IDC IDEA DATA CENTER

Building Capacity for High-Quality *IDEA* Data

Implementing Data Processes and Business Rules for Improved Data Quality

STATS-DC
JULY 25, 2018

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IDEA Data Center (IDC)

The U.S. Department of Education's Office of Special Education Programs (OSEP) funds the IDEA Data Center to provide technical assistance to build capacity within states for collecting, reporting, analyzing, and using high-quality IDEA data.

Session Objectives

By the end of the session, meeting participants will

- Understand the relationship between documenting business rules and data processes and high-quality data
- Be familiar with the IDC IDEA Part B Data Processes Toolkit and
- Share and discuss practical strategies for data process work

Before We Dive In…
Let's Talk About Standards of Quality, Consistency, and Shareability

Standards of quality, consistency, and shareability can be established through

- Data governance
- Business rules
- Processes

What Does Documentation Have to Do With Data Quality?

Poorly managed IDEA data collection, validation, analysis, and submission processes can lead to poor data quality.

IDC Business Rules Template

- Customizable Excel template
  - Document
  - Record
  - Communicate
- Gathers information for existing business rules
- Tool for communication with internal and external stakeholders

Business Rules

Importance of documenting business rules

- Proactively prevent data quality issues
- Serves as an early detection system
- Provides record of edit checks performed on the data
- Share with program staff, data submitters, helpdesk staff, and data analysts
- Facilitates review and revision on a regular basis

Sharing Business Rules Documentation

Ways to share:

- Post on public website
- Provide with data requests
- Post on internal shared drives

Inform data users about:

- The number and types of validity checks
- The rigor of data quality checks

Increased knowledge of business rules results in the data users having more confidence in the data.

What Is the IDEA Data Processes Toolkit?

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Benefits of Using a Facilitated Process for Documentation

- Results in an organized and clear process manual
- Improved data accuracy and validity
- Records institutional knowledge, responsibilities and timelines
- Allows for gap analysis/process improvement
- Supports more effective decision-making
- Facilitates development of a collaborative culture of high-quality data

Part B IDEA Data Processes Toolkit Components

- Seven Section 618 data processes protocols
  - Child Count and Educational Environments
  - Exiting
  - Discipline
  - MOE and CEIS
  - Dispute Resolution
  - Personnel
  - Assessment

Part B IDEA Data Processes Toolkit Components (cont.)

- Seventeen Section 616 data processes protocols
  - SPP/APR Indicators B1-B17
- State Landscape protocol
- Local Determinations protocol

Part B Data Processes Toolkit Components for Section 618 Data Collections

Essential Elements

- Data Collection Name
- ED*Facts* or E*MAPS* Collection Information
- Data Stewards
- Data Collection Level(s)
- Federal Reporting Period and Submission Dates
- State Collection and Submission Schedule

Processes

- Collection
- SSS-IDEA Considerations
- Data Validation
- Internal Approval Process
- Submission
- Response to OSEP Data Quality Report
- Data Governance
- Public Reporting

Part B Data Processes Toolkit Components for Section 616 Data Collection

Essential Elements

- Indicator Description
- Measurement
- Target Setting
- GRADS360
- Data Stewards
- Data Source Description
- State Collection and Submission Schedule

Processes

- Collection
- Data Validation
- Data Analysis
- Response to OSEP-Required Actions
- Internal Approval Process
- Submission
- Clarification
- Data Governance
- Public Reporting

Part B Data Processes Toolkit Components: Other Resources

- **Data Collection Calendar Template** (prefilled with reporting deadlines and other selected dates)
- **Toolkit Overview** (includes a link to the *Quick References for IDEA Data*)

Questions?

Discussion of Data Processes Documentation in Oklahoma

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CHAMPION EXCELLENCE

Let's Review

- Understand the relationship of data governance, business rules, and processes to high-quality data
- Know the benefits of documenting data processes
- Be familiar with the IDC IDEA Part B Data Processes Toolkit
- Share and discuss practical strategies for data process work

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For More Information

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http://ideadata.org/

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The contents of this presentation were developed under a grant from the U.S. Department of Education, #H373Y130002. However, the contents do not necessarily represent the policy of the U.S. Department of Education, and you should not assume endorsement by the federal government.

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