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Building Capacity for High-Quality *IDEA* Data

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IDC Interactive Institutes 2018
Building a Culture of High-Quality Part B Data

Top 10 Reasons to Document Your IDEA Data Processes

Orlando, FL – February 21-22, 2018
Susan Hayes, IDC

Austin, TX – March 7-8, 2018
Susan Hayes, IDC

Welcome to IDC's "Top 10" List for Documenting Data Processes!

- This session will highlight several benefits of documenting your state's IDEA data processes

- Session agenda:

  - Preview of IDC *Part B IDEA Data Processes Toolkit*

  - Review of "Top 10" reasons to use the Toolkit

  - Discussion

What Is the IDC *Part B IDEA Data Processes Toolkit*?

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Part B IDEA 618 Data Processes Toolkit

Overview

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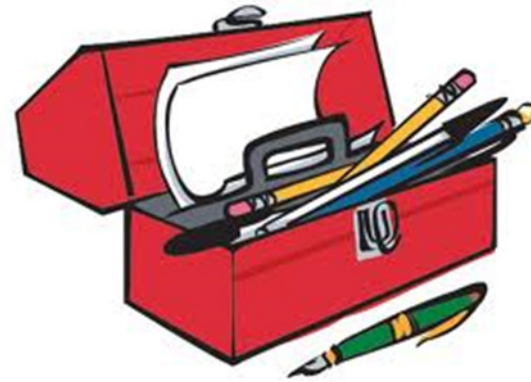Chris Thacker

October 2016
Version 1.0

Westat®

The Toolkit provides:

- A structured protocol for documenting your IDEA data processes and procedures

- Protocols can be used to document 618 collections, 616 collections (SPP/APR indicators), as well as other collections (e.g., LEA determinations)

What Is the IDC *Part B IDEA Data Processes Toolkit*? (cont.)

- Overview
- Protocols
- Calendar

The data collection protocols and calendar are in Word and states can tailor them to their specific documentation needs.

What's New in the Toolkit?

State Landscape Protocol

- Overview of state infrastructure

- Description of the data systems

- Lists of key special education and data staff

- General policies and procedures that apply to IDEA data

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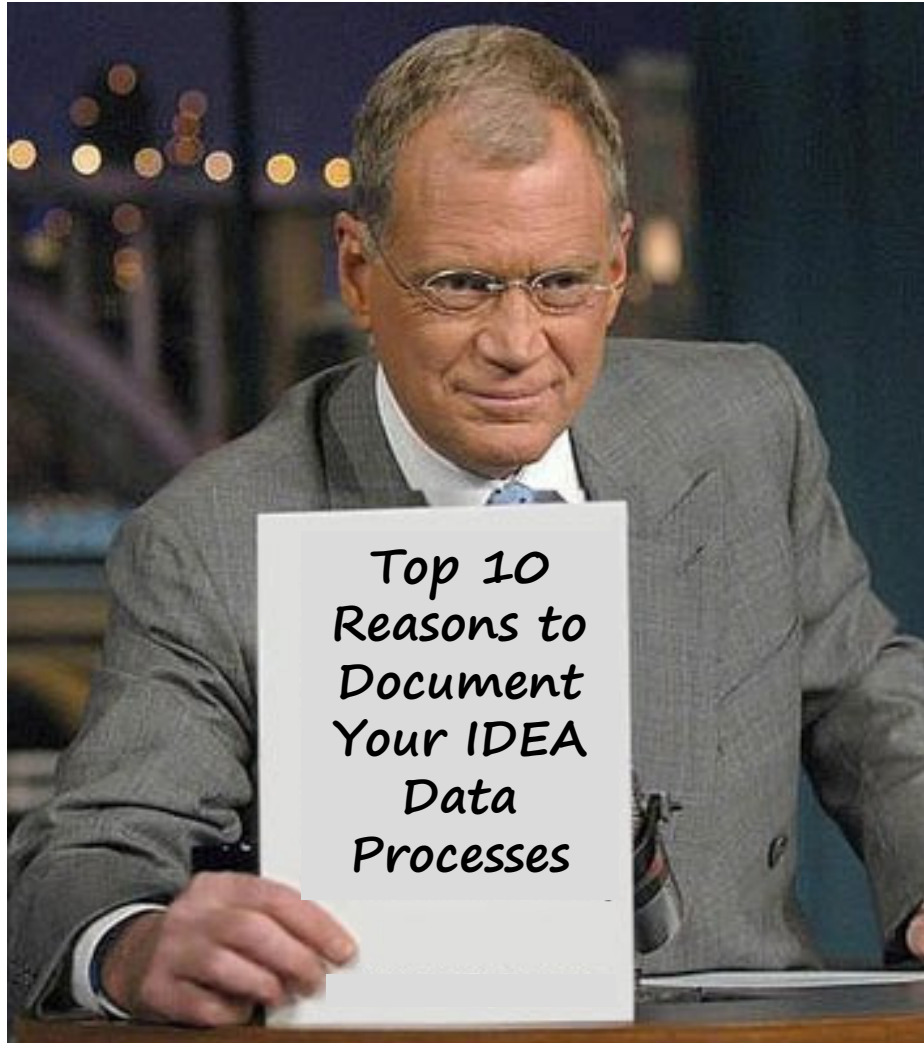# What's New in the Toolkit? (cont.)

LEA Determinations

- All processes for using data to establish each local education agency's (LEA's) annual determination

- Definition of which data your state uses for the determination

- How your state calculates and shares the annual determination

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What's New in the Toolkit? (cont.)

SPP/APR Indicator Protocols

- Each State Performance Plan/Annual Performance Report (SPP/APR) Indicator

- Documentation of processes for validating and submitting each indicator

- How your state responds to OSEP feedback

Welcome to IDC's "Top 10" List!

10. It builds agency resiliency.

10. Builds Agency Resiliency

Challenges faced due to job changes and turnover are mitigated:

- Creates a "playbook" that describes the who, what, when, where, and how of the federally required 616 and 618 collections

- Documentation of the processes helps retain knowledge despite changing personnel

10. It builds agency resiliency.

9. It distributes knowledge among your team members.

9. Distributes Knowledge Among Team Members

Experience of documenting the data collection, validation, and submission steps:

- Creates shared knowledge among team members

- Strengthens team communications and practices

- Provides opportunity for leadership to learn the ins and outs of particular data collections and be a part of any conversations about possible changes or improvements

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10. It builds agency resiliency.

9. It distributes knowledge among your team members.

8. It supports intra-agency collaboration.

8. Supports Intra-agency Collaboration

Documenting data process that involves other divisions helps provide a structure for:

- Clarifying roles and responsibilities

- Discussing processes, timelines, and expectations

- Building shared understanding across divisions

10. It builds agency resiliency.

9. It distributes knowledge among your team members.

8. It supports intra-agency collaboration.

7. *It creates opportunities to connect with contractors.*

7. Creates Opportunities to Connect With Contractors

If state employs contractors outside the agency, the data process creates opportunities to:

- Check in with the contractors about their work in the process

- Build state awareness and understanding of their work

- Identify any issues related to contractor processes and state processes that may not align

10. It builds agency resiliency.

9. It distributes knowledge among your team members.

8. It supports intra-agency collaboration.

7. It creates opportunities to connect with contractors.

6. *All of your friends are doing it!*

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6. All of Your Friends Are Doing It!

Due to the effectiveness of documenting the data processes, and the subsequent discussions, collaboration, and problem solving that results from completing the processes, 15 states have documented one or more 616 or 618 data collections.

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5. It provides protected time for team discussion.

5. Protected Time for Team Discussion

The data processes meetings help carve out

- Protected work time away from typical duties

- Time specifically dedicated to deep discussion on data processes

- Time to work out problems with the support of IDC facilitation

5. It provides protected time for team discussion.

4. It ignites ideas for improvements and efficiencies.

4. Ignite Ideas for Improvements and Efficiencies

- Documenting the "current state" often leads to explorations of possible "future states"

- Process organically generates insightful reflections, observations, and "aha moments" that may point to suggestions for improvements

5. It provides protected time for team discussion.

4. It ignites ideas for improvements and efficiencies.

3. *It allows you to spend quality time with your IDC State Liaison!*

3. Spend Quality Time With IDC State Liaison

Documenting data processes creates an opportunity to spend quality time with your IDC State Liaison and content experts! IDC TA staff will

- Record the data processes on provided protocols

- Facilitate discussions

- Help navigate difficult conversations

- Develop next steps related to the data process and "parking lot" issues

5. It provides protected time for team discussion.

4. It ignites ideas for improvements and efficiencies.

3. It allows you to spend quality time with your IDC State Liaison!

2. *It helps you master skills and a process that you can use to support LEA staff.*

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2. It Helps You Master Skills and a Process That You Can Use to Support LEA Staff

Documenting data collections at the state education agency (SEA) level informs how the processes can be applied at the district level:

- Support LEAs in refining their own processes and procedures to ensure high-quality data

- Provide LEAs a structure to guide detailed discussions related to special education data, collection, validation, submission, and reporting processes

5. It provides protected time for team discussion.

4. It ignites ideas for improvements and efficiencies.

3. It allows you to spend quality time with your IDC State Liaison!

2. It helps you master skills and a process that you can use to support LEA staff.

1. It's just a good thing to do!

1. Good Thing to Do!

- States can approach the data processes work for a variety of reasons:
    - Develop a "playbook" for the state agency
    - Prompt conversations that would otherwise not happen
    - Create a neutral structure for cross-division collaboration
    - Try out processes that inform or guide LEA-level practices
    - Improve data quality at the SEA and LEA level
- All that is needed from you and your staff is time
- And have we mentioned: It's **free**

Discussion

- For anyone who has documented your IDEA data processes, what additional benefits would you add to our "Top 10" list

- What questions do you have about the *Part B IDEA Data Processes Toolkit* or the data processes experience

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For More Information

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