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 EDPasssubmissions;
* preparing data submissions;
* writing data notes in response to any business rule warnings in EDPass, if applicable;
* disseminating data to State Performance Plan/Annual Performance Report (SPP/APR) indicator and State Systemic Improvement Plan (SSIP) stewards and other users;
* posting IDEA 618 data on Lead Agency (LA) website;
* public reporting on the performance of each local early intervention services (EI) program for required APR indicators;
* reviewing upcoming federal and state collection requirements against current collection processes;
* working with LA, local EI programs, vendors, governance personnel, and other stakeholders to support necessary changes to data and procedures, including updates needed based on changes in the [Business Rules Single Inventory](https://www2.ed.gov/about/inits/ed/edfacts/business-rules-guide.html) (available on the [ED*Facts* Initiative](https://www2.ed.gov/about/inits/ed/edfacts/index.html) website);
* 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

| Personnel | Task | ü |
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|  | Continue review and validation of Child Count and Settings data in preparation for submission in E*MAPS* in August. |  |
|  | Finish entering data analysis into SPP/APR in E*MAPS*. |  |
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February

| Personnel | Task | ü |
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|  | Submit final SPP/APR to E*MAPS*. |  |
|  | Submit Exiting data by the third Wednesday in February. |  |
|  | Continue review and validation of Child Count and Settings data in preparation for reporting in August. |  |
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March

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| Personnel | Task | ü |
|  | Review Child Count and Settings data with Part C coordinator. |  |
|  | Begin (or continue) preparation for collection of Exiting data for the current year. |  |
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April

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| Personnel | Task | ü |
|  | Address SPP/APR clarifications. |  |
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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, typically June 1). |  |
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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 to be submitted next February. |  |
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July

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| Personnel | Task | ü |
|  | Complete Exiting data collection for previous year (July 1 through June 30), run validations, clean data. Contact local EI programs with anomalies or data quality issues. |  |
|  | E*MAPS* submission window for IDEA Child Count and Settings data opens. Data must be submitted by the last Wednesday in August. |  |
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August

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| Personnel | Task | ü |
|  | Continue review and validation of Exiting and Dispute Resolution data in preparation for submission in E*MAPS* on or before the third Wednesday in February. |  |
|  | Review Dispute Resolution data (Complaints, Due Process Hearings, Resolution Sessions, and Mediations) in preparation for submission by the first Wednesday in November. |  |
|  | Begin preparation for collection of Child Count and Settings data on the state selected date between October 1 and December 1, inclusive. |  |
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September

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| Personnel | Task | ü |
|  | Continue review and validation of Dispute Resolution data in preparation for submission in EDPass/E*MAPS* on or before the first Wednesday in November. |  |
|  | Continue preparation for collection of Child Count and Settings data on the state selected date between October 1 and December 1, inclusive. |  |
|  | Continue review and validation of Exiting data. |  |
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October

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| Personnel | Task | ü |
|  | Review Dispute Resolution data (due the third Wednesday in November) with the Part C Coordinator. |  |
|  | Complete the collection of Child Count and Settings data on the State’s child count date. The collection date must be between October 1 and December 1.  |  |
|  | Continue review and validation of Exiting data. |  |
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November

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| Personnel | Task | ü |
|  | Submit E*MAPS* IDEA Part C Dispute Resolution data by the third Wednesday of November. |  |
|  | Complete the collection of Child Count and Settings data on the State’s child count date. The collection date must be between October 1 and December 1.  |  |
|  | Complete review and validation of Exiting data. |  |
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December

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| Personnel | Task | ü |
|  | Local EI programs mark database as ready for Child Count and Settings.a |  |
|  | 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 |  |
|  | Begin entering data analysis into SPP/APR in E*MAPS*. |  |
|  | Review Exiting data with Part C Coordinator. |  |
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a This 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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