

**MONITORING IMPLEMENTATION OF ABA METHODS (PPM 140) BY
DISTRICT SCHOOL BOARDS:
SELF-ASSESSMENT SNAPSHOT SURVEY 2011**

SELF-ASSESSMENT SNAPSHOT SURVEY TEMPLATE

Questions and Answers

What is the purpose of this implementation survey?

To provide a snapshot for the Ministry of Education of the implementation of Policy/Program Memorandum 140, *Incorporating Methods of Applied Behaviour Analysis (ABA) into Programs for Students with Autism Spectrum Disorders (ASD)*, that was released May 17, 2007.

What is the self-assessment snapshot survey template?

This self-assessment snapshot template was developed to support the monitoring and reporting requirement of PPM 140 on the implementation of ABA instructional methods by school boards.

The template supports accountability and may assist school boards in identifying areas for further professional learning.

Monitoring and reporting on implementation of PPM 140 is an annual process.

Why is implementation of PPM 140 being monitored?

PPM 140 requires that Minister's Advisory Council on Special Education (MACSE) and members of the former Ministers' Autism Spectrum Disorders Reference Group who wish to be involved, be consulted on implementation of ABA instructional methods by school boards.

What is the process for completing and submitting the electronic self-assessment template?

Regional Office responsibility

Regional Offices will send an e-mail to school board Directors and the Supervisory Officer with responsibility for Special Education with two excel attachments (one template to be completed by schools and one summary template to be completed by school boards). The e-mail will also include the URL link to the web-based Survey Monkey instrument that school boards will use to enter data from the excel summary template.

School board responsibility

Each school board SO will e-mail the excel school self-assessment survey template to the principals of all elementary and secondary schools.

School responsibility

The principal at each school completes the excel school self-assessment snapshot survey template, and e-mails it back to the school board SO. The principal's responses will reflect implementation at the school as of March 1, 2011.

School board responsibility for roll up

- Step 1. Each school board SO rolls up the completed excel school self-assessment templates into the excel school board summary template. The template will automatically generate statistical data from the responses to each indicator (e.g., Indicator 1.1: 20% of schools responded 'all of the time'; 65% of schools responded 'most of the time'; 15% of schools responded 'some of the time'). This roll up creates school board summary data.
- Step 2. Each school board SO enters the school board summary data from the excel school board template directly into Survey Monkey using the URL provided.

Does the Ministry want to receive individual school information?

No. Each school board will retain the schools' completed self-assessment snapshot survey templates.

What is the deadline for school boards to enter their data on Survey Monkey?

School boards must complete the web-based template using the information from their excel school board summary by May 13, 2011.

What is the effective date for information provided in the school self-assessment snapshot survey?

Schools' responses will reflect implementation as of March 1, 2011.

How will the results be used?

Responses from the school self-assessment templates will be rolled up to produce a profile of implementation at the school board level.

The profiles of implementation at the school board level will be rolled up to produce a profile of implementation at the regional level.

The profiles of implementation at the regional level will be rolled up to produce a profile of implementation at the provincial level.

In keeping with the requirements of PPM 140, the profile of implementation at the provincial level will be used by the Ministry for consultation with MACSE and those members of the former Ministers' Autism Spectrum Disorders Reference Group who wish to be involved at the June 2011 MACSE meeting.

Should a school self-assessment snapshot survey template be completed and submitted if there are no students with ASD enrolled in a school?

Yes. If there are no students enter the school name and the principal's name and return the template to the school board Superintendent.

What type of symbol should be used on the survey to indicate a selection in the all/most/some of the time columns?

Please use 1 (i.e., numeral one).

Why ask parents of students with ASD to complete the survey?

We recommend that principals invite parents of students with ASD in their schools to complete the survey. Schools and school boards may find the results useful. Please note that the Ministry will not be collecting the results of parent-completed surveys. Please retain the results for your own information purposes.

Further questions?

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