



***IDEA* Data Center** **Part B Data System** **Framework**

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About the *IDEA* Data Center

The *IDEA* Data Center (IDC) is funded by the U.S. Department of Education's Office of Special Education Programs to provide technical assistance to build capacity within states for collecting, reporting, analyzing, and using high-quality *IDEA* data. IDC focuses on data requirements under Sections 616 and 618 of the Individuals with Disabilities Education Act (*IDEA*), including data focused on programs for infants, toddlers, and their families (Part C) and on programs serving children ages 3 through 21 (Part B). Building capacity for high-quality *IDEA* data will affect states, school districts, and local early intervention programs across the nation. Those entities will, in turn, apply the higher quality data they generate to improve outcomes for all children and youth with disabilities served under *IDEA*.

More information about IDC can be found at: <http://ideadata.org>.

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Acknowledgments

The [IDC Part B Data System Framework](#) is available for download from the IDC Resource Library. The framework relied heavily on the concepts and contents of [The DaSy Data System Framework](#), which is available for download at the DaSy website. Additions and revisions to the DaSy framework were informed by the expertise and input of the IDC Part B Data System Framework Work Group.

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Terms

Authorized representative: an individual who works with the IDEA Part B¹ data manager and staff to implement data systems and protocols. This term implies the individual has received specific permission to perform the referenced tasks.

Data element: an individual variable.

Data integration: the combination of technical and business processes used to combine data from disparate sources into meaningful and valuable information.

Data management: the processes, procedures, and protocols of coordinating the collection, analysis, use, and reporting of data.

Data products: all types of materials containing data, such as data tables, presentations, and reports.

IDEA: *Individuals with Disabilities Education Act.*

IDEA Part B Data Manager: an individual funded through the state education agency (SEA) who coordinates the collection, analysis, and reporting of Part B data.

IT data system: an electronic system that includes an organized collection of data and operations that enable the management and manipulation of those data.

Part B: the part of IDEA that authorizes educational and related services for children and youth ages 3–21.

SLDS: Statewide Longitudinal Data System.

Notes on Language Use

- *Data system* is used frequently in this document to refer to the overarching structure that comprises the processes, procedures, and protocols for coordinating the collection, analysis, use, and reporting of data. *IT data system* refers more specifically to the software and hardware components of an electronic information technology system. The singular versions of the terms are used in this document, but users should be aware that a state may have multiple education data systems.
- *Local staff* is used frequently in this document to refer to the local program and agency staff charged with collecting and entering data into the data system.

¹ IDEA Part B will be referred to as Part B

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Overview

The *IDEA* Data Center, or IDC, focuses on building capacity within states for the collection, analysis, use, and reporting of high-quality IDEA data. To this end, IDC activities and resources, such as the IDC Part B Data System Framework, are designed to be highly practical and relevant for states.

IDC set out in fall 2015 to create a framework for the IDEA Part B data system. Building on the DaSy Data System Framework,² which addresses data for IDEA Part C and Section 619 programs, the IDC framework work group:

- Confirmed or updated the key components of the DaSy Data System Framework to address the full range of Part B data and
- Confirmed or updated indicators and elements of quality within components of the DaSy Data System Framework.

The IDC work group consisted of members from IDC and partner agencies (the Center for Integrated IDEA Data, or CIID; the Center for IDEA Early Childhood Data Systems, or DaSy; and the National Center for Systemic Improvement, or NCSI). Work Group members convened throughout fall 2015 to accomplish the stated tasks. As a result, the work group accomplished the following:

- IDC defined its Part B Data System Framework as an overarching structure that contains broad concepts and principles that states can tailor to reflect their individual needs and approaches. The framework

encompasses the collection, analysis, use, and reporting of high-quality special education data.

- IDC confirmed the relevance and utility of the six DaSy framework components: Purpose and Vision, Data Governance and Management, Stakeholder Engagement, System Design and Development, Data Use, and Sustainability.
- IDC, with specific assistance from CIID, added a seventh component to its framework: Data Integration.
- IDC adopted the DaSy Data System Framework approach, presenting indicators within components, with each indicator containing at least one element of quality. In some components, indicators also are grouped into sections. IDC reviewed each DaSy indicator and element of quality for its application to Part B data. In some instances, IDC revised language for DaSy indicators or elements or added new ones.

It is important to note that the IDC Part B Data System Framework is a *living* document that may be edited or revised to meet individual state requirements or conditions. The framework is designed to be a recommendation for a coherent approach to data quality and data systems; the quality indicators and elements of quality contained herein were written in a manner that permits further specification and definition by state agencies.

² The DaSy Center. (2014). DaSy Data System Framework. Menlo Park, CA: SRI International.

Using the Framework

This framework was designed to complement the DaSy Data System Framework for SEA staff responsible for working with and responding to Part B requirements. The DaSy framework was designed to “assist Part C and Section 619 programs in developing and enhancing high-quality state data systems and in improving the quality of their IDEA data.”³ As such, the DaSy framework supports state staff in understanding, participating in, leading, using, and enabling high-quality data systems to accomplish tasks such as program improvement and operations. It is hoped that this IDC Part B Data System Framework will achieve the same goals for Part B programs.

The IDC and DaSy frameworks overlap, particularly in relation to 619 data. Although 619 data are technically part of the Part B data system, the Part B Data System Framework work group recognizes that there will be times when the DaSy framework is an important and necessary guide, especially for those Part B staff engaged in data work from the early childhood perspective.

Framework Structure

The Part B Data System Framework has seven components, as shown in Figure 1. Six of the components were developed by DaSy to capture major types of activities that would support and promote quality data systems. IDC incorporated those six components into the Part B framework and added Data Integration to capture activities SEAs will undertake to integrate their IDEA data with their Statewide Longitudinal Data Systems (SLDS), a particular focus for CIID.

Figure 1. IDC Part B Data System Framework



The framework’s components, presented individually in the sections that follow, are designed so a state can work within only one component and accomplish a coherent, meaningful parcel of work that will contribute to developing, enhancing, or maintaining a high-quality Part B data system. However, multiple themes apply across components, such as the provision of technical assistance and training to staff or strategies for working with stakeholders. Thus, it is apparent that the components are interrelated; working within one component may affect indicators and elements of quality within another.

³ The DaSy Center. (2014). DaSy Data System Framework. Menlo Park, CA: SRI International.

Purpose and Vision

A purpose provides a rationale for an action or series of actions, and vision is a goal statement about how a system can be improved. A purpose establishes why a piece of work is undertaken and, in so doing, may suggest the individuals or agencies who should be involved in the work. With regard to data systems, and as stated in the DaSy framework: “An effective purpose statement succinctly describes the reasons for building the data system and its short-term benefits, including the scope of the system and how key stakeholders are expected to use it.”

For the Part B data system, the Purpose and Vision component encompasses statements and materials that will:

- Establish the goals of the data system;
- Identify stakeholders who might be connected to or involved in the work of the data system;
- Connect the system to other education initiatives or responsibilities; and
- Guide the scope and development of additional components of the system.

The Purpose and Vision component contains two indicators:

- **Quality Indicator PV1:** Part B state staff or authorized representatives have articulated the purpose and vision of a Part B data system.
- **Quality Indicator PV2:** The purpose and vision include the Part B state program’s intents and goals for its Part B data system.

Part B Indicators and Elements of Quality

Indicator	Quality Indicator PV1: Part B state staff or authorized representatives have articulated the purpose and vision of a Part B data system.
Elements of Quality	<ol style="list-style-type: none"> The Part B state program has a purpose and vision for its data system, either as a formal written statement or embedded in other documents related to the data system (e.g., minutes, notes, procedures). Part B state staff obtain input about the purpose and vision of a Part B data system from internal and external stakeholders. A statement about the purpose and vision of a Part B data system is accessible (e.g., available on the website). Part B state staff review and revise the purpose and vision for a Part B data system with stakeholders, as needed, to ensure its continued relevance.
Indicator	Quality Indicator PV2: The purpose and vision include the state IDEA program’s intents and goals for the state’s Part B data system.
Elements of Quality	<ol style="list-style-type: none"> The purpose and vision of the state’s Part B data system guide decision-making about who uses the system, what general kinds of data to include (e.g., fiscal, workforce, outcomes), and how the data are used. The purpose and vision of the state’s Part B data system address IDEA reporting requirements and other state and federal data requirements. The purpose and vision of the state’s Part B data system address accountability, program improvement, and program operations, including the state’s key program and policy questions. The purpose and vision of the state’s Part B data system address linking Part B and Part C data. The purpose and vision of the state’s Part B data system include integrating information from early childhood data systems as well as participation in and integration with the broader SLDS efforts.



Data Governance and Management

The Data Governance and Management component establishes the need for standard, comprehensive policies and procedures for key pieces of the data system, such as data collection, analysis, use, and reporting. Quality indicators within **Data Governance and Management specifically identify decision-makers and essential staff who need to operate within the framework and the policies needed to govern the data system.**

Indicators are organized into four sections:

Section 1: Authority and Accountability: Indicators in this section (indicators DG1 through DG3) establish the roles and responsibilities of different staff and stakeholders.

- **Quality Indicator DG1:** The data governance structure delineates appropriate decision-making authority and accountability consistent with the uses of the state's Part B data system, as reflected in the purpose.
- **Quality Indicator DG2:** The state ensures that data governance and management roles and responsibilities clearly establish decision-making authority and accountability.
- **Quality Indicator DG3:** Data governance authorizes Part B state staff or representatives to implement the policies established for the data system and manage the Part B data system in accordance with all policies.

Section 2: Quality and Integrity: Indicators in this section (indicators DG4 through DG5) require the development of written standards (policies and procedures) that govern the collection, analysis, use, and reporting of data.

- **Quality Indicator DG4:** Data governance policies require the development and implementation of procedures to ensure the quality of data collected from state/local programs and agencies.
- **Quality Indicator DG5:** Part B state staff or authorized representatives implement monitoring procedures and technical assistance to ensure consistent application of data quality and integrity policies.

Section 3: Security and Access: Indicators in this section (indicators DG6 through DG8) delineate steps to ensure the Part B data system is secure, with access available only to authorized users.

- **Quality Indicator DG6:** Data governance policies require the development and implementation of procedures to ensure the security of the data from breach or loss.
- **Quality Indicator DG7:** Data governance policies require the development and implementation of procedures to ensure that only authorized users gain appropriate access to the Part B data and data-system-derived products (e.g., reports, extracts, etc.).
- **Quality Indicator DG8:** Part B state staff or authorized representatives support and implement procedures that maintain and address data security and access.

Section 4: Diffusion of High Quality: Indicators in this section (indicators DG9 through DG11) direct states to define *high quality* for the state and provide support for the local collection, management, and use of data to ensure high quality.

- **Quality Indicator DG9:** Part B state staff or authorized representatives define high-quality data for the state.
- **Quality Indicator DG10:** Part B state staff work with local staff to develop district policies and procedures that are aligned with state policies and procedures.
- **Quality Indicator DG11:** Part B state staff support data managers in their training and oversight of local data staff.

Part B Indicators and Elements of Quality

Section 1: Authority and Accountability

Indicator	Quality Indicator DG1: The data governance structure delineates appropriate decision-making authority and accountability consistent with the uses of the state’s Part B data system, as reflected in the purpose.
Elements of Quality	<ul style="list-style-type: none"> a. A formalized, state-level, data governance structure is authorized or assigned to make decisions about the state’s Part B data system. b. The data governance structure includes authorized representatives from Part B state programs who have decision-making authority. c. The data governance structure oversees all data collected and maintained by Part B and ensures adherence to governance policies related to Part B data, regardless of where the data are located. d. The data governance structure’s authority is reviewed and revised as necessary.
Indicator	Quality Indicator DG2: The state ensures that data governance and management roles and responsibilities clearly establish decision-making authority and accountability.
Elements of Quality	<ul style="list-style-type: none"> a. A written statement(s) (e.g., organizational chart, data sharing agreements) delineates decision-making authority for Part B data decisions. b. All data-related responsibilities associated with the state’s Part B data system are clearly assigned to accountable and informed parties (e.g., data manager, data steward, ED<i>Facts</i> coordinator). c. Information on data governance decision-making authority is communicated to staff and stakeholders (e.g., dissemination of organizational chart, policies, and data-sharing agreements). d. Data governance policies are developed with input from stakeholders and vendors and are reviewed and revised as necessary. e. Data governance policies address Part B representation on other data governance structures (e.g., general education data systems, data-sharing and integration systems) and describe the extent of their decision-making authority as it relates to Part B state data. f. The state has a process (e.g., policies and procedures) for including Part B staff in the general education data design process.
Indicator	Quality Indicator DG3: Data governance authorizes Part B state staff or representatives to implement the policies established for the data system and manage the Part B data system in accordance with all policies.
Elements of Quality	<ul style="list-style-type: none"> a. A process is in place to enable Part B state staff or authorized representatives to recommend policy changes to the data governance structure via their Part B data governance representative. b. All requirements (e.g., operational, research, reporting) for Part B data are clearly defined to ensure oversight and accountability. c. Before implementation, Part B state staff or authorized representatives approve plans for substantive Part B information technology (IT) system changes proposed by IT (e.g., enhancements, business rules, technology changes). d. Part B state staff or authorized representatives review and revise the operating procedures for the state’s Part B data system to be responsive to changes in state and federal policy (e.g., new or revised data collection standard to meet reporting requirements). e. Part B state staff or authorized representatives communicate the operating procedures for the state’s Part B data system to staff and stakeholders.

Section 2: Quality and Integrity

Indicator	Quality Indicator DG4: Data governance policies require the development and implementation of procedures to ensure the quality of data collected from state/local programs and agencies.
Elements of Quality	<ul style="list-style-type: none"> a. State data governance policies require that data included in the state’s Part B data system are aligned with the purpose of the system. b. State data governance policies require state-level procedures to ensure the validity of Part B data. c. State data governance policies require a point of contact for each state Part B data transfer or exchange. d. State data governance policies require the development and implementation of data quality procedures for the state’s Part B data system. e. State data governance policies require staff and contractors who collect, maintain, and/or receive state data to participate in periodic data quality training. f. State data governance policies related to data quality of the state’s Part B data system are regularly reviewed, and revisions are made as necessary. g. State data governance policies require that any internal or external program or agency maintaining and/or using state Part B data adhere to applicable data quality policies and procedures. h. State data governance policies require that supporting documentation is available to ensure interoperability when transferring state Part B data to other programs or agencies (e.g., data dictionaries, data validation checks).
Indicator	Quality Indicator DG5: Part B state staff or authorized representatives implement monitoring procedures and technical assistance to ensure consistent application of data quality and integrity policies.
Elements of Quality	<ul style="list-style-type: none"> a. Part B state staff or authorized representatives communicate regularly to system users (e.g., local staff) about Part B data quality procedures. b. Part B state staff or authorized representatives regularly monitor the implementation of the quality procedures for Part B data. c. Part B state staff or authorized representatives have a data collection and quality orientation training for data managers at the state and local levels. d. Part B state staff or authorized representatives create and maintain standardized training materials regarding policies, procedures, and responsibilities for Part B data collection and quality operations, and update training materials as needed. e. Part B state staff or authorized representatives ensure adherence to data quality procedures when Part B data are exchanged or transferred. f. The data collection and quality procedures for the state’s Part B data system are reviewed and revised periodically as new management needs arise. g. Part B state staff or representatives support state/local programs and agencies to implement policies and procedures in a manner consistent with state policies and procedures, while allowing for local variation in context. h. Part B state staff have a system or method for ensuring data proficiency for the state data manager. i. Part B state staff have a system or method for supporting data proficiency for local data managers. j. Part B state staff or authorized representatives provide multiple resources (e.g., procedural guides, webinars, help desk) to facilitate and support local Part B staff with implementation of data collection and quality procedures. k. Part B state staff or authorized representatives provide guidance and support for the assessment of Part B state and local capacity to implement quality procedures. l. Part B state staff or authorized representatives provide guidance and support in response to staff capacity needs at the state and local levels.

Section 3: Security and Access

Indicator	Quality Indicator DG6: Data governance policies require the development and implementation of procedures to ensure the security of the data from breach or loss.
Elements of Quality	<ul style="list-style-type: none"> a. Data governance security policies are in place and available to Part B state staff. b. Data governance security policies adhere to (and are updated, as necessary, to reflect) all current federal, state, and local laws, regulations, and standards. c. Data governance security policies adhere to all Part B data collected, maintained, and/or used. d. Data governance security policies require documenting data system operations that, at a minimum, include the following for each state data system: <ul style="list-style-type: none"> • Person(s) responsible for data security • Data training available or required for authorized data users • Data storage method(s) • Data back-up and recovery method(s) • Response(s) to data breach • Data transference (e.g., agency to agency, email, FTP, texting, USB) • Data encryption procedures • Data destruction procedures • Employee use(s) of program equipment and personal devices e. Data governance security policies require that appropriate staff and contractors who collect, maintain, or receive data participate in periodic data security training. f. Data governance security policies require adherence to security policies and procedures when transferring or exchanging Part B state data. g. Data governance security policies require that all internal or external entities, agencies, or staff maintaining or using state Part B data adhere to all applicable security policies and procedures. h. Data governance security policies are periodically reviewed and revised as necessary. i. Data governance security policies include strategies or protocols for dealing with misalignments between federal, state, and local laws, regulations, and standards, when and if they appear.
Indicator	Quality Indicator DG7: Data governance policies require the development and implementation of procedures to ensure that only authorized users gain appropriate access to the Part B data and data-system-derived products (e.g., reports, extracts, etc.).
Elements of Quality	<ul style="list-style-type: none"> a. Data governance ensures access policies are in place and available to all Part B state and local staff and other authorized users as appropriate. b. Data governance ensures access policies adhere to all current federal, state, and local laws, regulations, and standards. c. Data governance ensures access policies apply to all Part B data collected, maintained, and/or used. d. Data governance ensures that access policies require internal (and, to the extent required, external) Part B data users to participate in relevant access trainings regarding Part B data, prior to system access. e. Data governance ensures that access policies require Part B state staff or authorized representatives to routinely monitor and test the data system to ensure effective and consistent implementation of data access functions. f. Data governance ensures that access policies are periodically reviewed and revised as necessary and keep pace with current federal, state, and local laws, regulations, and standards. g. Data governance access policies define authorized users (e.g., any user qualified and approved for access to personally identifiable information). h. Data governance policies address data access misalignments among federal, state, and local laws, regulations, and standards.

Section 3: Security and Access (continued)

Indicator	Quality Indicator DG8: Part B state staff or authorized representatives support and implement procedures that maintain and address data security and access.
Elements of Quality	<ul style="list-style-type: none"> a. Part B state staff or authorized representatives communicate regularly with Part B data system users about Part B data security and access policies and procedures. b. Part B state staff or authorized representatives monitor the implementation of the Part B data system’s security procedures and the overall data system security of Part B data. c. Part B state staff or authorized representatives monitor to ensure that all data users, at all levels, who have access to the state Part B data adhere to all data-related policies and procedures. d. Part B state staff or authorized representatives monitor to ensure adherence to security procedures when extracting, linking, transferring, or exchanging Part B state data. e. Part B state staff or authorized representatives develop training materials regarding procedures and responsibilities for data system security and access operations and data use. f. Part B state staff or authorized representatives require that all individuals with access to Part B data demonstrate knowledge about security and access policies and procedures, as specified by the state. g. Part B state staff or authorized representatives review and revise security and access training materials periodically and as new management needs arise (e.g., new or revised data policies, laws, regulations, or standards). h. Part B state staff or authorized representatives review and revise procedures for monitoring security and access as necessary. i. Part B state staff or authorized representatives work with local staff to develop capacity for maintaining data security, as necessary. j. Part B state staff or authorized representatives have strategies for reconciling conflicting state and local policies, procedures, regulations, and management needs.

Section 4: Diffusion of High Quality

Indicator	Quality Indicator DG9: Part B state staff or authorized representatives define high-quality data for the entire state.
Elements of Quality	<ul style="list-style-type: none"> a. The definition of high-quality data is informed by OSEP definitions and guidance. b. The definition of high-quality data is created with input from multiple Part B data system stakeholders. c. The definition of high-quality data is disseminated broadly to stakeholders. d. The definition of high-quality data is consistent with evidence-based practices in research methodology (e.g., data are accurate, data are complete, data are consistent). e. Part B state staff work to ensure high-quality data with a system for assessing data quality that includes tools, guidance, and regular timelines for assessment of data.
Indicator	Quality Indicator DG10: Part B state staff work with local staff to develop district policies and procedures that are aligned with state policies and procedures.
Elements of Quality	<ul style="list-style-type: none"> a. Part B state staff or authorized representatives support local staff to assess alignment of policies and procedures to state policies and procedures. b. Part B state staff or authorized representatives support the consistent development of policies and procedures across state/local programs and agencies while allowing for local variation in context.
Indicator	Quality Indicator DG11: Part B state staff support data managers in their training and oversight of local data staff.
Elements of Quality	<ul style="list-style-type: none"> a. Part B state staff provide sample documents and resources (e.g., policies, procedures, templates) to local data managers. b. Part B state staff provide technical assistance to local data managers for the purposes of training and providing oversight of local data staff.



Stakeholder Engagement

Stakeholders are individuals who are connected to the Part B data system in some way; a wide range of individuals, agencies, and connections are possible. Stakeholders are important for the health and functionality of a state's data system because they often have knowledge and experience of *real-life* data functionality. They can inform state decision-makers as to effective and efficient policies, procedures, and practices for ensuring high-quality data. Thus, it is important for states to have opportunities for engaging stakeholders in meaningful ways.

Stakeholder Engagement contains indicators specific to the identification of agencies and individuals affected by or interested in Part B data. In addition to identifying stakeholders, this component contains indicators on stakeholder roles and responsibilities. This component is divided into two sections:

Section 1: Engaging Part B Data System Stakeholders:

Indicators in this section establish processes and opportunities for identifying and engaging stakeholders.

- **Quality Indicator SE1:** Part B state staff identify local and state groups and individuals who are affected by the state's Part B data system.
- **Quality Indicator SE2:** Part B state staff provide opportunities for state and local stakeholders to give input about the state's Part B data system.
- **Quality Indicator SE3:** Part B state staff consider state and local stakeholder input in decision-making and notify stakeholders of decisions made regarding the state's Part B data system.

Section 2: Part B State Staff Serve as Stakeholders in Integrated Data System Initiatives:

The indicator in this section delineates the role of Part B state staff in data integration initiatives.

- **Quality Indicator SE4:** Part B state staff are engaged as stakeholders in integrated data system initiatives.

Part B Indicators and Elements of Quality

Section 1: Engaging Part B Data System Stakeholders

Indicator	Quality Indicator SE1: Part B state staff identify local and state groups and individuals who are affected by the state’s Part B data system.
Elements of Quality	<ul style="list-style-type: none"> a. Part B state staff establish purposes for engaging stakeholders. b. Part B state staff identify individuals to represent different stakeholder groups and include diversity related to language, culture, and perspective. c. Part B state staff articulate the expectations for stakeholder involvement, including the timeline for involvement, mechanisms for responding to requests for input, and the role of stakeholders in decision-making or advising. d. Part B state staff periodically review stakeholder representation to ensure all relevant groups are included and participating.
Indicator	Quality Indicator SE2: Part B state staff provide opportunities for state and local stakeholders to give input about the state’s Part B data system.
Elements of Quality	<ul style="list-style-type: none"> a. Part B state staff use multiple methods to maximize opportunities for state and local stakeholder input. b. Part B state staff provide state and local stakeholders the necessary information to provide input on the issues or decisions under consideration. c. Part B state staff periodically review and revise the methods for gathering input from state and local stakeholders.
Indicator	Quality Indicator SE3: Part B state staff consider state and local stakeholder input in decision-making and notify stakeholders of decisions made regarding the state’s Part B data system.
Elements of Quality	<ul style="list-style-type: none"> a. Part B state staff review state and local stakeholder input to guide decision-making. b. Part B state staff use multiple methods for communicating decisions to state and local stakeholders in a timely manner. c. Part B state staff periodically review and revise the methods used for communicating decisions.

Section 2: Part B State Staff Serve as Stakeholders in Integrated Data System Initiatives

Indicator	Quality Indicator SE4: Part B state staff are engaged as stakeholders in integrated data system initiatives.
Elements of Quality	<ul style="list-style-type: none"> a. Part B state staff understand their role as stakeholders in the integrated data system initiative. b. Part B state staff participate as active stakeholders in the initiative in a variety of ways, such as responding to requests for input, acquiring knowledge about integrated data systems, and keeping Part B state stakeholders and leadership informed about the initiative.



Information Technology (IT) System Design and Development

The Information Technology (IT) System Design and Development component targets the creation or upgrading of Part B IT data systems, noting that multiple systems may be related to Part B data. Further, this component focuses on the purposes, uses, and designs of IT as a support and aid in achieving and maintaining high data quality. Where the other components may encompass a range of strategies and actions to ensure data quality, this component is specific to the design and deployment of one or more state-level IT systems to ensure data quality; indicators within this component provide details important for bringing a comprehensive, fully functional data system online. As noted in the DaSy framework, this component tracks the standard System Development Life Cycle (SDLC), which includes (1) *system initiation*, (2) *system requirements analysis*, (3) *system design*, (4) *system development*, (5) *system acceptance*, and (6) *system deployment* and thus serves as a practical guide for states seeking to implement, update, or upgrade a high-capacity, technology-driven approach to managing Part B data. Indicators are organized into three sections.

Section 1: Initiation of New IT System/Enhancement and Requirements Analysis: Many states have an existing data system and wish to upgrade. In other cases, states may desire a new feature or system design. This section contains indicators that target the logistics of system initiation.

- **Quality Indicator SD1:** Part B state staff are actively involved in initiating the development of the state's Part B data systems or enhancements.
- **Quality Indicator SD2:** Part B state staff are actively involved in the development of business requirements, process models, and data models for the data systems/enhancements.
- **Quality Indicator SD3:** The Part B requirements analysis defines the full set of requirements for the Part B data systems/enhancements (i.e., statements regarding what the data systems/enhancements must be able to do).
- **Quality Indicator SD4:** The Part B data system should contain all of the Part B data elements needed to support the reporting of high-quality Part B data.

Section 2: IT System Design and Development: This section contains information on the technical aspects of designing and building a data system.

- **Quality Indicator SD5:** Part B state staff work with the IT team to translate the Part B data system requirements analysis into the design for the new data systems/enhancements.
- **Quality Indicator SD6:** Part B state staff work with the IT team as they build and test the new Part B data systems/enhancements.

Section 3: IT System Acceptance and Deployment: The final section in this component completes the process of system design or enhancement. Indicators in this section target user testing, training, and deployment of the data system.

- **Quality Indicator SD7:** Part B state staff prepare for, communicate about, and conduct system acceptance testing to ensure the new Part B data systems/enhancements function properly before deployment.
- **Quality Indicator SD8:** Part B state staff participate in creating, reviewing, and revising materials to support the implementation of the new Part B data systems/enhancements.
- **Quality Indicator SD9:** Part B state staff communicate and work with the IT team to deploy the new Part B data systems/enhancements.

Part B Indicators and Elements of Quality

Section 1: Initiation of New System/Enhancement and Requirements Analysis

Indicator	Quality Indicator SD1: Part B state staff are actively involved in initiating the development of the state’s Part B data systems or enhancements.
Elements of Quality	<ul style="list-style-type: none"> a. Part B state staff provide input to determine project team roles and responsibilities and commit Part B staff to the development of new (and, possibly, multiple) Part B data systems/enhancements. b. Part B state staff review the high-level plan for the Part B data systems/enhancements to ensure that they meet Part B goals and needs. c. Part B state staff provide input on how the new Part B data systems/enhancements will be developed (i.e., vendor/contractor, in-house, commercially available product) and related staffing needs. d. Part B state staff provide input into the plan and schedule for the system(s) requirements analysis and the plan and schedule for the remaining Part B data system(s) design/development phases.
Indicator	Quality Indicator SD2: Part B state staff are actively involved in the development of business requirements, process models, and data models for the data systems/enhancements.
Elements of Quality	<ul style="list-style-type: none"> a. Part B state staff are actively involved in defining, reviewing, and revising business requirements, which identify programmatic needs expressed in the language of the Part B program. b. Part B state staff are actively involved with the IT team to create work process models that reflect an understanding of the Part B program, processes, and language. c. Part B state staff are actively involved with the IT team to create data models that reflect program language. d. Part B state staff solicit end-user input on business requirements, process models, and data models. e. Part B state staff are actively involved in reconciling process models and data models with business requirements, with specific consideration of budget and scope. f. Part B state staff have a clear process for the approval of the final business requirements.
Indicator	Quality Indicator SD3: The Part B requirements analysis defines the full set of requirements for the Part B data systems/enhancements (i.e., statements regarding what the data systems/enhancements must be able to do).
Elements of Quality	<ul style="list-style-type: none"> a. Features and functions of the Part B data systems/enhancements, including those for reporting, interfaces, and user types/access, are fully described and expressed in the language of the Part B program. b. The list of required features and functions of the Part B data systems/enhancements indicates what is in and out of scope. c. Business requirements are prioritized (e.g., as essential, useful, or desirable). d. The business requirements address technical requirements that operate in the background, such as encryption, system performance and load, data archiving, audits and controls, and data conversion. e. A diagram or description of Part B work processes and work flows is developed and depicts processes such as referral/intake, eligibility determination, and transition. f. Work processes and work flows are broken down into manageable functions and sub-functions (e.g., child count in schools, LEAs, educational support agencies [ESAs], and SEA). g. All data needed for Part B reporting, and for accountability, program improvement, and program operations (refer to Purpose and Vision subcomponent), have been identified for the data system/enhancement. h. A data model identifying the Part B data elements, the characteristics that define those data (i.e., the data attributes), and the relationships between the elements has been developed. i. A readily accessible (e.g., available on the website) Part B data dictionary is produced that defines the data elements, their attributes, and logical relationships among the data elements. j. The business requirements ensure compatibility across different platforms (e.g., PC, Mac, tablet). k. The business requirements facilitate interface between state and local data systems (e.g., point-in-time versus live, continuously updated data).

Section 1: Initiation of New System/Enhancement and Requirements Analysis (continued)

Indicator	Quality Indicator SD4: The Part B data system should contain all of the Part B data elements needed to support the reporting of high-quality Part B data.
<p>Elements of Quality</p>	<ul style="list-style-type: none"> a. The Part B data system includes, but is not limited to, all data required at the federal and state levels. b. The Part B data system has the capacity to track data about students when they move from one LEA to another in the state. c. The Part B data system has built-in edit-check routines at the application and/or database levels (e.g., format checks, field validation restrictions, import restrictions/checks). d. The Part B data system has reports in place to assess data quality (e.g., error reports, outliers, missing data). e. The Part B data system has controls in place so end users access data in a manner consistent with federal, state and local privacy requirements, including requiring strong passwords, limits on the length of access (e.g., session timeouts), use of different user types, and role-based permissions. f. The Part B data system has embedded supports and training materials for end users (e.g., mouse-over definitions, support documents, practice scenarios, practice site within the application, audiovisual tutorials). g. The Part B data system, directly or through a related application, has reporting and analysis tools that provide end users, including state and local program staff, with easy access to the data in both raw form and reports. h. For transactional systems (requiring continuous updating of data), the Part B data system provides automated functions that support program practices for end users, (e.g., date tickler or calendar reminders of critical dates). i. The Part B data system has security measures that enable the state to comply with federal, state, and local privacy requirements, including those that address the following: <ul style="list-style-type: none"> • Data back-up and recovery • Data storage • Data encryption • Proper destruction of data • Secure transmission of data j. The Part B data system allows for selected modifications within the data system with little or no reliance on the IT team, such as adjusting user permissions and adding support documents. k. The Part B data system has the capacity to link various student-level data elements, including student assessment data. l. The Part B data system has the capacity to link student-level data elements with service provider/ teacher data elements. m. The Part B data system has the capacity to link student-level data elements with program/school/ classroom data elements. n. The Part B data system has the capacity to link service provider/teacher data elements with program/ school/classroom data elements. o. The Part B data system has the capacity to link family survey data with other student-level data, including student outcomes, if appropriate. p. For transactional systems, the Part B data system is able to track entries/changes to data in the database made by end users and the user who made them. q. The Part B data system has interoperability that allows for linking Part B data to other statewide longitudinal and early childhood data systems.

Section 2: IT System Design and Development

Indicator	Quality Indicator SD5: Part B state staff work with the IT team to translate the Part B data system requirements analysis into the design for the new data systems/enhancements.
Elements of Quality	<ul style="list-style-type: none"> a. Part B state staff or representatives work with the IT team as decisions are made about technical architecture (e.g., hardware and software, naming conventions, importing legacy data) and provide clarification as necessary. b. Part B state staff work with the IT team to review, refine, and approve mock-ups of modules, reports, and other functions. c. Part B state staff work with the IT team on the ongoing development of the data dictionary.
Indicator	Quality Indicator SD6: Part B state staff work with the IT team as they build and test the new Part B data systems/enhancements.
Elements of Quality	<ul style="list-style-type: none"> a. Part B state staff are actively involved with the IT team in refining the Part B data system requirements during system construction, with consideration of the scope. b. Part B state staff (and to the extent appropriate, district staff) test modules as they are developed until they function as intended. c. Part B state staff communicate with the IT team to ensure adequate system performance based on anticipated system peak usage. d. Part B state staff or representatives require technical documentation, including instructions for system deployment and maintenance.

Section 3: IT System Acceptance and Deployment

Indicator	Quality Indicator SD7: Part B state staff prepare for, communicate about, and conduct system acceptance testing to ensure the new Part B data systems/enhancements function properly before deployment.
Elements of Quality	<ul style="list-style-type: none"> a. Part B state staff select representative end users (e.g., based on user types such as district staff, permissions) for acceptance testing. b. Part B state staff collaborate with the IT team to create the acceptance testing plan, including a schedule and expected testing environment. c. Part B state staff prepare materials (e.g., test data, sample cases) and feedback mechanisms for acceptance testing. d. Part B state staff work with the IT team to ensure that legacy and new data are processed together as specified in the systems requirement analysis (e.g., test associated system utilities and processes for accuracy and fidelity). e. Part B state staff conduct acceptance testing, process user feedback, and communicate findings to the IT team. f. Part B state staff work with the IT team and/or project management team to adjust plans as needed. g. Part B state staff repeat system acceptance testing as necessary until the system functions properly.

Section 3: IT System Acceptance and Deployment (continued)

Indicator	Quality Indicator SD8: Part B state staff participate in creating, reviewing, and revising materials to support the implementation of the new Part B data systems/enhancements.
Elements of Quality	<ul style="list-style-type: none"> a. Part B state staff ensure a data dictionary is reviewed and revised as necessary to ensure that data resources are current and relevant. b. Part B state staff participate in creating and updating system materials (e.g., user manuals, online tutorials, webinars) as necessary and make available online and hard copy training resources for all end users. c. Part B state staff ensure changes to the materials are communicated to help desk support. d. Part B state staff revise updated materials based on acceptance testers’ review and feedback.
Indicator	Quality Indicator SD9: Part B state staff communicate and work with the IT team to deploy the new Part B data systems/enhancements.
Elements of Quality	<ul style="list-style-type: none"> a. Part B state staff collaborate with the IT team to create a deployment plan, including guidelines for transition to the new data systems/enhancements, schedules, and roles and responsibilities. b. Part B state staff communicate the deployment plan to all necessary parties, including state and local staff. c. Part B state staff or authorized representatives ensure support for the new data systems/enhancements (e.g., training; release notes; and resources such as a help desk, online training modules, and support materials) is provided to all end users, which will help state and local staff understand the data elements and attributes and the logical relationship among the data elements. d. Part B state staff or representatives confirm that contingency plans exist for handling problems during and after deployment of the new Part B data systems/enhancements. e. Part B state staff coordinate with the IT team to release the new Part B data systems/enhancements. f. Part B state staff coordinate with the IT team to transition the responsibility for the new Part B data systems/enhancements to the state agency according to the deployment plan. g. For new systems only: Part B state staff coordinate with the IT team on the retirement of the legacy system, including the decision to run the two systems in parallel.



Data Use

Part B data have many uses, including required reporting at federal, state, and local levels. Data use should be informed by protocols for ensuring quality data are available for analysis and reporting. Further, data use can be facilitated by the development of data explanation materials and resources that facilitate understanding data and reported analyses.

The Data Use component addresses strategies and procedures for using data that are contained in a Part B data system. As such, this component presents indicators that target who has access to Part B data, how data are screened for quality and prepared for analysis, and potential data products or uses. Data products are defined as all types of materials containing data, such as data tables, presentations, and reports. There are seven indicators in three sections.

Section 1: Planning for Data Use: The first section of Data Use advises states to create plans for who will receive a data product and the types of data products that might be available.

- **Quality Indicator DU1:** Part B state staff plan for data analysis, product development, and dissemination to address the needs of the state agency and other users.

Section 2: Analyzing and Disseminating for Data Use: Indicators within the second section touch on protocols for ensuring (a) quality data are available for analyses; (b) standard analyses are conducted; and (c) secure data products are made available to a variety of users.

- **Quality Indicator DU2:** Part B state staff or authorized representatives conduct data analysis activities and implement procedures to ensure the integrity of the data.

- **Quality Indicator DU3:** Part B state staff or authorized representatives prepare data products that promote understanding of the data and inform decision-making.
- **Quality Indicator DU4:** Part B state staff disseminate data products to users to meet their needs.

Section 3: Using Data and Promoting Capacity for Data Use: The final section in this component addresses how data are used and the supports states might make available to facilitate data use.

- **Quality Indicator DU5:** Part B state staff use data to inform decisions, and provide support to local staff to do the same.
- **Quality Indicator DU6:** Part B state staff or authorized representatives support the use of data at the state and local levels.

Part B Indicators and Elements of Quality

Section 1: Planning for Data Use

Indicator	Quality Indicator DU1: Part B state staff plan for data analysis, product development, and dissemination to address the needs of the state agency and other users.
<p>Elements of Quality</p>	<ul style="list-style-type: none"> a. Part B state staff develop recommendations for state and local staff for effective data use. b. Part B state staff identify potential data users and periodically gather information about their specific data needs. c. Part B state staff consider accountability and program improvement questions that drive data analysis and data use when creating documents, creating data products, requesting resources, and creating timelines. d. Part B state staff have a process to prioritize data requests, both for data that are readily available and regularly queried and for data that require additional staff time to query, and to provide guidance (as appropriate) in a timely fashion. e. Part B state staff plan for dissemination that focuses on products, methods, and timelines tailored to specific stakeholder groups. f. Part B state staff periodically review and revise plans for data analysis, product development, and dissemination as necessary, ensuring procedures are in place for making high-quality data available for analysis. g. Part B state staff have a process for soliciting stakeholder review of and feedback on the state data use plan.

Section 2: Analyzing and Disseminating for Data Use

Indicator	Quality Indicator DU2: Part B state staff or authorized representatives conduct data analysis activities and implement procedures to ensure the integrity of the data.
<p>Elements of Quality</p>	<ul style="list-style-type: none"> a. Part B state staff or authorized representatives implement agreed-upon or documented procedures to analyze data to address accountability and program improvement needs, including providing timely information for federal and state reporting requirements. b. Part B state staff prioritize and respond to various types of data requests, including requests for data that are readily available and regularly queried, data that require additional staff time to query, and data exports (as appropriate) for external users. c. Part B state staff or authorized representatives develop documentation of the specifications (e.g., data elements, restrictions related to data elements, querying parameters, report criteria) to answer routine questions and update it as needed. d. Part B state staff or authorized representatives implement agreed-upon or documented procedures to ensure that data, as queried and reported, are accurate and include, when appropriate, checks with the authoritative or original source of the data. e. Part B state staff or authorized representatives implement agreed-upon or documented procedures to ensure privacy and the protection of personally identifiable information when data are queried and reported.

Section 2: Analyzing and Disseminating for Data Use (continued)

Indicator	Quality Indicator DU3: Part B state staff or authorized representatives prepare data products that promote understanding of the data and inform decision-making.
Elements of Quality	<ul style="list-style-type: none"> a. Part B state staff or authorized representatives prepare a variety of data products. b. Part B state staff or authorized representatives include documentation or information in data products as needed for citing data, accurate interpretation, use of the information (e.g., querying parameters, changes to data elements or collection protocols), and whom to contact for more information about the data product or data. c. Part B state staff or authorized representatives ensure that personally identifiable information is protected in all data products in accordance with federal and state requirements. d. Part B state staff or authorized representatives use a variety of approaches (e.g., videos, webinars) and displays (e.g., tables, infographics) to enhance end users' understanding of the data. e. Part B state staff or their authorized representatives evaluate data products (e.g., quality, use of products) and use the results to plan or revise products. f. Part B state staff or authorized representatives make training and technical assistance available to state and local staff on personally identifiable information and related federal and state requirements.
Indicator	Quality Indicator DU4: Part B state staff disseminate data products to users to meet their needs.
Elements of Quality	<ul style="list-style-type: none"> a. Part B state staff use a variety of methods (e.g., dashboards, issue briefs, websites) to disseminate data products. b. Part B state staff's dissemination of data products includes sufficient information to interpret and use the data appropriately. c. Part B state staff's dissemination procedures include providing data sources the opportunity to verify the accuracy of the data prior to release of data products to the general public, as appropriate. d. Part B state staff periodically evaluate the effectiveness of the dissemination strategies and revise as necessary.

Section 3: Using Data and Promoting Capacity for Data Use

Indicator	Quality Indicator DU5: Part B state staff use data to inform decisions and provide support to local staff to do the same.
Elements of Quality	<ul style="list-style-type: none"> a. Part B state staff conduct subgroup analysis (e.g., geographic locality, race/ethnicity, disability type, age, gender, or other criteria) as appropriate when interpreting the data. b. Part B state staff systematically review the findings of data analyses, interpret the findings, and make decisions based on the data. c. Part B local staff systematically review the findings of data analyses, interpret the findings, and make decisions based on the data. d. Part B state staff evaluate data use at the state and local levels to support accountability, program improvement, and program operations. e. Part B state staff provide data and technical assistance to local staff to help them systematically review the data analyses for findings, interpret the findings, and make decisions based on the findings.
Indicator	Quality Indicator DU6: Part B state staff or authorized representatives support the use of data at the state and local levels.
Elements of Quality	<ul style="list-style-type: none"> a. Part B state staff or authorized representatives provide multiple resources and tools (e.g., help desk, analytic and querying tools, Web portal) for a variety of state- and local-level data users to facilitate access to data and support data use. b. Part B state staff or authorized representatives assess professional development needs of state and local staff related to data use. c. Part B state staff or authorized representatives provide for professional development that supports state and local users' skills and competencies to understand, interpret, and use data effectively. d. Part B state administrators, authorized representatives, or designees provide professional development activities using a variety of methods (e.g., workshops, user groups) for state- and local-level data users to improve skills and competencies. e. Part B state staff or authorized representatives evaluate the effectiveness of professional development activities to enhance state and local capacity for data use and revise as necessary.



Sustainability

It is reasonable to expect Part B data elements, definitions, sources, etc., to shift over time. Thus, this component addresses the sustainability of the Part B data system—an assessment of the fiscal and tangible resources that must be available to shift the framework and data system(s). More specifically, this component targets the actors and strategies that may be helpful to ensure the system and its associated components remain relevant, useful, and of high quality.

- **Quality Indicator SU1:** Part B state staff use a systematic process that includes stakeholder input to sustain and enhance the state’s Part B data system.
- **Quality Indicator SU2:** Part B state staff generate political and fiscal support to maintain and enhance the implementation of the state’s Part B data system.

Part B Indicators and Elements of Quality

Indicator	Quality Indicator SU1: Part B state staff use a systematic process that includes stakeholder input to sustain and enhance the state’s Part B data system.
Elements of Quality	<ol style="list-style-type: none"> a. Part B state staff identify criteria that indicate the state’s Part B data system is meeting the needs of various types of stakeholders. b. Part B state staff or authorized representatives collect and analyze data on the identified criteria. c. Part B state staff use results of the analysis to identify needed improvements to and supports for the state’s Part B data system (e.g., improved professional development for data use, improved access to data analysts). d. Part B state staff verify that potential improvements align with the purpose and vision of the data system. e. Part B state staff have a process for initiating changes to the data system in response to changes to federal or state reporting requirements. f. Part B state staff or representatives monitor the Part B data system to ensure it is up to date with effective technologies to meet stakeholder needs.
Indicator	Quality Indicator SU2: Part B state staff generate political and fiscal support to maintain and enhance the implementation of the state’s Part B data system.
Elements of Quality	<ol style="list-style-type: none"> a. Part B state staff explain to decision-makers the benefits of the state’s Part B data system and the need for regular updating and improvements. b. Part B state staff work with state leadership/management to identify the resources (e.g., fiscal, personnel, time) needed to implement and maintain the Part B data system and, as needed, to improve, implement, and sustain the Part B data system, including expanding current funding and finding new funding sources. c. Part B state staff promote the use of data-informed decision-making for continuous program improvement at multiple levels (from policymakers to local users), to demonstrate the value of the Part B data system and generate support for its use. d. Part B state staff plan for and address the transfer of knowledge about the state’s Part B data system to new Part B state staff, IT staff, and vendors, including maintaining documentation, establishing a personnel system with back-ups, and providing orientation/training. e. Part B state staff promote participation in integrated and/or linked data systems initiatives such as the Data Quality Campaign (DQC), Common Education Data Standards (CEDS), and SLDS, which generates support for the state’s Part B data system by demonstrating its value.

Data Integration

Integration of data across systems, including Part B data, is a notable goal and may encompass multiple systems, including the SLDS and an Early Childhood Integrated Data System. Integration requires the precise linkage of data elements across two or more data systems. The proper integration of data, which leads to both efficiency and accuracy in the collection and reporting of data, needs to be supported with detailed procedures and protocols as well as sufficient resources. This component is applicable when the SEA is actively involved in or considering (a) the integration of data collection processes or (b) the post-collection integration of data for reporting.

Section 1: Authority and Scope: Indicators in this section address the management and oversight necessary to ensure appropriate and adequate integration as well as the ability to maintain integration functionality into the future.

- **Quality Indicator DI1:** The data governance structure supports appropriate decision-making authority and accountability consistent with the purpose of the data integration.
- **Quality Indicator DI2:** A data integration project plan establishes the scope and management of data integration work, including communication with IDEA, ED*Facts*, and SLDS administrators; content staff; and other identified data integration stakeholders.
- **Quality Indicator DI3:** Part B state staff garner support (e.g., administrative, fiscal) to establish, maintain, and enhance the data integration process.

Section 2: Alignment and Integrity of Integrated Data: This section contains indicators for developing integration processes.

- **Quality Indicator DI4:** Data elements, definitions, and collection calendars are aligned for data integration and the creation of a single source for reporting.
- **Quality Indicator DI5:** The state has established processes for conducting Extract, Transform, Load (ETL) to ensure the integrity of integrated data.

Part B Indicators and Elements of Quality

Section 1: Authority and Scope

Indicator	Quality Indicator DI1: The data governance structure supports appropriate decision-making authority and accountability consistent with data integration as reflected in the purpose of the data integration.
Elements of Quality	<ul style="list-style-type: none"> a. A state data integration team, including Part B state staff, has written, agreed-upon data integration purpose statements or use cases. b. The data integration purpose statements or use cases are disseminated and available to internal and external stakeholders. c. There is an established/documented data governance body that oversees data integration. d. The documented data governance body that oversees data integration minimally includes representation from IDEA, ED<i>Facts</i>, and SLDS. e. The documented data governance body that oversees data integration has a means of receiving basic input from local Part B staff. f. Documented data governance policies authorize decision-making processes for integrating data.
Indicator	Quality Indicator DI2: A data integration project plan establishes the scope and management of data integration work, including communication with IDEA, ED <i>Facts</i> , and SLDS administrators; content staff; vendors; and other identified data integration stakeholders.
Elements of Quality	<ul style="list-style-type: none"> a. A state data integration team, including Part B state staff, has a documented data integration project plan. b. A state data integration team, including Part B state staff, reviews and revises the data integration project plan as changes occur. c. A state data integration team, including Part B state staff, regularly reports to identified stakeholders on data integration progress. d. A state data integration team, including Part B state staff, provides identified stakeholders regularly scheduled opportunities for input on data integration. e. A state data integration team, including Part B state staff, regularly reports to identified stakeholders regarding how their data integration input was considered. f. The state’s data integration project plan contains procedures for reviewing project risks by the governance body. g. The state’s data integration project plan contains escalation procedures for elevating unresolved data integration needs and concerns to a governance body.
Indicator	Quality Indicator DI3: Part B state staff garner support (e.g., administrative, fiscal) to establish, maintain, and enhance the data integration process.
Elements of Quality	<ul style="list-style-type: none"> a. State leadership actively supports (e.g., provides input, reviews documentation) the data integration project. b. A state data integration team, including Part B state staff, develops documentation demonstrating the added value associated with data integration (e.g., increased efficiencies, reduction of risks). c. State leadership identifies and assigns SEA staff to actively participate in the data integration process. d. State leadership identifies strategies for receiving input or representation from local Part B staff. e. State leadership allocates sufficient resources (e.g., staff time, money, meeting space, technology) for all data integration processes. f. State leadership considers necessary internal or external staff that could be used to support data integration.

Section 2: Alignment and Integrity of Integrated Data

Indicator	Quality Indicator DI4: Data elements, definitions, and collection calendars are aligned for data integration and the creation of a single source for reporting.
Elements of Quality	<ul style="list-style-type: none"> a. A state data integration team, including Part B state staff, establishes, revises, and maintains a data dictionary for integrated data. b. The state’s data dictionary includes both the structural metadata and descriptive metadata for all integrated data elements. c. A state data integration team, including Part B state staff, use national standards for element definitions (e.g., CEDS) to identify and/or resolve variations in definitions for integrated data elements. d. A state data integration team, including Part B state staff, identifies any data elements targeted for data integration that may be redundant and resolves redundancy and definitions as needed. e. A state data integration team, including Part B state staff, identifies tasks and associated due dates potentially affected by data integration and considers calendar alignment as needed. f. Data sets to be integrated include all elements required for specific state and required federal reporting.
Indicator	Quality Indicator DI5: The state has established processes for conducting Extract, Transform, Load (ETL) to ensure the integrity of integrated data.
Elements of Quality	<ul style="list-style-type: none"> a. State program and technical staff jointly develop a business requirements document for programmers to use for ETL development. b. State program and technical staff determine the official code set to be used for each integrated data element for ETL. c. State program and technical staff develop ETL scripts and processes based on business requirements. d. State program and technical staff perform basic unification rules on all data to be integrated with the ETL process (such as converting NULL values, standardized identifiers, address fields, etc.). e. State program and technical staff conduct ETL in a test environment that is verified for accuracy by program staff. f. State program and technical staff perform data quality checks, and, as needed, a revised ETL is conducted prior to final sign-off approval from program staff. g. State program and technical staff perform official ETL to the production database. h. State program and technical staff conduct joint review of ETL processes and revise and maintain ETL procedures as needed.