HOUSEKEEPING

- Participant lines are muted to minimize background noise

- Throughout today's presentation, please submit questions via the chat function. We will answer questions at specific times during the presentation

- For your convenience, the slides from today's webinar will be available after this presentation

**MCKINNEY-VENTO
EDUCATION FOR HOMELESS CHILDREN & YOUTH (EHCY)
PROGRAM**

PEER REVIEWER TRAINING
APRIL 26, 2017

INTRODUCTIONS

- U.S. Department of Education staff
  - Amie Didlo
  - Elyse Robertson
  - Amy Banks
  - John McLaughlin

AGENDA

- Overview, Expectations, and OMBMAX

- McKinney-Vento Criteria and Reviewer Notes Form

- Best Practices for Completing Notes Form

- Timeline and Next Steps

- Resources and Contact Information

OVERVIEW, EXPECTATIONS, AND OMB *MAX*

REVIEWER OVERVIEW

PURPOSE

- The purpose of peer review is to provide transparent, timely, and objective feedback to States designed to strengthen the technical and overall quality of the State plans

- Peer reviewers apply their professional judgement and experiences

- Peer reviewers will conduct an objective review of State plans in their totality and out of respect for State and local judgements. With the goal of supporting State and local-led innovation and providing objective feedback on the technical, educational, and overall quality of a State plan, including the validity and reliability of each element of the plan

REVIEWER OVERVIEW

STRUCTURE AND PROCESS

- Department assembles panels of three peer reviewers each
- Each panel will review approximately five State plans
- Reviewers will independently review and evaluate each application and prepare individual notes during their remote review period between April 26, 2017 – May 12, 2017
- Panels will convene remotely sometime between May 3, 2017 – May 19, 2017
- Remote review will result in a single set of final panel notes that will be shared with the State
- The list of peer reviewers and their consolidated notes will be made public at the conclusion of the process in September

REVIEWER OVERVIEW

EXPECTATIONS FOR PEER REVIEWERS

- Identify any conflict of interest that may become apparent as you engage in the review process
- Complete your individual reviews
- Be available for the entire review process, including the evenings, and adhere to review timelines
- Maintain confidentiality and discretion throughout the review process
- Respect other peers and engage in panel discussions professionally
- For reviewers requiring reasonable accommodations, please notify your panel manager at your earliest convenience for arrangements

REVIEWER STEPS

- Access State plans via OMB MAX
- Familiarize yourself with the Peer Review Criteria and Notes Form
- Complete Notes Form individually
- Submit Notes Form
- Participate in Panel Calls

OMB MAX

ACCESSING STATE PLANS

ED will grant peers permission to access the State pages for their assigned States on MAX.gov.
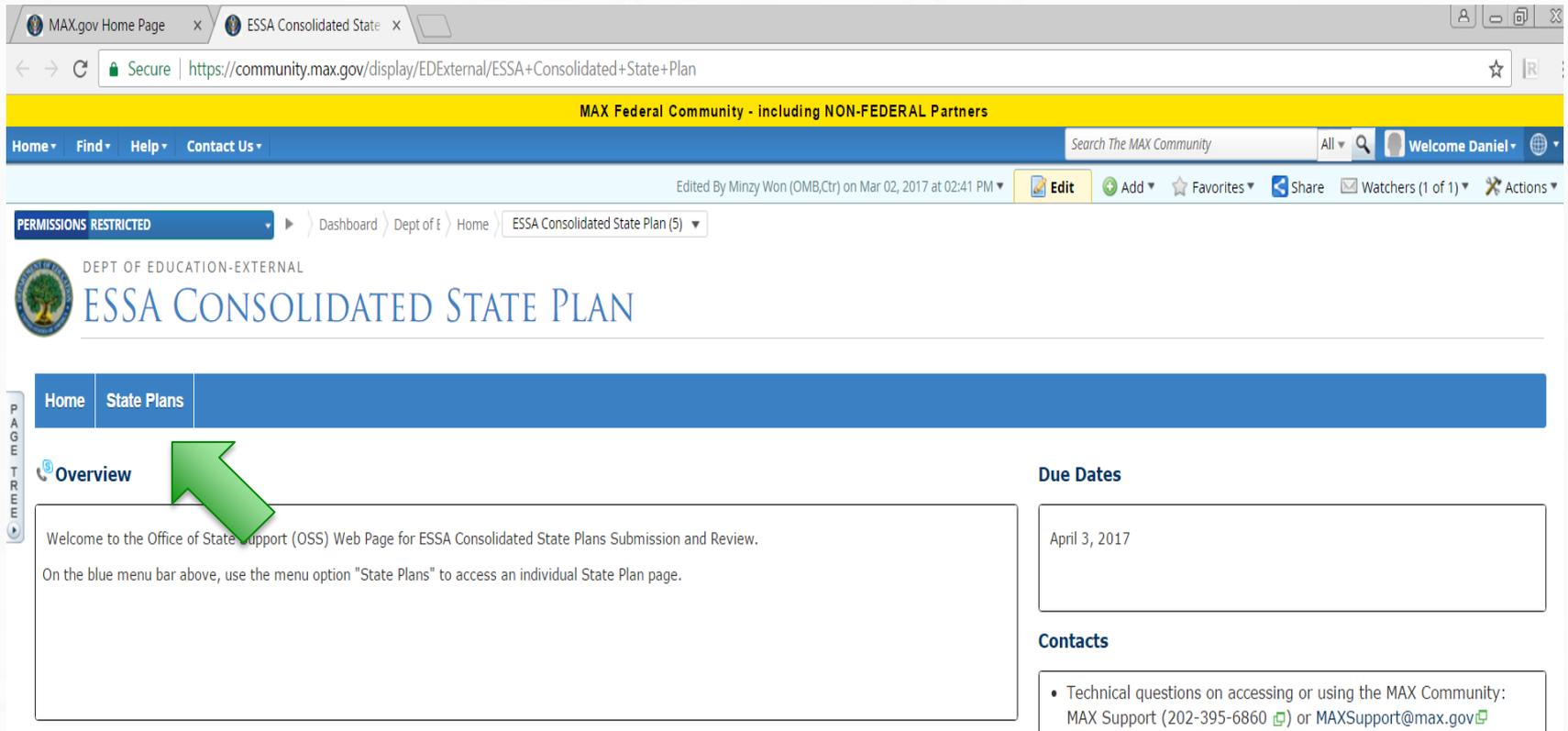
MAX.gov | Login

Office of Management and Budget [US] | https://login.max.gov/cas/login?service=https%3A%2F%2Fmax.gov%2Fmaxportal%2Fsa%2Flogin.action

MAX.GOV LOGIN

Don't Have a MAX ID Yet? **REGISTER NOW**

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LOGIN WITH ...

MAX.GOV USER ID & PASSWORD	PIV OR CAC CARD
User ID ☐ Set a Personal Username	LOGIN WITH YOUR PIV OR CAC
Password Forgot, Set, or Change Your Password?	Remember to plug in your PIV/CAC card
☐ Use MAX Secure+ SMS 2-Factor (BETA)	☐ Register a Secure+ SMS 2-Factor Device
LOGIN WITH USER ID	**LOGIN WITH PIV/CAC**

MAX AGENCY FEDERATED PARTNER AUTOMATED LOGIN

NASA	DOJ	HHS	MCC
USAID	NAVMED	TREASURY	OGE

You will receive an email that contains a secure link to complete your registration on the MAX.gov website.
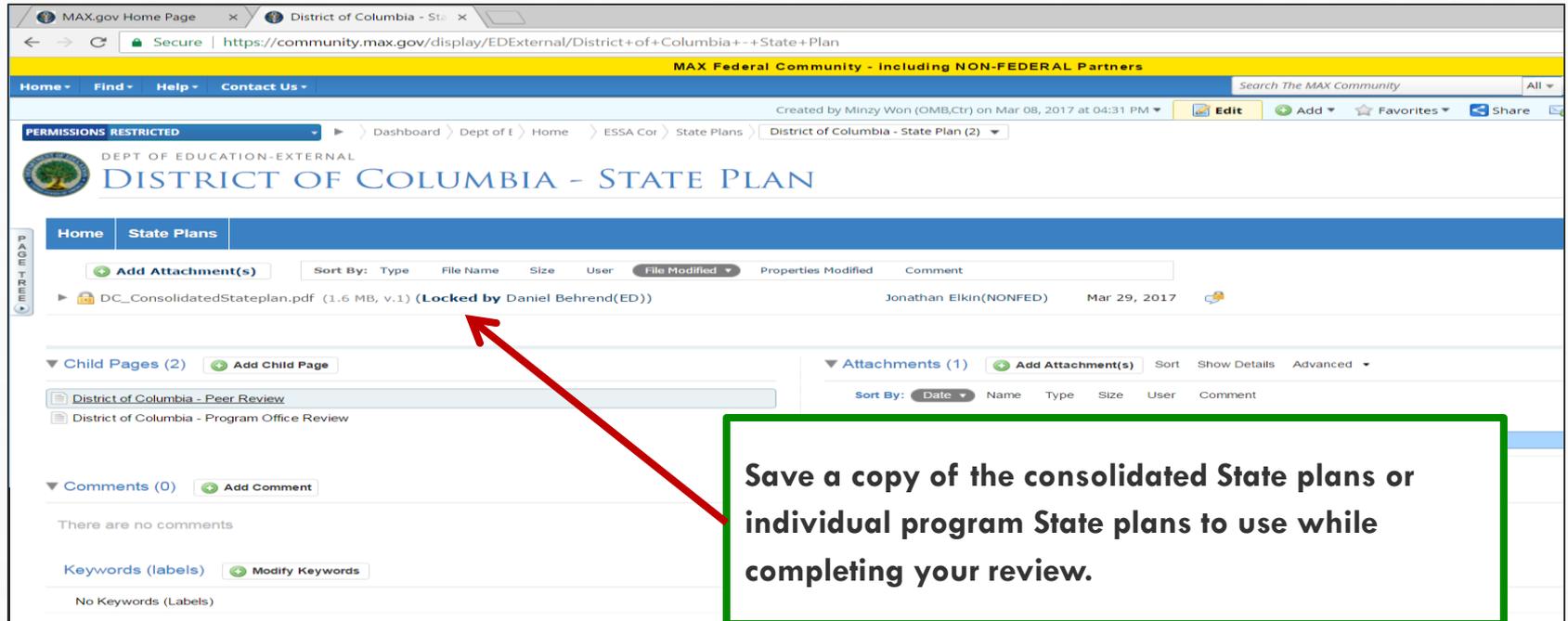
OMB MAX

ACCESSING STATE PLANS

OMB MAX

ACCESSING STATE PLANS

Save a copy of the consolidated State plans or individual program State plans to use while completing your review.

MCKINNEY-VENTO CRITERIA AND NOTES FORM

NOTES TEMPLATE

I.1: Student Identification (722(g)(1)(B) of the McKinney-Vento Act)

➤ Does the SEA describe the procedures it will use to identify homeless children and youth in the State and to assess their needs?

	Peer Response
Peer Analysis	
Strengths	
Limitations	
Did the SEA meet all requirements?	☐ Yes ☐ No
If no, describe the specific information or clarification that an SEA must provide to fully meet this requirement	

REVIEWING PLANS

- When reviewing plans, peers should use their professional experience to carefully consider each plan for its educational and technical quality based on what is required under the statute

- As we review each requirement, recall that the purpose of peer review is to provide objective feedback to the State about the educational and technical quality of the plan overall and each element you review

REVIEWING PLANS

GUIDANCE FOR REVIEWING PLANS AND WRITING COMMENTS

- Consider the extent to which the SEA has addressed the requirement fully and with high quality

- Determine whether plan content is educationally and technically sound based on your professional judgment

- Peers should draw upon what they believe to be sound educational practice and application of technical methods

- Review each plan independently (on its own against the requirements), not compared to other State plans

- When providing notes/comments, consider only the content of the plan and materials provided by the State

PEER REVIEWER NOTES

- <u>Peer Analysis</u>: Describe your justification for why an SEA did or did not meet the requirements

- <u>Strengths</u>: Summarize strengths of the SEA's response to the State plan requirement

- <u>Limitations</u>: Summarize the limitations of an SEA's response to the State plan requirement, including issues, lack of clarity, and possible technical assistance suggestions

- <u>Overall Determination</u>: Determine if the SEA met the State plan requirement (indicated by Yes/No); and
  - If the peer reviewer indicates 'no' above, the peer must describe the specific information or clarification that a State must provide in order to meet the requirement

PEER REVIEWER NOTES

- I.5: Strategies to Address Other Problems (722(g)(1)(H) of the McKinney-Vento Act)
  - Does the SEA provide strategies to address other problems with respect to the education of homeless children and youth, including problems resulting from enrollment delays that are caused by—(i) requirements of immunization and other required health records; (ii) residency requirements; (iii) lack of birth certificates, school records, or other documentation; (iv) guardianship issues; or (v) uniform or dress code requirements?

- For example, the peer notes should holistically look at I.5 Strategies to Address Other Problems, incorporating each of the five identified items in this element, but do not need to individually respond to each item. Peer reviewers can mark the box next to each item if it is addressed in the State Plan

Questions?

BEST PRACTICES FOR NOTES FORM

REVIEWER PROCESSES

- Consider the extent to which the SEA has addressed the requirement fully and with high quality

- Determine whether plan content is educationally and technically sound based on your professional judgment

- Draw upon what you believe to be sound educational practice and application of technical methods

- Review each plan independently (on its own against the requirements), not compared to other State plans

- When making comments, consider only the content of the plan and materials provided by the State

PEER REVIEW PROCESSES

TIPS FOR WRITING GOOD COMMENTS

- Be professional, clear, and constructive
- In your notes you should check for complete, coherent sentences with proper grammar and spelling
- Use simple, declarative sentences (not questions) whenever possible
- Explain why you reached the conclusions you did
- Point to specific information in the plan that supports and verifies your comment
- During the panel meetings, you will discuss your individual notes together with the panel manager who will combine all notes into a single set for the SEA and public release

PEER REVIEW PROCESSES

TIPS FOR WRITING GOOD COMMENTS

Helpful Words for Describing Strengths			
Achievable	Describes	Feasible	Reasonable
Ambitious	Details	Focused	Sound
Appropriate	Document	Innovative	Specify
Complete	Evidence	Justified	Supported
Comprehensive	Executes	Presents	Strong
Convincing	Exhaustive	Provides	Thorough
Demonstrates	Extensive	Qualified	Unique

PEER REVIEW PROCESSES

TIPS FOR WRITING GOOD COMMENTS

Helpful Words for Describing Weaknesses			
Ambiguous	Inadequate	Lacking	Sparse
Confusing	Inappropriate	Limited	Unclear
Contradictory	Incompatible	No Evidence	Undocumented
Discrepancy	Inconsistent	Obscure	Unrealistic
Does Not	Irrelevant	Opposing	Without
Equivocal	Insufficient	Restrictive	Vague

WHAT NOT TO DO (PLEASE)

TIPS FOR WRITING GOOD COMMENTS

- DO NOT simply summarize the SEA's response

- DO NOT focus on personal thoughts about what a better plan might have been

- DO NOT do independent research or use as evidence information that is not in the plan

- DO NOT write in the first person – "I feel," "I think," etc.

- DO NOT wait until the last minute to review the plan

ROLE OF PANEL MANAGER

- Ensure each reviewer completes an individual set of notes for each assigned State
- Provide constructive feedback on reviewer notes
- Facilitate panel discussions but not participate in substantive discussion on individual panels
- Encourage reviewers progress through the review of plans in a timely manner

STEPS– REMOTE REVIEW

TIPS FOR EFFECTIVE PANEL DISCUSSIONS

- Join peer reviewer panel discussions on time
- Review plans and submit Notes Form to panel manager
- Come prepared with questions/issues for discussion
- Consider the perspectives of other peer reviewers in reaching your individual conclusion
- Use panel discussions to decide if revising a comment is appropriate

NEXT STEPS

REVIEWER PROCESS

KEY DATES

- Consolidated State Plan Submission Deadlines
  - April 3, 2017- May 3, 2017

- Remote Peer Review of State Plans
  - April 27, 2017 – May 12, 2017

- Peer Review Note Submission to Panel Manager
  - 2 days before Peer Review Panel Meeting

- Peer Review Panel Meetings
  - May 3, 2017 – May 19, 2017

NEXT STEPS

- Between April 27- May 5, 2017, peer reviewers will receive an email indicating:

  - When a State plan has been assigned for review

  - Panel Manager contact information

  - Peer Reviewer Notes Template; and

  - The States they will review.

  Alternate reviewers may still be called upon if a peer reviewer is unable to review assigned applications

RESOURCE

- Peer review criteria
  - https://www2.ed.gov/admins/lead/account/stateplan17/essastateplanpeerreviewcriteria.pdf
- Copy of ESEA, as amended by ESSA:
  - http://www2.ed.gov/documents/essa-act-of-1965.pdf
- Other ESSA resources
  - https://www2.ed.gov/policy/elsec/leg/essa/index.html
- Consolidated State Plan Peer Review Criteria

  - https://www2.ed.gov/admins/lead/account/stateplan17/essastateplanpeerreviewcriteria.pdf
- ED's Every Student Succeeds Act (ESSA)website

  - https://www.ed.gov/essa
- ED's ESSA Consolidated State Plans page

  - https://www2.ed.gov/admins/lead/account/stateplan17/plans.html

CONTACT INFORMATION

- Your panel manger (information forthcoming)

- In the interim, all questions can be sent to: OESE.HomelessEd@ed.gov

- If, after receiving the registration e-mail and link, you need additional assistance registering for MAX.gov, please contact maxsupport@max.gov or 202-395-6860.

Questions?