



INTERACTIVE INSTITUTES **2022**

BUILDING AND SUSTAINING A CULTURE OF HIGH-QUALITY DATA

Helping Them Help You: Building LEA Capacity for High-Quality Data

June 21–23, 2022



IDEA DATA
CENTER

Collect, Report, Analyze, and
Use High-Quality Part B Data



Presenters



Nashville, TN - June 6–7, 2022

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Virtual - June 21–23, 2022

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Participant Outcomes

By the end of the session, participants will

- Know the benefits of providing technical assistance to LEAs regarding documentation of data processes
- Be familiar with the IDC *LEA Data Processes Toolkit* and how it supports improved LEA data quality
- Be able to connect with IDC tools that support building local data culture and improving LEA data quality

Agenda

- Benefits of well-managed LEA data processes
- IDC's *LEA Data Processes Toolkit* at-a-glance
- A closer look at the toolkit's LEA Landscape Protocol
- Related tools to know

Benefits of Well-Managed LEA Data Processes



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High-Quality SEA Data Is Dependent Upon High-Quality LEA Data

Before we get started...

What are some of the most common or persistent challenges LEAs have in submitting high-quality data to the SEA?

High-Quality SEA Data Is Dependent Upon High-Quality LEA Data

Maybe it is:

- Siloed roles
- Staff turnover (a hero 20-year veteran data clerk doing it all but retiring next year)
- Lack of administrative review
- No validations or review processes
- Lack of clarity of roles for program and data staff, etc.
- Something else...

Is LEA Data Performed or Managed?

Is the LEA data in your state *performed* or *managed*?

- *Performed* Data

- Hero-driven
- Undocumented, inconsistent results
- Accomplishes the needed work and work products

- *Managed* Data

- Documented, repeatable process, consistent results
- Planned in accordance with policy and knowledge of requirements
- Supported adequately through resources and *buy-in* from leadership

Value of Documented Data Processes

- Results in a *documented processes manual*
- Records *institutional knowledge*
- Builds *local capacity*
- Allows for *gap analysis and process improvements*
- Supports more *effective decisionmaking*
- Documents *responsibilities and timelines*
- Facilitates a *collaborative culture of high-quality data*
- Improves overall *data quality* at the LEA and SEA



IDC LEA Data Processes Toolkit at a Glance

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Why Use the *LEA Data Processes Toolkit*?

Benefits of a facilitated documentation of data processes

- Clarifies data processes
- Builds knowledge of requirements
- Increases collaboration
- Establishes common knowledge

What Is the *LEA Data Processes Toolkit*?

The *LEA Data Processes Toolkit* is...

- Customizable for SEAs to use to facilitate documentation of data processes at the LEA
- A process for building consistent, quality data practices of LEA data staff
- A map for defining and documenting data processes within local school districts

What Else Is the *LEA Data Processes Toolkit*?

A collection of protocols that...

- Cover information about individual data collections completed at the LEA level
- Contain prefilled information taken from *EDFacts* File Specifications, *EMAPS* Guides and other resources

What Does the *LEA Data Processes Toolkit* Include?

The *LEA Data Processes Toolkit* includes

- Landscape Protocol
- Assessment Protocol
- Child Count/Educational Environments Protocol
- Discipline Protocol
- Exiting Protocol
- MOE Processes Protocol
- Post-School Outcomes Protocol
- Secondary Transition IEP Component Protocol
- Timely Evaluation Protocol

How Can SEAs Use the *LEA Data Processes Toolkit*?

- Identify an approach to the LEA to improve data
- Set a dedicated/designated time to develop and complete the protocols
- Involve an integrated team of both SEA and LEA staff
 - LEA director of special education
 - LEA/SEA data managers (special and general education)
 - LEA/SEA data governance coordinators
 - IT staff
 - Other data staff (e.g., assessment)
 - Other local staff as appropriate

A Closer Look at the LEA Landscape Protocol



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LEA Data Processes Toolkit: The LEA Landscape Protocol

- Gathers background information on the LEA, including
 - Description of the data systems
 - Key special education and data staff
 - General policies and procedures that apply to IDEA data
- Is particularly useful when onboarding new staff members
- Serves as an overview of LEA infrastructure
- Holds information applicable to all of the other data collection protocols

LEA Landscape Protocol Walk-Through



LEA Landscape Protocol



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Related Tools to Know

- [LEA Data Processes Toolkit](#)
- Additional resources for improving LEA data quality
 - [Working Principles of High-Quality IDEA Data](#)
 - [Outlier Analyses: Step-by-Step Guide](#)
 - [IDEA Data Quality: Outlier Analysis Tool](#)
 - [Data Meeting Toolkit](#)

Before We Go...

How might your state use the LEA Data Processes Toolkit?

What is one next step you will take based on the information presented today?



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What actions will you take to commit to being a Data Quality Influencer?



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For More Information



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