

# Introduction



IDEA DATA  
CENTER

Collect, Report, Analyze, and  
Use High-Quality Part B Data



## *Why an LEA Data Processes Toolkit?*

There is a continuous need for state education agencies (SEA) and local education agencies (LEA) to collect and report comprehensive, high-quality data and ensure data are reported accurately and in a timely fashion. The customizable IDC *LEA Data Processes Toolkit* is a new instrument that can improve decision-making about children and youth with disabilities by ensuring data are of high quality and processes are clearly defined and documented, while also providing data staff a map for documenting data processes within local districts.

## *Benefits to using the LEA Data Processes Toolkit*

High-quality state data is dependent on high-quality local data. Using this toolkit to create protocols for local data collections will provide opportunities for states to collaborate with LEAs in establishing a well-managed process for data collection, analysis, and reporting. In addition, the toolkit can be used to create and maintain a culture of high-quality data, establish and support consistent practices that produce valid and reliable data, and build the capacity of data staff at the LEA level.

## *Establishing a well-managed process will*

- Increase the accuracy and validity of the data from the LEA;
- Ensure required submissions are completed on time at the LEA level;
- Assist in larger conversations regarding the importance of collecting, reporting, analyzing, and using high-quality data; and
- Enhance communications among staff within an LEA.

## *How to complete these protocols*

IDC strongly recommends a team approach and a collaboration between state and LEA staff to complete the protocols. Here are some suggested staff, if available, to help complete these protocols.

- LEA director of special education
- LEA data managers (special education and general education)
- LEA data governance coordinator
- IT staff
- Other data staff (e.g. assessment)
- Other local staff as appropriate

Documentation of local data processes requires dedicated effort and commitment to designate time to complete. IDC has specialized Technical Assistance (TA) providers available who can facilitate the process with your state.