Building Capacity for High-Quality *IDEA* Data

Early Childhood Conference: Improving Data, Improving Outcomes Big B Add-on Day

September 10-11, 2014 New Orleans, LA

Collaborative Partnerships Between State Special Education Data Managers and ED*Facts* Coordinators

Two State Models:

Kansas State Department of Education
West Virginia Department of Education

Kansas

Mason Vosburgh
IDEA *Part B Data Manager*
Special Education Data Steward

Charlotte Bogner
*ED*Facts *Coordinator*

West Virginia

Lanai Jennings, Ph.D.
IDEA *Part B Data Manager*

Malinda Shanklin, M.S.
*ED*Facts *Coordinator*

Early Childhood Conference: Improving Data, Improving Outcomes
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September 10-11, 2014 New Orleans, LA

IDC IDEA DATA CENTER

Kansas

Agenda

- Mason's Role (*IDEA*)
  - 618 Reporting Method (collecting the data)
  - Documenting the Metadata
  - Data Validation
- Charlotte's Role (ED*Facts*)
  - Project Management
  - Data Flow & Work Flow Processes
  - Data Steward Workgroup
  - Best Practice Tips

Kansas 618 Reporting Method

Data Dictionary establishes collection timelines and defines data fields

Data Dictionary stipulates the required file specification

2014-2015 School Year

KSDE Special Education Individual Student Data

Report Preparation Instructions and Data Dictionary

Guidelines for IDEA, Part B and Gifted Reporting of Special Education Data that occurred in the 2014-2015 School Year

Purpose: The purpose of this document is to establish consistent instructions, rules, and procedures for submitting Part B and gifted MIS data to KSDE. All agencies submitting MIS data to KSDE must strictly obey and comply with all instructions stipulated in this Data Dictionary, and do not have the authority to invent, change or ignore any instruction, definition, rule or procedure specified in this document. per §300.645, §300.211, §300.600(e)

DATA SUBMISSION SCHEDULE

Beginning Year Set-up: **School Calendars and program settings**

Time Line:

- **July 1** — All agencies complete calendars for the current school year.
- **Prior to** — All building settings are entered and submitted to KSDE for approval.
- **Student Entry** — All providers are entered into the MIS

Reporting standard:

Each LEA is required to keep the data as up to date and current as possible. Student records are to be reported at a minimum of monthly updates. Active and exiting students are reported together.

December 1 Child Count:

Data Required – All Students – Each LEA must report every SPED student enrolled and receiving services from the responsible LEA up to and including December 1 of the current school year.

Time Line:

- **July 1** — Application is open for all 618 data submissions, uploads and keyboard entry.
- **December 31** – Deadline for initial submission of MIS data for all active student to KSDE.
- **To** — Maintenance of December 1 data, revisions, data corrections, verifications are addressed.
- **February 28** – Collection window closes. After this date, additional records, revisions or updates will not be extracted. All final verifications, discrepancies, duplicates / overlaps must be resolved. Corrections to the preliminary child count and Indicators 9 & 10 disproportionate representation must be addressed in the application by **Feb. 28**.

2014 – 2015 KSDE – IDEA Part B and Gifted Special Education Data Dictionary

FY 2015 ASCII TEXT FILE SPECIFICATION

All information contained in MIS files and submitted to KSDE must conform to the following specifications

1) The data reported to KSDE must be applicable, relevant and germane only to the 2014 – 2015 school year. Data from prior school years or anticipated data for future school years is irrelevant to this collection

2) Each student record will contain 1 header (fields 1-22) and at least 1 set of service data (fields R1-R17).

→ For students receiving more than 1 service, additional sets of service data will be appended to the student's record.

3) All individual student records must be reported in ASCII text file format. Each field must be delimited with either a tab character (→) ending a carriage return (¶) following the last service field.

	Sequence	Field Name	Maximum Length	Format	Constraints
Header Record	1	KIDS ID	10	Numeric	Required
	2	Last Name, Student's Legal	60	Alpha	Required
	3	Student's Gender	1	Alpha	Required
	4	Student's Birth Date	10	Date (MM/DD/YYYY)	Required
Fields	5	School Year	4	Numeric (YYYY)	Required
1 – 28	6	Responsible Building Identifier	4	Numeric	Required
	7	Neighborhood Building Identifier	4	Numeric	Required
	8	Grade Level	2	Numeric	Required
	9	Status Code	1	Alpha	Required
	10	Exit Date	10	Date (MM/DD/YYYY)	Conditional
	11	Evidence	50	Alpha-Numeric	Conditional
	12	Initial Eval Consent Received Date	10	Date (MM/DD/YYYY)	Optional
	13	Re-Evaluation Completion Date	10	Date (MM/DD/YYYY)	Optional
	14	School Psychologist SSN	9	Numeric	Optional
	15	SLP SSN	9	Numeric	Optional
	16	Case Manager SSN	9	Numeric	Optional
	17	Primary Disability	2	Alpha	Conditional on field 24
	18	Secondary Disability	2	Alpha	Conditional
	19	Gifted	1	Alpha	Conditional
	20	Extended School Year	1	Alpha	Required
	21	SPED Transportation	1	Alpha	Required
	22	All Day Kindergarten	1	Alpha	Required
	23	Behavior Intervention Plan – BIP	1	Alpha	Required

Kansas 618 Reporting Method Student Profile

Upon data entry / imported submission, a student profile is created.

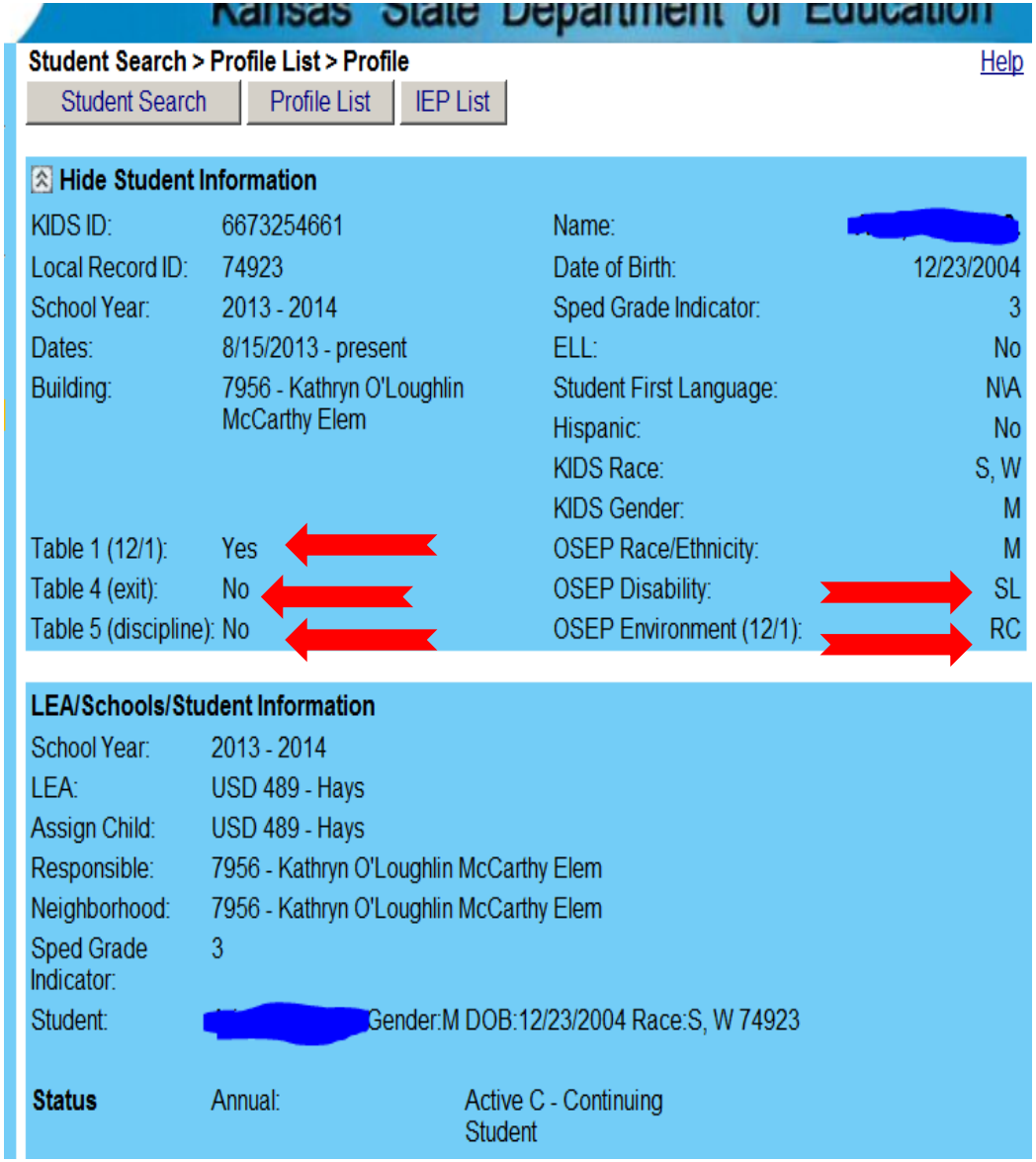
Each student profile displays an indicator for each of the OSEP tables that are collected in this system and reported through EDEN.

The inclusion / exclusion status of each OSEP table is displayed.

If all required data elements for a given table are valid, then the table status = Yes.

If any required data element for a given table has an exception, then the table status = No.

Subgroup categories are also displayed.



Kansas 618 Reporting Method
The Verification Process

Each student record goes through an internal data verification process to identify exceptions in the data.

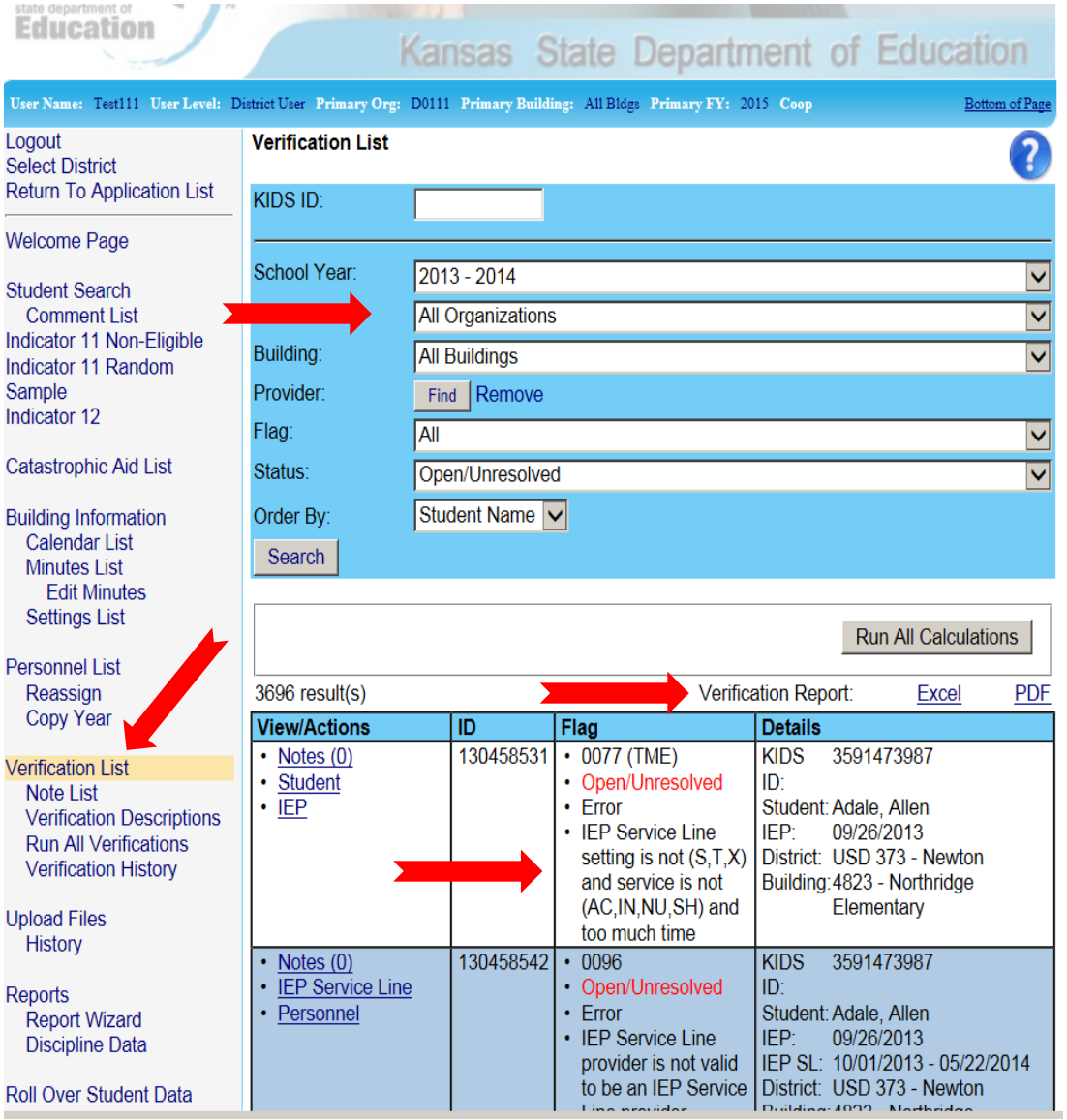
All data fields are checked for valid content, and various rules of logic are applied.

Students with anomalies are listed with a code and description. The same verifications are found on individual student records.

An Excel report can be created to notify providers or make response to KSDE. Records can be sorted and filtered for the target audience.

Data corrections can be typed in the student record or a fix is made in the local IEP program, and a corrected record is resubmitted.

The verification process is rerun, and corrections are made until all of the verifications are resolved.



Kansas 618 Reporting Method

Reports Used for Local Validation

Projected reports

- December 1
- OSEP Environments

Indicator reports

- 5, 6, 9, 10

End-of-Year reports

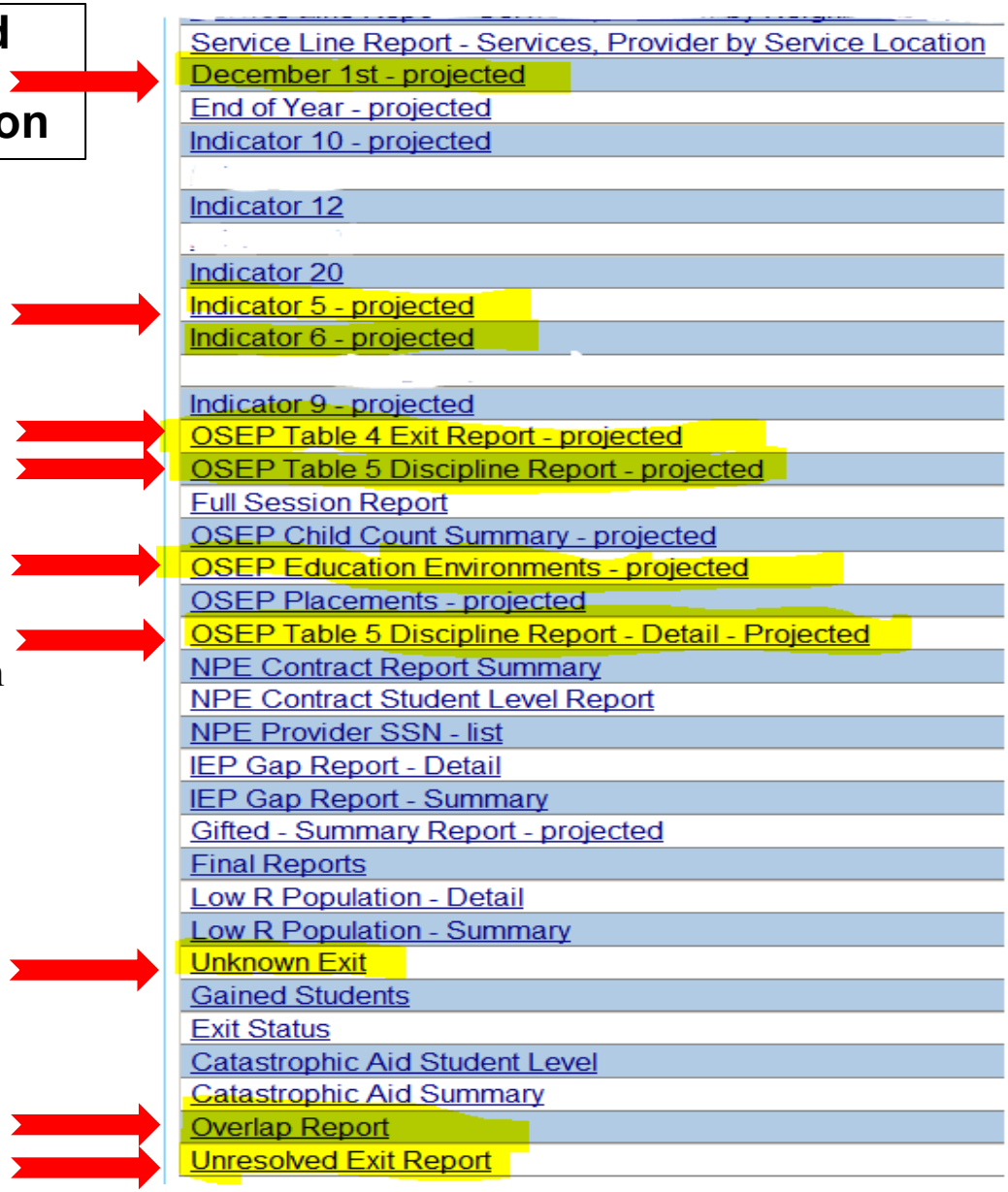
- Discipline reports
  - Projected population

Exiting reports

- Table 4 projected
- Unknown exits
- Unresolved exit

Assistance reports

- Overlap report



Kansas 618 Reporting Method
Creating 618 Final Reports

Final 618 reports are created at the state level when :

A. The collection window closes.

B. All open verifications have been resolved.

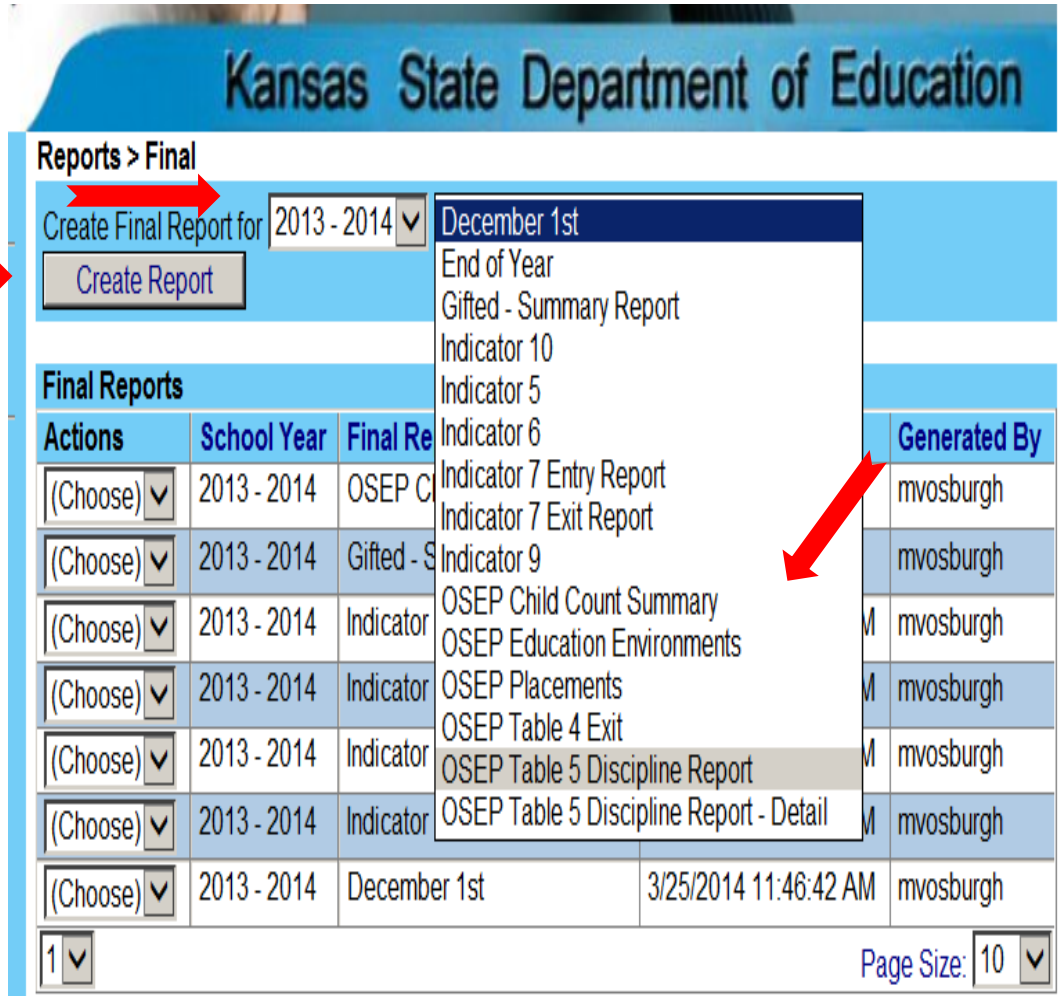
The school year is selected, and the report type is selected.

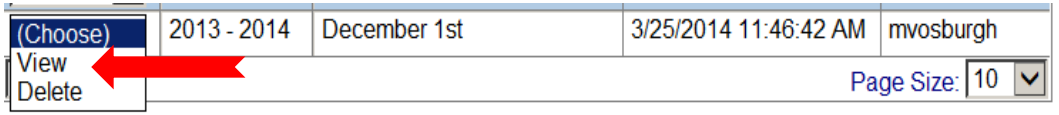
The Create Report button is selected.

Next the application applies the OSEP requirements to all student records for the target school year. All students meeting the requirements are selected for the report. Then the Table inclusion status is updated on each student record.

Once completed the report is generated as an Excel file where it can be viewed and saved.

LEAs are notified the final report is available for their review. After review period, EDEN data elements are copied from the Excel file into individual text files (002, 0089 for example).



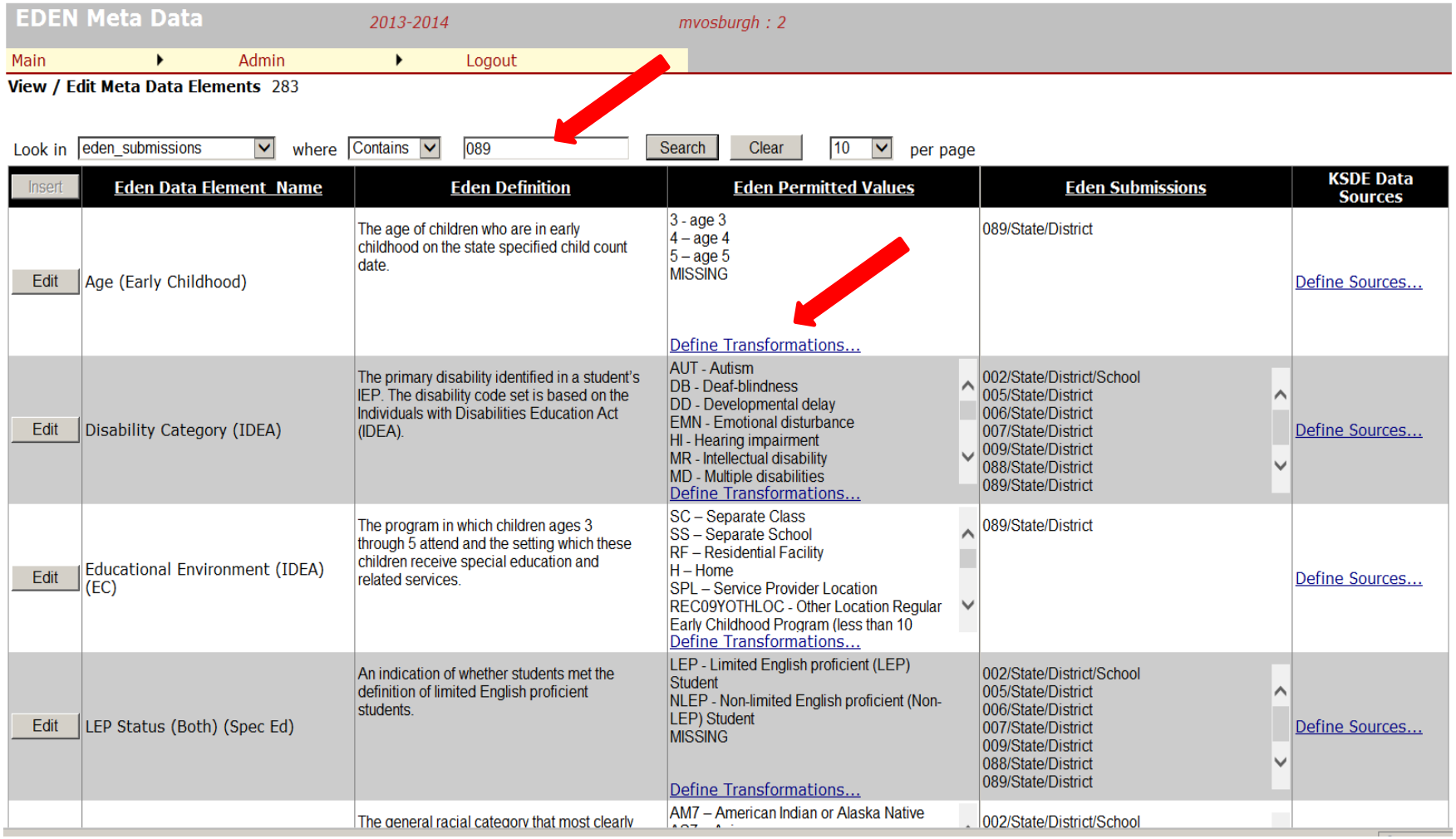


Metadata

- Customized metadata management application
- For reporting on EDEN data elements only
- Contains file level info for specifics related to the entire file
- Data-element-level info includes:
  - EDEN data element name
  - EDEN permitted values
  - EDEN submission used in
  - EDEN definition
  - KSDE data owner & steward
  - KSDE definition & business rules
  - KSDE source path (server, database, table, field)
  - Transformations (crosswalk from KSDE value to EDEN value)
- Training for staff provided
- Metadata Repository User's Guide

Kansas 618 Reporting Method Metadata

Metadata for each EDEN value is updated



EDEN Meta Data 2013-2014 mvosburgh : 2

Main ▸ Admin ▸ Logout

View / Edit Meta Data Elements 283

Look in eden_submissions where Contains 089 Search Clear 10 per page

Insert	Eden Data Element Name	Eden Definition	Eden Permitted Values	Eden Submissions	KSDE Data Sources
Edit	Age (Early Childhood)	The age of children who are in early childhood on the state specified child count date.	3 - age 3 4 – age 4 5 – age 5 MISSING Define Transformations...	089/State/District	Define Sources...
Edit	Disability Category (IDEA)	The primary disability identified in a student's IEP. The disability code set is based on the Individuals with Disabilities Education Act (IDEA).	AUT - Autism DB - Deaf-blindness DD - Developmental delay EMN - Emotional disturbance HI - Hearing impairment MR - Intellectual disability MD - Multiple disabilities Define Transformations...	002/State/District/School 005/State/District 006/State/District 007/State/District 009/State/District 088/State/District 089/State/District	Define Sources...
Edit	Educational Environment (IDEA) (EC)	The program in which children ages 3 through 5 attend and the setting which these children receive special education and related services.	SC – Separate Class SS – Separate School RF – Residential Facility H – Home SPL – Service Provider Location REC09YOTHLOC - Other Location Regular Early Childhood Program (less than 10 Define Transformations...	089/State/District	Define Sources...
Edit	LEP Status (Both) (Spec Ed)	An indication of whether students met the definition of limited English proficient students.	LEP - Limited English proficient (LEP) Student NLEP - Non-limited English proficient (Non-LEP) Student MISSING Define Transformations...	002/State/District/School 005/State/District 006/State/District 007/State/District 009/State/District 088/State/District 089/State/District	Define Sources...
		The general racial category that most clearly	AM7 – American Indian or Alaska Native	002/State/District/School	

Kansas 618 Reporting Method Metadata

A translation of KSDE codes found in the individual SEA-level files (002, 089) are cross-walked into the permitted values for the EDEN submissions.

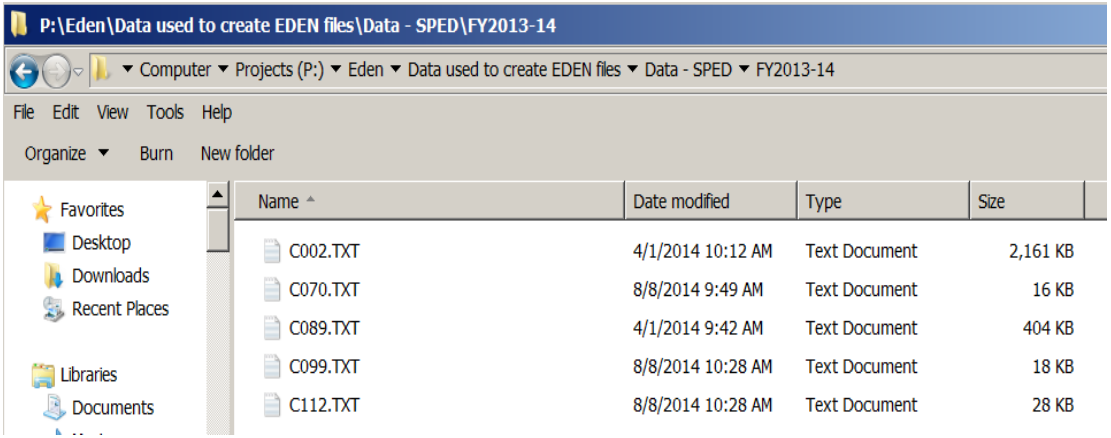
Please enter code translations for the selected Eden element.

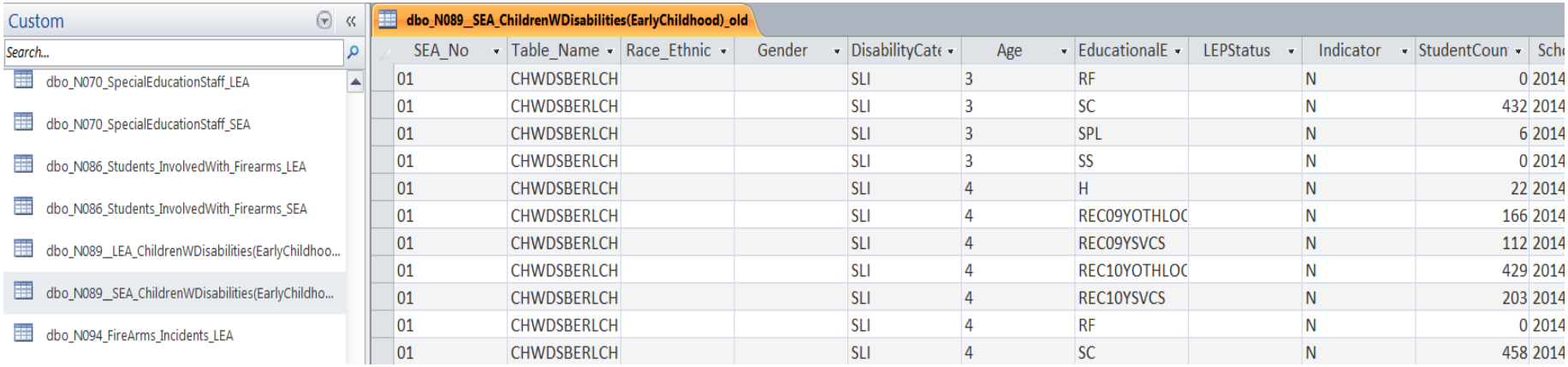
	Eden Value	KSDE Value	Change Source:
Delete	SC	SP	Edit
Delete	SS	SS	Edit
Delete	RF	RF	Edit
Delete	H	HO	Edit
Delete	SPL	PL	Edit

Kansas 618 Reporting Method Data Submission

Programmer uses SQL to aggregate the EDEN-level reports at the SEA, LEA, & building levels.

Data steward views the EDEN report via an ODBC connection using MS Access to complete the data validation process.



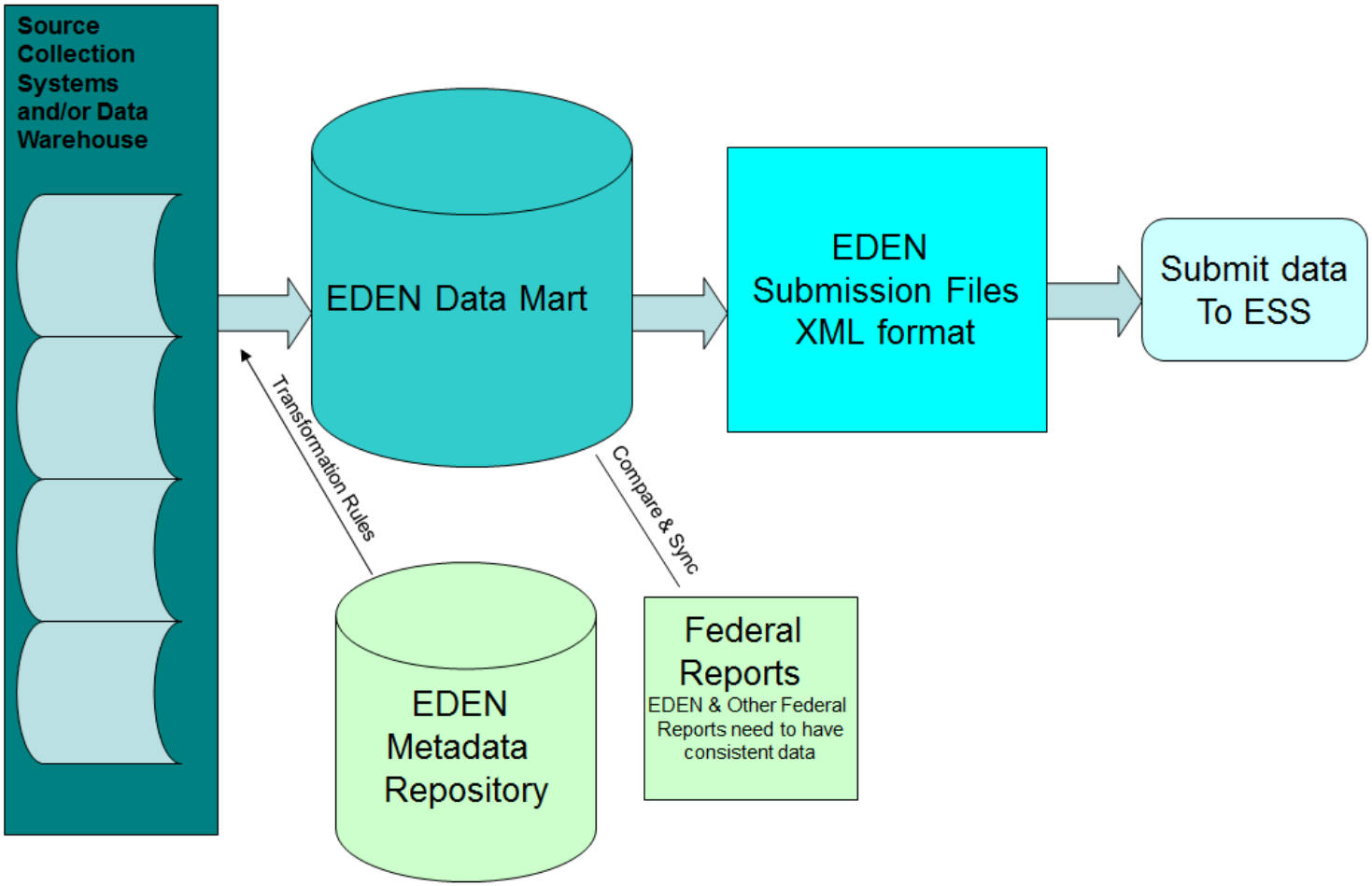


SEA_No	Table_Name	Race_Ethnic	Gender	DisabilityCate	Age	EducationalE	LEPStatus	Indicator	StudentCoun	Sch
01	CHWDSBERLCH			SLI	3	RF		N	0	2014
01	CHWDSBERLCH			SLI	3	SC		N	432	2014
01	CHWDSBERLCH			SLI	3	SPL		N	6	2014
01	CHWDSBERLCH			SLI	3	SS		N	0	2014
01	CHWDSBERLCH			SLI	4	H		N	22	2014
01	CHWDSBERLCH			SLI	4	REC09YOTHLOC		N	166	2014
01	CHWDSBERLCH			SLI	4	REC09YSVCS		N	112	2014
01	CHWDSBERLCH			SLI	4	REC10YOTHLOC		N	429	2014
01	CHWDSBERLCH			SLI	4	REC10YSVCS		N	203	2014
01	CHWDSBERLCH			SLI	4	RF		N	0	2014
01	CHWDSBERLCH			SLI	4	SC		N	458	2014

Project Management

- Project Management methodology to manage work flow
  - Submission Plan
- Established infrastructure for our data flow processes
  - Metadata application
  - Data Mart
- Lots of communication!
  - ED*Facts* Coordinator, *IDEA* Data Manager, Programmer
  - Data Governance Board
  - Data Steward Workgroup

EDEN Data Flow



Work Flow Process

- ED*Facts* Coordinator –
  - Downloads file specs from EDEN website
  - Updates/Adds data elements to metadata repository
  - Notifies steward via email
- Data Steward – Completes detailed metadata documentation

- Data Steward – Indicates when data are ready for reporting
- ETL Programmer – Pulls the data
- ED*Facts* Coordinator – Checks file at a high level
- Data Steward – Performs data validation for content accuracy
- Data Steward – Gives approval for submission to EDEN
- XML Programmer – Put data in xml format & submits
- If any errors occur, they are addressed and file resubmitted

Data Steward Workgroup

- Workgroup reports to Data Governance Board
- Data Governance Handbook
- DSWG objectives
  - Communication & collaboration
  - Data quality
  - Build capacity for ownership and accountability of data
  - Eliminate the data silos
- Ongoing topics for DSWG
  - EDEN
  - KIDS student-level data system
  - Master Data Management
  - Data Warehouse work
  - Data quality

Best Practice Tips

- Stay organized
- Collaborate & communicate
- Read EDEN documentation
- Stay informed by attending meetings & webinars
- Consider EDEN reporting before making data collection changes

Kansas

- Contact Info
  - *Mason Vosburgh* – IDEA *Data Manager*
    - *mvosburgh@ksde.org*
  - *Charlotte Bogner* – *ED*Facts *Coordinator*
    - *cbogner@ksde.org*

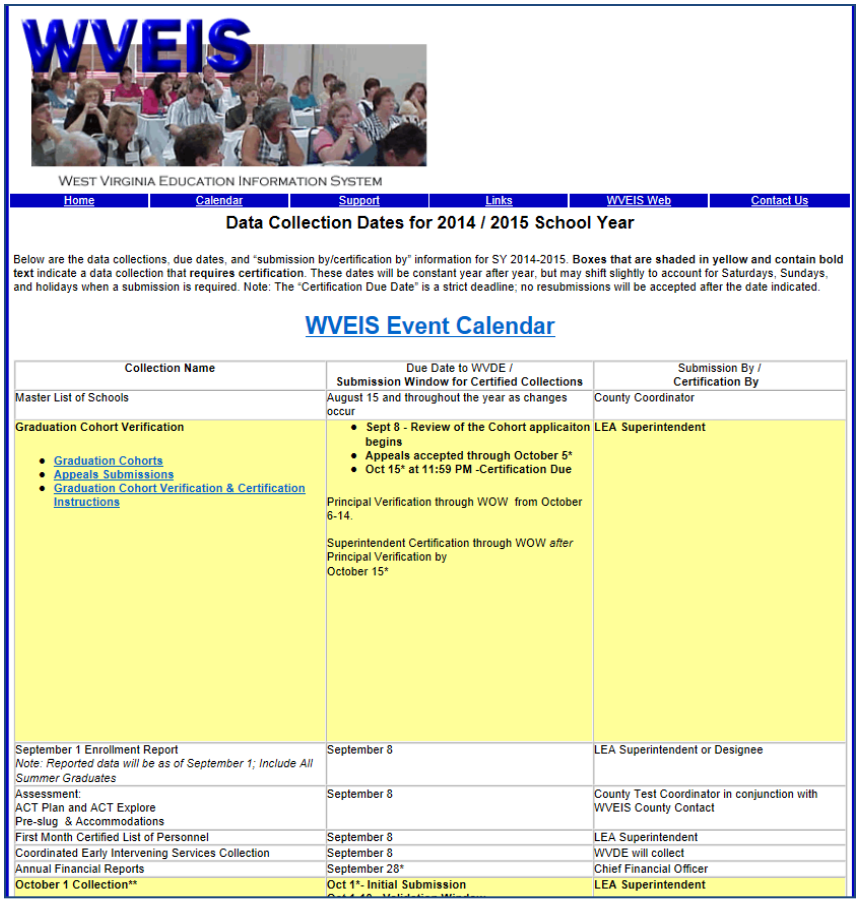
West Virginia

Collaborative Roles

- The Office of Special Programs and WVDE Data Calendars
- Data Collection Roles
- Data Quality Checks and Certification
- EDEN/ED*Facts* 618 Submissions
- Professional Development and Technical Assistance

Data Calendars

- WVDE Data Calendar
  - Schedule of all data collected through the West Virginia Education Information Systems (WVEIS) and supporting applications



WVEIS

WEST VIRGINIA EDUCATION INFORMATION SYSTEM

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Data Collection Dates for 2014 / 2015 School Year

Below are the data collections, due dates, and "submission by/certification by" information for SY 2014-2015. **Boxes that are shaded in yellow and contain bold text** indicate a data collection that **requires certification**. These dates will be constant year after year, but may shift slightly to account for Saturdays, Sundays, and holidays when a submission is required. Note: The "Certification Due Date" is a strict deadline; no resubmissions will be accepted after the date indicated.

WVEIS Event Calendar

Collection Name	Due Date to WVDE / Submission Window for Certified Collections	Submission By / Certification By
Master List of Schools	August 15 and throughout the year as changes occur	County Coordinator
Graduation Cohort Verification • Graduation Cohorts • Appeals Submissions • Graduation Cohort Verification & Certification Instructions	• **Sept 8 - Review of the Cohort applicaiton begins** • **Appeals accepted through October 5*** • **Oct 15* at 11:59 PM -Certification Due** Principal Verification through WOW from October 6-14. Superintendent Certification through WOW *after* Principal Verification by October 15*	**LEA Superintendent**
September 1 Enrollment Report *Note: Reported data will be as of September 1; Include All Summer Graduates*	September 8	LEA Superintendent or Designee
Assessment: ACT Plan and ACT Explore Pre-slug & Accommodations	September 8	County Test Coordinator in conjunction with WVEIS County Contact
First Month Certified List of Personnel	September 8	LEA Superintendent
Coordinated Early Intervening Services Collection	September 8	WVDE will collect
Annual Financial Reports	September 28*	Chief Financial Officer
October 1 Collection**	**Oct 1*- Initial Submission**	**LEA Superintendent**

Data Collection Roles

- Memo with procedural instructions disseminated to all special education administrators, LEA county contacts, and RESA WVEIS coordinators
  - Also available online
- Superintendent certification instructions originate from Data Governance Manager
  - Delineate timelines, order, and roles in certification process

Data Quality Checks and Certification

- Most special education collections contain edit checks that have been developed collaboratively between special education and the Office of Data Management and Analysis staff over the last decade.
- Until School Year 2013-2014, most additional data quality checks occurred after the LEAs submitted their 618 data.

Data Quality Checks and Certification (cont.)

- All possible errors that weren't avoided through edit checks (e.g., unlikely codes for a given age range or exceptionality) were returned to the LEAs and special education staff for additional review, verification, and/or possible correction.
- Process was tedious and time consuming for both LEAs and WVDE

Data Quality Checks and Certification (cont.)

- During School Year 2013-2014, West Virginia's SLDS initiative advanced the state's educational data system and governance structure.
  - Data dictionary developed
  - Statewide certification procedures enhanced
  - New applications to facilitate data quality and LEA verification

Data Quality Checks and Certification (cont.)

- The type and format of the new data applications used in the submission and verification process mirrored Data Accountability Center's Data Transmission Spreadsheets (DTS).
- Yet, they were tailored to West Virginia's policies, exceptionality categories, and other metadata as reported to OSEP.

Example: Child Count

DTS: Table 1

SECTION D. DISCRETE AGE BY DISABILITY OF CHILDREN AGE 6-21 RECEIVING SPECIAL EDUCATION						
DISABILITY	AGE AS OF DATA COLLECTION DATE					
	6	7	8	9	10	11
INTELLECTUAL DISABILITY	228	326	393	468	517	550
HEARING IMPAIRMENTS	35	21	34	25	24	41
SPEECH OR LANGUAGE IMPAIRMENT	2429	2418	2205	1656	1051	501
VISUAL IMPAIRMENTS	18	20	21	15	15	28
EMOTIONAL DISTURBANCE	31	61	66	96	96	118
ORTHOPEDIC IMPAIRMENTS	6	6	7	14	11	9
OTHER HEALTH IMPAIRMENTS	134	215	336	445	488	498
SPECIFIC LEARNING DISABILITIES	45	219	513	791	960	1121
DEAF-BLINDNESS	0	0	2	0	2	0
MULTIPLE DISABILITIES	-9	-9	-9	-9	-9	-9
AUTISM	123	127	139	152	144	159
TRAUMATIC BRAIN INJURY	5	2	5	4	7	9
DEVELOPMENTAL DELAY[1]	-9	-9	-9	-9		
TOTAL: (Sum of all the above)	3054	3415	3721	3666	3315	3034

WV's December 1, Child Count

Special Education Child Count Edits

The following table displays counts by disability and student age as of December 1. Students with *gifted* and *exceptional gifted* exceptionalities are not included in the December 1 Child Count. Warnings are displayed in orange and critical errors are highlighted in red. Critical errors include blank or invalid disability codes and invalid disability codes for a particular age. Critical errors must be corrected within students´ WVEIS records prior to Child Count submission and certification.

View as PDF

December Child Count Edit

Exceptionalities by Age

Age	AU	BD	CD	DB	DF	HI	LD	MD	MM	MS	OH	PH	PS	TB	VI	IC	Total
3	0	0	2	0	0	2	0	0	0	0	0	0	22	0	0	0	26
4	0	0	12	0	0	2	0	0	0	0	0	0	35	0	0	0	49
5	1	0	74	0	0	1	0	2	2	3	4	0	33	0	4	0	124
6	10	1	196	0	0	1	0	10	13	1	13	0	0	3	0	0	248
7	11	1	240	0	0	3	10	6	20	0	18	0	0	1	1	0	311
8	7	6	257	0	0	6	47	8	24	1	43	1	0	0	1	0	401
9	5	12	185	0	2	2	89	9	27	2	36	0	0	1	4	0	374
10	8	6	148	0	0	2	92	8	43	3	47	0	0	0	1	0	358
11	6	13	66	0	0	4	86	5	45	3	61	0	0	2	0	1	292
12	5	13	26	0	0	3	92	4	45	4	64	0	0	2	1	0	259
13	12	12	8	0	1	11	86	10	45	3	56	0	0	3	2	0	249
14	7	14	7	0	0	13	72	5	60	2	45	0	0	0	1	0	226
15	5	12	1	1	0	4	90	7	42	2	51	0	0	3	0	0	218
16	5	17	1	0	0	8	69	7	46	2	40	0	0	3	2	0	200
17	5	11	0	0	0	2	60	11	41	4	55	0	0	4	0	0	193
18	4	7	0	0	0	2	57	6	37	3	29	0	0	1	0	1	147
19	1	1	0	0	0	1	17	8	6	3	9	0	0	1	0	0	47
20	1	0	0	0	0	0	1	3	2	2	3	0	0	2	0	0	14
21	0	0	0	0	0	0	0	0	3	0	1	0	0	0	0	0	4
Total	93	126	1223	1	3	67	868	109	501	38	575	1	90	26	17	2	3740

Example: Child Count (cont.)

DTS: Table 1

SECTION D. DISCRETE AGE BY DISABILITY OF CHILDREN AGE 6-21 RECEIVING SPECIAL EDUCATION						
DISABILITY	AGE AS OF DATA COLLECTION DATE					
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December Child Count Edit

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3	0	0	2	0	0	2	0	0	0	0	0	0	22	0	0	0	26
4	0	0	12	0	0	2	0	0	0	0	0	0	35	0	0	0	49
5	1	0	74	0	0	1	0	2	2	3	4	0	33	0	4	0	124
6	10	1	196	0	0	1	0	10	13	1	13	0	0	3	0	0	248
7	11	1	240	0	0	3	10	6	20	0	18	0	0	1	1	0	311
8	7	6	257	0	0	6	47	8	24	1	43	1	0	0	1	0	401
9	5	12	185	0	2	2	89	9	27	2	36	0	0	1	4	0	374
10	8	6	148	0	0	2	92	8	43	3	47	0	0	0	1	0	358
11	6	13	66	0	0	4	86	5	45	3	61	0	0	2	0	1	292
12	5	13	26	0	0	3	92	4	45	4	64	0	0	2	1	0	259
13	12	12	8	0	1	11	86	10	45	3	56	0	0	3	2	0	249
14	7	14	7	0	0	13	72	5	60	2	45	0	0	0	1	0	226
15	5	12	1	1	0	4	90	7	42	2	51	0	0	3	0	0	218
16	5	17	1	0	0	8	69	7	46	2	40	0	0	3	2	0	200
17	5	11	0	0	0	2	60	11	41	4	55	0	0	4	0	0	193
18	4	7	0	0	0	2	57	6	37	3	29	0	0	1	0	1	147
19	1	1	0	0	0	1	17	8	6	3	9	0	0	1	0	0	47
20	1	0	0	0	0	0	1	3	2	2	3	0	0	2	0	0	14
21	0	0	0	0	0	0	0	0	3	0	1	0	0	0	0	0	4
Total	93	126	1223	1	3	67	868	109	501	38	575	1	90	26	17	2	3740

Unlikely counts should be checked

If zero counts are not reflected for Developmental Delay Category, then red cells would emerge.

Invalid codes must be corrected prior to submission

Special Education Child Count Edits

The following table displays counts by disability and student age as of December 1. Students with *gifted* and *exceptional gifted* exceptionalities are not included in the December 1 Child Count. Warnings are displayed in orange and critical errors are highlighted in red. Critical errors include blank or invalid disability codes and invalid disability codes for a particular age. Critical errors must be corrected within students´ WVEIS records prior to Child Count submission and certification.

View as PDF

December Child Count Edit

Exceptionalities by Age

Age	[illegible]	BD	CD	DB	[illegible]	HI	LD	MD	MM	MS	OH	PH	PS	TB	VI	IC	Total
	0	0	2	0	0		0	0	0	0	0	0	22	0	0	0	26
	0	0	12	0	0	2	0	0	0	0	0	0	35	0	0	0	49
	1	0	74	0	0	1	0	2	2	3	4	0	33	0	4	0	124
	[illegible]	1	196	0	0	1	0	10	13	1	13	0	0	3	0	0	248
	11	1	[illegible]	0	0	3	10	6	20	0	18	0	0	1	1	0	311
	7	6	257	0	[illegible]	6	47	8	24	1	43	1	0	0	1	0	401
	5	12	185	0	2	2	89	[illegible]	27	2	36	0	0	1	4	0	374
	8	6	148	0	0	2	92	8	43	[illegible]	47	0	0	0	1	0	358
	6	13	66	0	0	4	86	5	45	3	61	[illegible]	0	2	0	1	[illegible]
	5	13	26	0	0	3	92	4	45	4	64	0	0	2	1	0	259
13	12	12	8	0	1	11	86	10	45	3	56	0	0	3	2	0	249
14	7	14	7	0	0	13	72	5	60	2	45	0	0	0	1	0	226
15	5	12	1	1	0	4	90	7	42	2	51	0	0	3	0	0	218
16	5	17	1	0	0	8	69	7	46	2	40	0	0	3	2	0	200
17	5	11	0	0	0	2	60	11	41	4	55	0	0	4	0	0	193
18	4	7	0	0	0	2	57	6	37	3	29	0	0	1	0	1	147
19	1	1	0	0	0	1	17	8	6	3	9	0	0	1	0	0	47
20	1	0	0	0	0	0	1	3	2	2	3	0	0	2	0	0	14
21	0	0	0	0	0	0	0	0	3	0	1	0	0	0	0	0	4
Total	93	126	1223	1	3	67	868	109	501	38	575	1	90	26	17	2	3740

Drillable Features

Identifies all students in a cell or column total by name, school, and disability code

Age: 6 - Code: Speech/Language Impairment

Special Education Child Count Detail

	School	Student ID	Last Name	First Name	Mid Name	DOB	Code
1.	237	60020155				9/11/2008	CD
2.	100	60020241				8/11/2008	CD
3.	279	390102398				12/2/2007	CD
4.	275	390102486				1/5/2008	CD
5.	222	390102498				1/10/2008	CD
6.	255	390102540				4/23/2008	CD
7.	201	390102615				2/2/2008	CD
8.	203	390102616				2/3/2008	CD
9.	206	390102640				1/28/2008	CD
10.	246	390102663				4/17/2008	CD
11.	263	390102673				1/31/2008	CD
12.	213	390102736				1/3/2008	CD

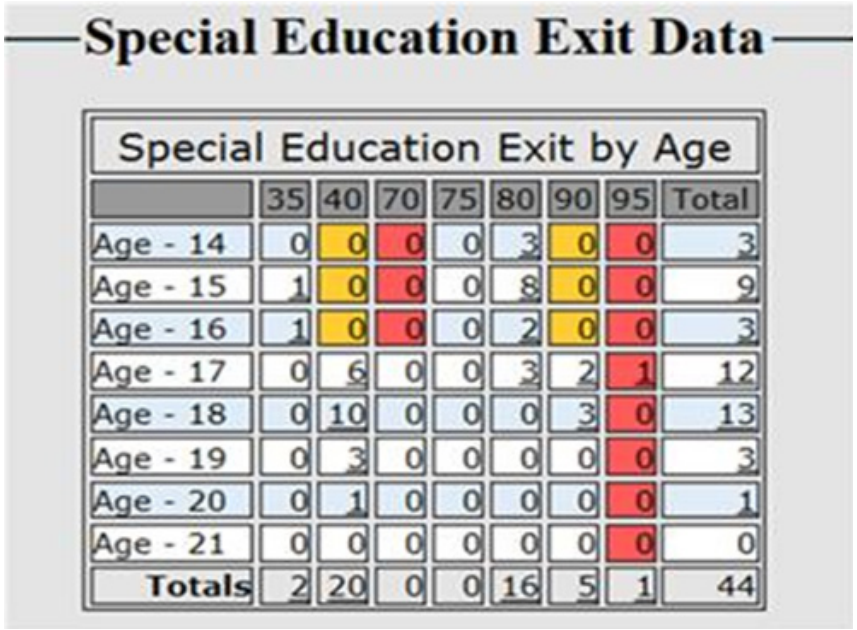
Example: Exit Table

DTS: Table 4

WV's Special Education Certification Form

SECTION B: DISCRETE AGE BY BASIS OF EXIT

BASIS OF EXIT	ALL DISABILITIES								
	14	15	16	17	18	19	20	21	14-21 TOTAL
(A) TRANSFERRED TO REGULAR EDUCATION	-9	-9	-9	-9	-9	-9	-9	-9	-9
(B) GRADUATED WITH REGULAR HIGH SCHOOL DIPLOMA	-9	-9	-9	-9	-9	-9	-9	-9	-9
(C) RECEIVED A CERTIFICATE	-9	-9	-9	-9	-9	-9	-9	-9	-9
(D) REACHED MAXIMUM AGE	-9	-9	-9	-9	-9	-9	-9	-9	-9
(E) DIED	-9	-9	-9	-9	-9	-9	-9	-9	-9
(F) MOVED, KNOWN TO BE CONTINUING	-9	-9	-9	-9	-9	-9	-9	-9	-9
(G) DROPPED OUT	-9	-9	-9	-9	-9	-9	-9	-9	-9
(H) TOTAL (OF ROWS A-G):	-9	-9	-9	-9	-9	-9	-9	-9	-9
COMPUTED TOTALS	0	0	0	0	0	0	0	0	0



Special Education Exit Data

Special Education Exit by Age

	35	40	70	75	80	90	95	Total
Age - 14	0	0	0	0	3	0	0	3
Age - 15	1	0	0	0	8	0	0	9
Age - 16	1	0	0	0	2	0	0	3
Age - 17	0	6	0	0	3	2	1	12
Age - 18	0	10	0	0	0	3	0	13
Age - 19	0	3	0	0	0	0	0	3
Age - 20	0	1	0	0	0	0	0	1
Age - 21	0	0	0	0	0	0	0	0
Totals	2	20	0	0	16	5	1	44

Special Education Exit Data

Special Education Exit by Age								
	35	40	70	75	80	90	95	Total
Age - 14	0	0	0	0	3	0	0	3
Age - 15	1	0	0	0	8	0	0	9
Age - 16	1	0	0	0	2	0	0	3
Age - 17	0	6	0	0	3	2	1	12
Age - 18	0	10	0	0	0	3	0	13
Age - 19	0	3	0	0	0	0	0	3
Age - 20	0	1	0	0	0	0	0	1
Age - 21	0	0	0	0	0	0	0	0
Totals	2	20	0	0	16	5	1	44

Key

- 35 = Transferred to Regular Education
- 40 = Graduated with Regular High School Diploma
- 50 = Received a Certification
- 70 = Reached Maximum Age
- 75 = Died
- 80 = Moved, Known to be Continuing
- 90= Dropped Out
- 95 = Invalid Code

Data Quality Checks and Certification

Other Activities

- Continue to use year-to-year comparisons to flag potential errors or the need for data notes
- Online training modules for 24/7 access

Collective Results

- Significant reductions in errors within LEA level files prior to submission
- Fewer problems with SEA-level files

ED*Facts* Submissions

- Office of Data Management and Analysis Staff
  - Make the actual submissions
- Office of Special Programs
  - Responsible for checking submissions for completeness and accuracy
  - Utilize OSEP reports and DTS (before and after ED*Facts*' submissions)
  - Part B Data Manager also has access to OSEP Reports through ED*Facts* system
- Daily communications during submission period
- Shared responsibilities = Shared stress! ☺

ED*Facts* Submissions

Professional Development and Technical Assistance

ED*Facts* and Part B Data Manager collaborate to provide:

- Beginning of Year New Special Education Directors' Leadership Academies
- End-of-Year Annual Data Conference
- Teleconferences and Webinars, as needed

West Virginia

- Contact Info

Malinda Shanklin – EDFacts Coordinator

– *mshankli@access.k12.wv.us*

The West Virginia IDEA *Part B Data Manager position is currently vacant.*

- Visit the IDC website at: http://ideadata.org/
- Follow us on Twitter: @IDEAdataCenter

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