



Part C IDEA 618 Data Processes Toolkit

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Welcome



Poll: Who is on the call today?

Things to Ponder



What is this toolkit for?

- Documenting 618 data processes
- Creating a culture of high-quality data
- Establishing consistent practices for valid and reliable data
- Building capacity of state staff

IDEA 618 Data Processes Toolkit Components

- Overview
- Protocols
- Calendar
- Additional Resources



The data collection protocols and calendar are in Word and can be tailored to a state's specific documentation needs.

Part C IDEA 618 Toolkit Protocols

The protocols are templates for documenting data collection information and specific steps for the validation and submission of IDEA data.

- There are three 618 data collections:
 - Child Count and Settings
 - Exiting
 - Dispute Resolution



Protocol
Child Count and Settings

Essential Elements

Data Collection Name: Reference the name the collection is known by in the Lead Agency (LA). For accuracy of communication throughout the LA, reference each data collection by only one name.

EDFacts Submission Method:

- Submitted via EMAPS

Data Stewards: Provide names, contact information, department, and any notes on persons responsible for collections, validation, and submission. If there are multiple parties responsible or involved in the process, list them all (i.e., Part C Coordinator, Part C Data Manager, Program Coordinator, Provider, etc.).

Data Collection Levels: These are the levels at which data are collected and reported.

- Counts at the individual child levels
- Counts by child demographics (race/ethnicity, gender, age)
- Counts at the LA level
- Other _____

Federal Reporting Period and Submission Dates: The reporting period as defined by OSEP (i.e., snapshot of a particular day or a period of time such as calendar year) and final due date.

Data Collection Protocols

Essential Elements

- Data Collection Name
- *EMAPS* Collection Information
- Data Stewards
- Data Collection Level(s)
- Federal Reporting Period and Submission Dates
- State Collection and Submission Schedule

Processes

- Collection
- Data Validation
- Internal Approval Process
- Submission
- Response to Office of Special Education Programs (OSEP) Data Quality Report
- Data Governance

Data Collection Calendar

- The calendar is prefilled with reporting deadlines and other selected dates.
- While each data collection protocol is being developed, tasks are added to the calendar.
- As processes or dates change, the calendar should be updated to reflect those changes.

Additional Resources

- **Acronym List:** A list of frequently used acronyms pertaining to *EDFacts* and IDEA
- **Quick Links:** A list of helpful links to various supports available to states, including a list of relevant tools, products, and publications
- **Due Date List:** A list of *EDFacts* due dates

Using the Data Processes Toolkit: A State's Perspective

Oklahoma Part C

- Mark Sharp, Part C Coordinator
- Ginger Elliott-Teague and Erik Friend, Parts B and C Data Managers
- LouAnne Mullens, Program Manager

S O O N E R S T A R T



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The Need for Protocol Documentation

- Part C Data Managers were recently hired.
- There was no documentation on how to collect and submit 618 data.
- We were discovering the 618 processes through trial and error.

The Process of Documentation

- Talking through the processes helped staff understand data sources in more detail.
 - This was especially valuable for new staff, who were able to become acquainted with all the data systems and sources.
- Facilitated conversation was very valuable.
- Subject matter experts were important to have on site.

“Hard to do together, impossible to do alone.”

Using the Protocols

We refer back to the protocols as each data collection happens: “How do we do that again?”

The protocols prevent questions like

- How did we calculate that?
- Did we do it differently last year?
- Why do we do it that way?

State Needs



- High state staff turnover
- Issues with data quality

What does all of this have to do with data quality?

- A poorly managed ED*Facts*/IDEA reporting process can lead to poor data quality.



Dangers of Poor Quality Data

- Makes it hard to start efforts that lead to improvement
- Inhibits good data-driven decisionmaking
- Potentially breeds organizational mistrust

Improving Data Through Improved Processes

- Ability to replicate procedures
- High-quality data is a team effort:
 - Communication
 - Understanding
 - Helps reduce the learning curve

Critical Role of Part C Coordinator

- Part C Coordinator recognizes the value of this work and supports it through the following:
 - Facilitating involvement of staff
 - Participating in meetings
 - Allocating and protecting time
 - Leveraging the work
 - Spotlighting the work

Benefits to States

- Comprehensive documentation
- Increased knowledge and skills
- Collaborative culture for high-quality data

Benefits to States (cont.)

- Improved communication and relationships
- Increased understanding of data manager responsibilities, challenges, and needs
- Seamless succession planning



What to Expect From IDC

IDC will help to facilitate the process, such as

- Organizing in-person meetings
- Asking directed questions
- Serving as recorder to complete the protocols
- Highlighting areas needed for further discussion

State Team Members

Team participation is dynamic and varies depending on the data collection.

- Part C Coordinator
- IDEA data manager and other IDEA data staff
- Content/program staff
- Data staff from across the
 - agency
 - office
 - regions
 - programs

Maintaining Clear Data Processes

- Ensure a process is in place to keep documentation up to date
- Assign stewardship of Data Processes Toolkit for document control and upkeep
- Record the “why” of data processes
- Describe new policies or reasons changes are made



Questions



Next Steps



- Contact your IDC State Liaison to learn more about this toolkit and/or to discuss doing this work in your state.
- Data Process templates for 616 data collections (State Performance Plan/Annual Performance Report (SPP/APR) data) are under development and will be available soon.

Thanks for joining this webinar!

For More Information:

IDC Visit the IDC website
<https://ideadata.org/>

 Follow us on Twitter
<https://twitter.com/ideadatacenter>

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