

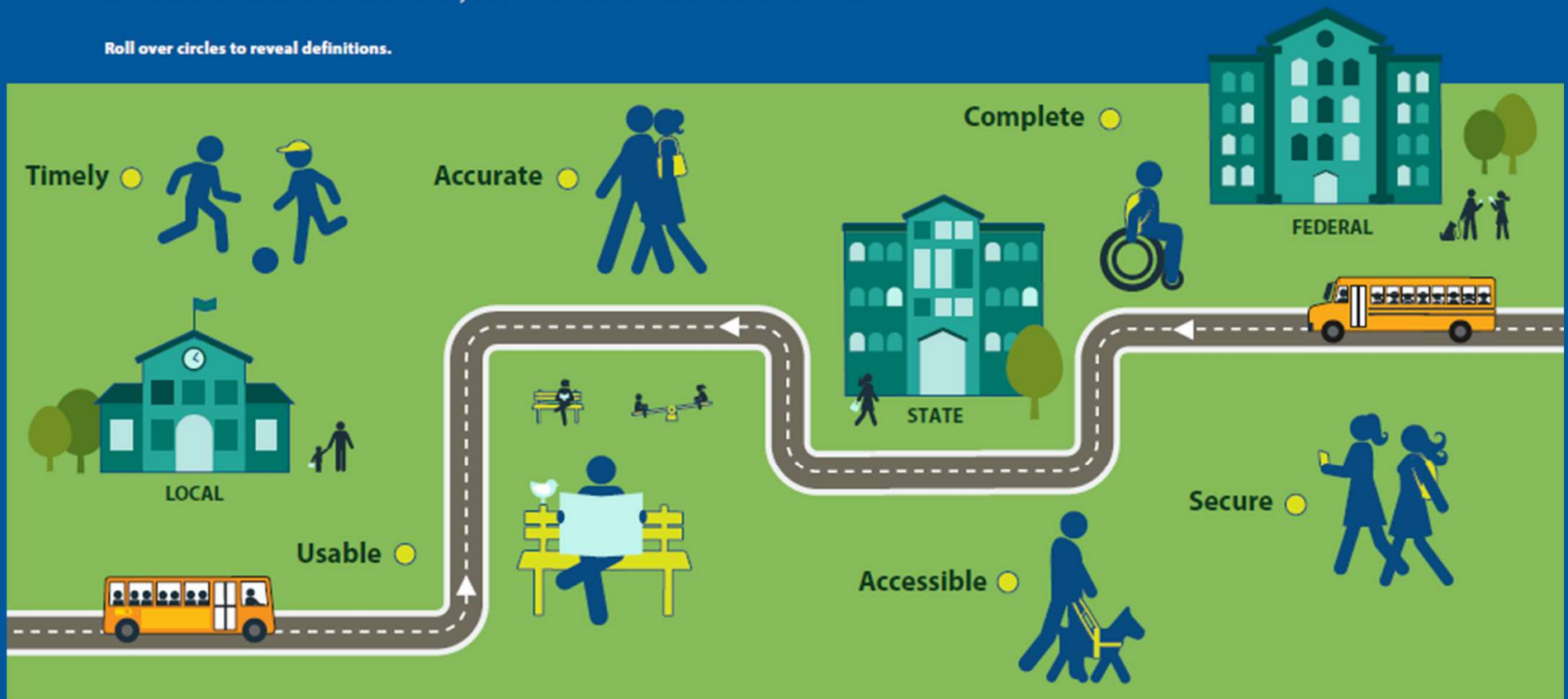
IMPROVING SPECIAL EDUCATION DATA QUALITY AND COMMON ERRORS



Working Principles of High-Quality IDEA Data

High-quality data are timely, accurate, and complete. In addition, they are usable, accessible, and secure. Educators and representatives at the local, state, and federal levels use high-quality special education data to inform their decisions as they work to meet the needs of children and youth with disabilities and their families.

Roll over circles to reveal definitions.



COMMON CHALLENGES

People & Processes

- Staffing changes
- Many hands in the pot
- Procedural documentation
- Conflicting responsibilities

Systems

- Customizations
- Integrations
- Technical Documentation



PEOPLE & PROCESSES

IMPORTANT INFO TO CONSIDER FOR STAKEHOLDERS

Special Education Administrators:

- Teacher Roster/Caseloads/Case Manager Assignments
- IEP Team Meetings/Schedules
- Document Finalization

Special Ed Support Staff/Data Entry Staff

- Understanding SIS/Spec Ed System
- PA State Specific Modules/Customizations
- System Reports

PIMS/Technology:

- Submitting Files
- Compare Template Data
- Run/Provide PIMS Reports to Spec Ed

SPECIAL ED ADMINISTRATORS

Why it matters:

- Data Stakeholder
 - IDEA Compliance
 - Federal, State Funding
- Staff Accountability
 - Meeting Timelines
 - Annual IEP Reviews
 - Indicator I I Evaluation Timelines

What you should do:

- Review Teacher/Case Manager Caseloads
 - Identify number of special ed students served
- Verify information for Out of District Placements
 - Subtract any settlement agreement in lieu of FAPE

SPECIAL ED SUPPORT/DATA ENTRY STAFF

What you should know:

- Special Ed System requirements
 - Navigation
 - Fields
- SIS Responsibilities
 - Data Bridge
 - Other Department Contacts and Supports
- IU Data Manager

What you should do:

- Review Documentation
 - SIS/Spec Ed User Manuals
 - PA State Specific Modules or Customizations
- Run Regular Reports
 - Check for Changes or Additions/Subtractions
 - Verify Number Included in Extracts and Compare to Number of Spec Ed Students

PIMS/TECHNOLOGY STAFF

Things to do:

- Student Updates
- DQE/ETL Error Resolutions
 - Make Sure Correction get made in Source Systems
- PIMS Reports
 - Verify Number of Records in Spec Ed Snap Compared to **Student** Template (Field 38 Y/E)

After the upload:

- Communicate Errors with Spec Ed Team
- Share PIMS Reports

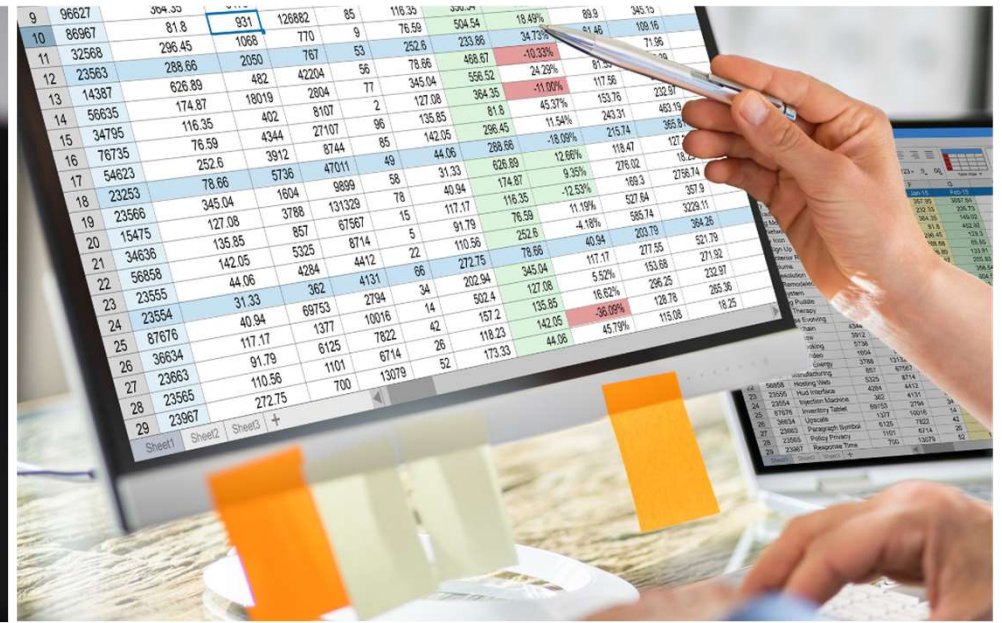
SYSTEMS

Common issues:

- Out of District Student Documents not updated
- Documents not Finalized Excluded from Extracts
- Crosswalks/Required Fields not Populated

SIS Bridge/Communication

- One-way or Two-way?
 - Which System “Wins”
- Communicating changes among team members



TOOLS & STRATEGIES

FOR IMPROVING DATA QUALITY

TOOLS

■ PIMS Reports

- Comparisons
 - (CY-PY – Exits)
 - Act 16 Student Fact – Dec 1 Count
 - Transition Status = N?
 - Ed Env.amu I
 - Non-Educational Agency Placement
 - 9A vs. Safe Schools
- Tools: Functions & Pivots

■ IU Data Manager

- IUView Reports

PIMS REPORTS

■ December Count

- Template Details
 - Pivot Table analysis:
 - Rows – School Bldg (Field 2) OR Location of Spec Ed Services (Field 71)
 - Columns – Ed Env, Primary Disability
 - Values – Count of PASecureID
 - Prior Year Comparison
 - CY PIMS, PY PIMS, Exiting Details
 - Lookup on PASecureID

■ July Exiting

- Template Details
 - Pivot Table analysis
 - Rows – School Bldg
 - Columns – Exit Reason, Transition Plan
 - Values – Count of PASecureID
 - Grad Status vs. Exit Reason
 - Verify Drop-Outs and Graduates agree with Student Template

EXAMPLES: PIVOT VERIFICATION FOR DECEMBER

Count of PASecureID	01	12	16	19	20	21	Grand Total
Row Labels							
1234	1		1	1			3
5678				1		1	2
9101			1	1	1		3
9999		1				1	2
Grand Total	1	1	2	3	1	2	10

- Look for:
 - “Other Settings” at School Buildings
 - Ed Environment codes missing (Residential Placements)
 - Missing School Buildings
- Verify: Totals

EXAMPLES: PIVOT VERIFICATION FOR EXITING

Count of PASecureID	Column Labels							
Row Labels	01	02	03	04	06	99	Grand Total	
1234						1	1	
5678					1	1	2	
9101	2		1	1			4	
9999		1		1			2	
Grand Total	2	1	1	2	1	2	9	

Look for:

- Codes in Context of Building (Grad from Middle Schools?)
- Schools with no Exits

Verify

- Drop-Outs (Re-enrolled?)
- Reached Max Age*
- GED – From Correctional Facility

Slide 14

eg0

@Barry We never talked about who is presenting what parts. I am in the Nigerian room

egrant1@pghschools.org, 2025-03-25T16:28:41.685

EXAMPLE: DECEMBER COMPARISONS

	A	B	C	D	E	F	G
1	School	PASecureID	Exited?	In CY?		Column C Formula	Column D Formula
2	1234	1234567890	#N/A	1234567890	←	=XLOOKUP(B2,'PY6-30'!B:B,'PY6-30'!C:C)	=XLOOKUP(B2,'CY12-1'!B:B,'CY12-1'!B:B)
3	1234	0987654321	#N/A	#N/A	←	=XLOOKUP(B3,'PY6-30'!B:B,'PY6-30'!C:C)	=XLOOKUP(B3,'CY12-1'!B:B,'CY12-1'!B:B)
4	1234	2345678901	#N/A	2345678901	←	=XLOOKUP(B4,'PY6-30'!B:B,'PY6-30'!C:C)	=XLOOKUP(B4,'CY12-1'!B:B,'CY12-1'!B:B)
5	5678	9876543210	0	9876543210	←	=XLOOKUP(B5,'PY6-30'!B:B,'PY6-30'!C:C)	=XLOOKUP(B5,'CY12-1'!B:B,'CY12-1'!B:B)
6	5678	3456789012	#N/A	3456789012	←	=XLOOKUP(B6,'PY6-30'!B:B,'PY6-30'!C:C)	=XLOOKUP(B6,'CY12-1'!B:B,'CY12-1'!B:B)
7	5678	7654321098	99	7654321098	←	=XLOOKUP(B7,'PY6-30'!B:B,'PY6-30'!C:C)	=XLOOKUP(B7,'CY12-1'!B:B,'CY12-1'!B:B)
8	9101	7890123456	0	#N/A	←	=XLOOKUP(B8,'PY6-30'!B:B,'PY6-30'!C:C)	=XLOOKUP(B8,'CY12-1'!B:B,'CY12-1'!B:B)
9	9101	8901234567	0	8901234567	←	=XLOOKUP(B9,'PY6-30'!B:B,'PY6-30'!C:C)	=XLOOKUP(B9,'CY12-1'!B:B,'CY12-1'!B:B)
10	9101	9012345678	01	#N/A	←	=XLOOKUP(B10,'PY6-30'!B:B,'PY6-30'!C:C)	=XLOOKUP(B10,'CY12-1'!B:B,'CY12-1'!B:B)
11	9101	6543210987	01	6543210987	←	=XLOOKUP(B11,'PY6-30'!B:B,'PY6-30'!C:C)	=XLOOKUP(B11,'CY12-1'!B:B,'CY12-1'!B:B)
12	9999	3210987654	01	#N/A	←	=XLOOKUP(B12,'PY6-30'!B:B,'PY6-30'!C:C)	=XLOOKUP(B12,'CY12-1'!B:B,'CY12-1'!B:B)
13	9999	1098765432	0	1098765432	←	=XLOOKUP(B13,'PY6-30'!B:B,'PY6-30'!C:C)	=XLOOKUP(B13,'CY12-1'!B:B,'CY12-1'!B:B)
14							

OK, these make sense

These could be errors, or not

These should raise some flags

EXAMPLES:

- Find & Display Template Tool
- Replace Codes with Descriptions
- Column Names/Numbers
- Use tools – but be careful!



TOOL REVIEW:

- Excel Examples: Formulas, Tips, Etc. (outside of PowerPoint Demo)