

## Interim Review and Action Plan Process

State Board of Education Rule 0520-02-04 mandates that any EPPs falling below expectations on Annual Reports for two consecutive years must engage in an interim review process. In March, notification was sent from the department which indicated your EPP fell below expectations on the 2017 and 2018 Performance Reports. This document provides information regarding next steps related to the interim review process.

### Interim Review Process and Timeline

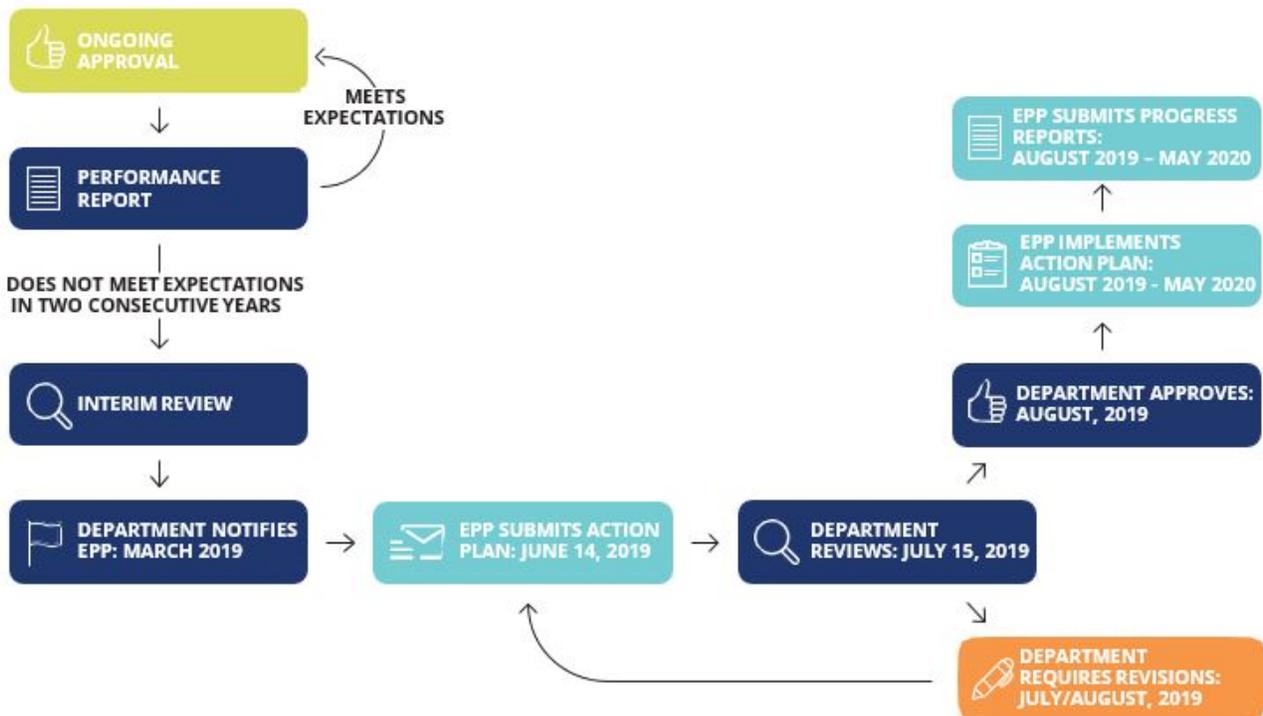
The interim review is a multi-step process that requires EPPs to identify areas for improvement, analyze data, discern root causes of the deficiencies, generate corrective actions, and implement plans that result in change.

**Part one** of the interim review process requires EPPs to develop action plans. **Part two** requires EPPs to submit progress reports to the department that demonstrate adequate progress made in implementing the approved action plan.

Upon department approval, EPPs should implement their action plans over the duration of the 2019-20 academic year. The department will assess the progress reports throughout the year and communicate next steps in collaboration with the EPP.

EPPs will complete each step of the interim review process using the department-generated templates. Details regarding the action plan requirements and interim review timeline with important dates can be found below.

### Interim Review Process



## ***Action Plan Requirements***

**Part one** of the interim review process requires EPPs to develop action plans using the department generated template. The template contains two sections (Self-Analysis and Goals and Implementation), each with their own requirements, as detailed below.

### **Section 1: Self-Analysis**

- A.** Identification of 2017 and 2018 Deficiencies on Annual Report Metrics  
Using Annual Reports data, complete the 2017 and 2018 Outcomes columns. Highlight any areas of deficiency.
- B.** Analysis of Relevant Data  
Provide an analysis of data from the two most recent annual reports that address domain or indicator on which the EPP did not meet expectations.

### **Section 2: Goals and Implementation**

Develop a set of specific, measurable goals with corresponding rationale. At minimum, one goal should be developed for each metric that fell below expectations on the 2017 and 2018 Annual Reports. Up to three additional documents relevant to the action plan may be included (optional).

## ***Progress Reports***

**Part two** of the interim review process requires EPPs to submit progress reports to the department that demonstrate adequate progress is made in implementing the approved action plan. Progress report templates and expected timeline for completion will be provided to the EPP once the action plan is approved by the department.

With questions related to the interim review process or timeline, contact [Martin.Nash@tn.gov](mailto:Martin.Nash@tn.gov).