



Quick tips...Essential information and/or interesting facts from Special Education Services, Alabama State Department of Education.

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for Technical Assistance

SES TECHNICAL ASSISTANCE PROCESS

The SES recognizes that a process for delivering technical assistance is needed as part of customer service. Customer service is an integral component of an effective system of general supervision along with program accountability, fiscal accountability, data accountability, and performance accountability. The SES section has developed a process for delivering TA that is directly linked to other components of its general supervision system. There are three types of TA: universal, targeted, and intensive. Moreover, the TA process consists of several delivery options, including on-site trainings, teleconferences, webinars, Podcasts and Moodle modules.

Steps in the Process:

1. **All** technical assistance requests will be submitted on a standardized form and will be submitted to the ALSDE/SES through email. Emails should be sent to tsanders1@alsde.edu.
2. The Technical Assistance Form must be completed in its entirety. Each individual area of request will require its own form. Any required documentation must accompany the request form.
3. Part of the TA request requires submission of a proposed Technical Assistance Action Plan. This plan must be completed by the LEA, using a problem-solving method to include identified needs, measurable end outcomes, and next steps. The TA Action Plan will accompany the technical assistance request. After the TA has been provided, the LEA and SES staff members will review and finalize the TA Action Plan.
4. Emergency requests will still require completion of the form, but the Special Education Coordinator should contact the Regional Specialist for his/her LEA so an emergency meeting of the TA Team can be called.
5. Twice monthly, the TA Team, which is composed of ALSDE Education Specialists from varying expertise areas, will meet and review all submitted requests. The TA Team will discuss the request and proposed TA Action Plan and determine the following: level of TA to be provided, how the TA will be provided, by whom it will be provided, and where/when the TA will be provided. Technical assistance levels will be as follows:
 - a. Universal TA: This type of TA includes mass electronic information dissemination to address identified areas of needed TA. The SES Program Coordinator regularly issues "News You Can Use" informational topic papers to provide information and resources via mass email to the LEAs. To provide information and assistance in multiple areas, SES staff develop "one-pagers" that are posted on the ALSDE Web site in order to be accessed by the public as well as school personnel. Other examples of universal TA

include state-wide conferences with specifically-designed content to address common areas of need, such as the Council of Administrators in Special Education (CASE) Fall and Spring Conferences, subject-specific conferences, the MEGA Conference (Special Education Strand) conducted each July, and either a Back-to-School Conference or Novice Coordinators Meeting designed especially for Special Education Coordinators in preparation for the school year.

- b. **Targeted TA:** This type of TA consists primarily of regionally-provided TA, such as training that may be conducted as part of the 11 Regional Planning Teams (RPTs) across the state to address specific areas in both general and special education (e.g., co-teaching/co-planning). Other examples of targeted TA include those delivered in response to needs identified from monitoring data, such as IEP training or Secondary Transition training. Training under targeted TA is delivered by SES staff in each region of the state and attended by personnel from LEAs, primarily within that region. Some training efforts, however, are conducted in conjunction with other agencies, such as Alabama's Parent Training and Information (PTI) Center and the Alabama Disabilities Advocacy Program (ADAP).
- c. **Intensive TA:** This type of TA is delivered to specific LEAs identified with specific needs through monitoring, dispute resolution, and/or the special education database to correct an identified area of non-compliance or address another training need in order to improve the provisions of a FAPE in the least restrictive environment (LRE) for children with IEPs. This type of TA may be necessary when the universal or targeted TA has not met the LEA's needs.

6. After the TA Team has met on the submitted request, the LEA will receive an email from the TA Team identifying the contact person for the technical assistance to be delivered.
7. The assigned TA provider (SES staff member) will email the LEA within five (5) business days to discuss the training to be provided.
8. Next, the technical assistance will be provided according to the individual needs of the LEA as determined by the TA Team. After the technical assistance has been provided, the TA provider will review the proposed Technical Assistance Action Plan with the Special Education Coordinator and other stakeholders to accept or modify the submitted plan or to develop a new plan.
9. The Technical Assistance Action Plan will be monitored by the TA provider or Regional Specialist on a consistent basis, and documentation to support action steps will need to be submitted by the LEA.
10. Completed Technical Assistance Request Form, Technical Assistance Action Plan Form, Technical Assistance Progress Monitoring Form, and any provided documentation will be kept on file at the Alabama State Department of Education/Special Education Services.

