



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 EI Program Determinations/Annual Determinations for Local Education Agencies (LEAs) Protocols
- State Landscape Protocol
- Data Collection Calendar



The data collection protocols and calendar are in Word, and states can tailor them to their specific documentation needs.

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

Small Group Discussion (cont.)



- 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

Small Group Discussion (cont.)



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/technical-assistance#find-your-idc-state-liaison>

Other IDC Resources

- <https://www.ideadata.org/resources>

For More Information

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