

How to Prepare for Implementation

District Data Team

- District has an established Data Team or has designated individuals from other teams to fulfill functions relevant to data collection, management and reporting.
- Each member of the Data Team understands their roles and responsibilities. There is a written plan that outlines the roles and responsibilities of the Team, and this is publicly communicated.
- The Data Team members are engaged in the IDOE Data Exchange Google Community and are familiar with the resources available.

Data Technologies

- All necessary resources exist and are easily accessible to district and school users (e.g. standard operating procedures, IT support)
- The District has a Student Information System (SIS) that is in the process of becoming Indiana Ed-Fi Certified.

Data Collection

- The Data Team gathers feedback from stakeholders to identify opportunities for improvement as it pertains to data collection, management and reporting.
- Relevant staff has received proper local training on all data requirements and entry to meet state requirements.
- Ensure that all schools within the district are using consistent codes for the same reasons.
- The Data Team has established and regularly uses appropriate methods of communicating and coordinating with data providers at all levels of the district.
- District protocols and procedures are regularly updated and used to ensure accuracy of data.
- The Data Team reviews data validation and/or certification reports with the appropriate administrators.

Data Access

- The Data Team has knowledge of what data reports are required and what reports are disseminated to which district stakeholders, when, why and what actions are taken as a result.

Change Management

- The Data Team is able to identify and address potential barriers to change before issues occur.
- The Data Team has identified individuals for cross-training and has all necessary procedures well documented.