

LEA Level Determinations – Timely and Accurate Data Collection

2013-14 Data Collection Year

The 2013-14 district IDEA determinations will take into account whether or not a district submitted timely and accurate data to the Connecticut State Department of Education according to the timelines below. The target is to have 100% timely and accurate data. Please see the following pages for specific information regarding the individual data collections.

What data is collected?	Which year are the data about?	Data Collection Open Date	Submission Due Date (TIMELY) ***	Final Revision Date (ACCURATE) ***
ED 166 - Discipline (Ind. 4a and 4b)	12-13 school year	Always Open	July 20, 2013	August 20, 2013
Due Process Resolution Meetings	12-13 school year	Always Open	August 9, 2013	August 9, 2013
Restraint and Seclusion	12-13 school year	March, 2013	July 20, 2013	August 31, 2013
Evaluation Timelines (Ind. 11)	12-13 school year	Always Open	August 15, 2013	November 30, 2013
Exiters PSIS / SEDAC (Indicators 1 and 2)	12-13 school year	PSIS - Always Open (IEP Exits) SEDAC – Always Open (Service Plan Exits)	September 15, 2013	September 30, 2013
Early Childhood Outcomes (ECO) (Ind. 7)	12-13 school year	Always Open	November 1, 2013	November 15, 2013
Special Education Data Application and Collection (SEDAC) Oct. 1 Federal Child Count	13-14 school year	November 5, 2013	December 5, 2013	December 20, 2013
Public School Information System (PSIS) Components: Case Management Summer Roll Up October 2013 Collection January 2014 Collection June 2014 Collection	13-14 school year	Always Open Always Open October 1, 2013 January 2014 June 2014	Cases Resolved within 10 school days. September 15, 2013 October 15, 2013 January 27, 2014 July 14, 2014	No Open Cases more than 20 school days old. September 30, 2013 October 29, 2013 February 17, 2014 August 11, 2014

***Data that are submitted after the Timely or Accurate Date will be considered late submissions. If you are unable to submit your data on the Saturday, or Sunday due dates, you should submit your data prior to close of business on the Friday before in order to have a "timely" or "accurate" submission.

2012-2013 ED166 TIMELINE of EVENTS

Related to Timely and Accurate Data Collection and Reporting

Please note that the 2012-2013 web-based ED166 application generates errors immediately upon data entry (for individually entered records) and immediately upon upload (for batches).

Timely and Accurate (SPP Indicator #20)

The Department will take into account whether or not district data are submitted in a timely and accurate manner in District-level Annual Performance Report (APR) Determinations. Please work with both special education and general education staff to ensure data submitted to the Department are timely and accurate.

(20 U.S.C. 1416(a)(3)(B))

The Department has decided to define *Timely and Accurate* as a holistic system analysis, thereby ensuring the indicator is not about occasional edits/errors...but instead is about systemic failure to report and/or follow reporting directions/guidelines.

- Timely* =
- 1) Data is submitted by due date (no extensions):
 - All ED166 batches have been uploaded and are error free, or
 - All ED166 records have been entered online
 - 2) Data passes general edit checks and complete data has been provided. This includes:
 - a. Not reporting “placeholder” data;
 - b. Verifying there is no missing data (failure to report an entire field, school, etc.); and
 - c. Ensuring that the Batch Upload report is error free (if you are submitting your data via batch);

ED 166 Timely Due Date: July 20, 2013*

Accurate = The District corrects errors within the edit checking timeframe established for the data collection.

- This includes:
- a) Resolving all cases;
 - b) Ensuring the data passes all reasonability tests (comparisons to state data and last year’s data, no unexplained significant changes in counts or percents of students within various data points, etc);
 - c) Addressing any Data Exceptions generated; and
 - d) Entering the Superintendent’s Certification code online directly into the ED166 application.

ED 166 Accurate Due Date: August 20, 2013*

*Data that are submitted after the Timely or Accurate Date will be considered late submissions. If you are unable to submit your data on the Saturday, or Sunday due dates, you should submit your data prior to close of business on the Friday before in order to have a “timely” or “accurate” submission.

DUE PROCESS RESOLUTION MEETINGS
TIMELINE of EVENTS

Related to Timely and Accurate Data Collection and Reporting

Timely and Accurate (SPP Indicator #20)

The Department will take into account whether or not district data are submitted in a timely and accurate manner in District-level Annual Performance Report (APR) Determinations. Please work with both special education and general education staff to ensure data submitted to the Department are timely and accurate.
(20 U.S.C. 1416(a)(3)(B))

The Department has recently met to define *Timely and Accurate* and how we will determine compliance under indicator #20. We have attempted to define *Timely and Accurate* as a holistic system analysis, thereby ensuring the indicator is not about minor edits/errors...but instead is about systemic failure to report and/or follow reporting directions/guidelines.

Timely = 1) submission of file by due date (no extensions); 2) passed general edit checks and provided complete data.

We will use the following to examine component two of Timely: a) district did not report placeholder data; b) there are no missing data (i.e., failure to report an entire field, etc.) and c) the data pass all reasonability tests (no unexplained significant changes in counts or percents of students within various data points).

Due Process Resolution Meetings: Timely Due Date: Aug. 9th, 2013

Accurate = District corrects data errors within the edit checking timeframe established for each data collection. Any data errors not corrected by the established “freeze date” of the file for federal reporting will be considered not accurate.

Due Process Resolution Meetings: Timely Due Date: Aug. 9th, 2013

RESTRAINT AND SECLUSION TIMELINE of EVENTS
Related to Timely and Accurate Data Collection and Reporting

Timely and Accurate (SPP Indicator #20 / Principles, Procedures and Standards for the Approval of Private Special Education Programs / Connecticut General Statutes (CGS) 46a-153)

The Department will take into account whether or not district data are submitted in a timely and accurate manner in District-level Annual Performance Report (APR) Determinations, in accordance with CGS 46a-153, and 10-76b/10-76d for Approved Private Special Education Programs (APSEPs). Please work with staff to ensure data submitted to the Department are timely and accurate.

(20 U.S.C. 1416(a)(3)(B))

The Department defines *Timely and Accurate* as a holistic system analysis, thereby ensuring the determination is not about minor edits/errors...but instead is about systemic failure to report and/or follow reporting directions/guidelines.

Timely = 1) submission of each incident within 2 business days; 2) passed general edit checks and provided complete data. ***Timely Due Date: July 20, 2013***

We will use the following to examine component two of Timely: a) district did not report placeholder data; b) there are no missing data (i.e., failure to report an entire field or non-public school, etc.) and c) the data pass all reasonability tests (no unexplained significant changes in count or percent of students within various data points).

Accurate = District assures all records are error free and all incidents are reported within the applicable collection year. ***Accurate Due Date: August 31, 2013***

Any incidents reported to the state after the accurate due date for the collection year will result in the district's collection being considered not accurate.

All system verification reports have been reviewed and resolved.

Accuracy includes the electronic certification of the file by the accurate due date.

EVALUATION TIMELINES TIMELINE of EVENTS
Related to Timely and Accurate Data Collection and Reporting

Timely and Accurate (SPP Indicator #20)

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(20 U.S.C. 1416(a)(3)(B))

The Department has recently met to define *Timely and Accurate* and how we will determine compliance under indicator #20. We have attempted to define *Timely and Accurate* as a holistic system analysis, thereby ensuring the indicator is not about minor edits/errors...but instead is about systemic failure to report and/or follow reporting directions/guidelines.

Timely = 1) submission of file by due date (no extensions); 2) passed general edit checks and provided complete data. ***Evaluation Timelines: Timely Due Date: Aug. 15, 2013***

We will use the following to examine component two of Timely: a) district did not report placeholder data; b) there are no missing data (i.e., failure to report an entire field or non-public school, etc.) and c) the data pass all reasonability tests (no unexplained significant changes in counts or percents of students within various data points).

Accurate = District corrects data errors within the edit checking timeframe established for each data collection. ***Evaluation Timelines: Accurate Due Date: Nov. 30, 2013***

Any data errors not corrected by the established “freeze date” of the file for federal reporting will be considered not accurate.

SEDAC Oct. 1st Federal Child Count TIMELINE of EVENTS
Related to Timely and Accurate Data Collection and Reporting

Timely and Accurate (SPP Indicator #20)

The Department will take into account whether or not district data are submitted in a timely and accurate manner in District-level Annual Performance Report (APR) Determinations. Please work with both special education and general education staff to ensure data submitted to the Department are timely and accurate.
(20 U.S.C. 1416(a)(3)(B))

The Department has recently met to define *Timely and Accurate* and how we will determine compliance under indicator #20. We have attempted to define *Timely and Accurate* as a holistic system analysis, thereby ensuring the indicator is not about minor edits/errors...but instead is about systemic failure to report and/or follow reporting directions/guidelines.

Timely = 1) submission of file by due date (no extensions); 2) passed general edit checks and provided complete data. ***SEDAC Timely Due Date: Dec. 5th, 2013.***

We will use the following to examine component two of Timely: a) district did not report placeholder data; b) there are no missing data (i.e., failure to report an entire field or school, etc.) and c) the data pass all reasonability tests (comparisons to state data and last year's data...no unexplained significant changes in counts or percents of students within various data points).

- Reports are available to support your efforts to track students. SEDAC will provide a Year-To-Year Change Report that will contain a comparison of students reported the previous school year.
- Every student record at a status code of 1 (no errors in record).
- Data Cleaning Reports resolved to zero

Accurate = District corrects data errors within the edit checking timeframe established for each data collection. ***SEDAC Accurate Due Date: Dec. 20th, 2013.***

Any data errors not corrected by the established “freeze date” of the file for federal reporting will be considered not accurate.

Accuracy includes the return of any required attestations to the data submitted (i.e., federal sign-off submitted).

- Review of Child Count Verification Reports
- Federal Child Count Extract Sign-off submitted

EARLY CHILDHOOD OUTCOMES TIMELINE of EVENTS

Related to Timely and Accurate Data Collection and Reporting

Timely and Accurate (SPP Indicator #20)

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(20 U.S.C. 1416(a)(3)(B))

The Department has recently met to define *Timely and Accurate* and how we will determine compliance under indicator #20. We have attempted to define *Timely and Accurate* as a holistic system analysis, thereby ensuring the indicator is not about minor edits/errors...but instead is about systemic failure to report and/or follow reporting directions/guidelines.

Timely = 1) submission of file by due date (no extensions); 2) passed general edit checks and provided complete data. ***Early Childhood Outcomes: Timely Due Date: November 1, 2013.***

ECO: by November 1st district has:

- Entered pre-tests or provided a reason for no post-test for all students that were reported with that district as Nexus District AND were in grade PreK AND Special Ed = Yes in the Oct. 2012, Jan. 2013, or June 2013 PSIS collection.
- Entered post-tests or provided a reason for no post-test for all students that had a pre-test in ECO already and that moved on to grade K by the Oct. 2013 PSIS collection.

* If a student's IEP was developed and implemented prior to May 1, 2006, no pre-test or post-test is required.

* CSDE will provide reports on the ECO website that will identify students for whom a pretest or posttest is required.

Accurate = District corrects data errors within the edit checking timeframe established for each data collection. ***Early Childhood Outcomes: Accurate Due Date: November 15, 2013.***

ECO: by November 15th each district has:

- Resolved any error(s) in each individual student record reported.
- Every student in their district at a status code of 1 (no errors in record).
- If a district did not administer a pretest or posttest for any student that should have been tested, that district will not be considered accurate for the submission year.

SEDAC and PSIS Special Education Exits TIMELINE of EVENTS
Related to Timely and Accurate Data Collection and Reporting

Timely and Accurate (SPP Indicator #20)

The Department will take into account whether or not district data are submitted in a timely and accurate manner in District-level Annual Performance Report (APR) Determinations. Please work with both special education and general education staff to ensure data submitted to the Department are timely and accurate.
(20 U.S.C. 1416(a)(3)(B))

The department has recently met to define *Timely and Accurate* and how we will determine compliance under indicator #20. We have attempted to define *Timely and Accurate* as a holistic system analysis, thereby ensuring the indicator is not about minor edits/errors...but instead is about systemic failure to report and/or follow reporting directions/guidelines.

Timely = 1) submission of file by due date (no extensions); 2) passed general edit checks and provided complete data. ***SEDAC Exits Timely Due Date: Sept. 15th, 2013***

We will use the following to examine component two of Timely: a) district did not report placeholder data; b) there are no missing data (i.e., failure to report an entire field or school, etc.) and c) the data pass all reasonability tests (comparisons to state data and last year's data...no unexplained significant changes in counts or percents of students within various data points).

- All IEP exits are reported via PSIS – Registration. A report in SEDAC is available to support your efforts to track IEP student exits: Data Cleaning Report > Exit Report–SEDAC Certified Oct Collection compared to Subsequent PSIS Collections.
- Please note SEDAC has no way to track services plan students. Check your services plan students from the previously reported October to be sure they are still being serviced. All Service Plan Exits are reported via an Exit Link to the right of the Services Plan student roster in View previously reported October Services Plan Students.

Accurate = District corrects data errors within the edit checking timeframe established for each data collection. ***SEDAC Exits Accurate Due Date: Sept. 30th, 2013***

Any student records missing exit data will be considered not accurate. Accuracy includes the return of any required attestations to the data submitted (i.e., federal sign-off submitted).

PSIS TIMELINE of EVENTS

Related to Timely and Accurate Data Collection and Reporting

Timely and Accurate (SPP Indicator #20)

The Department will take into account whether or not district data are submitted in a timely and accurate manner in District-level Annual Performance Report (APR) Determinations. Please work with all program offices (Special Education, English Language Learner, Homeless, Migrant, Gifted/Talented...) staff to ensure data submitted to the Department are timely and accurate, in accordance to Connecticut General Statute (C.G.S. 10-10a)

The Department has define *Timely and Accurate* as a holistic system analysis, thereby ensuring the indicator is not about occasional edits/errors...but instead is about systemic failure to report and/or follow reporting directions/guidelines.

- Timely* =
- 1) Data is submitted by due date (no extensions)
 - All batches have been uploaded; or
 - All records have been entered on-line
 - 2) Data passes general edit checks and complete data has been provided.
This includes:
 - a) Not reporting “placeholder” data;
 - b) Reviewing all necessary warnings/reports to ensure data quality (failure to report an entire field, school, review etc.);
 - c) Pre-certifying the data collection.

<i>PSIS Component</i>	<i>Due Date</i>
Case Management	Cases Resolved within 10 school days
PSIS Summer Roll Up	September 15, 2013
October 1, 2013	October 15, 2013
January 2014 Collection	January 27, 2014
June 2014 Collection	July 14, 2014

- Accurate* =
- 1) District corrects data errors within the edit checking timeframe established for each component.
 - a) Review all necessary reports
 - b) If necessary, make corrections to previous collections
 - c) Ensuring the data passes all reasonability tests (comparisons to state data and last year’s data, no unexplained significant changes in counts or percents of students within various data points, etc).
 - d) Certification of collection
 - e) Certification of data exceptions
 - f) Registration-Collection Validation Report (RCV) reconciled

<i>PSIS Component</i>	<i>Due Date</i>
Case Management	No open cases more than 20 school days old
PSIS Summer Roll Up	September 30, 2013
October 1, 2013	October 29, 2013
January 2014 Collection	February 17, 2014
June 2014 Collection	August 11, 2014