
Improving Data,
Improving Outcomes
Virtual Convening
October 19 - 22
2020
sponsored by:
DaSy
The Center for IDEA
Early Childhood Data Systems
ecta
Early Childhood
Technical Assistance Center
in collaboration with:
E C P C
Early Childhood Personnel Center
National Center for
Pyramid Model
INNOVATIONS

DaSy The Center for IDEA Early Childhood Data Systems

What I Wish I Knew Then: Lessons Learned Designing and Managing State Data Systems

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IDIO Virtual Convening
October 19-22, 2020

Session Objectives

- Learn from experienced presenters and attendees ways to secure and improve data systems.
- Get input and recommendations on any challenges with current state data systems.
- Share DaSy resources that support aspects of data system design.
- Understand what data system TA DaSy can provide.

Bruce Bull – DaSy Consultant

- Special ed data since 1984
- Oregon Part C and Part B data manager 1996-2005
- Started company that developed state IDEA general supervision systems 2005-2017
- IDEA data system TA to 20 states 2005-2020
- Fancies himself a part-time forester (big stump removal)

Robin Nelson – DaSy Consultant

- Texas Part C data manager 2000-2012
- DaSy consultant since 2012, TA to numerous states on data system development
- 30+ years in program evaluation and applied research
- Avid hiker in the mountains of CO

Gary Harmon – DaSy Consultant

- Former Part C Data Manager
- Building data systems since the 90's
- Epidemiologist
- Lives in Raleigh, NC
- 3 kids (7, 10, 15)
- LOVES Halloween

Content Level Setting

- Relevant to multiple IDEA Data Systems

  (child/student level, personnel, outcomes, general supervision, etc.)
- Part C and 619 focus

  (but not ECIDS/SLDS)

To the polls…

Who is here?

Let's keep polling along . . .

State Contributors

- Susan Evans, NJ
  Part C
- Noah Feldman, MA
  Part C
- Wendy Studt, MT
  Part C
- Dave Williams, TN
  Part C
- Anonymous, Part B
  619

Lessons Learned Categories

- Concept to Contract
- Business Requirements
- Technology
- Project Management
- Post Deployment

Concept to Contract

- Do your homework: Justify, document, calculate, discuss support and funding
- Read other state data system RFPs
- Befriend someone in procurement—their guidance is valuable. Befriend IT too . . .
- Double the time for developing your RFP. Then double that . . .
- Consider ownership of data, system, code
- RFP: Focus on the end, not the means
- Include extended data partners in planning, and throughout the process
- RFP with clear contract deliverables, training expectations, ongoing tech support
- Don't require specific experience—good systems were built by those without experience
- Don't restrict overall page length (or allow appendices not counted against page total)
- Consider including the expected cost range for proposals, or available funds
- Require additional bank of hours for agency to direct for deliverables not in RFP/contact
- Choose, train, calibrate proposal reviewers
- Allow for post review discussion and final point adjustment based on discussion

Business Requirements

- Create requirements based on how you want it to work, not how things have worked in the past
- Complete validations for data that is federally reported as data is entered
- Required fields – choose them wisely
- Reconcile requirements, process model and data model
- Security
  - Permissions and access
  - User authentication
- Necessity – document upload, storage, and import/export capability
- Regular system backup policy and practice
- Plan for data migration
- Think ahead, COVID may not be the only catastrophic event in the life cycle of this data system. Consider . . . electronic signature capability, parent portal


LiveChat

Technology

- Find state BI tools you can use, design and schedule extracts or linkages accordingly
- Support parent portals
- Support user creation of own reports
- Design for user interface via tablets? Phones?
- Storage options: Local or state servers, public cloud, private/government cloud?
- Local user hardware requirements
- Latency requirements for functions (data entry vs report generation)
- Functionality requirements for low/no internet situations
- Peak demand and system performance expectations
- Disaster recovery and continuity
- Design for data ETL if linking or integrating data with partners (e.g., ECIDS, SLDS)

Project Management

- Vendor relationship: friendly and positive but adhere to contractual responsibilities
- Ensure requirements team includes decision makers; review all possible policy implications
- Working internally, SME is not enough – need someone with clout
- Need an experienced IT professional – hire someone if necessary
- Not everyone is going to like it, so be prepared to defend decisions/provide rationale
- Prepare the field sooner than you think you need to. Think behavior change and overall organizational change
- Set clear expectations for end users on the timelines/requirements, allow for plenty of time for on-boarding users
- Consider users of the system who will need access to data but may not enter data
- Get State/Management support to operate in parallel during transition

Post Deployment

- Build to support Business Intelligence tool/ Plan for ad-hoc reporting capabilities
- User maintenance – addition, deletion, and deactivation of user accounts
- User support and ongoing training – consider options (Learning Management System), include Subject Matter Experts
- Operation of a parallel system during transition to new system (if needed)
- Roll-out billing after program is set-up and running
- Maintenance and enhancements – build these into the planning to avoid $$ later
- Include a help-desk or ticketing system to help with initial bugs, and then ongoing system issues
- Plan for scheduled/unscheduled downtime
- Data storage/destruction timelines
- Data back-up and offsite storage


DaSy Data System Framework
September 2014
System Design & Development
Data Use
Stakeholder Engagement
Data System Framework
Data Governance & Management
Purpose & Vision
Sustainability
DaSy
The Center for IDEA Early Childhood Data Systems

Other Resources

- IFSP Information Toolkit
- Building a Better Data System: What are Process and Data Models?
- Key Considerations for Planning . . . a Data System
- Developing . . . Business Requirements
- ABCs of Data Dictionaries

TA Offer - (Early TA is better than later)

- Help with understanding and using the Data System Framework
- Help with business requirements
- Review draft RFP and make content suggestions
- Provide overview of solutions used in states and make connections
- Review supporting documents (TA guides, data dictionaries)
- Help with report recommendations
- Be an alpha tester
- Don’t see something? Ask us. (Sorry, we don’t build systems. ☺)

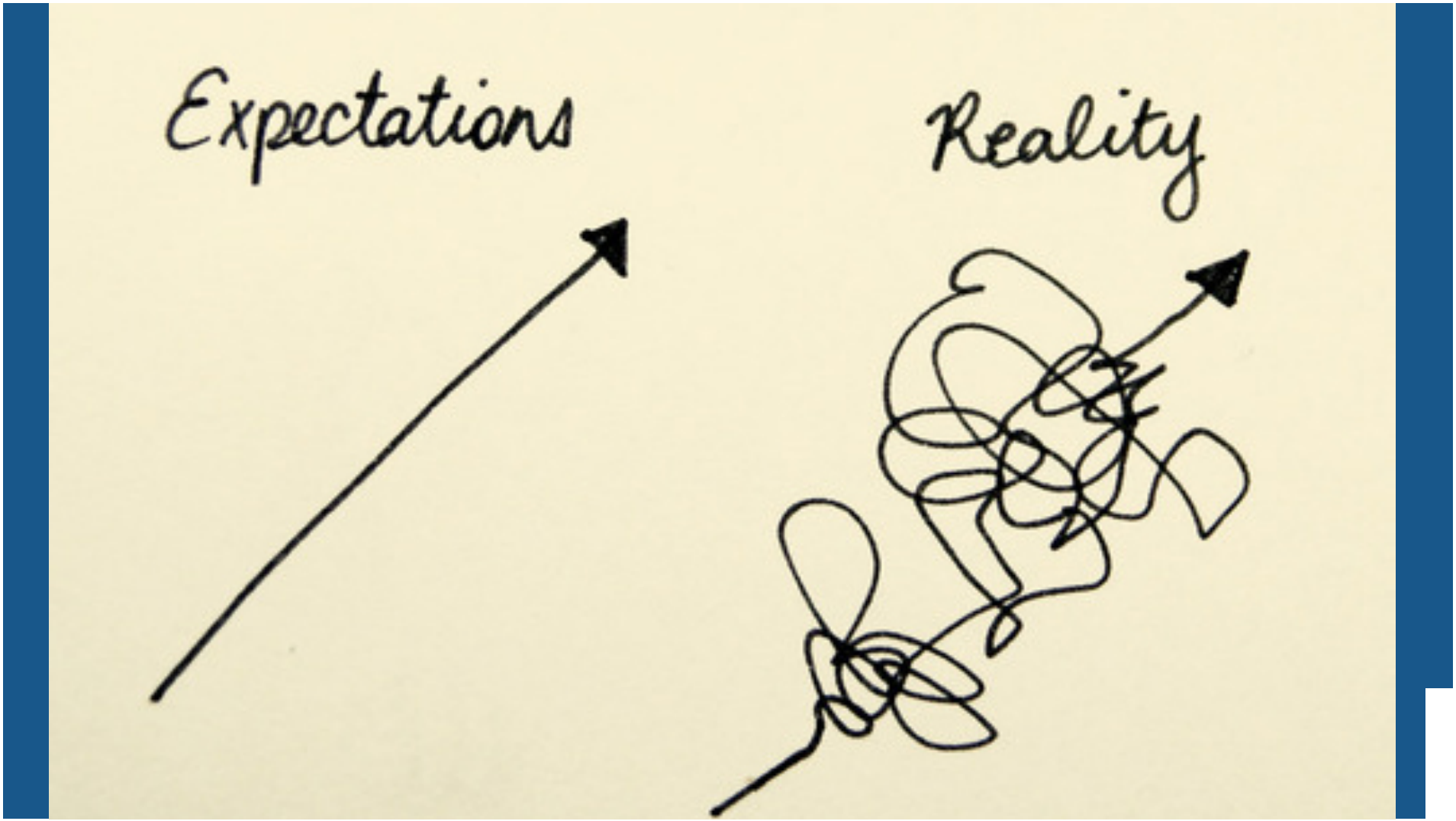

LiveChat

Word Cloud Time

- In one or two words, what is your biggest challenge with securing, enhancing, deploying and managing your data system?

  (Multiple 1-2 word entries OK.)

- Text 22333 with the message "dasycenter050"
- Or click the link in the chat (https://PollEv.com/dasycenter050)


Expectations
Reality

Evaluation Reminder

Thank you

Visit us at http://dasycenter.org/

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IDEAs that Work
U.S. Office of Special Education Programs

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