Back-to-Basics on IDEA Data Notes

Tiffany Boyd
Terry Long
Fred Edora
Chris Thacker

February 13, 2018
Welcome to Today’s Webinar: Back-to-Basics on IDEA Data Notes

- Thank you for joining us
- This webinar is being recorded
- Materials will be posted on the IDC website events module
- All lines will be muted
- The chat box is open for questions
Expected Outcomes

Participants will have a better understanding of

- The purpose for providing data notes
- What information to provide in a data note
- The process for submitting data notes
- Available resources for writing good data notes
Agenda

- Overview of the Office of Special Education Programs (OSEP) Data Quality Review Process
- State response to OSEP feedback
- How to access MAX.gov
- Uploading data notes
- Data note best practices
Poll Question

What is your current comfort level with submitting data notes?

A. Unsure
B. Not Comfortable
C. Somewhat Comfortable
D. Comfortable
E. Very Comfortable
OSEP’s Data Quality Review

- Accurate
- Complete
- Year to Year Comparison
- Timely
Data Quality Review Process

1. Data snapshot created on due date
2. OSEP reviews snapshot data
3. IDEA Data Quality Review and Year to Year Reports posted to MAX.gov
4. State reviews report and resubmits data if needed
5. State submits data note as required
## IDEA Data Quality Report

<table>
<thead>
<tr>
<th>State Name</th>
<th>Collection</th>
<th>FS</th>
<th>DG</th>
<th>DQ Check Type</th>
<th>DQ Check Result</th>
<th>DQ Rule ID</th>
<th>Close 1 OSEP Comment to State</th>
<th>Submission/resubmission and/or data note is needed</th>
<th>Close 1 State Response to ED</th>
</tr>
</thead>
<tbody>
<tr>
<td>SAMPLE STATE</td>
<td>Part B Edit</td>
<td>009</td>
<td>85</td>
<td>1. Timely</td>
<td>Yes</td>
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<td>PartB-P-016</td>
<td>A large year to year change was identified. Please review the year to year report. If data are not accurate as submitted, please resubmit. If data are accurate, please</td>
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<td>4. Year to Year File Review</td>
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## Data Quality Check Type and Result

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<tr>
<th>State Name</th>
<th>Collection</th>
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<td>3. Year to Year File Review</td>
<td>No</td>
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</table>
## OSEP’s Feedback to State

<table>
<thead>
<tr>
<th>DQ Check Result</th>
<th>DQ Rule ID</th>
<th>Close 1 OSEP Comment to State</th>
<th>Submission/resubmission and/or data note is needed</th>
<th>Close 1 State Response to ED</th>
</tr>
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<tbody>
<tr>
<td>Yes</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>No</td>
<td>PartB-E-011</td>
<td>Counts were reported for Received a certificate, for age 14 but this category/age combination was not reported on the SSS IDEA. Please resubmit SSS IDEA and/or</td>
<td>Y</td>
<td></td>
</tr>
<tr>
<td>No</td>
<td>PartB-E-012</td>
<td>Counts were reported for Received a certificate for LEP, but this category was not reported on the SSS IDEA. Please resubmit SSS IDEA and/or data to ensure consistency.</td>
<td>Y</td>
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<tr>
<td>No</td>
<td>PartB-E-012</td>
<td>Counts were reported for Received a certificate for NLEP, but this category was not reported on the SSS IDEA. Please resubmit SSS IDEA and/or data to ensure consistency.</td>
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</tr>
<tr>
<td>Yes</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Review</td>
<td>PartB-P-016</td>
<td>A large year to year change was identified. Please review the year to year report. If data are not accurate as submitted, please resubmit. If data are accurate, please</td>
<td>Y</td>
<td></td>
</tr>
</tbody>
</table>
# Year to Year Report

![Excel Spreadsheet]

<table>
<thead>
<tr>
<th>Row Labels</th>
<th>2015-2016 Count</th>
<th>2016-2017 Count</th>
<th>Count Difference</th>
<th>Percent Difference</th>
<th>Year to Year Issue Present</th>
</tr>
</thead>
<tbody>
<tr>
<td>Died</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Dropped out</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Graduated with regular high school diploma</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Moved, known to be continuing</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Reached maximum age</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Received a certificate</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Transferred to regular education</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>X</td>
</tr>
</tbody>
</table>

*Note: The spreadsheet shows various outcomes for different labels, with specific counts and percentage differences noted. The arrow indicates a particular focus on a specific cell.*
Why Data Notes?

- Provide meaningful context for interpreting data and understanding the limitations of the data within the state education agency (SEA) and for the public
- Address OSEP’s questions regarding the data or potential compliance issues
- Provide explanations of substantial changes from the previous year
Tips for Responding to OSEP’s Comments

- Carefully review OSEP’s comments for
  - A clear understanding of the concern
  - Information to guide the state’s response

- Respond to the specific content of the comment
  - Address each issue specified
  - Do not address issues OSEP did not identify
Guiding Questions for Analysis

Use the comments as the basis for a root cause analysis to determine the reason for the data issues. Questions may include the following:

- Was the correct version of the data file submitted?
- Were errors made in collection, validation, and review of reported data?
- Were errors made in creating the data submission files?
- Were any data missing or duplicated?
Guiding Questions for Analysis (cont.)

- Were there policy or procedure changes in the state or individual local education agencies (LEAs) that may have impacted the data?
- Were there data definitions or processes that were unclear or that were applied inconsistently?
- Were there changes in the SEA staff who provide the data?
- Were there year to year fluctuations in individual LEA data?
Summarize Findings

- Include issues from the root cause analysis in the data note
- If data need to be resubmitted, identify steps the state took to make corrections
- If data are correct as submitted, explain why the data are correct, including any year to year fluctuations
Remember....

- Check grammar and spelling
- Data notes will be made public on the IDEA Section 618 Data Products website at

Pop Quiz!

If a state submits data after the initial due date, does OSEP consider that data during its review?

A. Yes
B. No
Pop Quiz!

If a state submits data after the initial due date, does OSEP consider that data during its review?

A. Yes
B. No

**Answer: B, No**

OSEP’s review is based on data received as of the initial due date for the submission.
Logging into MAX.gov

- Steps for accessing Part B and Part C Data Quality Reports and Year to Year Reports
MAX.gov Login

Welcome to the MAX.gov Homepage

Welcome to the MAX Homepage
If you are a new user, please self-register here. Self-registration is available to Federal government employees and contractors with a Federal government email address. Federal employees/contractors with a non-government email address as well as non-federal employees performing Federal activities should contact MAXSupport@max.gov or 202-395-6860. Please visit our FAQ for any questions about accessing MAX or to view our user agreement.

MAX Federal Community
The MAX Federal Community site has compelling capabilities for doing collaborations and information sharing that is far better than our usual work methods of E-mail, attachments, and network file sharing, supporting workgroups and information sharing across office, agency and governmental boundaries. The ability to directly edit Microsoft Office files contained in the Community collaborative editing of shared documents. The fundamental principle of building "knowledge" is to have work from daily activities be able to be repurposed into information with lasting value. The Community allows that to happen - it is easy to learn and powerful enough to be used for a broad scope of daily information sharing and collaboration activities.

Go to the MAX Federal Community
Data Quality Review Page

**Announcements**

This is the homepage for the IDEA Part B and Part C Data Managers and serves as a communication tool for OSEP and the States to discuss and improve data quality.

Instructions for how to use the OSEP Data Quality Review and Collaboration site, as well as information on navigating OMB Max are posted at right.

To provide a data note please use the form provided below and upload on your state or entity page.

**Contacts**

In order to more quickly respond to your questions, we are asking that you please contact EDFacts PSC. They will log your question, send it to us, and then follow-up to make sure we respond. Thanks.

-The OSEP RTP Data Team (Meredith Miceli, Amanda Hoffman, Richelle Davis, and Matthew Clark)

EDFacts PSC
Email: EDEN_SS@ed.gov
Phone: 877-457-3336
Website: EDFacts PSC Support Pages

**Calendar of Due Dates and Events**

- December 31, 2017 - February 3, 2018

**Links and Notes**

Links to Part B and Part C OSEP Data Quality Review Pages
- Part B
- Part C

Links to Part B State Profiles
- Alabama
- Alaska
- American Samoa
- Arizona

Links to Part C State Profiles
- Alabama
- Alaska
- American Samoa
- Arizona
Part B and C Landing Page and State-Specific Links
The Part B and Part C Space

Announcements and Information About the Part B Space

The comment section at the bottom of this page can be used to ask questions of your state colleagues, announce upcoming data events, or even post a link to interesting data tidbit.

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Part B State Communication Page Links
Alabama  Alaska  American Samoa  Arizona  Arkansas  BIE  California
Colorado  Connecticut  Delaware  District of Columbia  Florida  Georgia
Guam  Hawaii  Idaho  Illinois  Indiana  Iowa  Kansas  Kentucky
Louisiana  Maine  Marshall Islands  Maryland  Massachusetts  Michigan
Micronesia  Minnesota  Mississippi  Missouri  Montana  Nebraska
Nevada  New Hampshire  New Jersey  New Mexico  New York
Northern Marianas  North Carolina  North Dakota  Ohio  Oklahoma  Oregon
Palau  Pennsylvania  Puerto Rico  Rhode Island  South Carolina
South Dakota  Tennessee  Texas  Utah  Vermont  Virginia
Virgin Islands  Washington  West Virginia  Wisconsin  Wyoming

General Links
EDFacts PSC Support Pages
MSIP State Contact List

Guidance Documents

Sort By: Type  File Name  Size  User  File Modified  Properties Modified  Comment

Data Quality Reports

About this Page
This page is a secure location for you and OSEP to have conversations and exchange information around your state's data and data quality. OSEP intends to use the Comments and Attachments section to upload their review of submitted data and to request and receive data notes.

Please see below for an archive of all uploaded documents.

<table>
<thead>
<tr>
<th>Name</th>
<th>User</th>
<th>Date</th>
<th>Comment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bureau of Indian Education Part B Year to Year Report November 2017.xlsx</td>
<td>Rebecca Smith</td>
<td>Jan 09, 2018</td>
<td>Add</td>
</tr>
<tr>
<td>BUREAU OF INDIAN AFFAIRS Part B Data Quality Report November 2017.xlsx</td>
<td>Rebecca Smith</td>
<td>Jan 09, 2018</td>
<td>Add</td>
</tr>
<tr>
<td>CEIS DataNoteResponse 8.22.2017.docx</td>
<td>Donald Griffin</td>
<td>Aug 22, 2017</td>
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<td>BUREAU OF INDIAN EDUCATION_Part B Childcount_16117_E.docx</td>
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<td>BIE IDEA Part B Child Count State Year</td>
<td>Rebecca Smith</td>
<td>Jun 01, 2017</td>
<td>Add</td>
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The OSEP RTP Data Team
Meredith Miceli, Amanda Hoffman, Richelle Davis, and Matthew Clark

EDFACTS PSC
Email: EDEN_S5@ed.gov
Phone: 877-457-3336
Website: EDFACTS PSC Support Pages
Data Quality and Year to Year Reports
Add Attachment

Attachments (38)

- Bureau of Indian Education Part B Year to Year Report November 2017.xlsx (102 KB, v.1)
  - Rebecca Smith (ED) on Jan 09, 2018 at 08:32 AM

- BUREAU OF INDIAN AFFAIRS Part B Data Quality Report November 2017.xlsx (23 KB, v.1)
  - Rebecca Smith (ED) on Jan 09, 2018 at 08:32 AM

- CEIS DataNoteResponse 8.22.2017.docx (30 KB, v.1)
  - Donald Griffin (NONFED) on Aug 22, 2017 at 08:00 PM

- Bureau of Indian Education_MOE_CEIS_2015-16.docx (163 KB, v.1)
  - Rebecca Smith (ED) on Jul 06, 2017 at 09:42 AM
Upload the Document

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[Image of a web interface showing an upload section with a file browse and upload interface, and a list of attached files.

[Warning: You cannot attach files with names containing 'è', 'é', 'è', 'é', or 'ï'.]
Data Note Best Practices

Briefly describe the issue and a general explanation of why the data issue occurred.

- Public users of the data will not see OSEP’s comments, only your response; restating the concern provides clarity for the data note
Data Note Best Practices (cont.)

Note policy changes at the state or local level that may have impacted how data are reported to the state.

- For example, a change in state policy around graduation requirements could impact the number of students with disabilities receiving a certificate.
Note additional training that may have led to substantial changes in the data from the prior year.

- For example, additional training on proper coding for disciplinary removals could result in changes in the counts for some removal categories
Data Note Best Practices (cont.)

Describe any unusual circumstances that may have impacted the collection of data.

- Use of a new data collection system with additional edit checks that improve data quality
- Natural disasters or data system failures that may impact data quality
Helpful Resources

- **IDEA Part B SSS-IDEA Crosswalk** (IDC)
- **Data Notes Practice Guide** (Center for IDEA Fiscal Reporting - CIFR)
- **Writing Good EDFacts Data Notes** - (EDFacts Partner Support Center - PSC)

Upcoming: Topical Burst and TA Workshop at the IDC Interactive Institutes
Questions?
Contact Information

- Tiffany Boyd
  - tiffany.boyd@aemcorp.com
- Fred Edora
  - fred.edora@aemcorp.com
- Terry Long
  - terry.long@sped-data.com
- Chris Thacker
  - chris.thacker@uky.edu
For More Information

Visit the IDC website
http://ideadata.org/

Follow Us on Twitter
https://twitter.com/ideadatalcenter

Follow Us on LinkedIn
http://www.linkedin.com/company/idea-data-center
Evaluation Poll

- Poll questions will appear on the right hand side
The contents of this presentation were developed under a grant from the U.S. Department of Education, #H373Y130002. However, the contents do not necessarily represent the policy of the U.S. Department of Education, and you should not assume endorsement by the federal government.

Project Officers: Richelle Davis and Meredith Miceli