



INTERACTIVE INSTITUTE **2021**

BUILDING AND SUSTAINING A CULTURE OF HIGH-QUALITY DATA

Documenting Your Data Processes to Support High-Quality Data

April 13–15, 2021



IDEA DATA
CENTER

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



Presenters



Tye Ripma, IDEA Data Center

Chris Thacker, IDEA Data Center

Angel Corrales, South Dakota Department of Education

Jody Fields, Arkansas Division of Elementary and Secondary
Education

Zac Stone, Tennessee Department of Education



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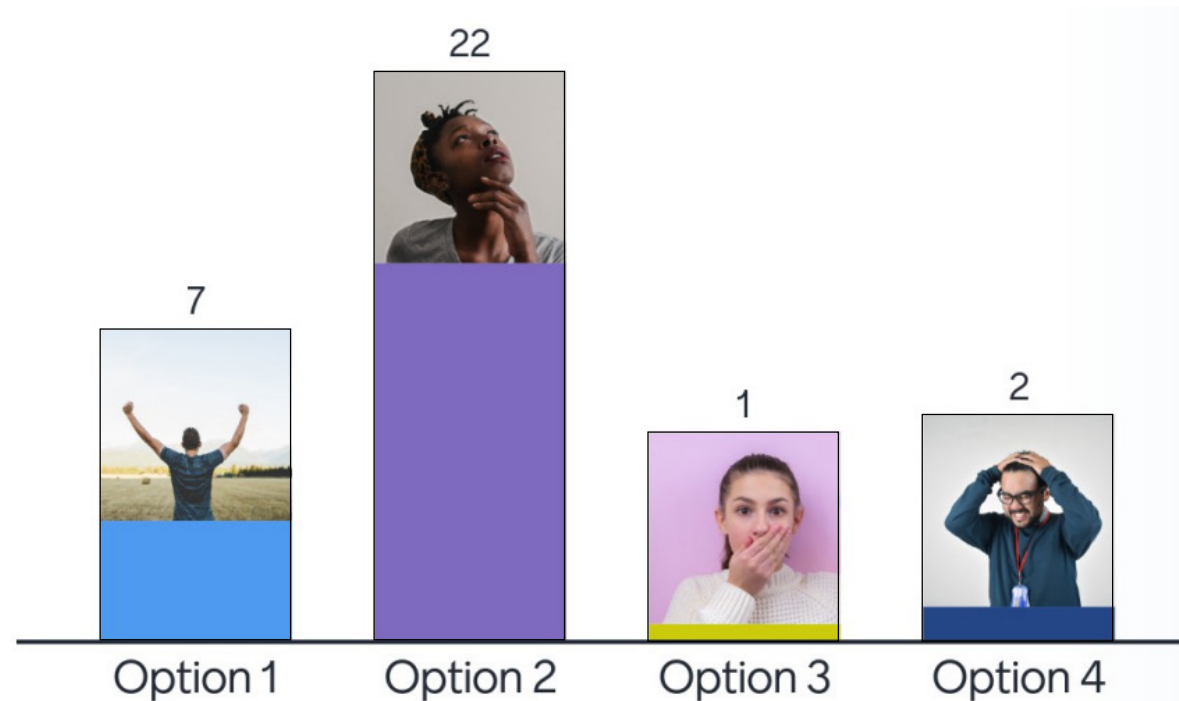
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Agenda

- Welcome
 - Activity: Where do you land on data processes?
- Data processes technical assistance (TA)
- Overview of the IDC *SEA Data Processes Toolkit*
- Facilitated panel discussion
 - Activity: Questions for SEA staff
- Closing: Reflection and Wrap-Up
 - Activity: What are the top reasons to improve data quality through documentation of processes in your state?

Interactive Activity

Choose a picture that represents how you feel when you think about documenting data processes?



Interactive Activity

- Rate where you think your state falls on a scale of 1 (strongly disagree) to 5 (strongly agree) for the following statements:
 - My state has comprehensive and up to date data processes.
 - Participant ratings average: 3.6
 - Data processes documentation would (or do) help my team to improve data quality.
 - Participant ratings average: 4.6
 - Staff turnover impacts my SEA's ability to submit high-quality data.
 - Participant ratings average: 3.5

Data Processes Technical Assistance



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What Are the Benefits of Data Processes Documentation?

Documenting data processes is SPICEY because it...

- Supports intra-agency collaboration
- Protects time for team discussion
- Ignites ideas for improvement and efficiencies
- Contributes to agency resiliency
- Establishes skills and a process that you can use to support LEA staff
- Yields distributed knowledge among your team members

What to Expect From IDC

IDC will

- *Help facilitate* the documentation
- *Organize* in-person and virtual meetings
- *Ask directed questions*
- *Serve as recorder* to complete the documentation
- *Highlight* areas for further discussion
- *Follow up* to maintain documentation



Who Should Participate in the Documentation Work?

Team participation is dynamic and varies depending on the data collection but in general, teams should include

- State director of special education (*as available and appropriate*)
- Part B data manager and other IDEA data staff
- 619 coordinator and other content/program staff (*as needed*)
- Data staff from across the agency
- Other technical specialists (*as needed*)

Overview of IDC *SEA Data Processes* *Toolkit*



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What the *SEA Data Processes Toolkit* Provides



The toolkit provides

- A structured protocol for documenting a state's IDEA data processes and procedures
- Protocols to document include
 - 618 data collections
 - 616 collections (SPP/APR indicators)
 - Other protocols (e.g., LEA determinations, business rules documentation)

What Is the IDC SEA Data Processes Toolkit?

- Overview
- 26 IDEA data collection protocols
- Annual determinations for LEAs protocol
- State landscape protocol
- Data collection calendar



The protocols and calendar are available in Word, allowing states to edit and tailor as needed to describe specific and unique data processes.

Facilitated Panel Discussion



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State Presenter Introductions

- **Angel Corrales**, Data Manager, South Dakota
- **Jody Fields**, Director of IDEA Data & Research at the University of Arkansas at Little Rock and Special Education Data Manager, Arkansas
- **Zac Stone**, Senior Director of Data Analysis for Special Populations, Tennessee

Panel Process

- Panelists will share their experiences related to documenting data processes.
- We want to hear from you too! Use Mentimeter to share your responses to questions.

What challenges did you face or predict you will face during data processes documentation?

Ever changing staff

Cross office collaboration

Finding schedule time

Delayed return on the investment; hard and boring

Competing priorities

Thorough documentation

Consistent cross office collaboration due to silos

Keeping the process documents up to date

Getting all the details documented

Compiling all the data regarding steps that need to be taken and data formats that are needed.

Getting buy in from other offices especially assessment data as it is not owned by special education

Lack of supporting IT systems to collect newly required data

Whom did you (or whom would you) invite to participate and why?

The stakeholders in the data that is being collected, preferably beginning in a 1:1 meeting, then a group meeting to ensure that the data process is meeting all needs and not contaminating or causing issues with data for various stakeholders.

Special education directors, Part B director, Edfacts coordinator, 619 coordinator, and personnel dealing with particular indicators, and IT contact for various data sources.

What strategies did you (or would you) use to get started and to keep the work moving?

Have cookies, coffee, and snacks on hand!

Our strategy was to first document those processes which involve other offices and vendors (surveys).

Write out what you know and submit for comment/edit prior to meetings.

Panelist Reflections

- How did IDC help you in the work?
- What have you learned as a result of documenting your processes?
- What in your opinion are the primary benefits of data processes documentation?
- What advice or tips would you give to other state's interested in documenting data processes?

Reflection and Wrap-Up



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Reflection: What Are the Top Benefits of Data Processes Documentation?

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Contact Us



- Tye Ripma, tripma@wested.org
- Chris Thacker, chris.thacker@uky.edu



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For More Information



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Project Officers: Richelle Davis and Rebecca Smith

