Back-to-Basics on Part B Metadata Surveys—What You Need to Know About SSS-IDEA, Assessment Metadata Survey, and Data Quality

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Goals for Today

- Increase understanding of the elements of the SSS-IDEA and Assessment metadata and ED*Facts* file specifications necessary for submitting high-quality data

- Increase knowledge about potential impact of SSS-IDEA and Assessment metadata on data quality issues

- Increase awareness of need to communicate about metadata and data quality

- Increase ability to use IDEA Part B SSS-IDEA Crosswalk tool

How will we do this?

- Examine the components of the IDEA 618 data submission cycle

- Demonstrate *IDEA Part B SSS-IDEA Crosswalk*

- Review the important relationship between ED*Facts* coordinator and Part B data manager

- Discuss documenting data processes

Why is it important to understand the data submission cycle?

Components of the Data Submission Cycle

- SSS-IDEA and Assessment Metadata Surveys

- File Specifications

- Business Rules/Submission Errors

- OSEP Data Quality Reports

IDEA Part B SSS-IDEA Crosswalk shows the connections between each component of the data submission cycle.

State Supplemental Survey (SSS-IDEA)

- The Office of Special Education Programs (OSEP) collects metadata and additional information on state IDEA data through the SSS-IDEA in the ED*Facts Metadata and Process System* (E*MAPS*).

- States' responses to some of the questions define how the ED*Facts* system interprets submitted data files.

- Data managers submit the information to OSEP before submitting any IDEA files.

What is in the SSS-IDEA Survey?

- Exiting
- Child Count
- Educational Environments—School Age
- Educational Environments—Early Childhood

What is in the SSS-IDEA Survey? Cont.

- Discipline
- Assessment
- State Administration
- Maintenance of Effort (MOE) Reduction and Coordinated Early Intervening Services (CEIS)

Assessment Metadata Survey

- ED collects information about how states administer and report Assessment data.

- OSEP uses information to review and evaluate the completeness of a state's IDEA assessment data submission for IDEA accountability purposes and to pre-populate Indicator 3 in the IDEA Part B State Performance Plan/Annual Performance Report (SPP/APR).

- State Assessment Director submits the data to E*MAPS*; Part B data manager and ED*Facts* coordinator have access.

Components in the Assessment Metadata Survey

- Does your state allow significant medical emergency as exemption from assessments?

- What assessments were given in the prior year?

- How many levels of proficiency?

- At what level is a student considered proficient?

Assessment Metadata Survey

Assessment Metadata Survey

Alabama SY 2016-17

Assessments - Mathematics

| 3-8 | Secondary |

Regular Assessments with and without Accommodations

*Assessment Name	*# of Performance Levels	*At or Above Proficiency	*Grade	*EOG/EOC	EOG/EOC Comment
Math Reg Grade 3	5	3	3	End of Grade	
Math Reg Grade 4	4	3	4	End of Cours	
Math Reg Grade 5	4	2	5	End of Grade	
Math Reg Grade 6	3	2	6	Other	Comment for Grade 6 Math F
Math Reg Grade 7	6	3	7	End of Grade	
Math Reg Grade 8	5	2	8	End of Grade	

Did your state assessment change from the prior year? *
◯ Yes
◉ No

Test Your Knowledge

Your state has a question about the collection of graduation data. Do you review the SSS-IDEA or Assessment Metadata survey?

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Answer: SSS-IDEA Survey

File Specifications

- File Specifications outline the requirements and format for data files states submit to the ED*Facts* Submission System (ESS).

- They contain specifications for building each file and guidance on contents.

- Example: FS009 – Children with Disabilities (IDEA) Exiting Special Education

Using File Specifications to Troubleshoot

Table 2.2-1: Core Reporting Requirements for SEA and LEA Levels

	SEA	LEA
Reporting Period	Child Count Date – The date designated by the state that is between October 1 and December 1 for the IDEA child count	Child Count Date – The date designated by the state that is between October 1 and December 1 for the IDEA child count
Education units reported	Include SEA	Include LEAs that had responsibility for the education of children with disabilities (IDEA) at the time of the state's child count.
Education units not reported		Closed, inactive, or future LEAs
Type of count	Once (unduplicated count)	At only one LEA (unduplicated count across LEAs)
Zero counts	Required for all valid combinations; see Zero Exceptions as explained below.	Required for the total of the education unit. Not required for category sets or subtotal.
Zero exceptions or Not applicable	Disability Category (IDEA) – If your state does not use a permitted value (e.g., multiple disabilities), do not use that permitted value in the file (i.e., category sets A and B and subtotal 3). Your use of the permitted values must be consistent within the file and with other files that report data by disability category (IDEA). Your use of the permitted values must be consistent with responses to the EMAPS survey SSS-IDEA.	Disability Category (IDEA) – If your state does not use a permitted value (e.g., multiple disabilities), do not use that permitted value in the file (i.e., category sets A and B and subtotal 3). Your use of the permitted values must be consistent within the file and with other files that report data by disability category (IDEA). Your use of the permitted values must be consistent with responses to the EMAPS survey SSS-IDEA.

Business Rules/Submission Errors

- Are listed in the ED*Facts* Business Rules Guide

- Are known to ED*Facts* coordinators as Submission Errors

- Are coded according to file specification and rule number (e.g., S009- R28)

- Checks for accuracy and completeness

How does metadata intersect with the business rules?

- OSEP uses states' SSS-IDEA and Assessment Survey responses to verify the accuracy of submitted 618 data, decrease the need for data notes, and review and interpret state data.

- ESS will flag some, but not all, of the data misalignments as submission errors.

- Not all SSS-IDEA questions have ED*Facts* business rules associated. OSEP may flag issues in the state's data submission if the submitted data file does not align with an SSS-IDEA response.

OSEP Data Quality Reports

- OSEP releases the reports a few months post submission into MAX.gov.

- The reports provide feedback on data submitted.

- The reports assess whether data are accurate, timely, and complete.

- States may need to leave a data note, re-submit data, or not need to take any action.

Test Your Knowledge

Where can you locate a list of submission errors?

A. Business Rules Guide

B. Data Quality Reports

C. File Specification

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Answer: A

Explore the SSS-IDEA Crosswalk

Resolving a Data Quality Issue

- OSEP Data Quality Report (DQR)

  - Example: Counts were reported for Correctional Facility ages 6-11, but this category/age combination was not reported on the SSS-IDEA. Please resubmit data and/or SSS-IDEA to ensure consistency.

- IDEA Part B SSS-IDEA Crosswalk Tool can help states

  - Review SSS-IDEA Metadata Survey
  - Review the File Specifications
  - Review data that was submitted

ED*Facts* Coordinators and Data Managers Building Understanding

ED*Facts* coordinators and data managers need to share a common understanding of the

- Connection between the metadata survey and file specifications

- Impact of late IDEA files—that is, not getting it right by the first due date.

- Potential impact of late or inaccurate data on OSEP's state determinations

ED*Facts* Coordinators and Data Managers Working Together

- Catch errors prior to the due date.

- Ensure there is enough time before the due date to review and submit accurate data.

- Communicate in the months prior to the due date.

Importance of Documentation

A shared calendar and communication plan can

- Prevent data quality and timeliness issues

- Prevent oversights and help new staff acclimate more quickly

- Preserve institutional knowledge

IDC's *Part B IDEA 618 Data Processes Toolkit* can help.

Questions?

For More Information

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http://ideadata.org/

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