

APPLICATION OUTLINE FOR RECOGNITION OF BEST PRACTICE  
(100 TOTAL POINTS)

**Please use each of the following headings to ensure all points are covered in the proposal.**

**A. DESCRIBE THE PROGRAM COMPONENT THAT DEMONSTRATES YOUR APPLICATION OF BEST PRACTICE, INCLUDING A CLEAR DESCRIPTION OF THE PROGRAM SETTING. (25 points)**

This section should clearly identify and describe the best practice component of your service program. Include a brief background of the program including a description of the model of service delivery, classroom or caseload composition, staffing patterns, numbers of students (including ratio of typically developing children to children with disabilities), and how many families/staff/students are affected by implementation of the practice. Provide a clear description in the changes the program has undergone in the component area. Provide data to reflect change where appropriate, i.e. if area of best practice is public awareness to increase number of children screened, provide numbers involved in screening activities before and after component or activities were initiated.

Reviewer questions:

1. Do you clearly understand the best practice component described?
2. Do you clearly understand the program model and demographics?
3. Does the application provide information (data) on circumstances that prompted the utilization of the best practice?
4. Is there sufficient detail to understand how the practice is applied to the services/settings identified in the application?

**B. IDENTIFY THE SPECIFIC, UNIQUE QUALITIES OF THIS PRACTICE THAT ARE EXEMPLARY AND BASED ON EVIDENCE. (25 points)**

This section should clearly describe the distinctive qualities of the practice and demonstrate how the practice goes beyond the minimum requirements of IDEA. Include specific citation for evidence base supporting this practice.

Reviewer questions:

1. Are the practices listed for this project evidence-based?
2. How are the qualities listed unique?
3. Are examples of the practice provided?
4. Does the application address an identified need?
5. Does the application provide data on the impact of the practice?

**C. DESCRIBE THE PLANNING THAT WENT INTO THE DEVELOPMENT OF THE PRACTICE. (20 points)**

This section should delineate the process the program went through from inception to the delivery of the service and should describe the participants and resources involved in the planning.

Reviewer questions:

1. How was the need for change identified (Was a needs assessment conducted?)
2. How does need relate to existing program goals? (Child/family outcomes?)
3. What goals/outcomes were developed to meet identified need(s)?
4. How was progress toward meeting goals/outcomes to be measured?
5. Were all parties involved in preplanning (staff, families, collaborative partners)?
6. Are there plans to implement the practice system wide? How?

**D. DESCRIBE STAFF DEVELOPMENT ACTIVITIES AND HOW STAFF WAS PREPARED TO IMPLEMENT THIS PRACTICE. (15 points)**

This section should describe staff development activities from needs assessment to how training was delivered and evaluated.

Reviewer questions:

1. How were training needs identified?
2. Have all parties (families, staff, partner programs) involved in the services participated in training?
3. How will you know that training has met identified needs?
4. How will you train new staff or maintain skills of current staff?

**E. DESCRIBE THE SUPPORT AND HOW YOUR ADMINISTRATION (BOARD OF EDUCATION, SUPERINTENDENT, ETC.) HAS CONTRIBUTED TO THE PROJECT. (10 points)**

This section should describe the initial and continued involvement of administrative staff.

Reviewer questions:

1. Was administrative support enlisted and has this support continued?
2. Are specific administrative support activities described?
3. What specific supports/plans are in place to maintain this practice in the future?

**F. A MINIMUM OF TWO LETTERS OF SUPPORT MUST BE INCLUDED. (5 points)**

These letters should be from families, collaborating programs, and/or other participating agencies. The two required letters are not to come from persons working within the submitting program; however, additional support letters from agency administrators would be of benefit. The letters should provide verification of the best practice nature of the program.

Reviewer questions:

1. Is there a minimum of two support letters, including families, collaborating programs or participating agencies?
2. Are there additional support letters, e.g. administrators?