



## Data Managers Rise to the Challenge: Relationships, Strategies, and Resources That Support the Work of Data Managers

SEPTEMBER 26, 2019

Lindsay Wise, IDC

Carolyn Bostick, SC

Scott Norton, IL

Susan Shipley, WY

# Webinar Logistics

- Welcome and thank you for joining us
- We are recording this webinar
- Slides and recording from this presentation will be available on the IDC website
- We will be muting all participants
- Please type your questions in the chat box

# Where to Find Webinar Slides and Recording



3:00 PM on October 31, 2017 -- 4:00 PM on October 31, 2017

## Back-to-Basics on Part B Assessment—What You Need to Know About Indicator B3

Webinar | Online | Back to Basics

This webinar continued IDC's Back-to-Basics Webinar Series for new Part B state staff, staff with new indicator responsibilities, and those who want a refresher on ins-and-outs of the SPP/APR indicators and related Section 618 data collections. The webinar will focused on beginning level information on Indicator B3 (Assessment), including a review of B3's specific criteria and data sources; steps and calculations required to collect, analyze, and report Indicator B3 data; and any differences or similarities between Indicator B3 and the other indicators.

Expected outcomes of the webinar were that participants would gain a better understanding of Indicator B3 requirements to ensure high-quality data for SPP/APR reporting and increased knowledge about available resources and supports for understanding and reporting Indicator B3 data.

### Materials

Unloaded

Back-to-Basics on Indicator B3  
FINAL B2B B3 Assessment Draft 9.26.17.pdf

### Topics

State Performance Plan - SPP and Annual Performance Report - APR

Part B

618 Data



Back-to-Basics

YouTube Recording

### PRESENTERS

Susan Hayes

Tiffany Boyd

# Presenters

- Lindsay Wise, State Liaison, *IDEA* Data Center (IDC)
- Carolyn Bostick, Part B Data Manager, SC
- Scott Norton, Part B Data Manager, IL
- Susan Shipley, Part B Data Manager, WY

# Agenda

- Welcome
- State Story: Illinois
- State Story: Wyoming
- State Story: South Carolina
- The Wrap-up
- Questions

# Participant Outcomes

Participants will learn how their peers

- Use tools and internal state relationships to come up with unique ways to improve data quality and reporting in their states
- Organize a complex data schedule to manage and implement IDEA data requirements
- Network with national colleagues to help them navigate the changing contexts in their states and meet the challenges of their jobs

# Data Manager Networking

## IDC's Data Manager Connection, Part B

- IDC facilitated discussions of current topics relevant to Part B data managers
- IDC invites new data managers, and participants may stay involved for as long as they like
- Discussions focus on topics relating to all aspects of reporting *EDFacts* data and State Performance Plan/Annual Performance Report (SPP/APR) indicators



**Illinois  
State Board of  
Education**

## Scott Norton

IDEA Part B Data Manager  
Department of Special Education Services  
Illinois State Board of Education, Springfield, IL



# Role of Data Manager in Illinois

- Primary Role
  - Submit *EMAPS* Metadata files and *EDFacts* IDEA Part B files on an annual basis
- Secondary Role
  - Direct support of local education agencies (LEAs) for all questions around IDEA Personnel and significant disproportionality

# Challenges

- Year 1, everything is new
- Communications
- Balancing act – daily and cyclical demands
- Quality of data documentation
- Keeping on top of changes to data collections
- Tools for harvesting, analysis, and compilation

# Strategies for Organizing Communication

- *EDFacts* updates – Partner Support Center (PSC) Support Updates (every Friday)
- IDC Connection -monthly meetings around data collections
- *EDFacts* Data Submission Organizer– customized for IL (Excel)

# Strategies for Organizing Communication (cont.)

Due Date	Data Year	File Number	File Name	SEA	LEA	SCH	Submitter
March 27, 2019	SY 2018-19	052	Membership	Yes	Yes	Yes	Shuwan
March 27, 2019	SY 2018-19	129	CCD School	No	No	Yes	Shuwan
April 3, 2019	SY 2018-19	002	Children with Disabilities (IDEA) School-Age	Yes	Yes	Yes	Scott
April 3, 2019	SY 2018-19	089	Children with Disabilities (IDEA) Early Childhood	Yes	Yes	No	Scott
April 26, 2019	SY 2018-19	141	EL Enrolled	Yes	Yes	Yes	Shuwan
May 30, 2019	SY 2018-19	059	Staff FTE	Yes	Yes	Yes	Shuwan
November 6, 2019	SY 2018-19	005	Children with Disabilities (IDEA) Removal to Interim Alternative Educational Setting	Yes	Yes	No	Scott
November 6, 2019	SY 2018-19	006	Children with Disabilities (IDEA) Suspensions/Expulsions	Yes	Yes	No	Scott
November 6, 2019	SY 2018-19	007	Children with Disabilities (IDEA) Reasons for Unilateral Removal	Yes	Yes	No	Scott
November 6, 2019	SY 2018-19	009	Children with Disabilities (IDEA) Exiting Special Education	Yes	Yes	No	Scott
November 6, 2019	SY 2018-19	070	Special Education Teachers	Yes	Yes	No	Scott
November 6, 2019	SY 2018-19	088	Children with Disabilities (IDEA) Disciplinary Removals	Yes	Yes	No	Scott
November 6, 2019	SY 2018-19	099	Special Education Related Services Personnel	Yes	Yes	No	Scott
November 6, 2019	SY 2018-19	112	Special Education Paraprofessionals	Yes	Yes	No	Scott
November 6, 2019	SY 2018-19	143	Children with Disabilities (IDEA) Total Disciplinary Removals	Yes	Yes	No	Scott
November 6, 2019	SY 2018-19	144	Educational Services During Expulsion	Yes	Yes	No	Scott
December 11, 2019	SY 2018-19	045	Immigrant	Yes	Yes	No	Shuwan

# Strategies for Organizing Data Review

- Validation prior to file creation – reasonability checks and year-to-year comparisons
- Documentation critical for data quality checks and annual cycle
- *IDC's Enhanced Pre-submission Edit Check Tools for IDEA 618 Part B Data*
- ED*Facts* data quality reviews and submission – solicit IDC technical assistance
- PSC support

# Know Your Data Sources and Your Data!

- Are *EDFacts*, significant disproportionality, and SPP/APR indicator data pulled from various sources in your state?
  - Know your data sources including the gatekeepers (IT staff and their contractors) and your data owners (program area managers)
- Once you know your data sources, make sure that the data are defined
  - Do business rules exist that can define the data and data structures regardless of the source?



Susan Shipley

Part B Performance Data Manager  
Special Education Programs

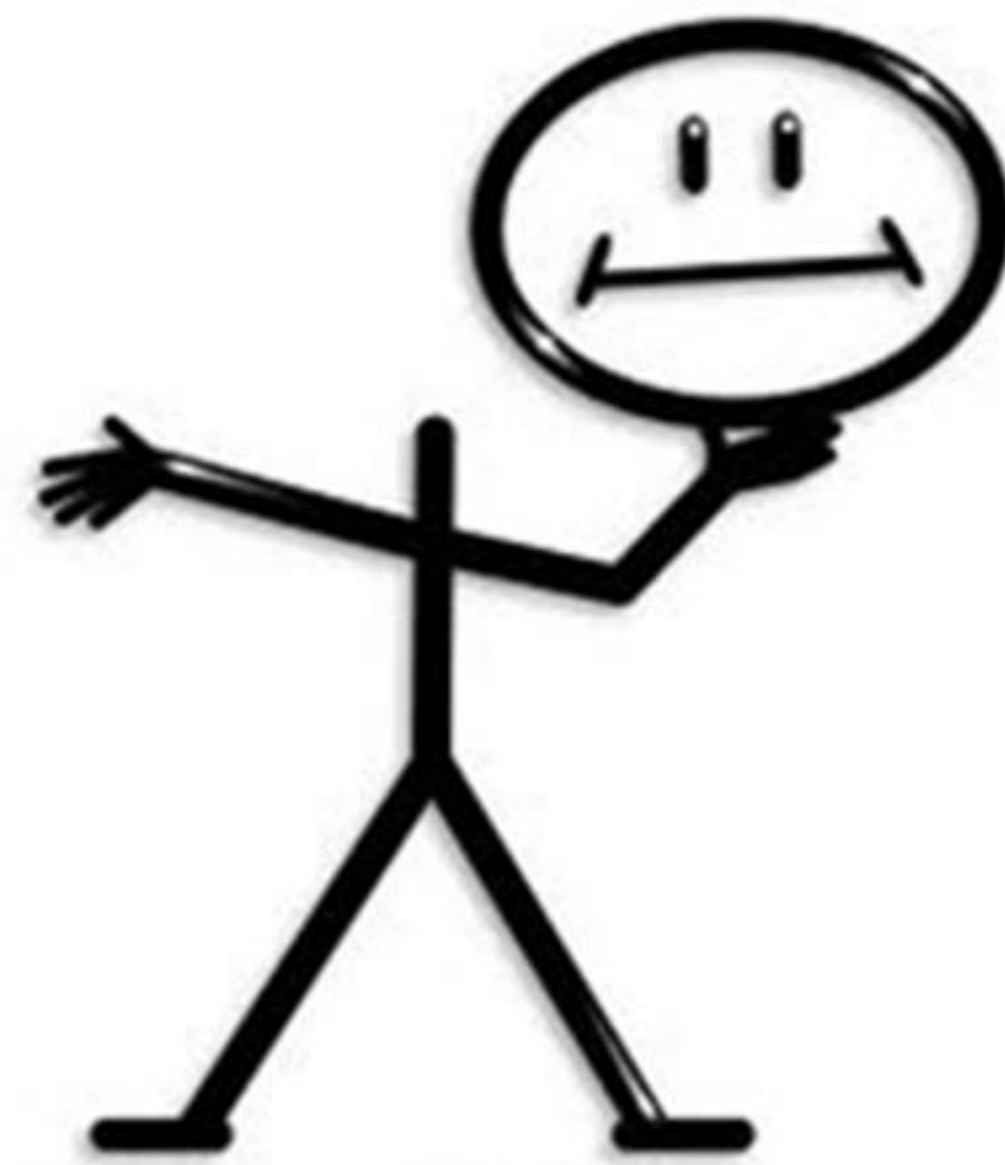
Wyoming Department of Education

# Wyoming's Team

- ★ May 2018 New Data Manager
- ★ Feb. 2019 New State Director of Special Education and new *EDFacts* Coordinator
- ★ Sept. 2019 New SPED Data Consultant



# GO FIGURE...



We don't know!!!

# Role of Data Manager in Wyoming

Role is primarily administrative

- Not responsible for collecting or submitting the majority of the data
- Responsible for publicly reporting data and sharing data with LEAs

# Role of Data Manager in Wyoming (cont.)

## Other responsibilities

- Lead the MTSS and PBIS initiatives
- Special education monitoring of LEAs
- Oversight of Part B ages 3-5 (housed in the WY Department of Health)
- Special Education Directors Academy (monthly trainings for SPED directors)
- Review all LEAs' IDEA Part B grants
- Write the SPP/APR
- Supervise staff

# State Director of Special Education

- Had been more program focused but is learning about the importance of the SPP/APR
- Developing understanding of links between compliance indicators, results indicators, and the fiscal part
- Understanding and disseminating the importance of informing the LEAs of their data for improvement
- Recognizing the role data play in the LEA monitoring system

# EdFacts Coordinator Challenges

- New *EDFacts* coordinator needs IDEA training
- There is statewide TA needed regarding consistency in discipline data
- There is a lack of understanding between Part C and Part B

# Wyoming Meets Requirements!



# Some Keys to Our Success

The tools!!

- IDC's *Part B Indicator Data Display Wizard*
- IDC's *Data Meeting Toolkit*

**And all the timely IDC responses to our questions and requests**



- Team communication is key
  - Daily discussions
  - Instant Messaging (IMs)
- Making decisions about the data
  - Changing the way we collect data on Indicators 8 and 14
- Helping improve data collection through the conversation about business rules





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What other option do we have?



# South Carolina

**Carolyn Bostick**

IDEA Part B Data Manager  
Office of Special Education Services  
Division of Innovation & Effectiveness  
South Carolina Department of Education, Columbia, SC

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Molly M. Spearman – State Superintendent of Education

# Role of Data Manager in South Carolina

- Support LEAs
- *EDFacts* data quality checks
- *EDFacts* data submissions
- SPP/APR
- Significant disproportionality

# Challenges Data Managers Face in the Beginning

- Feeling overwhelmed
- Fear of the unknown
- Communication
- Expectations

# Current Challenges in South Carolina

- Day-to-day processes
- Communication
- Future planning
- Making a difference

# External Processes



- Vendors
  - Individualized Education Program System (IEPS)
  - Student Information System (SIS)
- Prechecks
  - LEA quarterly
- *EDFacts* coordinator
  - State quarterly

# Internal Processes

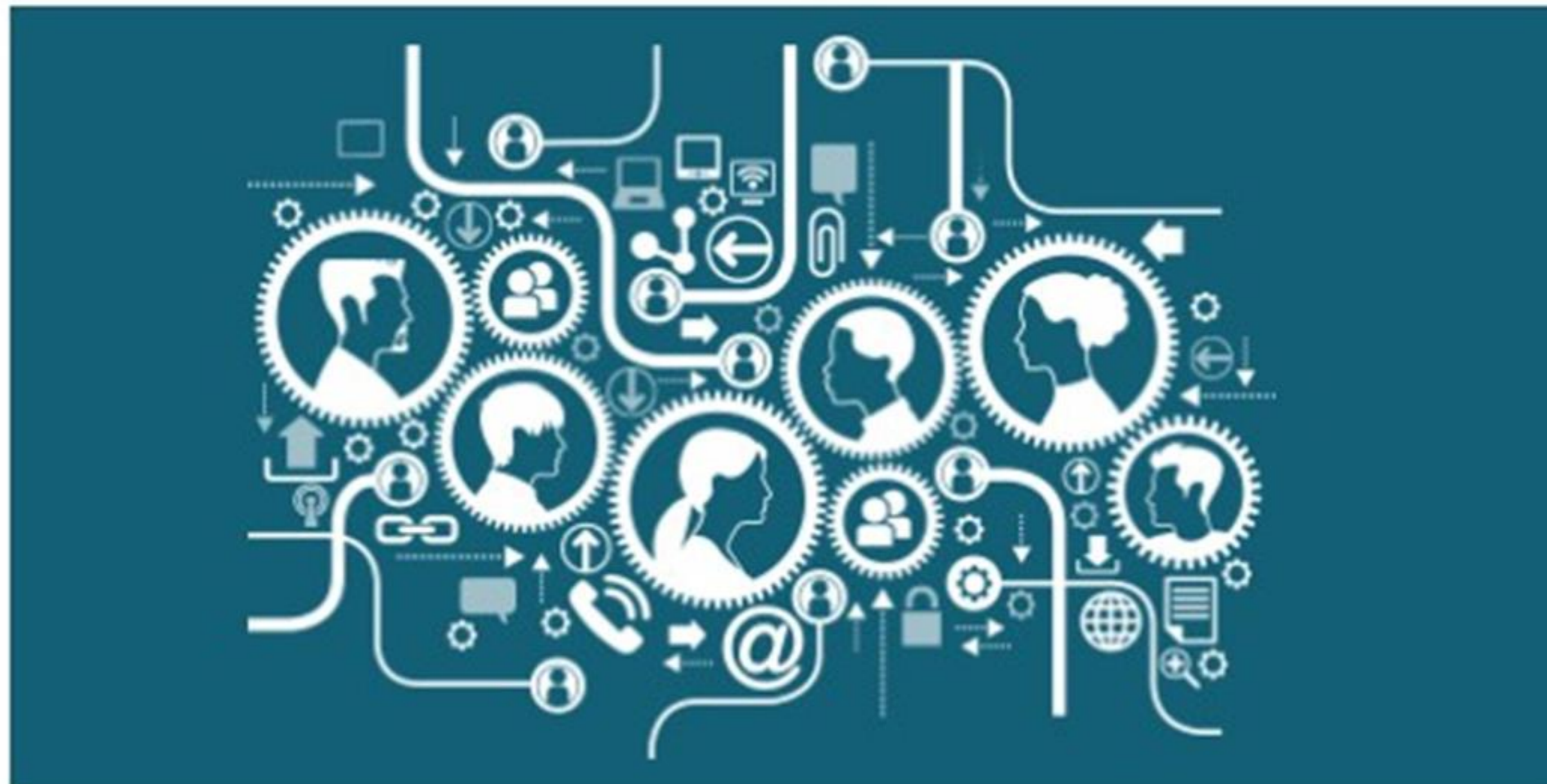
- Communication (data managers)
- Regular in-state communication
- Winter/Spring/Summer data collections
  - Appointee
  - SPP/APR data and methodology
  - Calendar and prechecks
  - Bonus points

# IDC Tools to Use Right Now



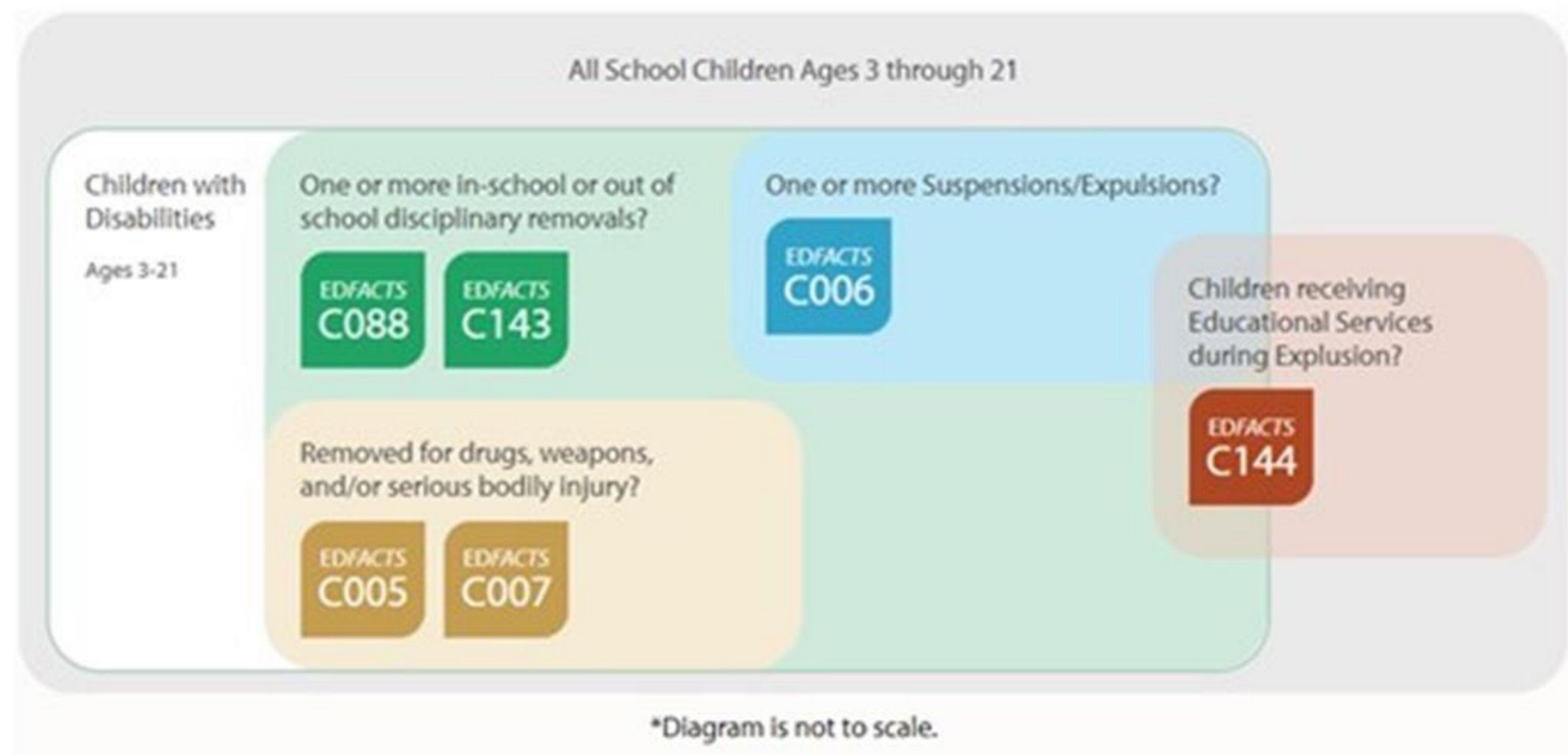
# Tools to Support High Quality 618 Data

- *Enhanced Pre-submission Edit Check Tools for IDEA 618 Part B Data*
- Business Rules Documentation Protocol in the *Part B IDEA Data Processes Toolkit*



# Tools to Support Discipline Reporting

- [EDFacts IDEA Discipline Data Infographic](#)
- [IDEA Part B Discipline Data Collection Questions and Answers](#)



## Contact Us

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# For More Information

**IDC** Visit the IDC website

<http://ideadata.org/>



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<http://www.linkedin.com/company/idea-data-center>

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