DATA COLLECTION PROCEDURES

Introduction

Part C of IDEA 2004 identifies a data system as one of the minimum components of a statewide system of coordinated, comprehensive, multidisciplinary, interagency programs providing appropriate early intervention services to infants and toddlers with disabilities and their families. The system compiles data on the numbers of infants and toddlers with disabilities and their families served, the types of services provided, locations for services, types of providers, and other information as required by the secretary of the U.S. Department of Education.

I. Federal Data Requirements

The Office of Special Education Programs (OSEP) is responsible for ensuring states comply with IDEA. IDEA provides assistance to states to develop and implement a statewide, comprehensive, coordinated, multidisciplinary, interagency system that provides early intervention services for infants and toddlers with disabilities and their families.

To assist states in meeting the needs of infants and toddlers with disabilities and their families, OSEP has developed a continuous improvement monitoring process. This process is encapsulated through two fundamental reports: The State Performance Plan (SPP) and the Annual Performance Report (APR). Both of these plans require extensive data collection from the local networks and KSITS. The Kansas Infant-Toddler Services (KSITS) keeps the local tiny-k programs apprised of these federal data requirements and includes data collection as part of the contract with these programs.

The SPP is a six-year progress plan that (1) provides an overview of the systems or processes, (2) establishes baseline data, (3) analyzes the baseline data for strengths and deficiencies, (4) sets measurable and rigorous year-by-year targets for six years, and (5) identifies resources and timelines to achieve the targets. This document is intended to be a plan of action for states as they seek to improve performance and compliance data

The APR is a yearly report submitted by states to OSEP, which measures progress or regression to/from targets set forth in the SPP. The APR is data-intensive and aggregates data collected from multiple sources into a cohesive, statewide report on performance.

In conjunction with the APR and SPP, OSEP has developed a "determinations" process, whereby each state is measured and rated on a variety of performance factors in relation to compliance and performance targets, including data in the APR, activities set out to meet the target, and planning for improvement.

II. State Data Requirements

The state data requirements are identified within the contracts with the local tiny-k programs. The requirements reflect the need for program management and planning.

In order to collect the data needed to comply with federal requirements, KDHE uses multiple tools for local data collection. These include, but are not limited to, the Infant-Toddler database, the Kansas State Department of Education (KSDE) Outcomes Web System database, local federal data tables, parent surveys, semi-annual

reports, and program-specific data queries.

Local tiny-k programs are responsible for the timely and accurate submission of data pertaining to systems and activities specified on the Infant-Toddler database, as well as assisting KDHE in collecting other pertinent data.

The Individualized Family Service Plan (IFSP) guidelines contain specific data categories required for each child determined eligible for early intervention services.

Note: Information regarding a particular "section of the Act" can be found on the KSITS website at http://www.ksits.org in the document entitled PUBLIC LAW 108–446—DEC. 3, 2004.