

618 Data Collection/Verification - Part C

1. Describe the status of the development and implementation of the State's data system.
 - The data program utilized by KDHE includes four components:
 - 1) Precise Data Entry
 - 2) Data Collection
 - 3) Data Analysis and Reporting
 - 4) Data Utilization

Precise Data Entry

- KDHE Contracts with JNI Software, Inc. for the management of the Infant-Toddler Database (will be covered later this afternoon).
 - ◆ All 36 local programs input data into the infant-toddler database
 - ◆ Database is structured in a way that reduces the possibility for data entry errors.
 - ◆ KDHE conducts trainings on data definitions, and provides an infant-toddler database operating manual.
 - ◆ Jim North, the database manager, provides periodic training at regional meetings regarding input methods.

Data Collection

- The infant-toddler database is web-based, allowing KDHE to access the most current data available.
- All local data reports are developed and filed through the data system, thus reducing the possibility for transcription errors that could occur at collection.
- KDHE downloads local data files that have been marked as ready on the database and compiles the data into pertinent categories.
- Data collected at the state level is not imputed into the database—it is directly entered by the Program Analyst.
- Outside data sources include the Kansas State Dept. of Education, Vital Statistics, Social and Rehabilitative Services, and KITS (Assistive Technology).

Data Analysis and Reporting

- KDHE staff analyze the compiled data and identify local trends and gauge performance by comparison to state averages and OSEP requirements.
- Data are prepared in reports that are sent back to local programs for review and planning purposes.
- KDHE evaluates statewide data and searches for strengths, concerns, and overall trends.
- KDHE evaluates local data and targets improvement efforts on specific OSEP indicators.

Data Utilization

- KDHE provides data to local programs in a meaningful format that assists local stakeholders in making improvement-related decisions.
- Local networks use KDHE data reports, in addition to other local data sources, in evaluating the current situation within their programs, setting objectives, explaining progress or regression, creating goals, and identifying activities to reach their goals.
- KDHE evaluates local program performance by using a data-driven monitoring process. Trends, compliance with OSEP requirements, and comparative performance are assessed.
- KDHE compiles locally reported data and state-generated data to address OSEP indicators in the State Performance Plan and Annual Performance Reports.

Features of JNI Software:

- Web-based
- Real time
- Collects core data required by KDHE, including child find, referrals, evaluation/eligibility, services, IFSP development, timelines, parent complaints, justifications (valid and noncompliant), cumulative counts, and 12/1 counts by network
- Can be individualized by local networks for additional purposes
- Accessible to KDHE
- Easy to query

Entrance/Exit Parent Surveys

- Distributed by local service providers to every parent after writing the initial IFSP (entrance) and at transition (exit).
- Surveys are accompanied by a postage-paid return envelope that is mailed directly to KDHE.
- KDHE compiles the results, sorts them by network, and compares them to state averages and OSEP requirements.
- KDHE reports the results back to local programs
- Data is current at any point during the year.
- Tracking method: KDHE has the ability to track surveys by network and by family (tracking by family is not currently being used).

Randomly-Selected Parent Surveys

- Dependent upon 36 updated local infant-toddler databases.
- Structured to produce data that allows for a 99% level of confidence that results are within +/-3% of the entire Part C population.
- Surveys are mailed directly to parents from KDHE, and include a postage-paid return envelope back to KDHE.
- Results will be compiled by network and compared to the state averages and OSEP requirements.
- Results for some questions will be cross-referenced with those from entrance/exit surveys.
- Will be sent in the fall of each year.

Provider Surveys

- Developed but not yet distributed.
- Will be distributed to service providers via local Part C coordinators.
- Completed surveys will be returned directly to KDHE.
- Questions mirror those on the randomly-selected parent survey, but are asked from a service provider perspective.
- Results will be compared to parent results to determine if there is consistency in responses.
- Significant deviations in responses will be investigated.

618 Data Collection/Verification - Part C (Cont).

2. How are data collected on infants, toddlers, and families entered into a database?

- Data are entered local level by a designated person for the infant-toddler database.
- Diane Alexander, Accounting Specialist, collects local 618 data and compiles Federal Data Table Reports
- Ryan Weir, Program Analyst, collects semi-annual report data, survey data, and other data for reports to local programs.

618 Data Collection/Verification - Part C (Cont).

3. Do Interagency Agreements, MOUs, or contracts address the reporting of data?

a) Local Level: KDHE contracts (with the local agencies who provide Part C services) include data entry on the infant-toddler database. In addition to the contracts, this is also covered in the assurances that are signed by the lead agency, fiscal agency, and LICC chair.

b) State Level: KDHE collects, analyzes, and reports on all 618 data. KSDE certifies the qualifications of personnel.

618 Data Collection/Verification - Part C (Cont.)

4. Describe how the data system incorporates information within the Lead Agency and from other agencies and/or providers, including SEA.
 - Infant-Toddler database contains data imputed by local programs only.
 - KDHE has access to the database, but cannot make changes to imputed data.
 - KDHE collects data from sources not included in the database (e.g. surveys, renewal applications, cost analysis, comparative analysis, etc.)
 - Data sharing with KSDE addresses transition and outcomes measures.
 - Data from KITS is useful in determining program performance, but is not part of the cyclical reporting process.

618 Data Collection/Verification - Part C (Cont.)

5. Throughout the data collection process, how does the State ensure reliability *in the system*?
 - KDHE's data collection system includes 1) a reliable database that accurately collects and computes data, 2) reliable data input personnel, 3) a reliable method of transmitting data, 4) reliable transcription at the state level.

Reliable Database

- KDHE contracts with JNI Software, Inc. to monitor and manage the infant-toddler database.
- Data system has not failed in four years of usage.
- Web-based system that is reliable to the extent that the internet exists.
- Jim North (database administrator) monitors the database on a daily basis, encourages feedback from local programs regarding its performance, and promptly adjusts fields that may have a glitch.
- Database can be administered from any location and is not dependent on physical headquarters (Jim lives in Florida).

Reliable Data Input Personnel

- KDHE contracts with JNI Software, Inc. to monitor and manage the infant-toddler database.
- Jim North conducts personalized trainings for new data entry personnel (either in person or by phone) prior to local data being imputed into the system.
- JNI Software, Inc. user manual includes a tutorial of all universal data fields. Definitions are also included. NOTE: programs can tailor the database to collect other local data. This is not included in the tutorial.
- Jim North conducts periodic trainings around the state for data entry personnel.
- JNI Software, Inc. has established a hotline for data entry personnel to find answers to data entry questions.

Reliable Transmission of Data

- KDHE accesses local program data through the website: www.jnisoftware.net/ITS
- Local programs mark their data as “ready” on their database. KDHE can access all local program databases, but those marked as “ready” have been completed and are considered an official submission.
- Data collected from the database has only been imputed one time—by the local data entry person.

Reliable Transcription

- Transcription of data from the infant-toddler database into other report formats is double-checked for accuracy by comparison to other reports that include the same data.
- Data collected from sources other than the infant-toddler database are double-checked by more than one staff person (e.g. renewal application math, semi-annual report data sheets, etc.)
- Survey data is transcribed automatically through formulas imputed into the database. Raw scores entered into the codebook are not double-checked.

618 Data Collection/Verification - Part C (Cont.)

6. Throughout the data collection process, how does the State ensure the reliability of the data?
- Reliable data produces the same results for a given case when the data measure is applied several different times.
 - Reliability of data is primarily a concern for data that involves a random selection process. Most KDHE data sources are not random, but rather are universal.
 - If the data system is reliable, then universal data collected at the state is also reliable.
 - In cases where the entire universe of Part C children are not represented, KDHE uses two methods to determine reliability:

Test-Retest Method of Determining Reliability:

- KDHE applies the same measure to the same sample set at more than one point in time.
- Reliable to the extent that results are stable over time.
- Time and knowledge can affect the results (entrance/exit parent surveys can track this—although they do not as of yet).
- Relevance to Data Entry: If a local data manager imputes an error into the database, subsequent views of the file (at a maximum of every six months) will identify the error.

Alternative Forms Method of Determining Reliability:

- KDHE applies different forms of data measures to a sample set of the universe.
- Example: Program Performance from a parent and provider perspective
 - ◆ Entrance/Exit parent survey disbursed to all parents at initial IFSP and transition
 - ◆ Random Survey (constructed with 99% confidence, +/-3% margin for error) measures all questions in entrance/exit survey, plus other functional questions.
 - ◆ Provider Survey asks providers the same questions as the random survey, but from a provider perspective
- Will function to eliminate test effect because they measure the same concepts three different ways.

618 Data Collection/Verification - Part C (Cont.)

7. Throughout the data collection process, how does the State ensure the validity of the data and consistency with OSEP data instructions?
 - Measurement error can create reliable data that is not valid, because reliability does not guarantee validity.
 - In contrast, data cannot be valid without being reliable. Therefore, ensuring validity requires first ensuring reliability.
 - In order to be valid, data must measure that which we hope to measure. To do so, an agreed-upon measurement system must be in place.
 - KDHE measures validity through three methods:

Pragmatic Data Validation

- KDHE checks the results obtained from the use of the database in imputing data against results of other indicators that are known to be valid measures of the data set.
 - ◆ KDHE reviews of renewal contracts
 - ◆ Semi-Annual Report data sheets
 - ◆ Entrance/Exit Parent surveys

Predictive Data Validation

- KDHE tests the predictive validity of the infant-toddler database by predicting 618 results and cumulative count results in advance of their actual submission
 - ◆ KDHE predicts 12/1 counts and cumulative counts based on child find data and trends identified in semi-annual reports.
 - ◆ Done locally and statewide

Construct Data Validation

- KDHE infers the validity of 618 data from evidence accumulated and compared to:
 - ◆ Six-Month cumulative count data
 - ◆ Annual cumulative count data
 - ◆ Screenings data
 - ◆ Evaluation data
- KDHE is searching for levels of deviation in these indicators statewide, as well as in each local program.

618 Data Collection/Verification - Part C (Cont.)

8. Describe methods used for aggregating and/or disaggregating data.

- Since data comes from each of 36 local programs, it is collected in a disaggregated system.
- KDHE aggregates data from the infant-toddler database once it is marked as "ready."
- KDHE disaggregates local data and live birth data by network in the case of race and ethnicity to determine if there are instances of disproportionality.
- Data collected at the state level is always compiled by network prior to creating an aggregate state measure.

618 Data Collection/Verification - Part C (Cont.)

9. If sampling is utilized, specify what data and what method is used.
 - KDHE has not sampled in data collection prior to this year.
 - EXCEPTION: Local networks used to submit locally-selected IFSP's for review with semi-annual reports.
 - KDHE will utilize a random sampling technique to generate representative responses from all 36 networks around the state (a minimum of 452 surveys is required for the most minimal representation—i.e. one survey sent to a parent in the smallest network).
 - SEE: Randomly-Selected Parent Survey Methodology
 - KDHE randomly selects IFSP's for review.

618 Data Collection/Verification - Part C (Cont.)

10. Describe any issues in the State's collection of data. (Child count, EI Services, Program Settings, exiting, and personnel).
 - Timeliness of submittal of 618 tables.
 - Updated database required for random parent survey to be distributed and random IFSP's to be collected.

618 Data Collection/Verification - Part C (Cont.)

11. Describe methods used to ensure security of the data system at the lead agency and local levels.
 - Lead Agency:
 - ◆ Data with personal identifiers is stored in locked cabinets.
 - ◆ All KDHE computers are password protected.
 - ◆ Individual child information is not identified on the state's access to the database.
 - Local Programs
 - ◆ KDHE provides training regarding HIPPA and FERPA.
 - ◆ Infant-Toddler Database is password protected.
 - ◆ Database website is <https://> (secured)
 - ◆ ECO—Specific personnel from each program have been identified as the designated data entry clerk.
 - ◆ Submitted IFSP's include blacked-out identifiers.

618 Data Reporting - Part C

1. How are data transmitted to the lead agency (e.g., paper transmittal, computer disk, Web-based, email attachment, etc.).
 - KDHE collects data from the infant-toddler database by using a web-based system.
 - Paper transmittals occur for IFSP's, applications and budgets, surveys, and semi-annual report narratives.
 - Electronic transmittals are used for most Network Continuous Improvement Plans and special requests from KDHE.

Local Data Input Training

- KDHE contracts with JNI Software, Inc. to monitor and manage the infant-toddler database.
- Jim North conducts personalized trainings for new data entry personnel (either in person or by phone) prior to local data being imputed into the system.
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- Jim North conducts periodic trainings around the state for data entry personnel.
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State Data Input Training & Analysis

- Diane Alexander, Accounting Specialist, has been trained by Jim North in downloading data from the infant-toddler database.
- Ryan Weir, Program Analyst, is the developer and sole data input clerk for the following data sources:
 - ◆ Semi-annual report data sheets
 - ◆ Entrance/Exit Parent Survey Codebook
 - ◆ Random Parent Survey Codebook
 - ◆ Provider Survey Codebook
 - ◆ Children Served by County
 - ◆ Cost Analysis
 - ◆ Comparative Analysis
 - ◆ Live Births by Race
- Also serves as the data analyst and prepares data reports for local programs.
- Training includes a MPA, with emphasis in budgeting, research methods, and statistical analysis.

General Supervision of 618 Data - Part C (Cont.)

2. Describe the type and availability of ongoing technical assistance and support for personnel responsible for data.
 - Jim North conducts personalized trainings for new data entry personnel (either in person or by phone) prior to local data being imputed into the system.
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General Supervision of 618 Data - Part C (Cont.)

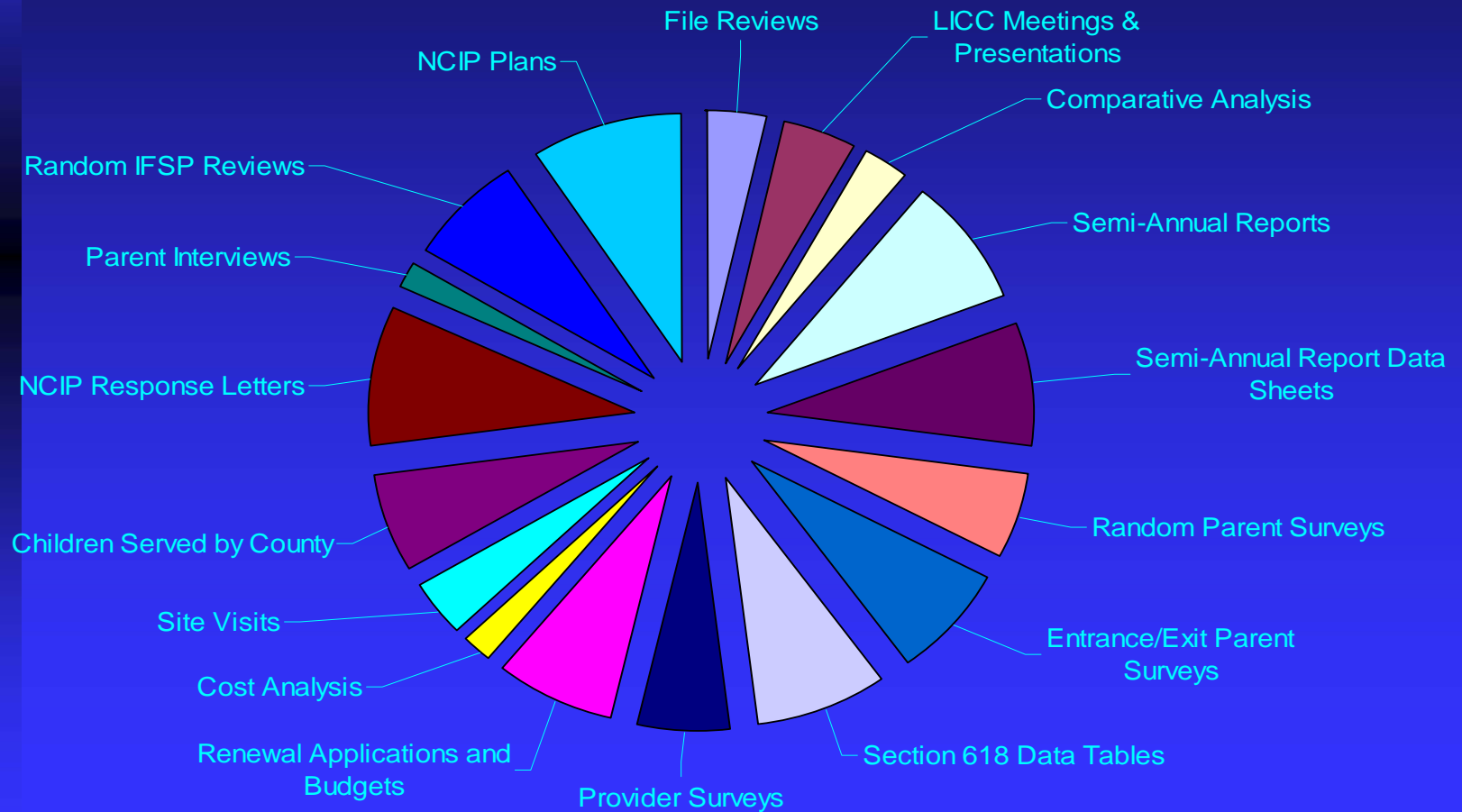
4. If the local data are not reliable or valid, what methods are used to ensure correction of errors?
 - KDHE reports back to locals on all local data submissions, through semi-annual report data sheets/comments or NCIP response letters.
 - Semi-annual report data sheets and comments address significant changes from period to period, or trends identified by KDHE. The database is designed to identify inconsistencies. KDHE comments require corrections.
 - NCIP responses address data imputed into the infant-toddler database, as well as from state sources. Reports back to locals would include instructions for correcting errors.

Part C Monitoring Structure (Cont.)

11. Describe how the State ensures that entities NOT selected for an on-site visit are in compliance with IDEA?
 - KDHE's data collection, analysis, verification, and reporting process determines compliance.
 - On-site visits are not as effective in identifying concerns as the state's data collection system, unless there is a targeted concern that monitors are reviewing within the local program.

Part C Monitoring Data Systems

1. What data are used as an integral part of the State's monitoring system?



Part C Monitoring Data Systems (Cont.)

6. Describe how the state validates monitoring data.

- Measurement error can create reliable data that is not valid, because reliability does not guarantee validity.
- In contrast, data cannot be valid without being reliable. Therefore, ensuring validity requires first ensuring reliability.
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Part C Monitoring Data Systems (Cont.)

8. Describe how data is analyzed across monitored entities to identify systemic issues.
 - KDHE collects the same data from all 36 local programs. The same performance measures are applied to all programs.
 - KDHE uses data from these performance measures to identify systemic issues within each local program.

Part C Monitoring Data Systems (Cont.)

9(a). Describe the reporting procedures for monitoring (e.g., debriefings, timely written reports, Web site, etc.)

- KDHE reports data to networks through the following monitoring tools:
 - ◆ Semi-Annual Report data sheets
 - ◆ NCIP response letters
 - ◆ Children Served by County
 - ◆ Cost Analysis
 - ◆ Comparative Analysis
 - ◆ Live Births by Race & Ethnicity
 - ◆ Survey Results
- KDHE reports these results to the LICC's

Part C Monitoring Data Systems (Cont.)

10. Describe activities used by the State to evaluate and improve the collection, accuracy, analysis, and reporting of data.
 - KDHE withholds funds from programs that do not report their data appropriately and on time.
 - Semi-Annual Report Data sheets identify concerns, strengths, and five-year trends, including consistency in reporting techniques.
 - NCIP plans and response letters demonstrate improvement from year 1 to year 2.
 - Entrance/exit parent survey return rates have increased dramatically.
 - Training and data definitions are revisited frequently at regional meetings to ensure accuracy.