



How Well-Documented Data Collection, Analysis, and Reporting Processes Can Improve and Enhance Data Quality

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What Will We Do in Today's Session?

- Learn about the IDC IDEA Data Processes Toolkits
- Hear from states that have completed data processes toolkit protocols
- Discuss and reflect on how to use toolkits to document data processes
- Interact with the data processes toolkit protocols



Poll:

- How many of you are familiar with the IDEA Data Processes Toolkits
- How many of you have participated in data processes documentation for one or more of the IDEA section 618 or section 616 data collection sets
- How many of you have participated in any follow-up activities to creating the data processes protocols



What Are the IDEA Data Processes Toolkits?

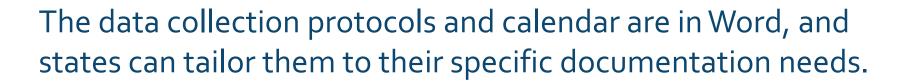
A set of structured protocols and resources for Part C and Part B to

- Document IDEA data processes and procedures
- Establish a well-managed process for data collection, validation, and submission



What Is the IDEA Data Processes Toolkit? (cont.)

- Overview
- Part C and Part B IDEA 618 and 616 (SPP/APR) Data
 Collection Protocols
- Local El Program Determinations/Annual Determinations for Local Education Agencies (LEAs) Protocols
- State Landscape Protocol
- Data Collection Calendar





What You Can Expect From IDC

IDC will facilitate the data documentation process

- Organizing in-person meetings
- Asking directed questions
- Serving as recorder to complete the protocols
- Highlighting areas needed for further discussion
- Following up to maintain protocols



State Team Members

Team participation is dynamic and varies depending on the data collection

- Part C coordinator/state director of special education
- Data manager and other IDEA data staff
- Content/program staff
- Data staff from across the agency
- Contractors



618 Data Collection Protocols

- Protocols for each 618 data collection
- Documentation of processes for validating and submitting each data collection
- Documentation for how your state formulates a response and then responds to Office of Special Education Programs (OSEP) feedback



SPP/APR (616) Indicator Protocols

- Protocols for each (SPP/APR) indicator
- Documentation of processes for validating and submitting data to report performance on each indicator
- Documentation for how your state responds to OSEP feedback



State Landscape Protocol

- Overview of state infrastructure
- Description of the data systems
- Lists of key staff
- General policies and procedures that apply to IDEA data



Local EI/LEA Determinations Protocols

- Processes for using data to establish each local program's/LEA's annual determination
- Definition of which data your state uses for the determination
- How your state calculates and shares the annual determinations



Why Use the Toolkit?

- Results in written protocols for future reference
- Supports the collection, validation, and submission of timely, accurate, and complete data (i.e., high-quality data)
- Builds capacity
- Opens lines of communication among data stewards
- Assists with process improvements
- Creates data awareness
- Supports professional development
- Assists with establishing a culture of high-quality data



Benefits of the Documentation Process

- Results in a resource document
- Preserves institutional knowledge
- Increases communication and collaboration
- Helps bring Part B and Part C together



Can you think of others?



Ideas for Extending the Work

- Review protocols annually
- Provide professional development for state and local program staff
- Document processes at the local program level
- Use as resource for informing systems change
- Incorporate into business rules

Can you think of others?





Benefits of Extending the Work

- Helps orient new staff
- Provides up-to-date documentation of processes
- Provides leverage for policy decisions
- Informs IT upgrades
- Supports ongoing collaboration and communication
- Assists with sustaining a culture of high-quality data



Can you think of others?



Questions and Answers

What would you like to know about how states have benefited from data processes documentation?





Voices from the Field – State's Experiences

Need to add the names of the panel presenters



Voices From the Field—States' Experiences

- Why did you decide to document your processes
- Which particular data collection processes have you documented to date
- What would you say are the ongoing benefits of data documentation



Voices From the Field—States' Experiences (cont.)

- What is your state doing to continue the momentum gained during data processes documentation
- What advice or tips would you give to other states interested in documenting data processes



Small Group Discussion



Create triads and share in your small group

- How could documenting data processes benefit your state
- Which data collection would you start with
- What are some challenges to documenting your data processes







- Who are critical members/partners for the data processes documentation work
- What is the best way to elicit involvement for this work
- Who are/would be the best data champions in your organization





Thinking about the future of this work, consider

- What things can your organization do to ensure ongoing support for data processes documentation
- What additional activities could your state undertake to extend the reach of the data process documentation work



Let's Explore the Protocols!



- Select a protocol
- With a partner begin walking through the protocol and consider
 - Who in your state knows each step of the process best
 - Where would you get the information
 - How can the protocol improve your data quality
 - How would you keep your data processes documentation work moving forward



Where Can You Go to Get Help?

Find the IDC Part C IDEA Data Processes Toolkit

 https://ideadata.org/resources/resource/1561/ part-c-idea-data-processes-toolkit

Find the IDC Part B IDEA Data Processes Toolkit

 https://www.ideadata.org/resources/resource/ 1555/part-b-idea-data-processes-toolkit



Where Can You Go to Get Help?

Find Your State Liaison

 https://www.ideadata.org/technicalassistance#find-your-idc-state-liaison

Other IDC Resources

https://www.ideadata.org/resources



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