|  |  |  |  |
| --- | --- | --- | --- |
| **LEA Name:** |  | | |
| **Date:** | |  |
| **Date Updated:** | |  |

## Essential Elements

|  |
| --- |
| **Data Collection Name:[[1]](#footnote-1)** Reference the name the collection is known by in the LEA. For accuracy of communication throughout the LEA, reference each data collection by only one name. |
|  |
| **Timely Evaluation Description:** |
| Percent of children who were evaluated within 60 days of receiving parental consent for initial evaluation or, if the state establishes a time frame within which the evaluation must be conducted, within that time frame.  List the state time frame: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **Measurement:** |
| Data to be taken from state monitoring or state data system and must be based on actual, not an average, number of days.  a. # of children for whom parental consent to evaluate was received.  b. # of children whose evaluations were completed within 60 days (or state-established timeline).  Account for children included in (a), but not included in (b). Indicate the range of days beyond the timeline when the evaluation was completed and any reasons for the delays.  Percent = [(b) divided by (a)] times 100.  Provide the actual numbers used in the calculation. |
| **Target Setting:** This is a compliance indicator of the State Performance Plan. |
| The state must use a target of 100%. |
| **Data Staff:[[2]](#footnote-2)** Provide titles and names, contact information, department, and any notes for persons responsible for collection, validation, and submission. If there are multiple parties responsible for or involved in the process, list them all (e.g., special education coordinator/case manager/teacher, special education data manager, district data manager). |
|  |
| **Data Source Description:** Provide a short description of the database or data system the LEA uses to process timely evaluation data. |
| Data to be taken from monitoring or data system and must be based on actual, not an average, number of days. |
|  |
| **LEA Collection Period and Submission Schedule:** Provide a list of dates necessary for this data collection, including when the data collection period opens and when data are due from schools and to the state. |
|  |

## Processes

|  |
| --- |
| **Collection:** Provide detailed information about the origin and collection of the data including titles of persons responsible. |
| Indicate if the state has established a timeline and, if so, what the state’s timeline for initial evaluations is. |
|  |
| **Data Validation:**Describe the data cleaning processes and any other processes the LEA uses to ensure high-quality data. |
|  |
| **Internal Approval Process:** Describe any internal approval processes (e.g., who must sign off and timelines).nal Approval Process: Describe any internal approval processes (e.g., who must sign off and timelines). |
|  |
| **Submission:** Describe the process for generating and submitting the data to the SEA. |
|  |
| **Responding to State Request for Information About Discrepancies in Data:** Describe how the LEA responds to the SEA’s requests for information about inconsistent or incomplete data submissions. Identify the position of the lead contact for handling this request and describe how the LEA communicates the request to the school level. Include information regarding the timeline for responding. |
|  |
| **Data Analysis:**[[3]](#footnote-3) Describe the process for data analysis. |
|  |
| **Data Use:** Record any strategies and procedures for the LEA or schools to use Timely Evaluation data (e.g., professional development, record reviews, root cause analysis). Describe how the LEA engages with the schools to help them utilize data for school improvement. |
|  |
| **Data Governance:** Describe the process for reviewing potential or actual changes to the data collection and associated requirements and the procedures for archiving data. |
|  |
| **Blank heading:** Use this row for additional topics. Create new heading rows as needed. |
|  |

1. **Data Collection Name:** This template is customizable and users should update it to reflect the language used within the state. Local education agencies may be referred to as LEAs, districts, etc. [↑](#footnote-ref-1)
2. **Data Staff**: When reviewing processes and procedures for the Timely Evaluation data collection and submission, include all departments associated with this collection. This often includes data and special education personnel. [↑](#footnote-ref-2)
3. **Data Analysis:** Review data year to year, looking for patterns districtwide and within schools, outliers, and information about whether targets are met or not met. [↑](#footnote-ref-3)