



Back-to-Basics on IDEA Data Notes

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Terry Long
Fred Edora
Chris Thacker

February 13, 2018

Welcome to Today's Webinar:

Back-to-Basics on IDEA Data Notes



- Thank you for joining us
- This webinar is being recorded
- Materials will be posted on the IDC website events module
- All lines will be muted
- The chat box is open for questions

Expected Outcomes

Participants will have a better understanding of

- The purpose for providing data notes
- What information to provide in a data note
- The process for submitting data notes
- Available resources for writing good data notes

Agenda

- Overview of the Office of Special Education Programs (OSEP) Data Quality Review Process
- State response to OSEP feedback
- How to access MAX.gov
- Uploading data notes
- Data note best practices





Poll Question

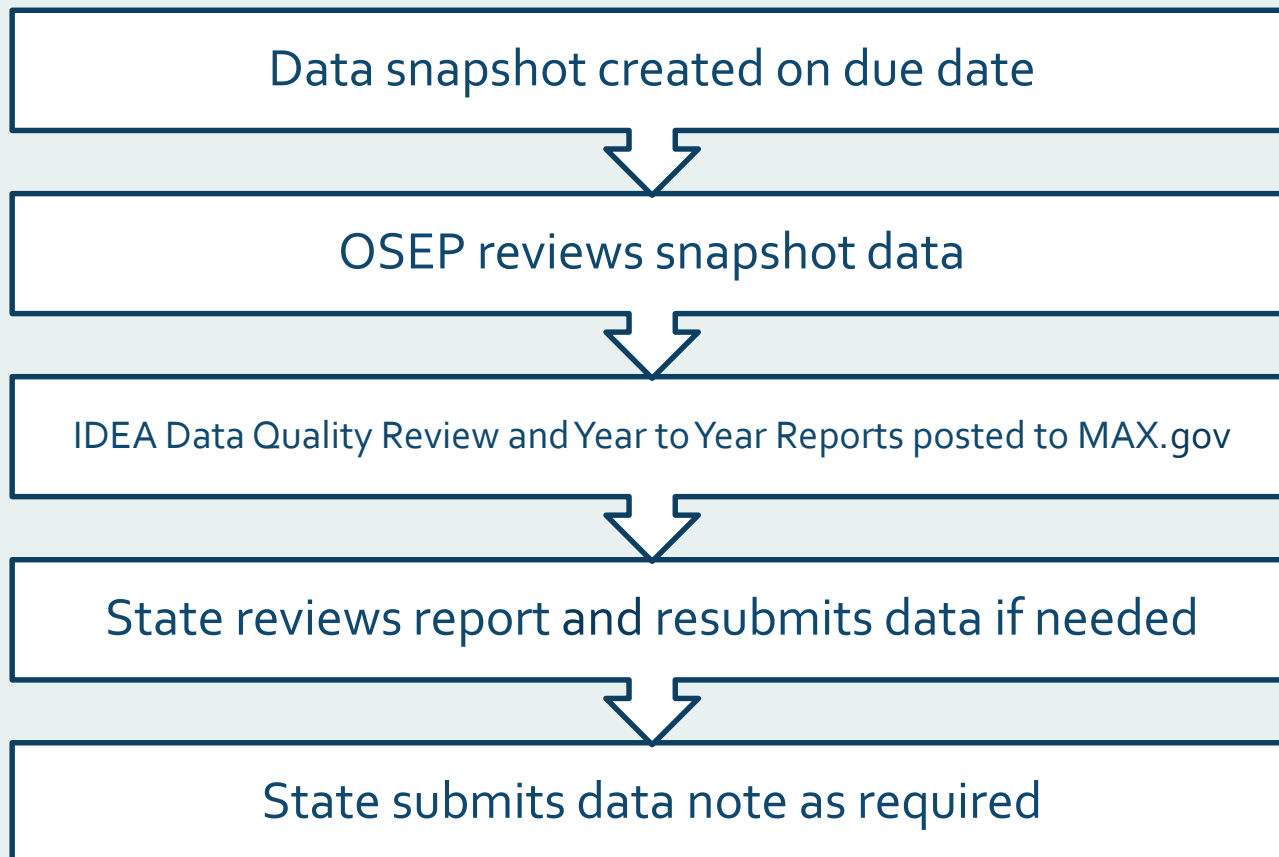
What is your current comfort level with submitting data notes?

- A. Unsure
- B. Not Comfortable
- C. Somewhat Comfortable
- D. Comfortable
- E. Very Comfortable

OSEP's Data Quality Review



Data Quality Review Process





IDEA Data Quality Report

State Name	Collection	FS	DG	DQ Check Type	DQ Check Result Yes=Met all edit checks No=Did not meet at least one edit check YTY Only No concerns=Met all edit checks Review=Did not meet at least one edit check	DQ Rule ID	Close 1 OSEP Comment to State	Submission /resubmission and/or data note is needed	Close 1 State Response to ED
SAMPLE STATE	Part B Exiting	009	85	1. Timely	Yes				
SAMPLE STATE	Part B Exiting	009	85	2. Accurate	Yes				
SAMPLE STATE	Part B Exiting	009	85	3. Complete	No	PartB-E-011	Counts were reported for Received a certificate, for age 14 but this category/age combination was not reported on the SSS IDEA. Please resubmit SSS IDEA and/or	Y	
SAMPLE STATE	Part B Exiting	009	85	3. Complete	No	PartB-E-012	Counts were reported for Received a certificate for LEP, but this category was not reported on the SSS IDEA. Please resubmit SSS IDEA and/or data to ensure consistency.	Y	
SAMPLE STATE	Part B Exiting	009	85	3. Complete	No	PartB-E-012	Counts were reported for Received a certificate for NLEP, but this category was not reported on the SSS IDEA. Please resubmit SSS IDEA and/or data to ensure consistency.	Y	
SAMPLE STATE	Part B Personnel	099	609	1. Timely	Yes				
SAMPLE STATE	Part B Personnel	099	609	2. Accurate	Yes				
SAMPLE STATE	Part B Personnel	099	609	3. Complete	Yes				
SAMPLE STATE	Part B Personnel	099	609	4. Year to Year Fl	Review	PartB-P-016	A large year to year change was identified. Please review the year to year report. If data are not accurate as submitted, please resubmit. If data are accurate, please	Y	

Collection and Data Group Information

State Name	Collection	FS	DG	DQ Check Type	DQ Check Result Yes=Met all edit checks No=Did not meet at least one edit check YTY Only No concerns=Met all edit checks Review=Did not meet at least one edit check
SAMPLE STATE	Part B Exiting	009	85	1. Timely	Yes
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SAMPLE STATE	Part B Personne	099	609	4. Year to Year Fl	Review

Data Quality Check Type and Result

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SAMPLE STATE	Part B Personne	099	609	2. Accurate	Yes
SAMPLE STATE	Part B Personne	099	609	3. Complete	Yes
SAMPLE STATE	Part B Personne	099	609	4. Year to Year Fl	Review

OSEP's Feedback to State

DQ Check Result Yes=Met all edit checks No=Did not meet at least one edit check YTY Only No concerns=Met all edit checks Review=Did not meet at least one edit check	DQ Rule ID	Close 1 OSEP Comment to State	Submission /resubmission and/or data note is needed	Close 1 State Response to ED
Yes				
Yes				
No	PartB-E-011	Counts were reported for Received a certificate, for age 14 but this category/age combination was not reported on the SSS IDEA. Please resubmit SSS IDEA and/or	Y	
No	PartB-E-012	Counts were reported for Received a certificate for LEP, but this category was not reported on the SSS IDEA. Please resubmit SSS IDEA and/or data to ensure consistency.	Y	
No	PartB-E-012	Counts were reported for Received a certificate for NLEP, but this category was not reported on the SSS IDEA. Please resubmit SSS IDEA and/or data to ensure consistency.	Y	
Yes				
Yes				
Yes				
Review	PartB-P-016	A large year to year change was identified. Please review the year to year report. If data are not accurate as submitted, please resubmit. If data are accurate, please	Y	

Year to Year Report

AutoSave On | SAMPLE STATE Part B Year to Year Report November 2017 - Excel

File Home Insert Page Layout Formulas Data Review View Developer Help Tell me what you want to do

Clipboard Font Alignment Number Styles Cell

B21

Row Labels	2015-2016 Count	2016-2017 Count	Count Difference	Percent Difference	Year to Year Issue Present
85					
Died	1	1	0	0%	
Dropped out	0	4	5	7%	X
Graduated with regular high school diploma	3	3	0	9%	
Moved, known to be continuing	1	5	5	6%	
Reached maximum age	0	0	0	0%	
Received a certificate	5	1	4	7%	
Transferred to regular education	4	5	8	5%	X

SS_B_Dispute Resolution | SS_Discipline | SS_Exiting | SS_Personnel

Why Data Notes?

- Provide meaningful context for interpreting data and understanding the limitations of the data within the state education agency (SEA) and for the public
- Address OSEP's questions regarding the data or potential compliance issues
- Provide explanations of substantial changes from the previous year



Tips for Responding to OSEP's Comments

- Carefully review OSEP's comments for
 - A clear understanding of the concern
 - Information to guide the state's response
- Respond to the specific content of the comment
 - Address each issue specified
 - Do not address issues OSEP did not identify

Guiding Questions for Analysis

Use the comments as the basis for a root cause analysis to determine the reason for the data issues. Questions may include the following:

- Was the correct version of the data file submitted?
- Were errors made in collection, validation, and review of reported data?
- Were errors made in creating the data submission files?
- Were any data missing or duplicated?

Guiding Questions for Analysis (cont.)



- Were there policy or procedure changes in the state or individual local education agencies (LEAs) that may have impacted the data?
- Were there data definitions or processes that were unclear or that were applied inconsistently?
- Were there changes in the SEA staff who provide the data?
- Were there year to year fluctuations in individual LEA data?

Summarize Findings

- Include issues from the root cause analysis in the data note
- If data need to be resubmitted, identify steps the state took to make corrections
- If data are correct as submitted, explain why the data are correct, including any year to year fluctuations

Remember....

- Check grammar and spelling
- Data notes will be made public on the IDEA Section 618 Data Products website at

<https://www2.ed.gov/programs/osepidea/618-data/collection-documentation/index.html>



Pop Quiz!

If a state submits data after the initial due date, does OSEP consider that data during its review?

A. Yes

B. No

Pop Quiz!

If a state submits data after the initial due date, does OSEP consider that data during its review?

A. Yes

B. No

Answer: B, No

OSEP's review is based on data received as of the initial due date for the submission

Logging into MAX.gov

- Steps for accessing Part B and Part C Data Quality Reports and Year to Year Reports



MAX.gov Login

B
B



MAX.gov HOMEPAGE

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If you are a new user, please [self-register](#) here. Self-registration is available to Federal government employees and contractors with a Federal government email address. Federal employees/contractors with a non-government email address as well as non-federal employees performing Federal activities should contact MAXSupport@max.gov or 202-395-6860. Please visit our [FAQ](#) for any questions about accessing MAX or to view our user agreement.

MAX Federal Community

The MAX Federal Community site has compelling capabilities for doing collaborations and information sharing that is far better than our usual work methods of E-mail, attachments, and network file sharing, supporting workgroups and information sharing across office, agency and governmental boundaries. The ability to directly edit Microsoft Office files contained in the Community collaborative editing of shared documents. The fundamental principle of building "knowledge" is to have work from daily activities be able to be repurposed into information with lasting value. The Community allows that to happen - it is easy to learn and powerful enough to be used for a broad scope of daily information sharing and collaboration activities.

[Go to the MAX Federal Community](#)

MAX Availability

[Available 24 Hours](#)

Maintenance window

Sundays 2-8:00AM EST

MAX Support Hours

[Weekdays](#)

8:30AM - 9:00PM EST

[Weekends](#)

9:00AM - 6:00PM EST

(response within 2 hours)

Contact Us

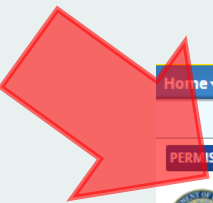
[E-Mail](#)

maxsupport@max.gov

[Phone](#)

202-395-6860

Data Quality Review Page



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Edited By Rebecca Smith(ED) on Dec 28, 2016 at 10:54 AM Edit Add Favorites Share Watchers (24 of 26)

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DEPT OF EDUCATION-EXTERNAL
OSEP DATA QUALITY REVIEW AND COLLABORATION

Announcements

This is the homepage for the IDEA Part B and Part C Data Managers and serves as a communication tool for OSEP and the States to discuss and improve data quality.

Instructions for how to use the OSEP Data Quality Review and Collaboration site, as well as information on navigating OMB Max are posted at right.

To provide a data note please use the form provided below and upload on your state or entity page.

Sort By: Type File Name Size User File Modified Properties Modified Comment

▶ Data Note Response Form 2015.docx (28 kB, Matthew Clark(ED) Aug 11, 2015
v.1) (Locked by Matthew Clark(ED))

Contacts

In order to more quickly respond to your questions, we are asking that you please contact EDFacts PSC. They will log your question, send it to us, and then follow-up to make sure we respond. Thanks.

-The OSEP RTP Data Team (Meredith Miceli, Amanda Hoffman, Richelle Davis, and Matthew Clark)

EDFacts PSC
Email: EDEN_SS@ed.gov
Phone: 877-457-3336
Website: EDFacts PSC Support Pages

Calendar of Due Dates and Events

December 31, 2017 - February 3, 2018

January 2018 Navigation View

Links and Not

Links to Part B and Pa
Pages

Part B
Part C

Links to Part B State P

PLEASE NOTE: These pa
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Alabama
Alaska
American Samoa
Arizona

▶ Click arrow to expan

Links to Part C State P

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Alabama
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Part B and C Landing Page and State-Specific Links



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Calendar of Due Dates and Events

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January 2018 Navigation View

Links and Notices

Links to Part B and Part C Pages

Part B
Part C

Links to Part B State Pages

PLEASE NOTE: These pages are accessible by the individual Part B IDEA Data Managers and should be used as a communication between OSEP and the States.

Alabama
Alaska
American Samoa
Arizona

Click arrow to expand

Links to Part C State Pages

PLEASE NOTE: These pages are accessible by the individual Part C IDEA Data Managers and should be used as a communication between OSEP and the States.

Alabama
Alaska
American Samoa
Arizona


The Part B and Part C Space



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 DEPT OF EDUCATION-EXTERNAL
PART B

PAGE TREE

Announcements and Information About the Part B Space

The comment section at the bottom of this page can be used to ask questions of your state colleagues, announce upcoming data events, or even post a link to interesting data tidbit.

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Part B State Communication Page Links

[Alabama](#) [Alaska](#) [American Samoa](#) [Arizona](#) [Arkansas](#) [BIE](#) [California](#)

▼ Click arrow to collapse...

Colorado	Connecticut	Delaware	District of Columbia	Florida	Georgia
Guam	Hawaii	Idaho	Illinois	Indiana	Iowa
Kansas	Kentucky	Louisiana	Maine	Marshall Islands	Maryland
Massachusetts	Michigan	Minnesota	Mississippi	Missouri	Montana
Nebraska	Nevada	New Hampshire	New Jersey	New Mexico	New York
Northern Marianas	North Carolina	North Dakota	Ohio	Oklahoma	Oregon
Palau	Pennsylvania	Puerto Rico	Rhode Island	South Carolina	
South Dakota	Tennessee	Texas	Utah	Vermont	Virginia
Virgin Islands	Washington	West Virginia	Wisconsin	Wyoming	

General Links

[EDFacts PSC Support Pages](#)
[MSIP State Contact List](#)

Guidance Documents


Sort By:	Type	File Name	Size	User	File Modified	Properties Modified	Comment
▶		ExitingPtB-2011.pdf	(359 kB, v.1)	Richelle Davis(ED)	Oct 17, 2013		Legacy Exiting Collection Tab

Data Quality Reports

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DEPT OF EDUCATION-EXTERNAL
BIE-PART B

About this Page

This page is a secure location for you and OSEP to have conversations and exchange information around your state's data and data quality. OSEP intends to use the Comments and Attachments section to upload their review of submitted data and to request and receive data notes.

Please see below for an archive of all uploaded documents.

Sort By:	Type	File Name	Size	User	File Modified	Properties Modified	Comment
		Bureau of Indian Education Part B Year to Year Report November 2017.xlsx (102 kB, v.1)		Rebecca Smith(ED)	Jan 09, 2018		Add
		BUREAU OF INDIAN AFFAIRS Part B Data Quality Report November 2017.xlsx (23 kB, v.1)		Rebecca Smith(ED)	Jan 09, 2018		Add
		CEIS DataNoteResponse 8.22.2017.docx (30 kB, v.1)		Donald Griffin(NONFED)	Aug 22, 2017		Add
		Bureau of Indian Education_MOE_CEIS_2015-16.docx (163 kB, v.1)		Rebecca Smith(ED)	Jul 06, 2017		Add
		BIE_MOE_CEIS_FFY2015_Y2Y.xlsx (30 kB, v.1)		Rebecca Smith(ED)	Jul 06, 2017		Add
		BUREAU OF INDIAN EDUCATION_Part B Childcount_1617_E.docx (28 kB, v.1)		Rebecca Smith(ED)	Jun 01, 2017		Add
		BIE IDEA Part B Child Count State Year		Rebecca Smith(ED)	Jun 01, 2017		Add

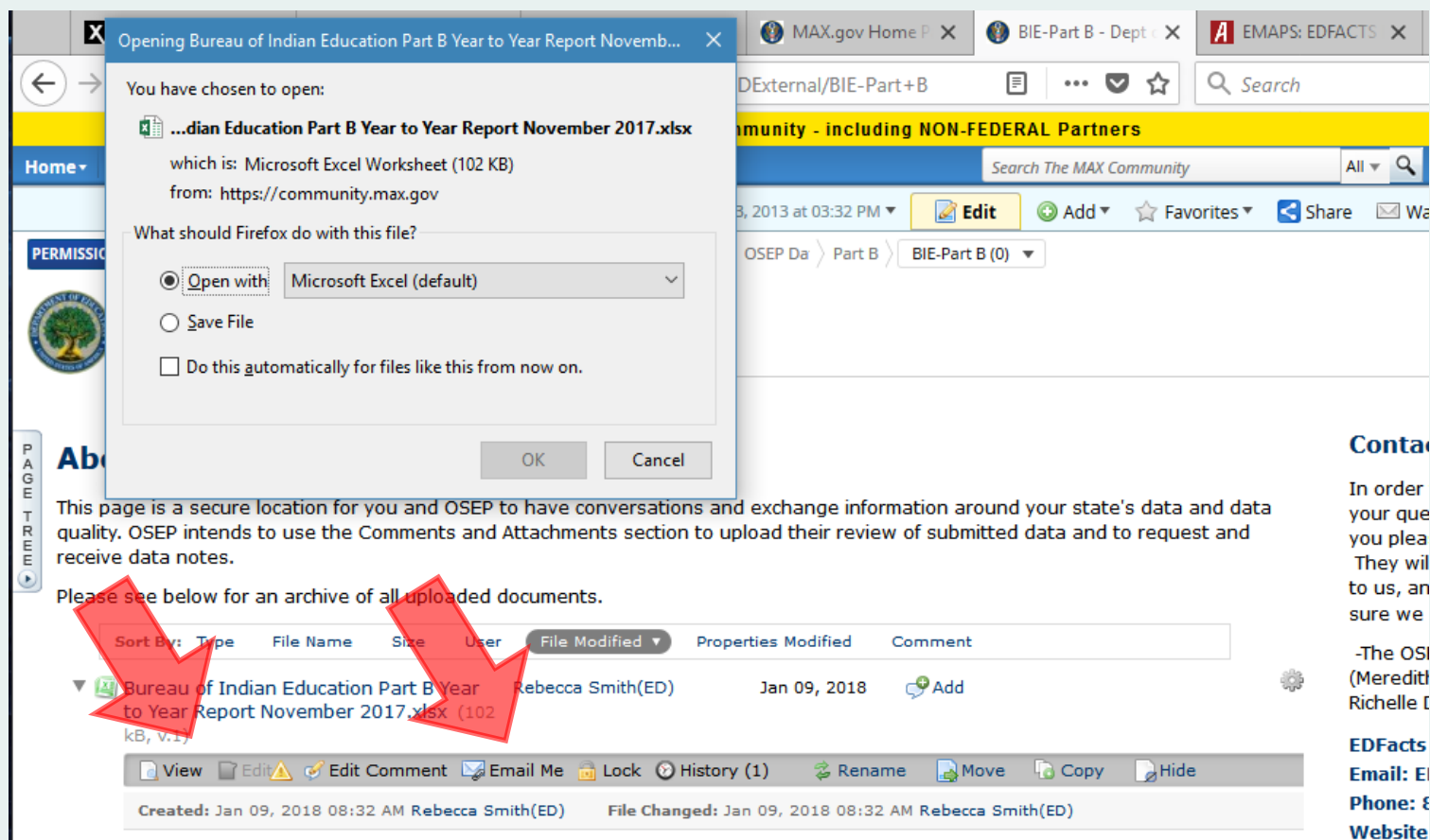
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Email: EDEN_SS@ed.gov
Phone: 877-457-3336
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Data Quality and Year to Year Reports



The screenshot shows a web browser window with a file upload confirmation dialog open. The dialog asks "What should Firefox do with this file?" and offers three options: "Open with Microsoft Excel (default)", "Save File", and "Do this automatically for files like this from now on." The "Open with" option is selected. The background shows a web page titled "Bureau of Indian Education Part B Year to Year Report November 2017.xlsx" with a table of uploaded documents.

File Upload Confirmation Dialog:

You have chosen to open:

...dian Education Part B Year to Year Report November 2017.xlsx
which is: Microsoft Excel Worksheet (102 KB)
from: https://community.max.gov

What should Firefox do with this file?

☒ Open with Microsoft Excel (default)

☐ Save File

☐ Do this automatically for files like this from now on.


Uploaded Documents Table:


Sort By:	Type	File Name	Size	User	File Modified	Properties Modified	Comment
▼	Excel	Bureau of Indian Education Part B Year to Year Report November 2017.xlsx (102 KB, v.1)		Rebecca Smith(ED)	Jan 09, 2018		Add

Page Information:


Created: Jan 09, 2018 08:32 AM Rebecca Smith(ED) File Changed: Jan 09, 2018 08:32 AM Rebecca Smith(ED)


Add Attachment



NOV 12 DQR BIE B.pdf (157 kB, v.1)









Richelle Davis(ED)
 Feb 13, 2013
  Add

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▼ **Comments (1)**
 **Add Comment**
[Show Hidden \(1\)](#)




▼ **Attachments (38)**
 **Add Attachment(s)**
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Sort By:	Date ▼	Name	Type	Size	User	Comment
▶		Bureau of Indian Education Part B Year to Year Report November 2017.xlsx	(102 kB, v.1)	 Rebecca Smith(ED) on Jan 09, 2018 at 08:32 AM		
▶		BUREAU OF INDIAN AFFAIRS Part B Data Quality Report November 2017.xlsx	(23 kB, v.1)	 Rebecca Smith(ED) on Jan 09, 2018 at 08:32 AM		
▶		CEIS DataNoteResponse 8.22.2017.docx	(30 kB, v.1)	 Donald Griffin(NONFED) on Aug 22, 2017 at 08:00 PM		
▶		Bureau of Indian Education_MOE_CEIS_2015-16.docx	(163 kB, v.1)	 Rebecca Smith(ED) on Jul 06, 2017 at 09:42 AM		


Upload the Document

▶  NOV 12 DQR BIE B.pdf (157 kB, v.1) Richelle Davis(ED) Feb 13, 2013  Add


Show MAX hidden elements

▼ Comments (1)  Add Comment Show Hidden (1)

 Write a comment...

▼ Attachments (38)  Add Attachment(s) Sort Show Details Advanced ▼


Upload Attachment(s) Create New Attachment Bulk Upload


 No file selected.

Add additional attachment (Show all 10)

Warning! You cannot attach files with names containing '&', '+', '?', '=' or '|'.

Sort By: Name Type Size User Comment

▶  Bureau of Indian Education Part B Year to Year Report November 2017.xlsx (102 kB, v.1)

 Rebecca Smith(ED) on Jan 09, 2018 at 08:32 AM

Data Note Best Practices

Briefly describe the issue and a general explanation of why the data issue occurred.

- Public users of the data will not see OSEP's comments, only your response; restating the concern provides clarity for the data note

Data Note Best Practices (cont.)

Note policy changes at the state or local level that may have impacted how data are reported to the state.

- For example, a change in state policy around graduation requirements could impact the number of students with disabilities receiving a certificate

Data Note Best Practices (cont.)

Note additional training that may have led to substantial changes in the data from the prior year.

- For example, additional training on proper coding for disciplinary removals could result in changes in the counts for some removal categories

Data Note Best Practices (cont.)

Describe any unusual circumstances that may have impacted the collection of data.

- Use of a new data collection system with additional edit checks that improve data quality
- Natural disasters or data system failures that may impact data quality

Helpful Resources

- [IDEA Part B SSS-IDEA Crosswalk](#) (IDC)
- [Data Notes Practice Guide](#) (Center for IDEA Fiscal Reporting - CIFR)
- [Writing Good EDFacts Data Notes](#) - (EDFacts Partner Support Center - PSC)

Upcoming: Topical Burst and TA Workshop at the IDC Interactive Institutes

Questions?



Contact Information

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- Terry Long
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- Chris Thacker
 - chris.thacker@uky.edu

For More Information

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Evaluation Poll

- Poll questions will appear on the right hand side

The contents of this presentation were developed under 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.

Project Officers: Richelle Davis and Meredith Miceli

