

Appendix B-3. Steps for Revising State Code, Policies, or Procedures

1. Clearly define problem and who needs to be involved (locus of control). Determining what a successful outcome would be should be part of this process. That way, you can embed evaluation throughout the process and have the needed evidence of the change's effects and the success of your efforts.	
Type of Problem/Conflict	Who Needs to be Involved?
Legal conflict requiring change to state law	State education attorneys, Attorney General's Office (advocacy lawyers may be involved)
Procedural/implementation challenge that requires communication across agencies	Depends on level of oversight or independence the state coordinator has in working with other state agencies
Policy conflict requiring amendment to state policy	State board of education, state department of policy education staff
Procedural/implementation challenge that requires communication across programs	Depends on level of oversight or independence the state coordinator has in working within the state department of education and the organization of programs within the agency
Procedural/implementation challenge specific to homeless education practices	Primarily in-house efforts by the state coordinator and staff and working with local homeless education liaisons – may still need sanction of supervisors and/or state superintendent
2. Obtain "buy-in" for change	
Select key informants	Invite knowledgeable people to suggest changes and comment on changes – note this may need to follow a public comment process for state policies (Who are the experts? Who administers the programs involved? Who is affected by the changes?)
Justify the need for a change	<ul style="list-style-type: none"> • Legal mandates • Impact on students, including anecdotal stories • Impact on school accountability – AYP, on-time graduation rate, other available data

3. Work with key informants to generate alternatives and select actions that are most promising.	
4. Roll out the change, include your key informants in planning how to announce and implement the change	
Shape the message	Provide context and justification for change; emphasize the intended benefit, including how the change builds on previous efforts if appropriate; be honest about the effort that may be required and acknowledge those efforts; if multiple audiences will need the information, will it need to be presented with different emphases to have the most impact?
Identify audiences and vehicles for the message	Who needs the information? How does the message go out? (state level memoranda, letters, email, web announcements, trainings, articles/announcements in newsletters)
5. Monitor the effect of change. Do not forget to plan from the start how you will know if the change has been effective (building in evaluation).	