|  |
| --- |
| State Program Overview: Describe the organizational structure of the department or agency. Include acronyms, number of districts, how districts are organized, and names of programs. |
|  |
| Data Systems 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 IDEA data. |
|  |
| Data System Access/Permissions[[1]](#footnote-2): Describe who gets access and the process for seeking access to each data system. |
| State Systems/Servers:  E*MAPS* and MAX:  GRADS360o:  ESS and ERS: |
| Student ID Assignment: Describe how the system(s) generates student 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[[2]](#footnote-3). |
|  |
| Data Governance: Describe the process for reviewing potential or actual future changes to the data collection and associated requirements. |
|  |
| Stewardship and Maintenance of Data Processes Protocols: Include the person(s) responsible for storing and maintaining completed process documentation. Describe where the protocols are stored and the schedule for revisiting and revision. |
|  |
| Blank Heading: Use this row for additional topics. Create new heading rows as needed. |
|  |

1. **Data System Access/Permissions:** Information about federal data systems is available in the Part B Quick References for IDEA Data. [↑](#footnote-ref-2)
2. **State Definitions:** An acronym and abbreviations list is available in the Part B Quick References for IDEA Data. [↑](#footnote-ref-3)