



Evaluating Progress Form

**Michigan Department of Education Office of Special Education
January 2020**

This step in the process should be performed periodically based on the availability of data. Even though it's the "final" step in the eight-step process, the process is cyclical, and the data and information gathered at this step inform what happens next. Use the availability of data to help determine when progress toward the SMART goals will be evaluated. It may help to categorize data as short-term (daily/classroom) data, medium-term (marking period) data, and long-term (annual) data to create a schedule. The two measures used to evaluate progress are performance over time toward meeting the SMART goal(s) and the fidelity of implementation. Fidelity of implementation should be at least 80 percent for maximum impact and to be able to more definitively connect the selected activities to progress toward the SMART goals.

Copy the SMART goals, Actionable Causes, and activities from documents completed earlier in the process. Then complete the table and discuss the reflection questions relative to the areas of progress and data being evaluated at this time.

SMART Goal(s)

Copy SMART goal(s) from Actionable Cause document here.

Actionable Cause(s)

Copy Actionable Cause(s) from Actionable Cause document here.

Activities

Copy the first four columns from the Action Plan.

| Activity Title | Responsible Party | Planned Start Date | Planned Finish Date | Actual Start Date | Actual Finish Date | 80%+ Fidelity? (Y/N) | Evidence of Progress |
|----------------|-------------------|--------------------|---------------------|-------------------|--------------------|----------------------|----------------------|
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |

| Activity Title | Responsible Party | Planned Start Date | Planned Finish Date | Actual Start Date | Actual Finish Date | 80%+ Fidelity? (Y/N) | Evidence of Progress |
|----------------|-------------------|--------------------|---------------------|-------------------|--------------------|----------------------|----------------------|
| | | | | | | | |
| | | | | | | | |

Reflection Questions

1. Was/were the SMART goal(s) accomplished (yes/no)?

2. For any SMART goals accomplished, what new goal will be identified?

3. Do any of the SMART goal(s) need to be revised? If so, how?

4. Overall, how would implementation fidelity be described based on the methods used to assess fidelity?

5. Are there any challenges in meeting the 80 percent+ fidelity goal? If so, how will these challenges be addressed?

6. What do participants report about the experience in implementation?

7. What adjustments to the activities or plan were implemented?

8. What additions, deletions, or revisions need to be made to the Action Plan?

Notes/Additional Information

Include any relevant notes or additional information.