

## Tips for Reporting High-Quality Data

### SPDG Program Measure 1

**Measure:** Percentage of Special Education State Personnel Development Grant-funded initiatives that meet benchmarks for use of evidence-based professional development (PD) practices to support the attainment of identified competencies

**Grantees required to report on the**

**measure:** All active grants in initiative years 2 and beyond except for those that are in a no-cost extension

Tip 1: Review [reporting guidance](#) for the measure before entering performance data into the ED 524B Project Status Chart

- The guidance includes information about requirements for the measure, program-established targets, and instructions for reporting data in the ED 524B Project Status Chart.
- Refer to the [Evidence-Based PD Components Rubric](#), which has examples of descriptions corresponding to each of the 4 rating categories.

Tip 2: Provide sufficient information about PD activities

- For each component, provide enough detail in the description so it is clear how the activity is related to the component.
- Ensure that you have addressed every required element for all applicable components.

Tip 3: Describe [relevant](#) activities only

- Limit descriptions to information about activities directly related to the component. Otherwise, it can be difficult for reviewers to identify which activities should get credit for being completed.
- If the same activities are conducted for multiple PD components, copy relevant information from one section and paste it to another. However, only *some* information may need to be copied and pasted; delete irrelevant information where necessary.

Tip 4: Describe [completed](#) activities only

- Project teams may be in the process of developing some activities, especially in the early years of the grant. It could be difficult for reviewers to determine which activities are planned and which have been completed (credit is given for completed activities only); project teams should describe completed activities only.

 **Reminder**

- Grant year: Counted from the year the SPDG grant was awarded
- Initiative year: Counted from the year project implementation began

 **Reminder**

Targets for percentage of PD activities that score 3 or 4 are pre-set by initiative year.

- Year 1: Baseline, no target
- Year 2: 50 percent
- Year 3: 70 percent
- Years 4 and beyond: 80 percent