
Attachment 4

Maryland State Department of Education
Division of Special Education/Early Intervention Services
Office of Quality Assurance and Monitoring

AGENDA

December 7, 2005

-
- I. MISSION OF QAM**
Mission Statement
Review Statute and Regulations
QAM Meeting Schedule
 Full Time Staff
 Part Time Staff
 Location(s)
Who Needs to Know What?
- II. STAFF DIRECTORY**
Team Members
Team Leaders
Role of Full Time Staff
Role of Part-Time Staff
Assignments
- III. ORGANIZATION OF WRITTEN COMMUNICATIONS**
Location of Information
Maintenance of Information
Dissemination Practice
Miscellaneous
 Required Signatures
 Copies
- IV. ORGANIZATION OF E-MAILS**
Maintenance of Information
Copy of e-mails
- V. ORGANIZATION OF DOCUMENTS PRODUCED BY QAM**
Maintenance of Information
Use of Information
- VI. SELF-ASSESSMENT – STATUS**
By LSS
By PA

VII. DESK AUDITS – STATUS

Next Steps

VIII. WHAT IS THE CURRENT MODEL FOR MONITORING FOR CONTINUOUS IMPROVEMENT AND RESULTS?

QAM Work to Be Accomplished

Setting Priorities January 1, 2005 – June 30, 2006

Record Review Forms

CAPS

Improvement Plans

Who is Responsible for What?

Influential Factors

Positives

Negatives

Work Protocol

Expectations

Clearance and Why

Conference Attendance

IX. SIGNIFICANT FEDERAL DATES & QAM

September 22nd letter

February 15th report – Monitoring CAPS

May 15th report – Monitoring CAPS

X. QAM RESPONSIBILITIES

Data

QAM Policies And Procedures Manual

Monitoring Versus Technical Assistance

XI. DSE/EIS MONITORING MODEL FOR JULY 1, 2006 – JUNE 30, 2007

Selection of LSS/PA - Rationale

Selection of Teams

Format for Monitoring

Required Forms/Instruments

XII. WHO IN THE DIVISION IS RESPONSIBLE FOR WHAT?

Collaboration

XIII. SCHEDULE NEXT QAM MEETING RETREAT