Data Reporting and Documentation Efforts in New Jersey

Background

- Experienced issues with respect to collecting and reporting data, both for the State Performance Plan/Annual Performance Report (SPP/APR) and general data reporting

  - Assessment data

  - Personnel circumstances/departures

- Initiated efforts to document how data are collected and reported

Background (cont.)

- Determined to document all aspects of preparing and submitting certain data

  - This would allow for gathering and submission of data when personnel changed

  - This also assisted in assessing and improving how we gather and report data in the selected areas

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Background (cont.)

- Prioritized general data submissions and tasks in the SPP/APR
  - Indicator B3
  - Indicator B7
  - Indicator B8
  - Indicator B14 (in progress)

Background (cont.)

- Other data initiatives

  - *Generate*

  - IDEA B Grant allocations

  - Department-wide data procedures

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U.S. Office of Special Education Programs-Sponsored Technical Assistance (TA) Centers

Partnered with IDC

- Staff had worked in state education agencies (SEAs)

- Staff had knowledge of, and experience in, preparing and submitting the indicator

    - Allowed for better discussions

- Staff were able to assist in developing a protocol to gather information and document how the indicator was developed

Indicator B3

- Three-day mapping project to create a data collection protocol
  - Developed procedures with IDC to identify all information and persons necessary to develop the protocol
  - Documented all steps in the process and all personnel involved from every office in the Department
  - Met with all persons involved in the process to determine what they did and how they did it
  - Documented all aspects of the process, including timelines, data sources, and personnel (by position in the Department)

Indicator B3 (cont.)

- The protocol includes the following information
  - ED*Facts* file numbers to be submitted
  - Staff involved (by job title)
  - Data collection levels (at which data are collected and reported)
  - Reporting periods and submission dates
  - State data collection and submission schedules
  - All processes attendant to collecting and submitting the data, including due dates and reviews and approvals

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Indicator B7 (Early Childhood Outcomes)

- Looked at other SPP indicators after B3 was mapped

- Selected because

  - B7 is an indicator where the data collection and reporting system is cumbersome

  - There was a need to analyze the process to determine whether the methodology should be changed and because of the potential loss of experienced staff

Indicator B7 (Early Childhood Outcomes) (cont.)

- Utilized a system of district cohorts to generate the data

- Cohort districts administer the Battelle, and are reimbursed certain costs

  - Materials

  - Child assessment costs and fees

  - Training costs

Indicator B7 (Early Childhood Outcomes) (cont.)

- Documented all aspects of the system
  - Indicator description
  - Measurement
  - Target setting
  - Data stewards
  - Data sources
  - State collection and submission schedule
  - The process, including sampling, contracts, and data validation and analysis
  - Approvals for all aspects of the indicator's preparation and submission
  - Submission

Indicator B8 (Parent Involvement)

- Selected because

  - B8 is prepared by a contractor that works with a state university

  - There is uncertainty regarding the contracted agency

  - It has a lengthy data collection and verification process

  - A high number of districts are involved each year

Indicator B8 (Parent Involvement) (cont.)

- NJ uses a survey for parent involvement
  - IDC assisted in developing a procedure to identify all information and persons necessary to develop the protocol
  - Staff documented all steps in the process with personnel from the contracted agency and Rutgers University

Indicator B8 (Parent Involvement) (cont.)

- Documented all aspects of the process
  - Indicator description
  - Measurement
  - Target setting
  - Data stewards
  - Data sources
  - State collection and submission schedule
  - The process, including survey administration and data validation and analysis
  - Approvals for all aspects of the indicator's preparation and submission
  - Submission

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Indicator B14 (Postsecondary Activities)

- Selected because

    - Potential turnover in staff

    - Use of contracted entity for data analysis

- NJ uses a survey for this indicator

    - IDC again assisted in developing a procedure to identify all information and persons necessary to develop the protocol

Indicator B14 (Postsecondary Activities) (cont.)

- Documented every component of the process, including all state staff involved and staff from a state university

  - Indicator description

  - Measurement

  - Target setting

  - Data stewards

  - Data sources

  - State collection and submission schedule

  - The process, including survey administration and data validation and analysis

  - Approvals for all aspects of the indicator's preparation and submission

  - Submission

Data Collection Protocol—ASSESSMENT

Essential Elements
Data Collection Name: Reference the name the collection is known by in the SEA. For accuracy of communication throughout the SEA, reference each data collection by only one name.
Statewide Assessment Data
Associated ED*Facts* File Numbers:
Students with disabilities are included as a subgroup within the all students files listed below. • C175 — Academic Achievement in Mathematics • C178 — Academic Achievement in Reading (Language Arts) • C185 — Assessment Participation in Mathematics • C188 — Assessment Participation in Reading/Language Arts
Staff Involved with Assessment Data Collection and Reporting:[1] Provide names, contact information, department, and any notes on persons responsible for collections, validation, and submission. If there are multiple parties responsible or involved in the process, list them all (i.e., Part B Data Manager, ED*Facts* Coordinator, etc.)
• Director, Office of Assessments- Jeff will determine representative • Assistant Director, Information Technology Kate • (Person assigned as EDFacts Coordinator) Kate • EDFacts Consultant- Mangala • Director of Office of Special Education Programs- John • Manager of Program Accountability- Kim • Part B Data Manager- Ajaya • Special Ed Data Support- Padmaja • Director of Title I- Karen Campbell

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Federal Reporting Period and Submission Dates: The reporting period as defined by OSEP (i.e., snapshot of a particular day or a period of time such as school year) and final due date.

Reporting Period: Six week period of March 27, 2017 through May 19, 2017. Block Testing windows: November 28, 2016 through January 17, 2017, April 24, 2017 through June 5, 2017.
File Due Date: Due annually with CSPR Part I. (SY 2015-16 date is due Dec. 14, NJ has accelerated date of Oct. 30. SY 2016-17 due date is Dec. 13, 2017)

State Collection and Submission Schedule: Provide a list of dates when the data collection period opens, when data are due to the SEA from the LEA, when data are pulled after the collection closes, etc.

Compressed Schedule for SY 2015-16 Data

- Sept. EMAPS Metadata and Data planning Meeting- Kate, Ajaya and.-Data Support Person Padmaja, Assessment Representative, Jeff. **Point person for this meeting: Program Accountability Manager**
- Oct. 3 EMAPS Assessment Metadata Survey Opens, CSPR Opens
- Oct. 6 or 7- Appeals process opens- Title I Data Manager- Claire
- Data finalized, data is cleaned. Sent to districts and data stewards.
- Oct. 25, Mangala takes appealed data and creates EDFacts Files
- Ajaya will verify data after appeals process prior to due date
- Oct. 20-Oct. 25: Data File Validation Work Session- Ajaya and Mangala. **Point person for this meeting: Special Education Data Manager.**
- Assessment files - data due by Oct. 31 because of Title I grant condition (participation rates only will be submitted)
- EDFacts files due date Dec. 14 2016, Assessment Metadata Survey Closes
- Nov. 18 – PARCC Registration Data due from LEAs for SY 2016-17
- IT Validation
- March-Debrief on Post-Submission, update this protocol for upcoming year, or schedule to do so.(currently done at management level, consider expansion in future) **Point person for this meeting: Program Accountability Manager.**

Generate: Applied Engineering Management (AEM)

- Both the Office of Special Education Policy and Procedure (OSEPP) and the Information Technology Office at NJDOE became aware of *Generate*

- Staff have been working to install and implement it since last year

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Generate: Applied Engineering Management (AEM) (cont.)

- Software that will pull, compile, and file IDEA data

- Installed in NJDOE's system

- All data pulled from the various databases

- Extensive work by AEM and state IT staff

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Generate: Applied Engineering Management (AEM) (cont.)

- First submission in March 2018

- Concurrent work for the test year

- Ultimately, will result in extensive time savings for the IDEA B data manager

- Will simplify the transition if the data manager leaves the department

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Benefits of *Generate*

- **Automates** and **simplifies** IDEA data reporting

- Provides more **consistency** across SEAs for IDEA data reporting

- Supports **timely** and **efficient** IDEA data reporting by IDEA data managers and ED*Facts* coordinators

- Uses Statewide Longitudinal Data Systems **(SLDS) data** to report IDEA-related ED*Facts* and relevant APR indicators

- Lays groundwork **beyond** IDEA data

IDEA B Grant (Allocations and Administration)

- Selected because

    - The staff member that had spent over 20 years administering the grant was retiring

    - The process requires interaction with several other offices in NJDOE

    - The amount of funds involved was large

    - The grant system was complex

- Worked with the Center for IDEA Fiscal Reporting (CIFR) to document the process for developing allocations, distributing the funds, and monitoring and oversight of how they are expended

IDEA B Grant (Allocations and Administration) (cont.)

- Documented every component of the process, including all state staff involved

  - Purpose of, and authority for, procedures

  - Applicability of procedures to LEAs

  - Timelines

  - Staff responsibilities

  - IDEA B base payments

  - IDEA B base payment adjustments

  - Allocations

  - Allocations for new LEAs

  - Reallocation of available funds

  - Section 619 allocations

Data Process in NJDOE

- The NJDOE initiated processes for collecting and reporting data
  - Data stewards
  - Data managers
  - Leadership
- All processes are documented with respect to collecting and reporting data

Data Process in NJDOE (cont.)

- All changes to data collections are approved at each level

    - Documents what is collected and for what purposes

    - The changes are discussed at each level of the system

    - Ensures that a change will not unintentionally impact a program or office that is not seeking the change

Special Education Data

http://www.nj.gov/education/specialed/data/

For More Information

Visit the IDC website
http://ideadata.org/

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