Essential Elements

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| Indicator Description: |
| |  | | --- | | Percent of hearing requests that went to resolution sessions that were resolved through resolution session settlement agreements (applicable if Part B due process procedures are adopted). | |
| Measurement:[[1]](#footnote-2),[[2]](#footnote-3) |
| Percent = (3.1(a) divided by 3.1) times 100. |
| Target Setting: This is a results indicator. Describe the process your state uses to engage stakeholders and set targets. |
| States are not required to establish a baseline or targets if the number of resolution sessions is less than 10. In a reporting period when the number of resolution sessions reaches 10 or greater, the state must develop a baseline and targets and report them in the corresponding SPP/APR.  States may express their targets in a range (e.g., 75-85%). |
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| [GRADS360°](https://osep.grads360.org/#program) Reporting Information: Describe log-in information, location of manual, etc. |
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| Data Stewards: Provide titles and names, contact information, departments, 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 C coordinator, Part C data manager, program coordinator, provider, etc.). |
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| Data Source Description: Provide a short description of the database or data system your state uses to process data for this indicator. Consider connecting to 618 data protocol for description of data. |
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| State Collection and Submission Schedule: Provide a list of dates necessary for this data collection, including when the data collection period opens, when data are due from the local early intervention service (EIS) programs, and when assigned staff pull the data after the collection closes. |
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Processes

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| Collection: Provide detailed information about the origin and collection of the data and names and titles of persons responsible. |
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| Data Validation: Describe the data cleaning processes and any other processes your state uses to ensure high-quality data. If the data are not the same as your state’s 618 data, provide an explanation. |
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| Data Analysis:[[3]](#footnote-4) Describe the process for data analysis. |
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| Response to OSEP-Required Actions: Describe the procedures for reviewing Office of Special Education Programs (OSEP) feedback. Following the release of the OSEP determination, indicate who reviews OSEP feedback and how assigned staff make the plan to address concerns and create a response. |
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| Internal Approval Process: Describe any internal approval processes (e.g., who must sign off and timelines). |
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| **External Approval Process:** Describe the State Interagency Coordinating Council (SICC) certification process. Include dates and timelines. |
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| Submission: Describe process for entering the data and analyses into [GRADS360](https://osep.grads360.org/#program)°. |
| Data are prefilled in GRADS360°. |
| Clarification:[[4]](#footnote-5) Describe the process your state uses to prepare a response to OSEP’s request for clarification. |
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| Data Governance: Describe the process for reviewing potential or actual changes to the data collection and associated requirements. |
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| Public Reporting:[[5]](#footnote-6) Describe the process and format for publicly reporting the performance of each local EIS program against the target of your state’s State Performance Plan/Annual Performance Report (SPP/APR) data. Note where your state posts the Lead Agency and local EIS program SPP/APR data. |
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1. **Measurement:** Part C Indicator Measurement Table 2018, for FFY 2016 submission. [↑](#footnote-ref-2)
2. **Measurement**: *E*MAPS *User Guide: IDEA Part C Dispute Resolution Guide – SY 2016-17*, U.S. Department of Education, Washington, DC: ED*Facts*. Retrieved 11/10/2017 from ED*Facts* Initiative Homepage [↑](#footnote-ref-3)
3. **Data Analysis:** Review data year to year, looking for patterns statewide and within local EIS programs, outliers, whether targets are met or not met, and slippage. [↑](#footnote-ref-4)
4. **Clarification:** OSEP generally sends clarification requests to states about 60 days post-submission. [↑](#footnote-ref-5)
5. **Public Reporting:** The state is not required to report data at the EIS program level. [↑](#footnote-ref-6)