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

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Presenters

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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
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
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
**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
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?
Contact Us

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

Visit the IDC website
http://ideadata.org/

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