Building a Local Data Governance Program for State Reporting

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AARON NICELY

COQUINA A & B

Agenda

➢Data Quality Management

➢Security

➢Setting Internal Timelines

➢Change Management

➢Training

➢Integrations

➢Q & A

Data Quality Management

Roles & Responsibilities

District MIS staff:

- Create policies & procedures for ensuring complete and accurate data
- Work closely with school level and district level staff who can check the data
- Monitor and ensure all school level staff completes processing in a timely manner
- Answer questions & provide training on how to enter this data into the system
- Sends the data to the state and verifies all errors are corrected

School FTE staff:

- Enters the data into the system
- Attends training and asks questions when needed
- Follows the established procedures and timeline
- Checks and signs-off on the completeness and accuracy of the data

Developing Data Quality Management Procedures

➤ Your SIS system may be different

➤ Your schools may need to look at different or unique data points

➤ Your district may have common problems that are unique

➤ Create your own Data Quality Management procedures

➤ Part of developing this is regularly reviewing and adding to the procedures

State Edit & Validation Reports

The state edit and validation reports will indicate an error on data that is entered and submitted to FLDOE, but what errors do you get back when a student or schedule has not been entered at all?

STUDENT DATA SERVICES
PANHANDLE AREA EDUCATIONAL CONSORTIUM
FTE Eligibility and Verification Checklist
Completed forms must be submitted by Wednesday following FTE Survey week.

FTE Survey Period & Year   : _____   Date   : _____

FTE Documentation is secured in this location   : _____   School   : _____

			Verified By
Attendance Membership	*Florida Reports > Enrollment Discrepancies* report has been reviewed and corrected.		
	Sections with Missing/Invalid Periods has been corrected. *Florida Reports > Survey Accuracy Reports*		
	All errors for this survey on the *DOE Data Verification reports* have been corrected or sent to MIS.		
	Every teacher has verified their rosters are correct in the *Print Class List* for their sections.		
	All students on *Attendance > Print Verification Sheets* were enrolled at least 1-day of survey week		
	Every teacher signed and dated their Attendance Verification Sheets for the FTE attendance window.		
	Attendance verification letter, attached to the Attendance Verification Sheets and the *Print FTE Detail* Report, was signed and dated by the school principal.		
	Bus Ridership Worksheets are completed and signed by bus drivers for the 5-day survey week. Students who did not ride the bus during the survey week are marked as non-riders in Focus. Completed worksheets are signed by the supervisor.		
	FTE Reconciliation Form completed and matches the FTE Reconciliation Report		
FTE Reported	All student schedule records listed on the *Florida Reports > FTE Nulled Students* report should not receive FTE funding or that student was absent all days during the survey window.		
	Run *Print FTE Detail* and check include students with less than 1500 minutes, all students who are listed with less than 1500 minutes are verified as having the correct weekly minutes.		
	The *FTE Summary Report* accurately indicates the number of students by FEFP code for the school.		

	Verify that the numbers listed in each area below is correct for the school:	# of Students	Verified By
Special Programs Florida Reports > Survey Accuracy Reports	ESE Students (includes Gifted)		
	Gifted Students (use ESE Students and sort on the Primary Exceptionality column then count total Ls)		
	255 254 FTE		
	Students Scheduled into a Therapy Course without Exceptionality		
	Students with Exceptionality and not scheduled into a Therapy Course		
	Full Time Hospital Homebound and Intermittent Hospital Homebound		
	504		
	ELL Students		
	ELL Students Missing 130 FEFP		
	Immigrant Students		
	Migrant		

Key Elements of an FTE Data Quality Checklist

Review and clean-up of Edit/Validations prior to submission

Review and sign-off of FTE NULL students at end of date certain (including 999 and attendance)

Check and sign-off on each special group (ESE FEFP, Gifted, 254/255, Hospital/Homebound, 504, ELL, Migrant/Immigrant, and Therapy schedules)

Data Quality checks that can cause non-submission (missing periods/teachers/rooms)

Teacher Review of Class Rosters

Review of Students with less than full FTE reported/incomplete schedules

Comparison of total FTE reported to prior year

Attendance Verification Sheets & Sign-Off

Ideally the person entering the data is not also the person validating the data

Security

Who can enter & edit critical data?

Area	Impact
Master & Student Schedules	FTE
Enrollment	FTE/Grad Rate
Grades	DE Bonus FTE/Grad Rate
Test Scores	Grad Rate
Industry Certification	School Grades
Discipline	Safety & Security
ESE/ELL/504	FTE
Attendance	FTE
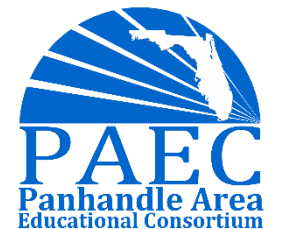
SUWANNEE COUNTY SCHOOL DISTRICT
INFORMATION ACCESS REQUEST/TERMINATION FORM

By submitting this form as a request for access to be granted, authorizing supervisor certifies that the user below has a legitimate educational interest in the requested access per FERPA compliance requirements. (http://ed.gov/ferpa)

Employee Name:

Phone: School/Department:

Job Title: Employee ID#:

ACCESS REQUEST DETAILS
Check to indicate authorized access or use the text area to request other specific access below.

☐ Teacher	☐ Classified Tab	☐ Canvas School Coach/Admin
☐ Data Tech	☐ Classified Tab (w/ SSN)	☐ Destiny School Admin
☐ Detailed View	☐ Discipline Edit	☐ Edgenuity School/District Admin
☐ Grades Edit	☐ ELL Edit	☐ Facebook School Editor
☐ Guidance	☐ Florida Reports	☐ iReady School/District Admin
☐ School Admin	☐ General Tab Edit	☐ PM School/District Admin
☐ Address Edit	☐ Programs Edit	☐ RenPlace School/District Admin
☐ Assessment Edit	☐ Student Enrollment	☐ Website Administrator
☐ Attendance Edit	☐ Student Schedule View	☐ Bully Report School/District Recipient

☐ Employee terminated, resigned, or reassigned. Please remove all current access to the location indicated above.

OTHER NON-COMMON ACCESS REQUESTED
If necessary, use this area to request access not listed above.

JUSTIFICATION OF ACCESS REQUESTED (REQUIRED)
Please describe the specific responsibilities that establish the need for this access or reason for termination of access. District level or access requests for multiple schools must be signed by an appropriate district-level authority.

AUTHORIZATION
I understand that I am requesting access to confidential records. Access to these records is necessary for me to complete my assigned job duties. I will maintain confidentiality at all times. I understand that my access may be terminated in the event of supervisor request, position reassignment, or termination of employment.

Employee:

As supervisor of the above employee, I certify that this request follows FERPA requirements. (http://ed.gov/ferpa)

Supervisor:

Access request, termination request, position reassignment, or termination notification processed by IT Department.

IT Staff:

Access Request Procedures

Districts should have procedures in place for managing access requests.

Periodic User Access Reviews

Profile Permissions Review   Date _____

Name	Profile Type	SSN	Findings	Corrective Action

➢ Evaluations of user access privileges should at a minimum occur annually

➢ Most districts are doing this more frequently like once a quarter or once per month

➢ Maybe you do one or two schools a month, whatever process makes sense to you

➢ Document the evaluations, include the findings and changes that were made to user access
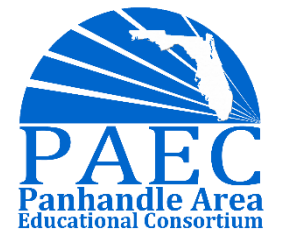
Setting Internal Timelines

Districts with successful data governance programs:

1. First data submissions are almost completely error free

2. Complete data submissions error free well in advance of the state deadline

3. Have no or minimal survey amendments to make

4. Do not request the state to re-open a survey

5. Have no or very few FEFP audit findings

6. Have a great working relationship with the school and district stakeholders

Cycle of Failure

Stakeholders are busy and wear a lot of hats, so they don't have time "right now"

Stakeholders wait until the very last minute to review or enter information

MIS administrators are expected to turn tasks around at the last minute

Mistakes and unverified data and everyone feeling overwhelmed

PAEC
Panhandle Area
Educational Consortium

How do we stop this cycle?

➤Push your stakeholders to be PROACTIVE rather than REACTIVE.

➤Set internal timelines that provide you with leeway if they are not met and still give MIS time to review the data.

➤Regularly meet/check-in with each stake holder. Find out if there are roadblocks and help to eliminate them. Red flag if you have not heard back from a stakeholder.

➤Involve school and district leadership in the data quality planning. Make sure they understand that this is priority. Get their buy-in!

Change Management

Survey Data Freeze

➤ District and School stakeholders must understand the reporting procedures and cycle in order to grasp change management.

➤ Most districts "freeze" their survey data in some capacity right after date certain. At this point all back-dated changes must be made in the "frozen" data and should be communicated to MIS.

➤ **Communicating this timeline is critical for success.**

➤ **Updates after the freeze should be the exception, most data should be complete ahead of the freeze.**

How do you manage updates to survey data after date certain?

Some districts assign specific individuals at each school site who have access to make updates to the survey data.

Some districts require all updates to be communicates to MIS staff.

Regardless of your strategy, you must make sure it is communicated clearly to all stakeholders

FTE Amendment Cover Sheet

FTE Amendment Documentation Request
Date: _____
School Year: _____ Survey: ☐
School Name: _____ School Number: _____
Principal's Signature: _____
Important Reminder 1. Amendments submitted without the principal's signature will be returned. 2. Amendments not submitted with Focus print outs will be returned (unless cleared with the district office). Please submit amendments to District MIS Data Operator.
School Comments:
District Information: Date Received: Initial: Action:

Amendments

➢The Final Update/Amendment Date is the final date in which DOE accepts minor corrections to the survey submission.

➢Stakeholders should understand that although you can make corrections, there are certain FTE and accountability deadlines which require data to be loaded by the end of state processing.

➢All changes made during the Amendment window should be saved and recorded.

Training

Training

Districts with the best data quality provide:

➢Regular trainings for all staff on how to use the data system

➢Targeted training plans for new staff

➢Ticketing system or communication plan for answering questions and resolving issues

➢Cross-training for critical MIS staff

Training

Where can I find the state defined action codes and definitions? *

Your answer

Who is responsible for determining the action on a referral? *

○ The parent

○ The teacher

○ The administrator

○ The child's sibling

○ None of the above

True or False? If an action of OSS or ISS is assigned and the student DOES NOT serve the days assign then the action should not be reported. *

○ True

○ False

At PAEC we have implemented:

➢Quarterly Data Entry trainings

➢New Data Entry Operator training course with assessments

➢MIS Staff Transition planning ahead of staff retiring along with identification of an emergency back-up for cross-training

Integrations

Integrations

➢Many districts have integrations that feed data into the SIS for state reporting.

➢The most common system that do this are Transportation, IEP, and Lunch Systems.

➢MIS must create a plan for how to manage the data exchange between these systems.

➢The plan should have the same characteristics as hand-entered data:
  ➢Local Data Quality Checklists
  ➢Security Procedures
  ➢Internal Timelines
  ➢Change Management Plans
  ➢Training Plans

Recap + Q&A

- ➤ Build a Data Quality Checklist
- ➤ Build an Access Request Form & Access Review Process
- ➤ Set Internal Timelines & Discuss with Stakeholders
- ➤ Write a Change Management Plan
- ➤ Schedule Regular Training & Create a New Staff Training Process
- ➤ Review Integrations