IDC Interactive Institutes on High-Quality Part B Data
In collaboration with **CIFR, CIID, & NTACT**

From A-Z: A Quick Overview of the Steps Needed to Integrate Your Data

Kansas City, MO – May 10-11, 2016
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Agenda

- Overview of CIID

- Benefits of Integration

- Overview of CIID Data Integration Toolkit

- Toolkit Steps & Tasks

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What is CIID?

The **Center for the Integration of IDEA Data**
is a technical assistance data center funded by the
Office of Special Education Programs (OSEP)

MISSION

Help states integrate IDEA Part B Sections 616 and 618 data with their statewide longitudinal data system (SLDS)

SUPPORTS

Develop resources and provide direct support to states to improve their data integration efforts

Why should I integrate my data?

Integrating IDEA Part B Sections 616 and 618 data with SLDS:

- Informs policy decisions

- Improves federal reporting

- Increases quality and access to data

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What is the CIID Data Integration Toolkit?

- A sample road map for state-level data integration

- A tool to help states understand the core requirements of data integration

- A resource focused on state-level integration of data

How is the Toolkit used?

- <u>Describes the basic steps and tasks required</u> during data integration

- Guides users through <u>individual activities</u> required for each step

- Provides <u>templates, state examples, and additional resources</u> associated with each step

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Toolkit Steps & Tasks

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STEP 1

Articulate use cases(s) for integration

- Identify and document use cases for integration

- Present to state leaders for support and initial approval

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Toolkit Step & Tasks (cont'd)

STEP 2

Establish internal and external structure for data integration work

- Establish project team members, schedule, roles, and responsibilities

- Determine resources available

- Develop communications plan and issue escalation procedure

- Determine if/how to include vendors

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Toolkit Step & Tasks (cont'd)

STEP 3

Locate and organize all potential data elements and associated attributes for integration into a data repository

- Identify data systems and elements to be integrated

- Document metadata for data elements to be integrated

Toolkit Step & Tasks (cont'd)

STEP 4

Complete master integrated data set

- Determine redundant data elements and resolve redundancies

- Update data dictionaries to ensure alignment

Toolkit Step & Tasks (cont'd)

STEP 5

Implement and perform extract, transform, and load (ETL) procedures

- Identify all program business requirements needed for ETL(s)

- Create a requirements document for programmers

- Conduct pilot/test cases, verify and perform ETL

Toolkit Step & Tasks (cont'd)

STEP 6

Conduct review and validation of data integration

- Perform data quality checks and update processes and procedures

- Secure final signoff on overall process

- Document integration processes and procedures to sustain ongoing integration

Toolkit Step & Tasks (cont'd)

STEP 7

Conduct post-integration supports and activities

- Create single calendar and map to access data within new system

- Create summary data integration report for external users

- Communicate to internal stakeholders to sustain new system

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- **Visit** CIIDTA.org **for more information**
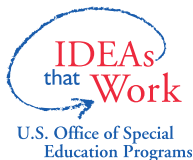
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