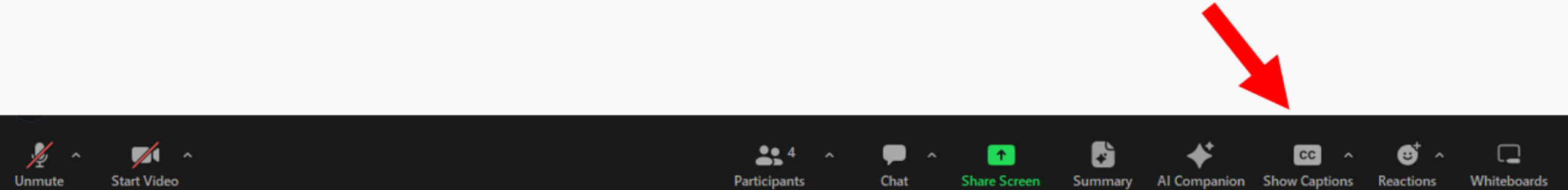
Welcome!

- This presentation will be recorded
- Microphones and cameras will be disabled upon entry
- Feel free to use the chat function to share questions and comments. We also encourage the use of the built-in Zoom reactions!
- We will be using polls and prompts during this presentation to get your feedback and insights.
- We will close each section with general Questions & Answers

Live Captions Provided

Two options:

1. Access the StreamText link available in the Zoom Chat
2. Access the “Closed Captions” option in the Zoom Toolbar



Making SPP/APR Target-Setting Meetings Accessible

Working with External Partners on the New SPP/APR Package

September 10, 2026



RHONDA WEISS CENTER
FOR ACCESSIBLE IDEA DATA





Agenda

1. Welcome and Introductions
2. Developing a New State Performance Plan (SPP) with External Partners
3. SPP/APR Target Setting Basics
4. Common Accessibility Challenges with In-person and Virtual IDEA Data Meetings
5. Best Practices for Accessible IDEA Data Meetings
6. Q & A and Wrap-up

Our Presenters

Weiss Center

- Rayianna Daniels-Wynn, ICT Specialist
- Lauren Holahan, Part B TA Lead
- Shilan Wooten, Part C TA Provider

IDEA Data Center (IDC)

- Nancy Johnson, SPP/APR Lead and State Liaison

Developing a New State Performance Plan/Annual Performance Report (SPP/APR)

The Role of External Partners



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ACCESSIBILITY DRIVES DESIGN

Designing with accessibility in mind creates better experiences for everyone.

1 START WITH ACCESSIBILITY

Understand user needs and remove barriers.

2 INFORM DESIGN

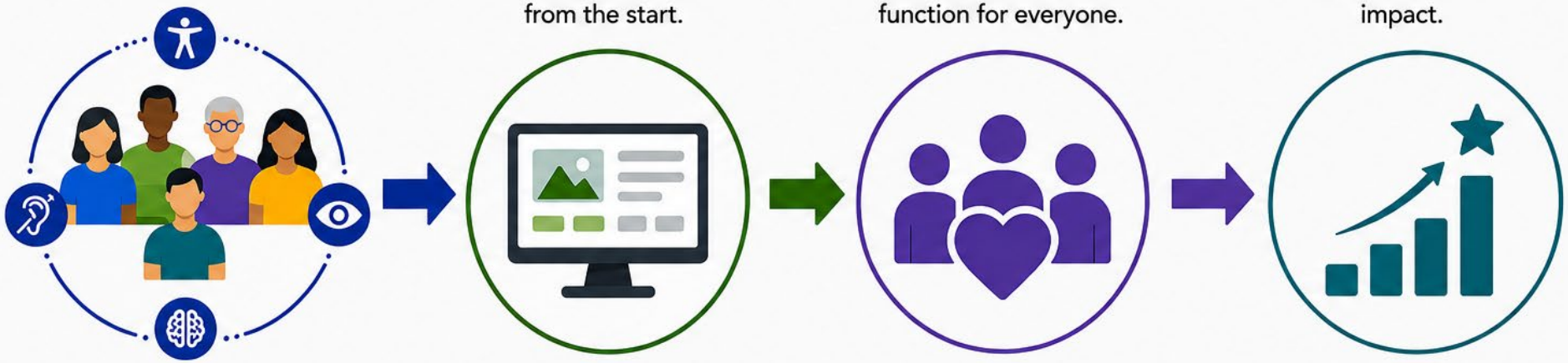
Use accessibility insights to shape solutions from the start.

3 IMPROVE FOR ALL

Accessibile design enhances usability, clarity, and function for everyone.

4 BETTER OUTCOMES

Stronger engagement, greater reach and impact.



ACCESSIBLE BY DEFAULT

Accessibility is built in from the beginning.

USABLE BY EVERYONE

Easy to use for people of all abilities.

CLEAR AND UNDERSTANDABLE

Content and interactions are simple and easy to understand.

COMPREHENSIVE AND IMPACTFUL

Everyone can participate, contribute, and succeed.

When accessibility leads, everyone benefits.

Good for people. Good for design. Good for results.

Building a New SPP/APR with External Partners

- The new SPP/APR cycle will run from FFY 2026-2031
- States are expected to work with a range of external partners on developing SPP/APR:
  - Data Analysis
  - Target setting
  - Improvement strategies
  - Evaluating progress
- Engagement continues across all years of the SPP/APR cycle

SPP/APR Target Setting Requirements

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Target Setting for Part B Results Indicators

Indicator	Number of Targets
Indicator 1 – Graduation	1
Indicator 2 – Dropout	1
Indicator 3 – Statewide Assessment	24
Indicator 4A – Suspension/Expulsion	1
Indicator 5 – Educational Environment (5K-21)	3
Indicator 6 – Educational Environment (3-5)	9
Indicator 7 – Preschool Outcomes	6
Indicator 8 – Parent Involvement	1-2
Indicator 14 – Post-school Outcomes	3
Indicator 15 – Resolution Sessions	1
Indicator 16 – Mediation	1
Indicator 17 – State Systemic Improvement Plan (SSIP)	1-2
Total	52-54

Target Setting for Part C Results Indicators

Indicator	Number of Targets
Indicator 2 – Natural Environments	1
Indicator 3 - Child Outcomes	3
Indicator 4 - Family Outcomes	3
Indicator 5 – Child Find (0-1)	1
Indicator 6 - Child Find (0-3)	1
Indicator 9 - Resolution	1
Indicator 10 - Mediation	1
Indicator 11 – State Systemic Improvement Plan	1-2
Total	**11-12**

OSEP Requirements for Target Setting

- Targets set by the state must:
  - Be measurable, reasonable and rigorous
  - Must show improvement over baseline, except in specific instances
  - Be set with broad stakeholder input
  - Be set for each year of the SPP cycle
  - Align with the state's improvement activities



Expectations for Stakeholder Engagement

The SPP/APR Introduction must include a description of a State's mechanisms for **broad** stakeholder engagement,…**including target setting and any subsequent revisions to targets**,…including:

- Number of **parent members** who provided stakeholder input
  - State Advisory Panel
  - Parent center staff
  - Parents from local and statewide advocacy and advisory committees
  - Individual parents
- Description of the activities conducted to **increase the capacity of diverse groups of parents** to support the development of implementation activities to improve outcomes
- **Mechanisms** and **timelines** for soliciting **public input for setting targets**, analyzing data, developing improvement strategies, and evaluating progress;
- **Mechanisms** and **timelines** for making the **results of the target setting**, data analysis, development of the improvement strategies, and evaluation available to the public

Baseline Data

- **Baseline data** is the reference point for all targets
- Current baseline may be appropriate to use
- A new baseline is needed, if there is a change in methodology or data source that impacts the comparability of the data
- An explanation is required for a baseline revision



1 - Indicator Data

Historical Data

Baseline Year	Baseline Data
2020	82.80%

FFY	2019	2020	2021	2022	2023
Target >=	74.50%	82.80%	83.50%	84.00%	84.50%
Data	76.68%	82.80%	84.48%	83.40%	85.71%

Targets

FFY	2024	2025
Target >=	85.00%	85.50%

“AIM” for Strong and Sustainable Targets

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AIM for Strong and Sustainable Targets

- **A**chievable based on available capacity
- **I**nformed by data
- **M**eaningful improvement over time



Target Setting Methodologies

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Prerequisites for Target Setting

- Pull 3-5 years of historical data for all indicators
- Pull any complementary data
- Confirm that calculation methodologies align with OSEP guidance
- Confirm data definitions are consistent across years
- Research any changes that impact data comparability across years or that may impact future data (i.e., changes in graduation requirements)



Target-Setting Methodologies

- Predicting Trends
- Fixed Percent Increase or Fixed Percent Decrease
- Average Increase or Average Decrease
- Start with the End Goal
- Accelerated Growth

Source: IDC's SPP/APR Target Setting Toolkit



POLL: What is your preferred target setting methodology?

A. Predicting Trend
B. Fixed Percentage Increase
C. Average Increase
D. Start with the End Goal
E. Accelerated Growth

QUESTIONS & ANSWERS



Common Accessibility Challenges with Target Setting Meetings



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Common Barriers to Accessing SPP/APR Target Setting

- Missing or inaccurate captions
- Inaccessible screensharing
- Keyboard inaccessibility
- Poor audio quality
- Too much visual content
- Inaccessible supplemental materials
- Meetings without breaks

More Common Barriers to Accessing SPP/APR Target Setting

MEETING CONTENT:

- Use of undefined IDEA acronyms and technical terms
- Lack of context for IDEA data presented
- Long explanations of complex, abstract data and methodologies
- Difficulty connecting data to real-world outcomes

Best Practices for Accessible IDEA Data Meetings: Before the Meeting



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Target Setting Meeting Logistics

- Planning Team: consider including an external partner, a parent, and accessibility expert
- Scheduling:
  - Use existing meeting structures when possible
  - Consider offering evening events
- Support: Provide childcare, transportation assistance, or stipends when feasible

Accessibility Practices: Virtual Logistics

Choose a meeting platform that supports:

- Real-time and/or automated captioning capabilities
- Spotlighting or pinning capabilities for American Sign Language (ASL) interpreters
- Keyboard-only access through the use of keyboard shortcuts
- Screen reader software

Accessibility Practices: In-Person Logistics

Choose a venue that:

- Is easy to locate and navigate
- Includes accessible parking, entrances, routes, signage, elevators, and restrooms
- Accommodates wheelchairs and other mobility devices
- Provides adequate lighting, sound, and presentation technology
- Allows for flexible seating arrangements

Communication and Registration

- Tailor communications / marketing to a wide audiences
- Consider social media options
- Consider a dedicated web page on agency website
- Use registration to capture external partner demographics, roles, accommodation requests, and level of SPP/APR knowledge

Accessibility Practices: Communication & Registration

In-person and Virtual Meetings

- Provide a clear method for requesting accommodations in invitations and registration materials
- Common accommodation requests may include:
  - ASL Interpreter
  - Receiving accessible slides / visual aids beforehand
  - Accessible parking
  - Accessible seating
  - Real-time / live captioning

Accessible Meeting Materials

Some Assembly Required!



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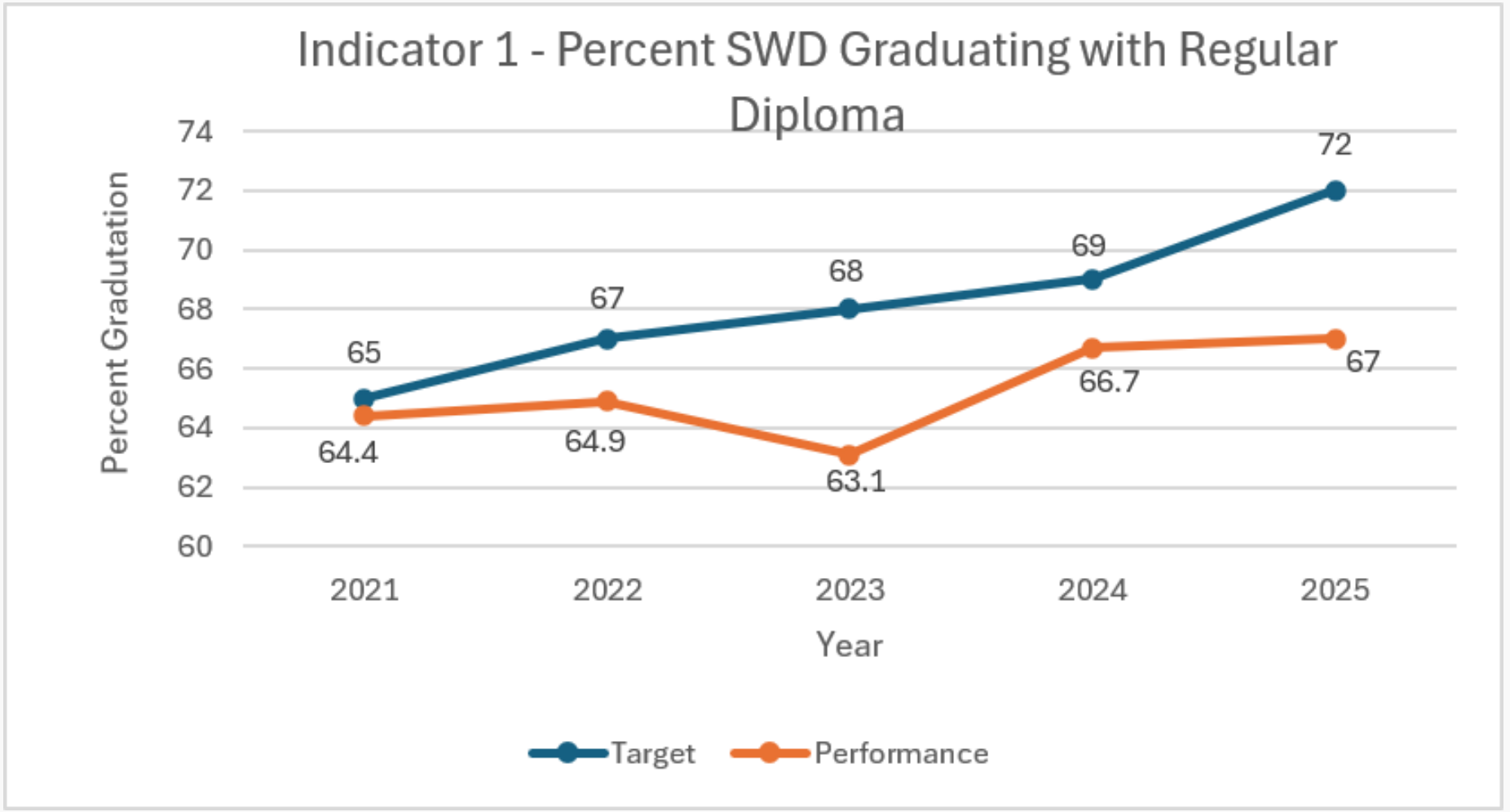
Meeting Materials: Pro Tip 1

Use simple designs, high color contrast,
and plain language in PPTs and handouts

LIKE THIS WEISS CENTER TEMPLATE!

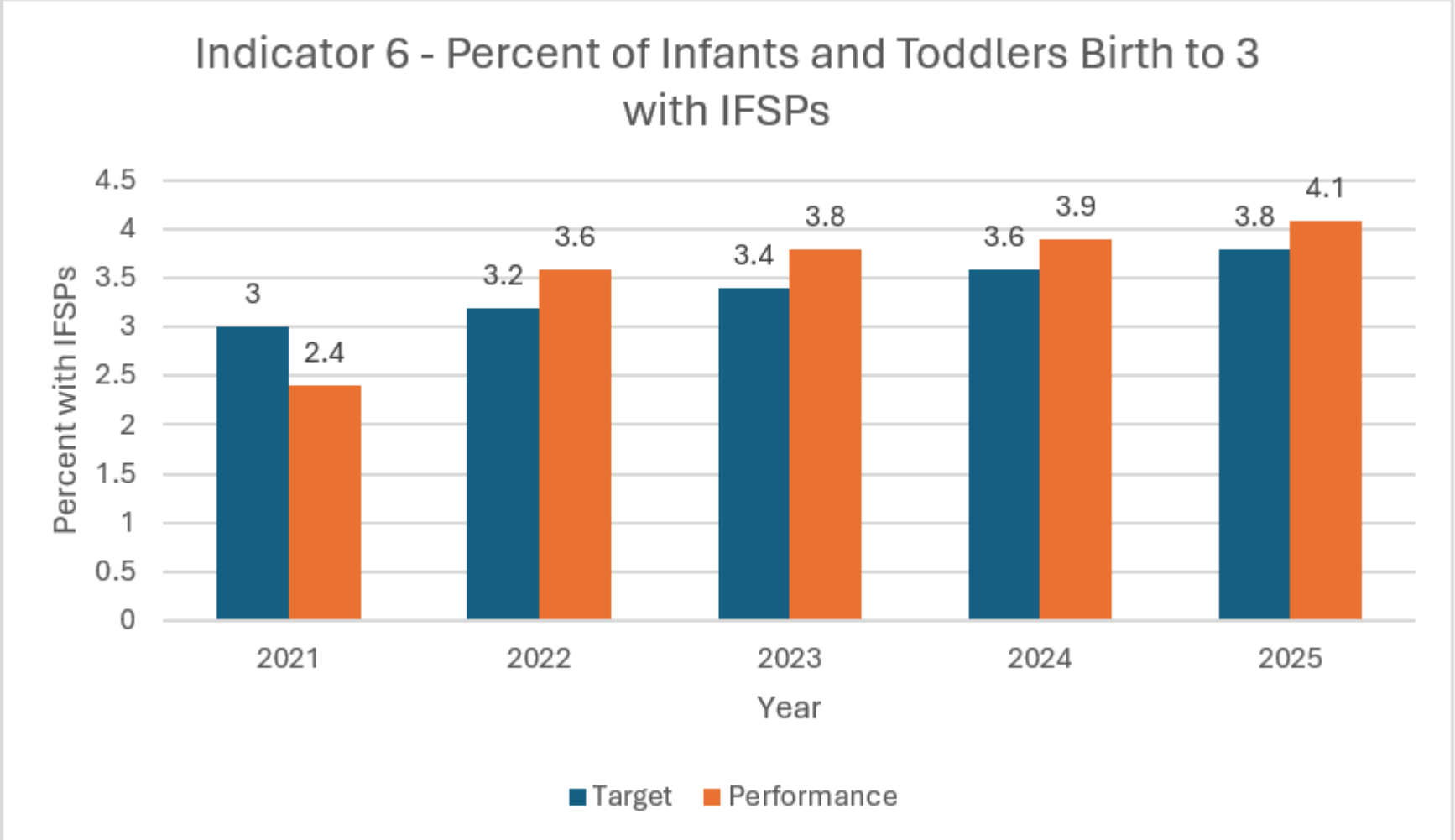
Meeting Materials: Pro Tip 2, Part 1

Prepare longitudinal and subgroup analyses for context and decision-making. Use familiar chart and graph types (pie, line, bar) for longitudinal indicator performance and comparisons.



Meeting Materials: Pro Tip 2, Part 2

Prepare longitudinal and subgroup analyses for context and decision-making. Use familiar chart and graph types (pie, line, bar) for longitudinal indicator performance and comparisons.



Meeting Materials: Pro Tip 3, Part 1

Provide at least two target options with rationale for each.

OPTION	RATIONALE	FFY 2026	FFY 2027	FFY 2028	FFY 2029	FFY 2030	FFY 2031
1. Fixed percentage increase	Want to see steady, regular improvement and the annual increase aligns with historical data	67.5	69.0	70.5	72.0	73.5	75.0
2. Accelerated Growth	New improvement strategies will yield slow growth initially; expect larger gains later in implementation	67.5	67.5	67.5	69.0	72.0	75.5
3. Start with End Goal	Want to aim for a strong, final outcome and will align resources to get there	67.5	70.0	72.5	74.0	75.0	77.0

Meeting Materials: Pro Tip 3, Part 2

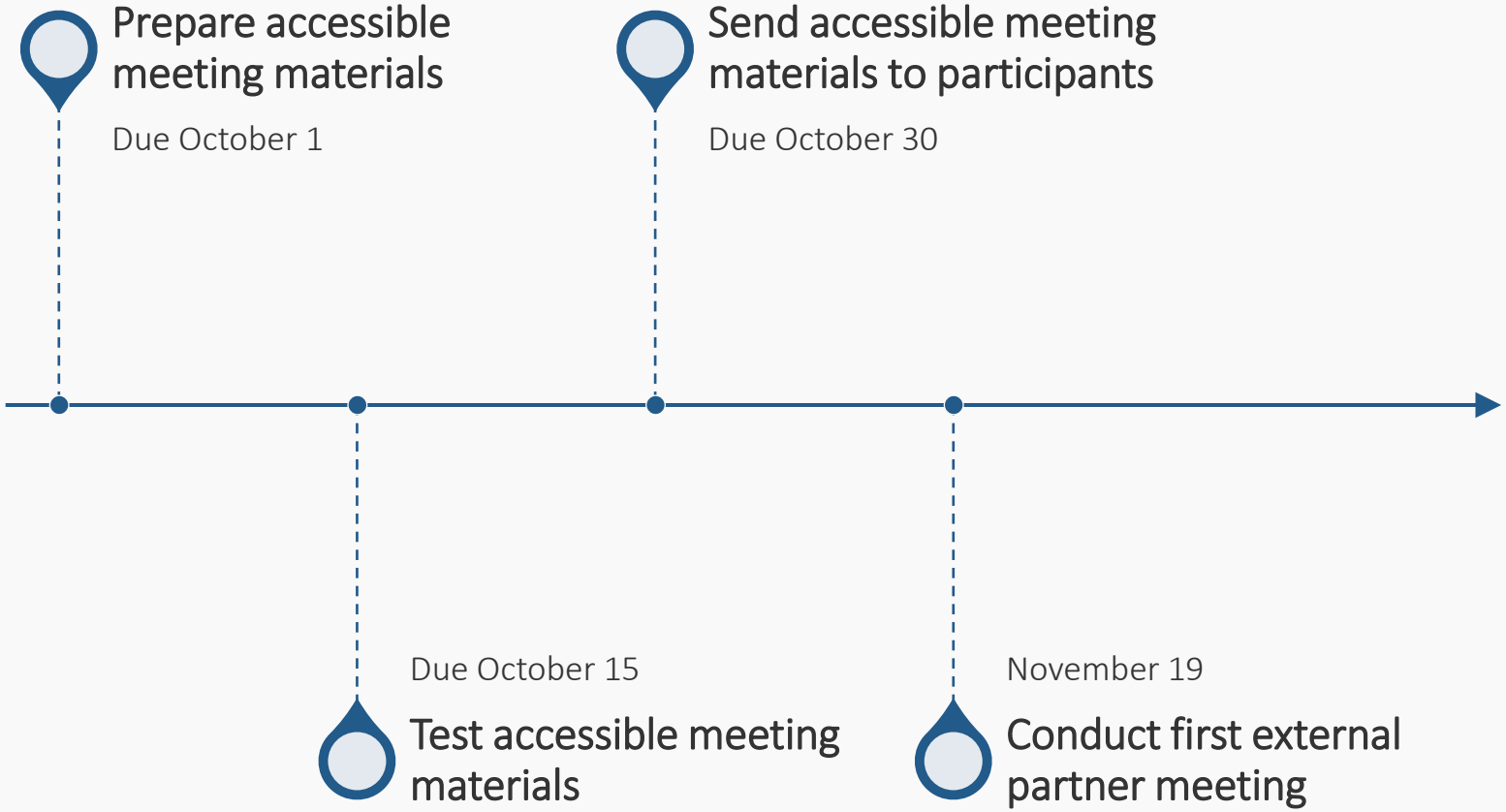
Display target options as both percentages and real student counts.

OPTION	2028	2029	2030	2031	2032	2033
Fixed percentage increase (%age)	67.5	69.0	70.5	72.0	73.5	75.0
Fixed percentage increase (student count)	1136	1161	1186	1211	1237	1263

This represents about 25-26 additional students with disabilities graduating compared to the previous year.

Meeting Materials: Pro Tip 4

Provide accessible materials in advance of the meeting.

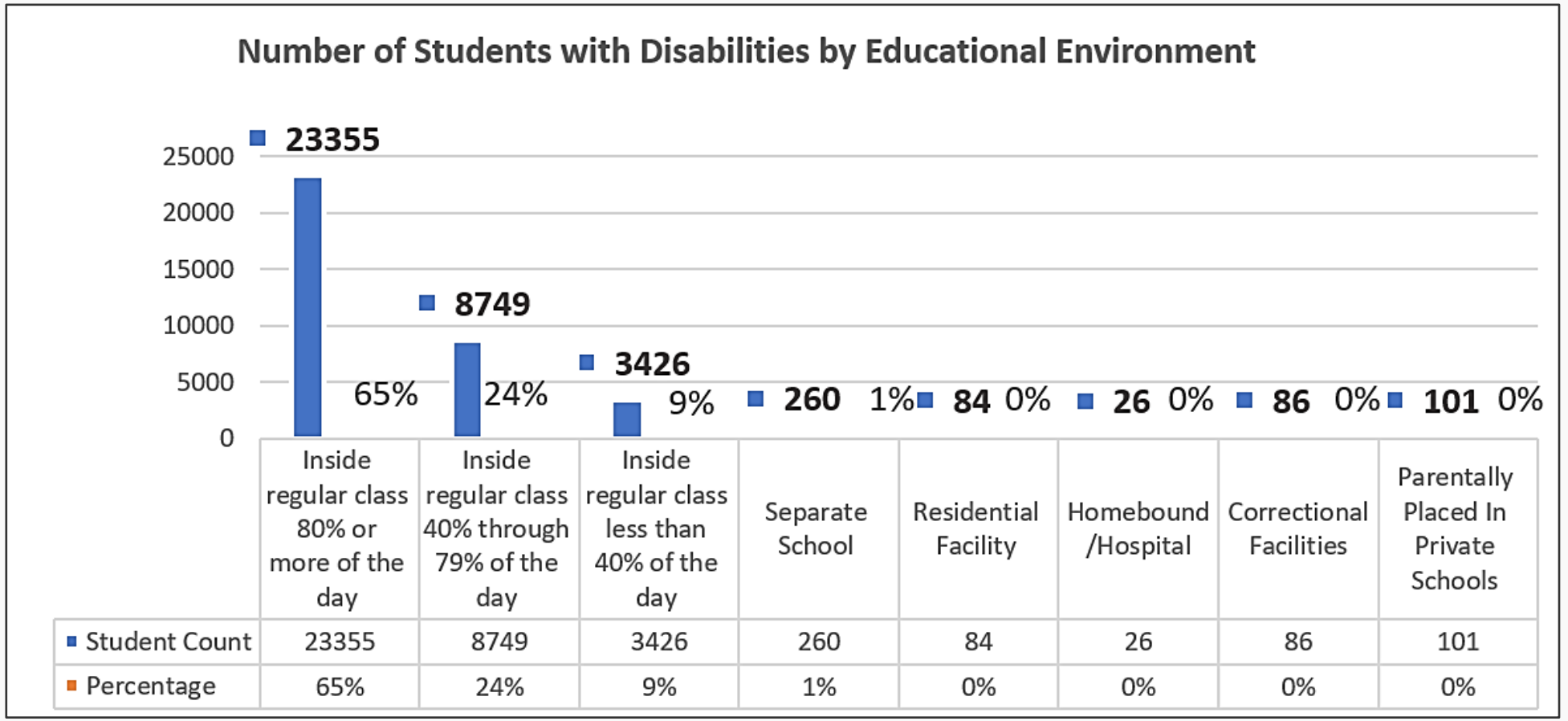


Accessibility Practices: Meeting Materials

In-person and Virtual Meetings

- When creating and reviewing accessible materials, consider these questions:
  - Are headings used correctly?
  - Is the font readable?
  - Does the document contain good color contrast?
  - Do the links have descriptive link text?
  - Do data displays have descriptive alt text?

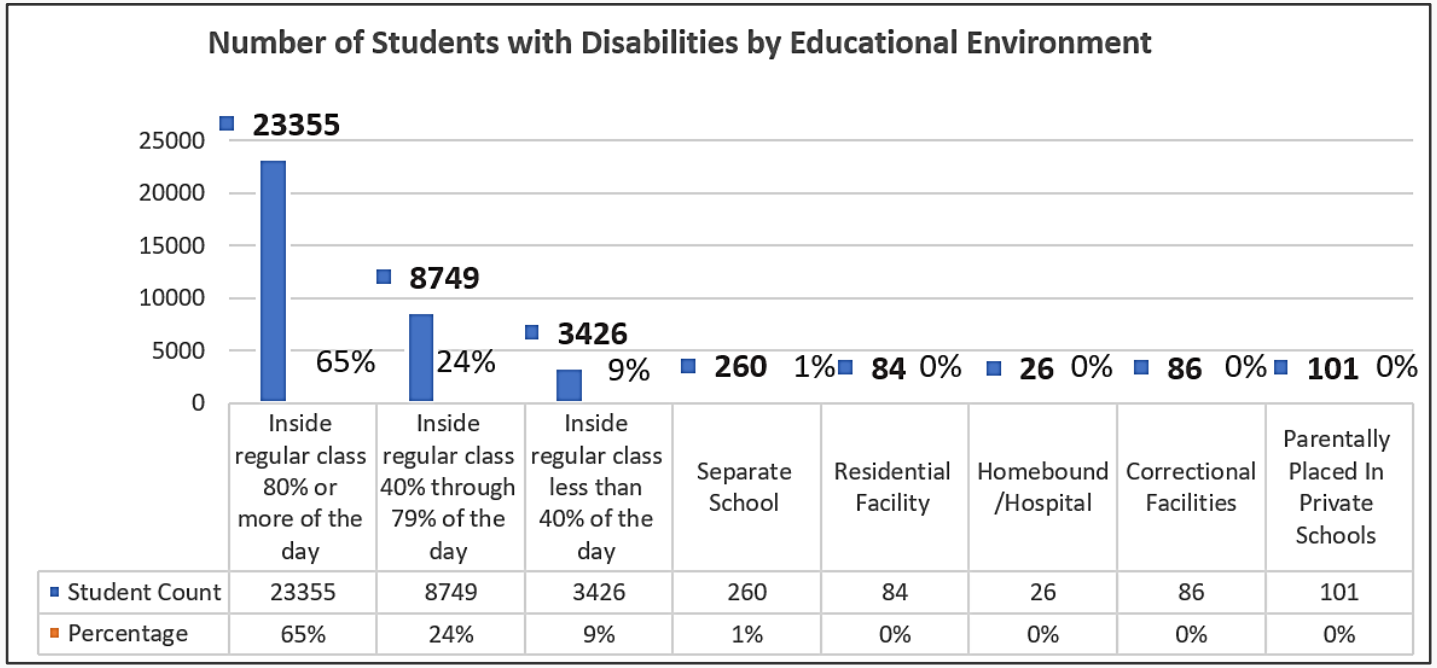
Alt Text for Charts and Graphs



	Inside regular class 80% or more of the day	Inside regular class 40% through 79% of the day	Inside regular class less than 40% of the day	Separate School	Residential Facility	Homebound /Hospital	Correctional Facilities	Parentally Placed In Private Schools
Student Count	23355	8749	3426	260	84	26	86	101
Percentage	65%	24%	9%	1%	0%	0%	0%	0%

Add ideas for an alt text description in the chat.

Sample Alt Text for Charts and Graphs



	Inside regular class 80% or more of the day	Inside regular class 40% through 79% of the day	Inside regular class less than 40% of the day	Separate School	Residential Facility	Homebound /Hospital	Correctional Facilities	Parentally Placed In Private Schools
Student Count	23355	8749	3426	260	84	26	86	101
Percentage	65%	24%	9%	1%	0%	0%	0%	0%

Sample Alt Text: A bar graph showing the number of students with disabilities by educational environment. The chart includes the following breakdown: 65% of students are inside the regular class 80% or more of the day. 24% of students are inside regular class 40% through 79% of the day. 9% of students are inside the regular class less than 40% of the day. 1% of students attend a separate school. Fewer than 1% of students are in other environments outside of the school.

QUESTIONS & ANSWERS



Best Practices for Accessible IDEA Data Meetings: During the Meeting



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Starting the Meeting

- Introduce all participants
- Give an overview of the meeting purpose, objectives, and agenda
- Set the context for what the SPP/APR is, which indicators will be discussed, and what those indicators measure
- Establish group norms, ground rules, and expectations
- Orient meeting participants to the available engagement methods

Accessibility Practices: Starting the Meeting

In-person and Virtual

- Make attendees aware of available accommodations
- Orient attendees to the physical space by pointing out the following:
  - Exits and restrooms
  - Emergency procedures
  - Locations of interpreters, captioning screens, or microphones
  - Accessible routes and seating areas
- Orient attendees to virtual meeting platform features

Communication & Facilitation Practices

- Allow participants to ask questions about the origin or characteristics of the historical data.
- Present target options and explain rationale/method.
- Allow participants to ask questions/have discussion about target options.
- Allow extra time for processing and responding.
- Have participants make formal ‘selection’ of targets.

Accessibility Practices: Communication & Facilitation

- Say your name before speaking
- Use plain language and concise explanations
- Use technical terms and acronyms sparingly
- Speak at steady pace, especially when presenting Indicator data

More Accessibility Practices: Communication & Facilitation

- Pause between speakers
- Describe relevant visual content
- Announce slide changes
- Solicit questions and check for understanding often

Target setting meetings may cover less content and move more methodically than other types of meetings. That's okay!

Troubleshooting

- Encourage participants to identify accessibility issues immediately
- Pause the meeting to address the issue so no participants are left out
- Have technology experts present/poised to assist

Accessibility Practices: Troubleshooting Issues

- How to respond to common accessibility issues:
  - ASL interruption: Use captions until service is restored
  - Caption failure: Switch to automated captions
  - Poor caption accuracy: Improve microphone placement and audio quality
  - Microphone failure: Use backup microphones and batteries
  - Video issues: Provide a verbal summary or description
  - Presentation software failure: Use printed or accessible backup materials

QUESTIONS & ANSWERS



Best Practices for Accessible IDEA Data Meetings: After the Meeting



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Meeting Evaluation

- Create time at the end of the meeting for participants to complete the evaluation
- Send out a link to the evaluation with follow-up communication
- Use results to improve and as data for SPP/APR introduction

Meeting Evaluation Items

- Have participants reflect on extent to which:
  - Capacity to support SPP/APR implementation improved
  - Data and rationale for targets were clearly and transparently explained
  - Opportunities to share a range of perspectives occurred
  - Comments were heard and valued
  - Confidence exists that targets are ambitious and achievable

Accessibility Practices: Post-Meeting Evaluation

- The evaluation platform should contain:
  - Keyboard navigation support
  - Clear and accessible labels
  - Layouts that do not contain unnecessary visual clutter
- Evaluation items should include:
  - Accessibility of pre-meeting communications and registration
  - Utility of accommodation request method
  - Accessibility experience during the meeting
  - Role of respondent

Post-Meeting Communication and Deliverables

- Summarize meeting notes, feedback, and next steps in accessible format and share with participants
- If using a target setting webpage, post meeting materials and include link in follow-up email
- Confirm how participant input will be used for developing new SPP/APR
- Confirm when/how participants will be able to see final target selections
- Indicate where to route questions or additional comments

Accessibility Practices: Post-Meeting Communication

- Ensure that meeting deliverables are accessible
  - Videos are captioned / transcribed
  - Slides are properly formatted and images have alt text
  - Meeting notes are accessible

Planning Team Reflection

- Discuss observations from the meeting
- Review chat logs, meeting notes, transcripts, recordings, participant feedback on targets, and meeting evaluation data
- Identify improvements for future meetings
- Identify internal next steps, people responsible, and timelines
- Note what information can be used for SPP/APR development

Reflection

What is one change you can incorporate to make your post-meeting communication or evaluation more accessible?

QUESTIONS & ANSWERS



Participant Evaluation



Weiss Center Resources

Make Your Meeting Materials Accessible:

- Accessibility Guide: Microsoft PowerPoint
- Writing Alternative Text Guide
- Accessibility Guide: Microsoft Word

IDC Resources

- Building Your SPP/APR Stakeholder Engagement Plan: 10 Essential Questions
- Stakeholder Engagement Planning Process Tool
- SPP/APR Data Display Toolkit
- SPP/APR Target Setting Toolkit

Thank you!

The contents of this presentation were developed under a grant from the US Department of Education, H373Q220002 (Weiss Center) and H373Y240002 (IDC). However, those contents do not necessarily represent the policy of the US Department of Education, and you should not assume endorsement by the Federal Government.

Weiss Center Project Officers: Juliette Gudknecht and Eric Caruso

IDC Project Officers: Amy Bae and Alexis Lessans



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