



Objective: Technical Assistance Workgroup Meeting

Meeting Date: July 2, 2008

Meeting Place: UCE, Farmington

Attendees: Pat Anderson, Terry Nowakowski, Robin Wood, Kerri Fradette, Larry Carlson, Patti Clay, Kim Khantivong, Amy Porter

Technical Assistance Article

The group reviewed an article by Pascal Louis Trohanis (1982) entitled "Technical Assistance and the Improvement of Services to Exceptional Children". While the article focused on a specific target group, the principles are applicable to the provision of technical assistance for a variety of populations.

- Focus on the process of TA, rather than the scenarios presented
- Will use the concepts at the training for the Local Level pilots

TA to Local Level Pilots

- question of sustainability of tm after the end of the pilots
- use the model of the employer toolkit to address some of the most common concerns
- Dimensions most relevant to Pilots: Administration-we need to decide between a single point of entry vs. a team. The team would be focused more on process than content.
- Need to document everything that the team does in terms of TA.
- Need to develop a TA form, and find a way to streamline process, forms and databases

TA Assignments

- Pat-Parents opening Doors, CREC, Futures
- Larry-NEAT, CACIL, BCO
- Glendine-all others

Shared Work. org: Communities of Practice

- Run through a grant from USDOE
- Free; web-based
- People who run it are willing to assist
- provides pilots with a way to dialogue with one another; site pages can be locked
- includes a repository and discussion forums
- needs an assigned monitor
- no limits on the number of users
- Glendine will contact shared Work to get the account and get a shell set up prior to 7/18/08*

The article provides a chart for decision making, applied to the Local Level Pilots. It focuses on three dimensions: Content dimension, delivery mechanism dimension, and intent of outcome dimension.

The following represents the group discussion in these areas:

TA Issue	DIMENSIONS: A continuum of Alternatives	Connect-Ability Approach
Authorization and Support for TA	Administration – Staff	1 lead, 2 others
Approach to TA	Responsive – Directive	Between responsive and directive
TA Outcomes/Purposes	Individual Change – Organizational Change	Community Change
Clients Receiving TA	Designated Staff – All Staff	Designated Pilot Staff
TA Focus or Content	Specified Areas – All Content Areas	Specified Priority Areas
Scope of TA	Narrow Focus – Comprehensive	Between narrow and comprehensive
Client Participation	Mandatory – Voluntary	Mandatory communication
Organizational Setting	Within organization – Outside organization	Outside organization
Locus of TA Activities	Single Unit – Multiple Units	Multiple Units
Client’s View of Role of TA	Supportive – Regulatory	Supportive
TA providers	TA Staff – Outside Consultants	TA staff for process, Outside for content
Orientation to Client’s needs	Deficit Model – Enrichment Model	Enrichment model
TA Needs Assessment	Individualized – Group	Both individual and group
Client Contacts with TA	Face-to-face – Distant	Both
Basis of Client Relationship	Personal Rapport – Professional Expertise	Both
Delivery Strategy	One Primary mode – Multi-modal	Multi-modal
Amount of TA	A Lot – A Little	Varied
Amount of Impact on Client	Minor Impact – Major Impact	Between minor and major
Accountability/Reporting	Regularly and Data Based – Occasionally and Narrative	Regular, data base
Cost	Free – Charge	Free
Funding Source of TA Program	Permanent – Temporary	MIG Grant
Participation Concerns	Released Time, Subs – Not available	

Review of strategic plans

- Could offer an "expert panel" review on a certain date 0-8-week prior to final submission
- Develop review criteria *
 - feasibility, sustainability, in line with state and federal laws and guidelines
 - pull review criteria that CMS used for M/G CEO reviews *
 - match with evaluation document

Action Items for Next Meeting on August 6, 2008

Item	Action	Responsibility	Due Date	Status
1.	Share copy of the article with Steering Committee	Amy	9/08	Pending
2.	Contact SharedWork to get the account and get a shell set up	Glendine	7/8/08	Completed
3.	Develop a mechanism to track TA provided by the team	Group		Ongoing
4.	Develop a TA form and find a way to streamline process, forms and databases	Group		Ongoing
5.	Develop review criteria for local level strategic plans	Group	Next meeting	Ongoing
6.	Obtain review criteria that CMS used for MIG CEO reviews	Amy	Next Meeting	Ongoing