



Building Capacity for High-Quality *IDEA* Data

A graphic consisting of the letters 'ii18' in a white, outlined, sans-serif font. The background is a dark blue gradient with a faint, light green bar chart pattern.

IDC Interactive Institutes 2018

Building a Culture of High-Quality Part B Data

# Taking Data Processes Documentation to the Next Level

**Orlando, FL – February 21-22, 2018**

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**Austin, TX – March 7-8, 2018**

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# Session Objectives

- Overview of the new *Part B IDEA Data Processes Toolkit* and data processes
- Review the benefits of documenting data processes
- Identify options for extending the data processes that improve and inform data quality
- Learn from colleagues who have extended the data processes to inform other data-related work
- Share and discuss practical strategies to ensure ongoing support for the data process work

# Poll:

- How many of you have participated in data processes documentation for one or more of the 618 data collection sets
- How many of you have participated in usability testing for the documentation of one or more of the 616 data collection sets
- How many of you have participated in any follow-up activities to creating the data processes protocols

# What Is the IDEA Data Processes Toolkit?



The Toolkit provides

- A structured protocol for documenting your IDEA data processes and procedures
- Protocols that states can use to document 618 collections, 616 collections (SPP/APR indicators), as well as other collections (e.g., LEA determinations)

# What Is the IDEA Data Processes Toolkit? (cont.)

- Overview
- 26 IDEA Data Collection Protocols
- Data Collection Calendar
- Annual Determinations for LEAs Protocol
- State Landscape Protocol



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

# 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

# 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



# 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

# Why Use the Toolkit?

- Results in written protocol
- Supports the collection, validation, and submission of timely, accurate, and complete data (high-quality)
- Builds capacity
- Opens lines of communication among data stewards
- Assists with process improvements
- Creates data awareness
- Can be used for professional development

**\*Assists with establishing a culture of high-quality data\***

# Benefits of the Documentation Process

- Results in a resource document
- Preserves institutional knowledge
- Increases communication and collaboration



Can you think of others?

# Ideas for Extending the Work

- Review protocols annually
- Provide professional development for state education agency (SEA) and LEA staff
- Document processes at the LEA level
- Use as resource for information systems change
- Incorporate into business rules

Can you think of others?



# Benefits of the Extensions

- Helps orient new staff
- Provides up-to-date documentation of processes
- Provides leverage for policy decisions
- Informs IT upgrades
- Supports ongoing collaboration and communication

\*Assists with sustaining a culture of high-quality data\*



Can you think of others?

# Voices From the Field—One State's Experience

## Panel discussion questions

- Which particular data collections have you documented to date
- What would you say are the ongoing benefits of data documentation
- What is your state doing to continue the momentum gained during data processes documentation
- What are some organizational factors that states need to consider when beginning or continuing this work

# Questions and Answers

What would you like to know about how this state has benefited from the data collection process?



# Small Group Discussion



Create triads and share in your small group:

- Who are critical members/partners for the data processes documentation work
- What is the best way to elicit involvement for this work
- Who are/would be the best data champions in your organization



# Small Group Discussion



Thinking about the future of this work, consider

- What things can your organization do to ensure ongoing support for data processes documentation
- What additional activities will your state undertake to extend the reach of the data process documentation work

# Reflection for Next Steps

- After listening to others share their responses
  - What is one extension idea you can take back to your team
  - What next step do you need to take to implement your idea
- Write your responses on the index cards, take a photo of the card on your phone, and turn in the index cards as you leave

*If you want help implementing those next steps, leave your name, state, and email on the card and we'll make sure it gets to your State Liaison so he or she can follow up with you.*

# Where Do I Go to Get Help?

Find your 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>

# Contact Us

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# For More Information

**IDC** Visit the IDC website  
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