ThePart B Data Collection Calendar is a 12-month view of tasks associated with the *Individuals with Disabilities Education Act* (IDEA) data. The team completing the protocols should complete the calendar by adding new rows and tasks as necessary. A personnel column is included for assigning the person responsible for each task. The team can use the checkbox column to indicate completed tasks. The team can add more columns to the calendar as needed.

One suggested modification is to color code tasks in the calendar by school year because any 12-month IDEAdata reporting period requires handling data from three separate school years.

The calendar is populated with some suggested tasks that align with federal reporting timelines. In addition, other suggested tasks to include are

* applying edit checks;
* overseeing corrections;
* finalizing files;
* generating ED*Facts* reports;
* preparing data submissions;
* disseminating data to APR indicator and SSIP stewards and other users;
* responding to request from the Office of Special Education Programs (OSEP) for data notes in MAX and/or requests for resubmission of ED*Facts*/E*MAPS* data, if applicable;
* posting local education agency (LEA) profiles on the state education agency (SEA) website;
* posting IDEA 618 data on the SEA website;
* reviewing upcoming federal and state collection requirements against the state’s current collection processes;
* working with SEA, LEA, vendors, governance personnel, and other stakeholders to support necessary changes to data and procedures;
* meeting with team to update this calendar;
* disseminating business rule details or changes to LEAs (with enough lead time so LEAs can understand and disseminate rules to any vendors);
* training LEAs on data submission requirements;
* documenting location of final data files; and
* making necessary changes to process and support documents (data dictionaries, FAQs, training materials).

| January |
| --- |
|  | Review prior year SSS-IDEA Responses in E*MAPS*. Verify any changes for the upcoming reporting year. |  |
|  | Begin review and validation of Child Count and Educational Environment data in preparation for reporting in April. |  |
|  | Review indicator data with state director and begin entering data and analysis into State Performance Plan/Annual Performance Report (SPP/APR) in GRADS360°. |  |
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| February |
| --- |
|  | Submit final SPP/APR to GRADS360°. |  |
|  | Continue review and validation of Child Count and Educational Environment data in preparation for reporting in April. |  |
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| **March** |
| --- |
|  | Review data due on first Wednesday in April (Child Count and Educational Environment) with state director. |  |
|  | Begin process of preparing the Maintenance of Effort (MOE) Reduction and Coordinated Early Intervening Services (CEIS) data due for submission in May, including the gathering of data from annual determinations, MOE, and CEIS information. |  |
|  | Continue preparation for collection of data capturing Exiting and Discipline information for the current school year. |  |
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| **April** |
| --- |
|  | Submit IDEA Child Count and Educational Environment ED*Facts* files FS002 and FS089 on or before the first Wednesday in April. |  |
|  | Work with state director to review IDEA Child Count and Educational Environment data and email signed certification form to the ED*Facts* Partner Support Center (PSC). |  |
|  | Finalize process of preparing the MOE and CEIS data due for submission in May. Review final data with state director. |  |
|  | Address OSEP requested SPP/APR clarifications. |  |
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| May |
| --- |
|  | Submit MOE and CEIS data on or before the first Wednesday in May.  |  |
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| June |
| --- |
|  | Review data collection protocols, processes, timelines, and practices for possible revisions. |  |
|  | Begin preparing data for the state’s SPP/APR. |  |
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| July |
| --- |
|  | Close end-of-school-year data collection(s) for school year ending June 30, run validations, and clean data. Contact districts with anomalies or data quality issues. |  |
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| August |
| --- |
|  | In cooperation with assessment personnel and ED*Facts* coordinator, review responses for upcoming E*MAPS* Assessment Metadata Survey. |  |
|  | Begin review and validation of Discipline and Exiting data in preparation for reporting in November. |  |
|  | Begin preparation for collection of Child Count and Educational Environment data for collection on the state’s Child Count date.  |  |
|  | Begin preparation for collection of Personnel data that the state will report on or near the state’s Child Count date. |  |
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| September |
| --- |
|  | Review Dispute Resolution data (complaints, due process hearings, resolution sessions, and mediations) in preparation for reporting in November. |  |
|  | Review Personnel data in preparation for reporting in November. |  |
|  | Continue preparation for collection of Child Count and Educational Environment data. |  |
|  | Continue review and validation of Discipline and Exiting data. |  |
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| October |
| --- |
|  | Review data due the first Wednesday in November with state director. |  |
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| November |
| --- |
|  | Submit ED*Facts* files on or before first Wednesday:* FS070, FS099, FS112 (Personnel)
* FS009 (Exiting)
* FS005, FS006, FS007, FS088, FS143, and FS144 (Discipline)
* *EMAPS* IDEA Part B Dispute Resolution
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| December |
| --- |
|  | Close Child Count and Educational Environment data collections for current school year. Run validations, clean data, and contact districts with anomalies or data quality issues.[[1]](#footnote-1) |  |
|  | Submit data on or before due date (third Wednesday) for Part I of Consolidated State Performance Report (CSPR). Include ED*Facts* Assessment files (containing data for all students), FS175, FS178, FS185, and FS188.  |  |
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1. This task is shown in December because many states collect these data on December 1. If your state collects these data in October or November, you should move this task. [↑](#footnote-ref-1)