ii20 INTERACTIVE INSTITUTES 2020

BUILDING AND SUSTAINING A CULTURE OF HIGH-QUALITY DATA

Ensuring High-Quality 618 Submissions to Build a Solid Foundation for Program Improvement

IDC IDEA DATA CENTER

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

Westat®

Presenters

Fort Worth, TX – March 3–4, 2020

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Nashville, TN – Cancelled Due to COVID-19

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Agenda

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- Why focus on 618 data quality first?
- 618 reporting cycle overview
- Ensuring data quality—tools to use
- Bringing it all together
- Questions

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Why Focus on 618 Data Quality First?

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618 Data Files Paint a Big Picture

- Who are these students?
- Where do they sit?
- Are we meeting their needs?
- Are they in the correct environment?
- Are they succeeding?
- What are their outcomes?

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Why Focus on 618 Data Quality First?

- It's required!

- 618 data is foundational to data analysis

- Ensuring data are correct gives you confidence in the other analyses that may be happening

- The 618 data reporting process provides a structure for reviewing data quality

- You can easily identify and develop processes that improve data quality
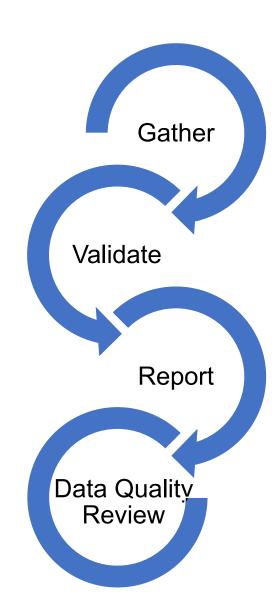
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Reporting Cycle Overview

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Reporting Cycle

- For each stage of the reporting cycle, there are steps that you can take to ensure data fidelity

- Understanding each part of the cycle will create confidence in the data and allow for easy identification of areas for process improvement

Gather

Validate

Report

Data Quality Review

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Gather

- Review state's data processes to learn
  - When are data collected?
  - Where are the data stored?
  - How are data pulled from the database?
  - How do LEAs submit data to the state?
  - Who needs to be involved in the collection process?

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Gather (cont.)

- Considerations for data quality
  - What are the pain points in your collection process?
  - Do they need to update collection processes?
  - Which LEAs have difficulty submitting data on time?
  - What are the pain points for the LEAs?
  - Do LEAs understand what they are reporting?

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Validate

- Items to consider as you review data for accuracy and completeness
  - Data validation considerations
    - Complete data review following state processes
    - Review data with available tools to document business rules
  - State Supplemental Survey (SSS-IDEA) considerations
    - If applicable, have you reviewed the SSS-IDEA?
    - Are zero counts left out for combinations that do not exist?
    - Are zero counts present for combinations that do exist?

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Validate (cont.)

- Additional items to consider
  - Internal approval processes
    - What internal processes are required for the data?
    - Have you completed all approvals?
  - Business rules documentation
    - Have you reviewed all state and U.S. Department of Education business rules?
    - Do data violate any business rules? If so, can you identify a clear reason?

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Validate (cont.)

- Considerations for data quality
  - Are there inconsistencies in the data?
  - Why did those happen? Can you find a cause?
  - Is there enough time for a complete review?

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Report

- Key steps in the process
  - Understand how you submit the collection
  - Generate and submit data
  - Follow state processes to create a record of data submitted

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Report (cont.)

- Considerations for data quality
  - Add data notes to address any inconsistencies found during review

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Data Quality Review

- Key steps in the process
  - Review data quality report
  - Review data to find cause of data quality concern
  - Review and respond to data quality concerns in a timely manner
  - Add additional data notes for questions

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Data Quality Review (cont.)

- Considerations for data quality
  - Do the counts in the report match what you expect based on the submission?
  - Do the data match the metadata provided?
  - Where are the areas where a significant change is occurring? Are these concentrated in one or a few LEAs, or are they occurring across the state?
  - Are these LEAs that struggle to submit the data?
  - Could this be a data quality issue?
  - Have your policies changed?

  Document and incorporate into the review phase for next year!

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Timeline

Collection	Due date	OSEP Data Quality Review period	Related metadata
SSS-IDEA	February	January (reopen period)	
Child Count	April	June–July	SSS-IDEA
MOE Reduction & CEIS	May	July–August	
Exiting, Discipline, Dispute Resolution, and Personnel	November	January–May	SSS-IDEA
Assessment	December	February–March	Assessment Metadata Survey

(Maintenance of Effort [MOE] Reduction and Coordinated Early Intervening Services [CEIS])

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Ensuring Data Quality—Tools You Can Use

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IDC's *SEA Data Processes Toolkit*

- This toolkit is available to establish and support consistent practices that produce valid and reliable data
- Sections include
  - A state landscape protocol
  - Data collection protocols for 618 and 616 data
  - Part B LEA Determinations protocol
  - Data collection calendar
  - Business rules documentation protocol

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Business Rules Documentation Protocol

A part of the *SEA Data Processes Toolkit*

- Provides an inventory of the application logic used to validate data
- Is helpful for communicating business rules and data quality validation checks

Business Rules Single Inventory (BRSI)

This ED*Facts* tool

- Lists checks for accuracy and completeness that the Office of Special Education Programs (OSEP) uses during its Data Quality Review of 618 data

- Provides a resource to understand potential errors and warnings before submission

IDC Pre-Submission Edit Check Tools

These IDC tools

- Apply edit checks to identify potential errors in data files

- Are a last stop before you submit the files to the ED*Facts* Submission System

- Create user-friendly summaries of all data

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Data Notes

- Where do I add data notes?
  - OMB MAX or Max.gov
  - State Submission Plan (SSP)
  - Partner Support Center (PSC) Tickets

- When should I add a data note?
  - When data will trigger a business rule, or if the data look different than expected for some reason

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Data Notes (cont.)

- What makes a good data note?
  - Provides reasons for data anomalies
  - Speaks to policy changes
  - Notes implementation changes that could affect data
  - Comments on next steps

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