

# Progress Monitoring on the Job: Collecting and Reporting Data

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- Transition Improvement Grant



# What is Progress Monitoring?

**Progress Monitoring is the measuring of student progress throughout the school year.**

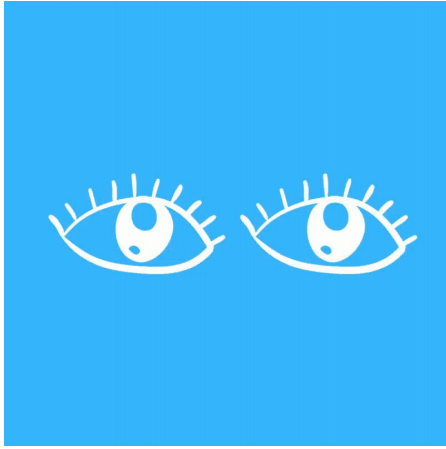


# Why Collect Data?

- How else are you going to know?
- Identify strengths or challenges
- Identify modifications &/or accommodations
- Identify when to fade
- IEP/PTP goal tracking
- Illustrates progress



# Qualitative Data



1



2



3



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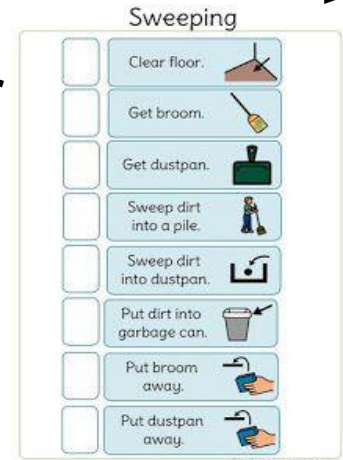
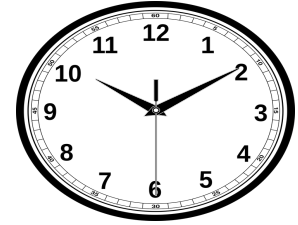


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# Documenting Performance Goals on the Worksite

- **Trial Data** - number of correct out of number of total attempts
- **Duration** - length of time needed to complete a task
- **Frequency** - number of occurrences of behavior
- **Prompts used**- pictures, verbal, shadowing, hand over hand



# Paper vs. Electronic Data Collection



# Examples of Progress Monitoring Tools

- There are many free educational apps you can use:

[Life Task Analysis App](#)

- General evaluation of skills on the job:

[Community Work Site Eval](#) [Seymour Soft Skills Rubric](#) [Seymour Soft Skills Student Reflection](#)

- Google document/forms created for specific goals and skills to look at:

[Seymour HS Work Skills Form](#)

- Paper, pencil- tally, count, record! Taken from NTACT Progress Monitoring

[NTACT Progress Monitoring Sample Tools](#)



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# Job Coach Self Reflection Checklist



**Reflecting on your own strengths and skills, helps you to be the best Job Coach you can be!**

## [Self-Reflecting Checklist](#)

Taken from NTACTION Job Coaching Guide





# Tips on Writing Progress Monitoring

**When writing formal case notes or reports to be read by others:**

- **State the facts, only the facts**
- **Refrain from opinions or speculations about why things happened**
- **Use the lens of “if I had to read this to a judge” when reviewing what was written**



# Giving Feedback to Students

- **Provide feedback in terms of clearly stated goals**
- **Be specific**
- **Focus on concrete behaviors that need to be either reinforced or corrected**
- **Be descriptive rather than judgemental**

Taken from NTACTION's Job Coaching Guide



# Sharing Data with the School

- **Be consistent.**
- **Set time to collaborate.**
- **Base your feedback off data**
- **Clear effective communication**
- **Confidentiality**



# Preparation for August 4th

- **Be ready to practice progress monitoring**
- **Helpful to have a smart phone/ipad or other device to access Google Forms**



