Data Collection Calendar

The Part C Individuals with Disabilities Education Act (IDEA) 618 data collection calendar is a 12-month view of tasks associated with the IDEA 618 and SPP/APR data. The team completing the protocols should complete the calendar by adding new rows and tasks as necessary. The calendar includes a personnel column for assigning the person responsible for each task. Your state can use the checkbox column to indicate completed tasks. Your state can use more columns as needed.

One suggested modification is to color code tasks in the calendar by fiscal year as defined by your state for reporting purposes because any 12-month IDEAdata reporting period potentially requires handling data from multiple years.

The calendar is populated with some suggested tasks that align with federal reporting timelines. In addition, other suggested tasks to include are

* applying edit checks;
* overseeing corrections;
* finalizing files;
* generating E*MAPS* submissions;
* preparing data submissions;
* disseminating data to State Performance Plan/Annual Performance Report (SPP/APR) indicator and State Systemic Improvement Plan (SSIP) stewards and other users;
* responding to Office of Special Education Program’s (OSEP’s) request for data notes in OMB Max and/or requests for resubmission of E*MAPS* data, if applicable;
* posting IDEA 618 data on Lead Agency (LA) website;
* public reporting on the performance of each local EI program for required APR indicators;
* reviewing upcoming federal and state collection requirements against current collection processes;
* working with LA, local early intervention services (EI) programs, vendors, governance personnel, and other stakeholders to support necessary changes to data and procedures;
* meeting with team to update this calendar at least annually;
* disseminating to local EI programs adequate detail associated with LA data business rules (with enough lead time so local programs can understand and disseminate rules with any vendors);
* training local programs on data submission requirements;
* documenting location of final data files; and
* making necessary changes to process and support documents (data dictionaries, FAQs, trainings).

| January |
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| Personnel | Task | ü |
|  | Local EI programs mark database as ready for Child Count and Settings. |  |
|  | Begin review and validation of Child Count and Settings data in preparation for reporting in April. |  |
|  | Begin entering data analysis into SPP/APR in EMAPS. |  |
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| February |
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| Personnel | Task | ü |
|  | Submit final SPP/APR to EMAPS. |  |
|  | Begin review and validation of Child Count and Settings data in preparation for reporting in April. |  |
|  | Begin entering data analysis into SPP/APR in EMAPS. |  |
|  | Continue review and validation of Child Count and Settings data in preparation for reporting in April. |  |
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| March |
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| Personnel | Task | ü |
|  | Review Child Count and Settings data due on first Wednesday in April with Part C coordinator. |  |
|  | Continue preparation for collection of data capturing exiting information for the current reporting year. |  |
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| April |
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| Personnel | Task | ü |
|  | Address SPP/APR clarifications. |  |
|  | Submit IDEA Child Count and Settings E*MAPS* file on or before the first Wednesday in April. |  |
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| May |
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| Personnel | Task | ü |
|  | Prepare for reporting to the public on the performance of each local EI program for required APR indicators (no later than 120 days following the State’s submission of its APR). |  |
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| June |
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| Personnel | Task | ü |
|  | Review data collection protocols, processes, timelines, and practices for possible revisions. |  |
|  | Begin preparing data for the state’s SPP/APR. |  |
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| July |
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| Personnel | Task | ü |
|  | Begin Exiting data collection(s) for previous reporting year, run validations, clean data. Contact local EI programs with anomalies or data quality issues. Begin data preparation for reporting in November. |  |
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| August |
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| Personnel | Task | ü |
|  | Begin review and validation of Exiting and Dispute Resolution data in preparation for reporting in November. |  |
|  | Begin preparation for collection of Child Count and Settings data for collection on the state’s Child Count date (due in April of each year).  |  |
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| September |
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| Personnel | Task | ü |
|  | Review Dispute Resolution Data (Complaints, Due Process Hearings, Resolution Sessions, and Mediations) in preparation for reporting in November. |  |
|  | Continue preparation for collection of Child Count and Settings data. |  |
|  | Continue review and validation of Exiting data. |  |
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| October |
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| Personnel | Task | ü |
|  | Review data due the first Wednesday in November with Part C coordinator. |  |
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| November |
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| Personnel | Task | ü |
|  | Submit on or before first Wednesday:* E*MAPS* IDEA Part C Exiting
* E*MAPS* IDEA Part C Dispute Resolution
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| December |
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| Personnel | Task | ü |
|  | Close Child Count and Settings collection for current reporting year. Run validations, clean data, and contact local EI programs with anomalies or data quality issues.a |  |
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aThis task is shown in December because many LAs collect these data on December 1. If your state collects these data in October or November, move this task.

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| **Acknowledgment**This resource was adapted from the Part C IDEA Data Processes Toolkit designed by the IDEA Data Center (IDC). The current resource relied heavily on the contents of the IDC Part C IDEA Data Processes Toolkit. Additions and revisions to the toolkit were informed by the expertise and input of DaSy staff. |
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