Simplifying SSIP Reporting Through Innovative Tracking Methods
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Background

- SSIP reporting requires states to track multiple types of information from multiple sources.
- States benefit from having methods and tools to track this required information.

States Need to...

- Collect status information from their teams.
- Document why activities did not happen as planned.
- Capture other relevant information (e.g., barriers and how they were addressed, reasons for making changes).
- Keep track of edits, additions, and deletions to their action plans.
- Communicate information on SSIP progress to stakeholders.

Features of Tool:

- Single document for tracking progress and modifications made to a SSIP Action Plan.
- Created by expanding action planning template used for Phase II reporting to align with Phase III requirements.
- Uses color coding for easy identification of new and edited text.
- Included as an appendix to Phase III report.

Process:

- Part C Coordinator sends to SSIP workgroup leads to update regularly.
- Part C Coordinator reviews and contacts leads if any information is missing or unclear.

Hawaii

Features of Tool:

- A single document for tracking progress and modifications made to a SSIP Action Plan.
- Uses an action planning template used for Phase II reporting to align with Phase III requirements.
- Includes color coding for easy identification of new and edited text.
- Included as an appendix to Phase III report.

Process:

- Part C Coordinator sends to SSIP workgroup leads to update regularly.
- Part C Coordinator reviews and contacts leads if any information is missing or unclear.

How Have Tools Helped?

- Simplified writing of Phase III report by regularly compiling progress information during the year and by including it in an appendix to report.
- Supported engagement of workgroups by giving them a role in tracking SSIP activities.
- Quickly communicated progress on SSIP activities in a way that multiple stakeholder groups could understand.
- Kept workgroups on track by providing regular feedback on progress of activities they were responsible for.

Mississippi

Features of Tool:

- Communicates progress to stakeholders and SSIP state team.
- Displays the status of each SSIP activity in a single, brief document.
- Includes short narrative after each strategy summarizing relevant information.
- Uses color coding for easy identification of strategies within a focus area.

Process:

- Part C Coordinator and SSIP workgroup leaders regularly update the table.

Tips

- Clearly define purpose of new tracking tool.
- Consider the needs of the intended audience for the tracking tool.
- Decide when the tracking tool will be saved and who will have access to it.

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