



INTERACTIVE INSTITUTES 2020

BUILDING AND SUSTAINING A CULTURE OF HIGH-QUALITY DATA

Improving Local Data One District at a Time Using IDC's New *LEA Data Processes Toolkit*



IDEA DATA
CENTER

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



ii20 Presenters

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Handouts

- One-page Introduction to the *LEA Data Processes Toolkit*
- LEA Data Processes Child Count and Educational Environments Protocol



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Welcome



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Session Objectives

By the end of the session, meeting participants will

- Know the value and benefits of providing technical assistance to LEAs regarding the documentation of data processes
- Be familiar with the IDC *LEA Data Processes Toolkit*
- Have had an opportunity to engage in conversation around documenting LEA data processes

It is problematic to make decisions about children using data that are not based on standards designed to ensure validity and reliability.



Before We Dive In...

Let's Talk About Standards of Quality, Consistency, and Shareability

You can establish standards of quality, consistency, and shareability through

- Data governance
- Business rules
- Documented processes

Types of IDEA Data Collection, Validation, Analysis, and Submission Processes



- **Performed**
 - Hero-driven
 - Undocumented, **inconsistent results**
 - Accomplishes the needed work and work products
- **Managed**
 - Documented process
 - Repeatable process, consistent results
 - A process that is planned in accordance with policy
 - Adequate resources and buy-in from leadership
- **Defined**
 - A managed process that is tailored from a set of **standard organizational processes**



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What Does This Have to Do With Data Quality?



Poorly managed IDEA data collection, validation, analysis, and submission processes can lead to poor data quality for the LEA and for the state.



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Let's Talk About Documenting Data Processes at the Local Level



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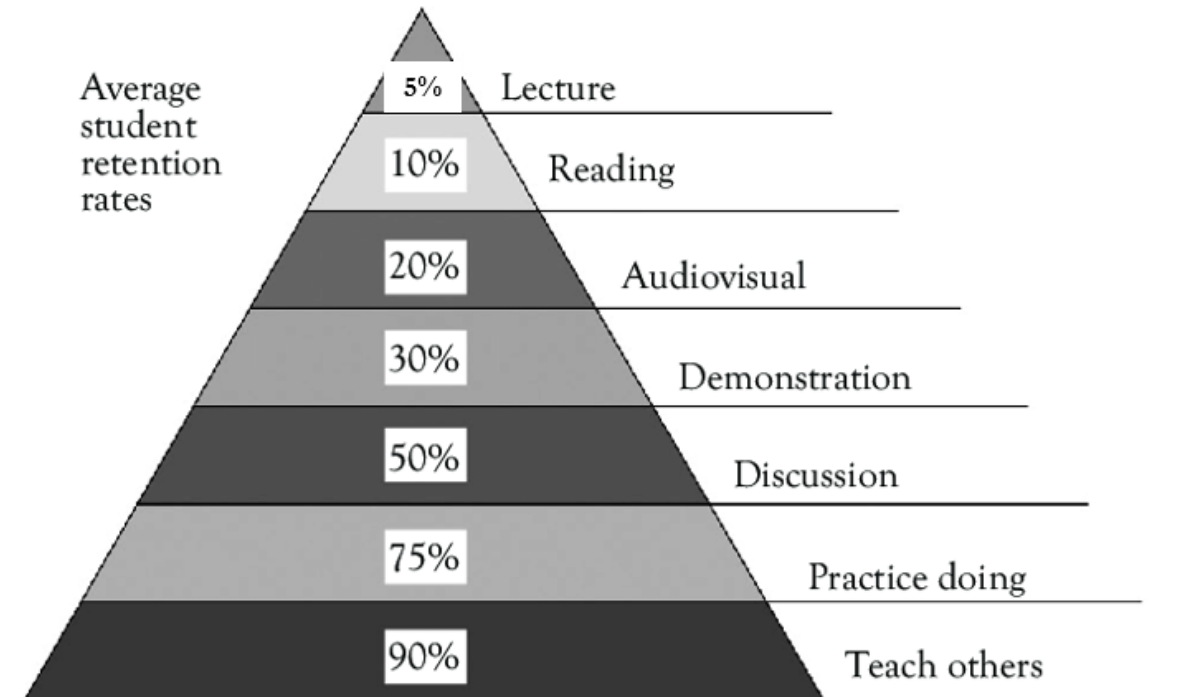
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Benefits of Teaching LEAs to Use Facilitated Documentation of Data Processes



- Clarification of processes
- Understanding of requirements
- Accurate and valid data
- Increased communication and collaboration
- Common language among state and local agency staff
- Improved data quality

Learning Pyramid



National Training Laboratories, Bethel, Maine Retrieved 2-21-2020 from https://www.researchgate.net/figure/Learning-pyramid-Source-National-Training-Laboratories-Bethel-Maine_fig2_329589067



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Discussion Question



What do you think are some of the reasons for engaging LEAs in data processes documentation?

Please type your answer in the chat box.



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Value of LEA Data Processes Documentation

- Results in a documented process manual
- Clarifies responsibilities and timelines
- Records institutional knowledge
- Builds local capacity
- Allows for gap analysis/process improvement
- Supports more effective decisionmaking
- Facilitates a collaborative culture for high-quality data
- Improves overall data quality at the LEA and state levels

SNEAK PEEK—IDC's New Tool for SEAs to Use for Working With LEAs on Data Quality

LEA Data Processes Toolkit



LEA Data Processes Toolkit



- Prompts step-by-step documentation of processes for collecting, validating, analyzing, and submitting data at the LEA level
- Supports LEA/state data discussions and understanding
- Ensures alignment of LEA processes with SEA business rules, policies, and practices
- Creates a common understanding and language around the data



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LEA Data Processes Toolkit

Components



- Five data processes documents
 - Child Count and Educational Environments protocol
 - Exiting protocol
 - Discipline protocol
 - Assessment protocol
 - LEA Landscape
 - LEA Data Collection Calendar
- More to be developed



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LEA Data Processes Toolkit

Components (cont.)



Two sections in each protocol

- Essential Elements
- Processes



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LEA Data Processes Toolkit

Components (cont.)

Essential Elements

- Data Collection Name
- State Requirements and Collection Information
- Data Staff
- Data Collection Level(s)
- LEA Submission Schedule

LEA Data Processes Toolkit

Components (cont.)



Processes

- Collection
- Data Validation
- Internal Approval Process
- Submission
- Responding to State Questions/Comments

Processes (cont.)

- Data Analysis
- Data Use
- Data Governance
- Customizable Heading for LEA/State Use



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Questions



**Let's look at
a protocol!**



LEA Data Processes Child Count and Educational Environments Protocol



LEA Name:
Date:
Date Updated:

Essential Elements

Data Collection Name: ¹ Reference the name the collection is known by in the LEA. For accuracy of communication throughout the LEA, reference each data collection by only one name.
Child Count Date and Required Data Containing Unduplicated Counts of Children and Educational Environments
SEA Child Count Date:



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Small Group Discussion



- You'll be moved into a breakout room shortly
- You'll have 15 minutes to discuss an assigned question
- There will be an IDC facilitator in each room
- The breakout rooms will not be recorded
- Assign one person to report out to the large group (2-minute summary)
- You'll be moved back into the main room after 15 minutes



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Discussion Questions



1. How will the LEA work be different than doing the SEA data processes work?
2. What are some potential challenges and solutions for the LEA work?
3. What are the next steps you can take to get underway with the LEA data processes documentation work in your state?
4. How would you plan this type of assistance to LEAs? Would you start statewide or phase in the assistance? What criteria for selecting starting points would you have?
5. Does your SEA provide technical assistance (TA) to LEAs regarding data collection, analysis, and use? How does your SEA provide TA and how can the data processes documentation improve that work?
6. Does the SEA data team solicit feedback from LEAs to identify opportunities for improvement in methods of data collection, management, and submission? How does your data team solicit feedback, and how can the data processes documentation improve that?



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For More Information



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