and monitors state and local program implementation of the service delivery system for the Part C or 619 program | 5 (28)       |
| Applies current and emerging state policies, practices, and resources to the Part C or 619 state program                               | 5 (28)       |
| Implements a system of quality assurance for state and local service delivery programs   | 2 (11)       |
| Hires, orients, and supervises state program staff for the Part C or 619 program   | 2 (11)       |
| Develops, manages, and analyzes a state and local data systems for the Part C or 619 program   | 1 (6)        |
| Implements state standards for the credentialing and a statewide system of ongoing training for the state Part C or 619 workforce      | 1 (6)        |
| <b>Fiscal Management</b>   | <b>N (%)</b> |
| Prepares, manages, revises (when needed) and completes reports on the federal budget allocation for the Part C or 619 program          | 11 (61)      |
| Develops, implements and monitors state contracts and MOUs for payments for Part C or 619 services                                     | 11 (61)      |
| Prepares, manages, revises (when needed) and completes reports on the state's budget for the Part C or 619 program                     | 3 (17)       |
| Develops a state system of payment for all IDEA services for the Part C or the 619 program   | 3 (17)       |

| <b>Stakeholder Engagement</b>  | <b>N (%)</b> |
|--|--------------|
| Communicates effectively through listening, talking and writing for a variety of audiences   | 11 (61)      |
| Represents the Part C or 619 program on federal, state or local boards or committees   | 9 (50)       |
| Communicates and disseminates the Part C or 619 state plan to all relevant stakeholders  | 4 (22)       |
| Develops strategies and communication mechanisms to receive feedback about the implementation of the Part C or the 619 program                     | 4 (22)       |
| Establishes and manages advisory board(s) to provide assistance for the implementation and evaluation of the Part C or the 619 program             | 3 (17)       |
| Establishes ongoing communication and collaboration with either the Part C or 619 program staff  | 2 (11)       |
| Establishes communication mechanisms for families in the Part C or 619 program   | 1 (6)        |
| <b>Professionalism</b>   | <b>N (%)</b> |
| Communicates evidenced based practice and pedagogy to administrators and staff who deliver intervention in the Part C and 619 program              | 12 (67)      |
| Provides information and training to state and local program staff about current and emerging research and practice for the Part C and 619 program | 11 (61)      |
| Prioritizes professional commitments   | 10 (56)      |
| Differentiates between personal needs and professional responsibilities  | 1 (6)        |

Note: Strategic Thinking competencies were not rated by importance (only two competencies in this category at this level)