CIPP Center to Improve Program and Project Performance

Tips for Addressing Common GPRA Reporting Challenges
SPDG Program Measure 4

Measure: The percentage of Special Education State Personnel Development Grant-funded initiatives that meet their child outcome targets

Grantees required to report on the measure: Grants in the final project year

> ### 💡Reminder
> - <u>Grant year</u>: Counted from the year the SPDG grant was awarded
> - <u>Initiative year</u>: Counted from the year project implementation began

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, information on how to establish a target, and instructions for reporting data in the Project Status Chart.

Tip 2: Confirm that the target is appropriate and achievable
- Each year, the project team should assess the target and determine if it should be adjusted.
- Consult with your Project Officer about target modifications.

Tip 3: Confirm that the unit of analysis for the ratio aligns with the focus of the measure
- For example, if the project team seeks to improve students' reading scores, the unit of analysis (numerator and denominator) should be students.

Tip 4: Report complete data in the correct location of the Project Status Chart
- Enter the numerator, denominator, and resulting percentage in the Project Status Chart. There should be enough information so that reviewers can replicate the calculations.
- Confirm that you have entered <u>target</u> data and <u>actual</u> data in the corresponding sections of the Project Status Chart.

> ### 💡Reminder
> Project Status Chart Measure Types
> - <u>Program</u>: Represents data for a required (GPRA) measure
> - <u>Project</u>: Represents data for a measure the project team created

Sample ED 524B Project Status Chart

Performance Measure	Measure Type	Quantitative Data					
		Target			Actual Performance Data		
		Raw Number	Ratio	%	Raw Number	Ratio	%
By the end of the 2023-24 school year, 75 percent of students who completed Sample Course will earn a grade of "B" or higher	Program		94/125	75		99/125	79%

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