State Landscape Protocol

This protocol covers background information on the state including description of the data systems, key state lead agency and data staff, and general policies and procedures that apply to IDEA data. The information in the State Landscape Protocol serves as an overview of state infrastructure, and you can apply the information to all of the other data collection protocols.

| Considerations | Response |
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| State Program Overview: Describe the organizational structure of the department or agency. Include acronyms, number of local programs, how local programs are organized, names of programs, etc. | Click or tap here to enter text. |
| Data System Overview: Describe each state data system, including functions, connections to other data systems, and location. | Click or tap here to enter text. |
| Staff: Include position title, contact information, and a brief description of responsibilities for all state staff and/or contractors who are involved with *Individuals with Disabilities Education Act* (IDEA) data. | Click or tap here to enter text. |
| Data System Access/Permissions**:** Describe who gets access and the process for seeking access to each data system. Include how access is managed, who manages it, and differentiated levels of data system access. | State System/Servers:  Click or tap here to enter text.  E*MAPS* and MAX:  Click or tap here to enter text. |
| Child ID Assignment: Describe how your state generates child IDs. | Click or tap here to enter text. |
| State Definitions: Document definitions of key terms in your state. These may be state-specific acronyms, state-defined terms, or any terms that may be unfamiliar to new staff members.a Consider referring to data dictionaries where applicable. | Click or tap here to enter text. |
| Data Governance for Changes to Data System/Collection**:** Describe the process for reviewing potential or actual changes to the data collection system and/or processes. If the process is the same across all indicators, describe here and copy to or reference in the indicator protocols. Describe any indicator-specific processes in the indicator protocols. | Click or tap here to enter text. |
| State Performance Plan/Annual Performance Report (SPP/APR): Describe SPP/APR assignments, who is responsible for each indicator, and where the data are found (include hyperlinks when possible). | Click or tap here to enter text. |
| Stewardship and Maintenance of Data Processes Protocols: Include the person(s) responsible for storing and maintaining completed process documentation. Describe where the protocols are stored and schedule for revisiting and revision. | Click or tap here to enter text. |
| Stakeholder Involvement:b (New reporting requirements for FFY 2020–2025) Describe the mechanisms for soliciting broad stakeholder input on the state’s targets in the SPP/APR. Describe any indicator-specific processes in the indicator protocols. | Click or tap here to enter text. |
| 508 Compliance of Attachments: Describe the process for ensuring attachments are 508 compliant and who is responsible. | Click or tap here to enter text. |
| Blank Heading: Use this row for additional topics. Create new heading rows as needed. | Click or tap here to enter text. |

a State Definitions: An acronym and abbreviations list is available in the DaSy *Part C Data Quick References Guide.*

b Stakeholder Involvement: Report in the Introduction the mechanisms for soliciting broad stakeholder input on the state’s targets in the SPP/APR and any subsequent revisions that the state has made to those targets, and the development and implementation of Indicator 11, the State’s Systemic Improvement Plan (SSIP). This must include: i. The number of parent members and a description of how the parent members of the Interagency Coordinating Council, parent center staff, parents from local and statewide advocacy and advisory committees, and individual parents were engaged in target setting, analyzing data, developing improvement strategies, and evaluating progress; ii. Description of the activities conducted to increase the capacity of diverse groups of parents to support the development and implementation of activities designed to improve outcomes for infants and toddlers with disabilities and their families; iii. The mechanisms and timelines for soliciting public input for target setting, analyzing data, developing improvement strategies, and evaluating progress; iv. The mechanisms and timelines for making the results of the target setting, data analysis, development of the improvement strategies, and evaluation available to the public.

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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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