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| State Program Overview: Describe the organizational structure of the department or agency. Include acronyms, number of local programs, how local programs are organized, names of programs, etc. |
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| Data System Overview: Describe each state data system, including function and connections. |
|  |
| Staff: Include position title and brief description of responsibilities for all state staff or contractors who are involved with *Individuals with Disabilities Education Act* (IDEA) data. |
|  |
| Data System Access/Permissions: Describe who gets access and the process for seeking access to each data system. |
| State System/Servers:  E*MAPS* and MAX:  GRADS360°: |
| Child ID Assignment: Describe how your state generates child IDs. |
|  |
| State Definitions: Document definitions of key terms in your state. These may be state-specific acronyms, state-defined terms, or any terms that may be unfamiliar to new staff members[[1]](#footnote-2). |
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| Data Governance: Describe the process for reviewing potential or actual future changes to the data collection and associated requirements. |
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| State Performance Plan/Annual Performance Report (SPP/APR): Describe SPP/APR assignments, who is responsible for each indicator, and where the data are found (include hyperlinks when possible). |
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| Stewardship and Maintenance of Data Processes Prototocols: Include the person(s) responsible for storing and maintaining completed process documentation. Describe where the protocols are stored and schedule for revisiting and revision. |
|  |
| Blank Heading: Use this row for additional topics. Create new heading rows as needed. |
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1. **State Definitions:** An acronym and abbreviations list is available in the *Part C Quick References for IDEA Data.* [↑](#footnote-ref-2)