IDC Interactive Institutes 2018
Building a Culture of High-Quality Part B Data

Introduction to the New and Improved IDC Part B IDEA Data Processes Toolkit

Orlando, FL – February 21-22, 2018
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Austin, TX – March 7-8, 2018
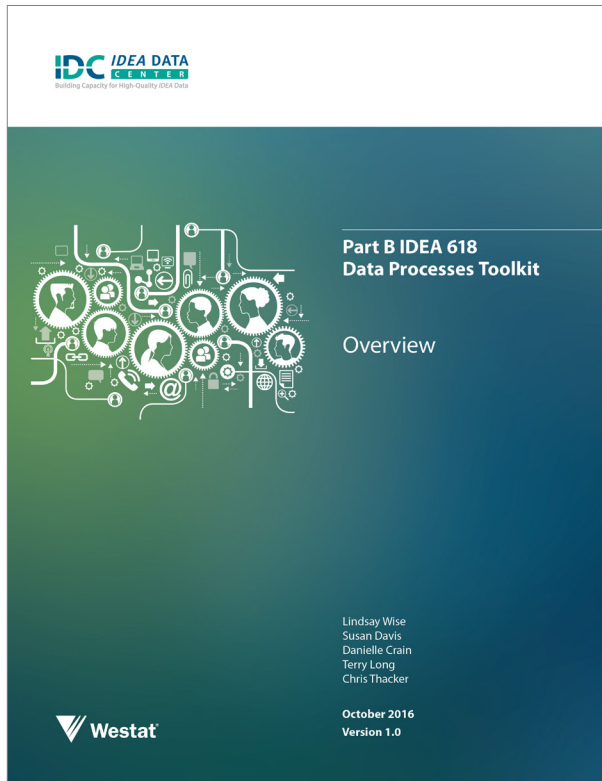Susan Hayes, IDC
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Welcome to the New and Improved IDC Part B IDEA Data Processes Toolkit

This session will provide

- A brief overview of the new IDC *Part B IDEA Data Processes Toolkit*

- Opportunity to interact with new Data Processes tools

- Facilitated discussion on the processes for documentation

- Discussion from states that have piloted the original toolkit

- Small group discussion and reflection on next steps for your state

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What Is the IDEA Data Processes Toolkit?

The toolkit provides

- A structured protocol for documenting your IDEA data processes and procedures

- Protocols that you can use to document 618 collections, 616 collections (SPP/APR indicators), as well as other collections (e.g., LEA determinations)

What Is the Part B IDEA Data Processes Toolkit?

- Overview

- 26 IDEA Data Collection Protocols

- Annual Determinations for LEAs Protocol

- State Landscape Protocol

- Data Collection Calendar

The data collection protocols and calendar are in Word and states can tailor them to their specific documentation needs.

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What to Expect From IDC

IDC will help to facilitate the process:

- Organizing in-person meetings

- Asking directed questions

- Serving as recorder to complete the protocols

- Highlighting areas needed for further discussion

- Following up to maintain protocols

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State Team Members

Team participation is dynamic and varies depending on the data collection.

- State director of special education

- Part B data manager and other IDEA data staff

- Content/program staff

- Data staff from across the agency

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What's New in the Toolkit?

SPP/APR Indicator Protocols

- Protocols for each State Performance Plan/Annual Performance Report (SPP/APR) indicator

- Documentation of processes for validating and submitting each indicator

- How your state responds to Office of Special Education Programs (OSEP) feedback

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What's New in the Toolkit? (cont.)

State Landscape Protocol

- Overview of state infrastructure

- Description of the data systems

- Lists of key special education and data staff

- General policies and procedures that apply to IDEA data

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What's New in the Toolkit? (cont.)

LEA Determinations Protocol

- Processes for using data to establish each local education agency's (LEA's) annual determination

- Definition of which data your state uses for the determination

- How your state calculates and shares the annual determinations

Turn-and-Talk

LEA Determinations document

Part B IDEA Data Processes Toolkit
Protocol
LEA Determinations

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Annual Determination Description: Describe which indicators your state uses and other factors the state considers. Describe your state's process and how it does or does not parallel the Office of Special Education Programs (OSEP) Determinations process.

Minimally, states must include
- performance on compliance indicators (4b, 9, 10, 11, 12, 13);
- valid and reliable data;
- correction of identified non-compliance; and
- other data available to the state about local education agency (LEA) compliance with the Individuals with Disabilities Education Act (IDEA), including relevant audit findings.

States may consider results on performance indicators and other information the state deems relevant. Consider describing linkage to Results-Driven Accountability (RDA) system, if applicable.

Data Stewards: Provide titles and names, contact information, department, and any notes on persons responsible for collection, validation, distribution, and approval. If there are multiple p responsible or involved in the process, list them all.

Determination Process Development: Describe how your state develops the determination including sanctions and rewards, and whether stakeholder input is used. Include the rationa the design of the determination process.

The state must use one of the following four categories of determination for each LEA:
- "Meets requirements" and purposes of IDEA;
- "Needs assistance" in implementing the requirements of IDEA;
- "Needs intervention" in implementing the requirements of IDEA; and
- "Needs substantial intervention" in implementing the requirements of IDEA.

State Landscape document

Part B IDEA Data Processes Toolkit
Protocol
State Landscape

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State Program Overview: Describe the organizational structure of the department or agency. Include acronyms, number of districts, how districts are organized, and names of programs.

Data Systems Overview: Describe each state data system including function and connections.

Staff: Include position title and brief description of responsibilities for all state staff or contractors who are involved with IDEA data.

Data System Access/Permissions: Describe who gets access and the process for seeking access to each data system.

State Systems/Servers:

EMAPS and MAX:

GRADS360®:

Student ID Assignment: Describe how the system(s) generates student IDs.

State Definitions: Document definitions of key terms in your state. These may be state-specific acronyms, state-defined terms, or any terms that may be unfamiliar to new staff members[1].

Data Governance: Describe the process for reviewing potential or actual future changes to the data collection and associated requirements.

Choose one of the two new documents and reflect on how this new protocol could improve your data quality.

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Voices From the Field – One State's Experience

- Which particular data collections have you documented to date

- Why did your state choose to document your data processes for these collections

- What have you learned as a result of the documentation process

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Voices From the Field – One State's Experience (cont.)

- What would you say are the primary benefits of data documentation

- What advice or tips would you give to other states interested in documenting data processes

Audience Q&A

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Small Group Discussion

Create triads and discuss in your small group:

- Have you documented any of your data processes using the IDC Data Processes Toolkit

  - What were the benefits

  - How has your data quality improved

- If you have not yet done so, which particular data collection would you start with

  - How might it benefit your state

  - What outcomes would you hope to achieve through the process

Other Questions to Consider

- What discussions do you need to have to either continue or initiate documenting your data processes

- Who do you need to be part of the work

- How would documenting data processes affect your data quality and/or your determinations process

- What role can your IDC State Liaisons and content experts play

  - How can they help you move ahead with this work

Where Do I Go to Get Help?

Find your IDC State Liaison
https://www.ideadata.org/technical-assistance

Find the New IDC *Part B IDEA Data Processes Toolkit*
https://www.ideadata.org/resources/resource/1555/part-b-idea-data-processes-toolkit

Other IDC Resources
https://www.ideadata.org/resources

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For More Information

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This presentation was supported by a grant from the U.S. Department of Education, #H373Y130002. However, the contents do not necessarily represent the policy of the U.S. Department of Education, and you should not assume endorsement by the federal government.

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