

Ministry of Education

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MEMORANDUM TO: Directors of Education
Superintendents of Special Education

FROM: Barry Finlay, Director
Special Education Policy and Programs Branch

DATE: April 5, 2011

SUBJECT: Annual Monitoring of the Implementation of Policy/Program
Memorandum 140, *Incorporating Methods of Applied
Behaviour Analysis (ABA) into Programs for Students with
Autism Spectrum Disorder (ASD) by School Boards 2011*

We are once again asking for your assistance in fulfilling a Ministry commitment to consult with the Minister's Advisory Council on Special Education (MACSE) on implementation of applied behaviour analysis (ABA) instructional methods by school boards.

The 2011 monitoring process for implementation of PPM 140 will be similar to the 2010 process and includes all elementary and secondary schools in all district school boards.

The attached materials relate to the self-assessment monitoring process that will be used to provide a snapshot for the Ministry of Education (EDU) of the implementation of ABA methods by school boards as of March 1, 2011 in schools in which students with autism spectrum disorders (ASD) are enrolled. The results will generate a provincial profile for consultation with MACSE.

Policy/Program Memorandum 140, *Incorporating Methods of Applied Behaviour Analysis (ABA) into Programs for Students with Autism Spectrum Disorders (ASD)*, released May 17, 2007, provides direction to school boards to support their use of applied behaviour analysis (ABA) as an effective instructional approach in the education of many students with ASD.

PPM 140 includes a commitment to monitor school boards' implementation of PPM 140:

"The Minister's Advisory Council on Special Education (MACSE), as well as

members of the Ministers' Autism Spectrum Disorders Reference Group who wish to be involved, will be consulted twice a year regarding the implementation of ABA methods by school boards.”

The survey will provide the following:

- For each school board:
 - a snapshot of responses from each school with students with ASD in the board (i.e., all of the time, most of the time, some of the time); and
 - a summary snapshot of data from schools with students with ASD in the board (i.e., percentage by each indicator).
- For each Regional Office:
 - a summary snapshot of data from the school boards in the region (i.e., percentage by each indicator).
- For the Ministry at the provincial level:
 - a summary snapshot of provincial data from all English-language school boards and all French-language school boards (i.e., percentage by each indicator).

The following materials relate to the survey and are provided along with this memo:

1. An excel school self-assessment template (for school completion).
2. An excel school board summary template (for school board completion).
3. The URL link to a SurveyMonkey web-based instrument (for school board completion):
 - a. English: https://www.surveymonkey.com/s/PPM_140_English
 - b. French: https://www.surveymonkey.com/s/PPM_140_French
4. PPM 140
5. Questions and Answers (for your information).

The following outlines responsibilities for the survey process:

- Regional Office:
 - E-mails Directors of Education and Supervisory Officers (SO) with responsibility for Special Education at each school board with all attachments.
- District School Board:
 - E-mails an excel school self-assessment template to the principal at every elementary and secondary school.
- Schools:
 - Principal completes the excel school self-assessment template; and
 - E-mails it back to the school board SO.
- District School Board:
 - SO uploads the completed excel school self-assessment templates into the excel school board summary template, generating statistical school board data from the responses to each indicator; and
 - SO enters the school board data from the excel template into SurveyMonkey. (*Note: each school board retains the schools' responses.*)

- Ministry at the provincial level:
 - Rolls up a statistical data summary for each Regional Office; and
 - Rolls up a statistical provincial data summary for the province.

In addition to addressing the commitment in PPM 140, the survey results may be useful to school boards for improvement planning and professional learning processes.

We recommend that you ask principals to share the survey with parents of students with ASD and ask them to complete it, as schools and school boards may find the results useful. Please note that the Ministry will not be collecting the results of parent-completed surveys.

The following provides a summary of the survey process:

- School principals complete individual excel school templates providing raw information.
- School board SOs with responsibility for special education upload the completed school templates and complete the summary excel school board template generating statistical data.
- School board SOs with responsibility for special education enter summary statistical data into SurveyMonkey.
- EDU prepares a statistical summary for each Regional Office for their information.
- EDU prepares a statistical provincial summary to be used at the June 2011 meeting of the MACSE.

The deadline for school board completion of the SurveyMonkey is May 13, 2011.

Please refer to the attached Questions and Answers for additional information. If you have further questions, please contact Ramona Omidvar-Khullar, Policy Analyst, Special Education Policy and Programs Branch Ramona.Omidvar-Khullar@ontario.ca

Thank you for your cooperation.

Barry Finlay