

**Talking Points
Teleconference Call
Virginia's Monitoring Indicators
Data Verification
September 15th, 2006
1-2:30 p.m.**

A. Greetings:

- Welcome to our 3rd teleconference call in a series of calls on the revised monitoring system for Virginia.
- Mary Anne White, and Bonnie Grifa, Part C Monitoring Consultants will present the information for today's topic. Also participating in today's call in the State Part C Office is: Karen Durst, Beth Tolley and Kyla Patterson. To our knowledge, there are 22 local system managers on today's call.
- We sent you an evaluation form for today's call and request that you fill it out following the call so we can get your feedback. Please ensure that all participants listening with you receive a copy of the evaluation form.
- The "Talking Points" for the 1st call, hand-outs for that call as well as a compilation of all of the questions and answers are now on the Part C website. Click on "What's New" and then on "Monitoring and Supervision Conference Calls". The same information has been forwarded to the Webmaster for the 2nd call to be posted on the website and we anticipate that will be very soon.

B. Format of Call:

- We will start and end the call on time.
- All phones are currently in "listening" mode".
- When we are finished with our portion of the presentation, we will contact the conference operator who will come on the line and instruct everyone who has questions on how to "dial" in to ask their question.
- Please limit your questions to no more than one per "dial in". If you have additional questions, you may re-query in. This will help us ensure that everyone who has questions will be heard during our allotted time.
- If, we do not get to all questions, we will ask that you e-mail your questions to us to be included in the Q&A that will be posted on the web site following this call
- All questions will be answered in the order in which the conference operator receives them.

C. What is data verification?

- Data verification correlates data in ITOTS with other data sources and serves as an ongoing quality assurance mechanism and management tool at both the state and local levels.
- Data verification helps identify data entry or accuracy issues within a system so the problem can be identified and systemically corrected to prevent future data errors.
- Data verification is a shared responsibility between the State and local system that ensures:
 - Data that is reported to the state from local systems matches with actual practice; AND

- Data-based decision making at both the local and state level is based on reliable and accurate data;
- Data reported to OSEP (e.g., through the SPP/APR and Section 618 data) must be reliable and accurate.

D. Why Do We Have To Verify Data?

- ***OSEP Data Verification Visit, April 2005***
 - Virginia was cited as not having a mechanism in place to ensure that data submitted from the field was accurate.
 - To begin to address this,
 - We developed the new ITOTS reports (Verify Active Child, Children Discharged, and Children Evaluated Eligible) for LSM's to use on a quarterly basis to verify local data
 - Following this verification, LSM's are required to sign a local verification form and keep this form on file at the local level and is available for the review should the State request review of the form.
 - On an annual basis, the LSM submits to the State an annual verification form.
 - The annual verification form will be submitted to the State Part C Office during the on-site verification visit, which is the topic of today's discussion.

- ***SPP Indicators***
 - Data Verification is one of Virginia's Monitoring Indicators: "Locally reported data (including data submitted for 618 reporting, State Performance Plan and the Annual Performance Report) and local contract deliverables are timely and accurate".
 - As an SPP indicator, we must include information in the APR on Virginia's progress/slippage on each of Virginia's Monitoring Indicators.
 - Verifying the data ensures that the information reported in the APR is accurate.
 - The onsite data verification visits are part of the improvement activities detailed in Virginia's State Performance Plan in order to meet federal requirements for submission of timely and accurate data.

- ***OSEP's movement toward focused monitoring***
 - OSEP has shifted it's focus in monitoring states compliance with federal regulations to look at a limited number of indicators (Virginia's Monitoring Indicators) and focus its limited resources on the those states who are performing well below the identified federal compliance and state performance targets.
 - Virginia is also implementing a focused monitoring approach.
 - As discussed in the last phone call, we will be monitoring each local system on the Virginia Monitoring Indicators and determining how well the local system has done in relation to the federal compliance and state performance target for each of the indicators.

- The data in the Annual Performance Report is how OSEP is going to look at Virginia's performance on all compliance and performance indicators within the State Performance Plan and determine our overall performance as a state as well as report and rank our performance as a state to the public. In turn, Virginia is required to publicly report and rank local systems on the SPP indicators. The data you submit to us is what we will submit to OSEP. So, the more accurate data at the local level translates into more accurate statewide data
 - We will be discussing public reporting in another phone call.

E. Who Will Get a Data Verification Site Visit?

- All local systems in Virginia, except those who participated in the data verification pilot in July and had reliable and accurate data will receive a data verification site visit. The visits will occur between early October and mid-November by at least one staff member from the State Part C Office.

F. What Data Elements Will Be Verified?

1. Comprehensive evaluation in each of the developmental areas and the IFSP reflects the child's present level of functioning in each of these areas (Will compare the annual local record review results to the child's record);
2. Timely Initiation of Services within 21 days of the parent's signature on the IFSP for all services listed on the IFSP (Will compare the annual local record review results to the child's record);
3. 618 data elements to include race, primary service setting and exiting destination.(Will compare ITOTS report information to the child's record).

G. How Will The Records Be Selected?

- Based on the number of records reviewed by the local system in their annual local record review, the State Part C staff will use the following chart to determine the # of records to review for data accuracy:

0-10 records reviewed by local system = select all records to confirm data accuracy
 11- 30 records reviewed by local system= select 10 records to confirm data accuracy
 31-50 records reviewed by local system= select 15 records to confirm data accuracy
 51-80 records reviewed by local system= select 20 records to confirm data accuracy.

H. How Will Local Systems Be Notified Which Records To Have Ready For The Onsite Visit?

- A member of the State Part C Office staff will contact the local system to schedule the visit.
- The list of records needed for the site visit will be provided to the Local System Manager at least 3-4 days ahead of the scheduled visit.
- In addition to the requested records, Local System Managers need to ensure that the hard copies of the annual local record review forms completed in August and

the ICDF forms for the selected children are also available at the location of the site visit.

I. What Is Needed Of The Local Sites?

- There is a small space available for staff to work.
- The Local System Manager needs to be available on site to:
 1. Ensure all of the required items are ready and available;
 2. Provide a quick orientation to the lay-out of the records so information can be found easily and quickly;
 3. Be available to answer any questions that may come up;
 4. Meet with staff at the completion of the visit to review the results.

J. Who Will Do The Site Visits?

- The State Part C Office Staff are working as a team to complete all of the data verification site visits and have divided the site visits among the team. The person who contacts you to schedule the visit will be the staff member completing your site visit and will serve as your contact person.
- Depending on the number of records that need to be reviewed for your local system, you will have either 1 or 2 people reviewing your records.

K. What Will Occur At The Site Visit?

- For each record reviewed, State Part C Office staff confirms the accuracy of data reported by the local system by using a “*Data Verification Record Review Form*”.
- The State Part C Office staff will:
 1. Determine if data reported in the annual local record review matches data in the child’s record (the form is marked with a yes or a no as appropriate);
 2. Determine if data in ITOTS matches data in the child’s record (the form is marked with a yes or a no as appropriate);
 3. Where discrepancies occur, interview the Local System Manager to review data entry procedures for:
 - A description of how local data is entered into the ITOTS system (i.e. who does what, when, how);
 - A description of how the annual local record review is completed (who does what, when, how);
 - A description of how data entered into ITOTS and collected in the annual local record review is reviewed for data accuracy (who does what, when, how).
 4. Discuss possible reasons for the data discrepancies to assist in the development of strategies for the Corrective Action Plan (CAP), formerly known as a Plan of Improvement.

L. What Happens After The Site Visit?

- The results of the data verification site visit will be reviewed and analyzed to determine if it is a data entry or data accuracy issue or both. A findings letter from Mary Ann Discenza will be sent to each local system indicating the results and if a Corrective Action Plan is required.

- ITOTS and/or record review data will be corrected, as needed, to ensure that the data we report to OSEP and the public is accurate.

Summary:

- All 40 local systems will receive an onsite data verification visit (except for the Pilot sites that demonstrated reliable and accurate data). The visits will occur sometime between the beginning of October and the middle of November.
- You will be notified in advance of the visit by the staff member who will be doing the site visit to schedule the visit with you.
- You will be notified at least 3-4 days ahead of the scheduled visit with the names of the children whose records will be reviewed for data accuracy. Remember the records selected for the data verification site visit will be selected from the records your local system reviewed and submitted data on for the annual local record review, which was due August 31st.
- Corrective Action Plans will be required for local systems who have data errors.
- Non-compliance is required to be corrected as soon as possible but no later than one year from the date of identification.
- We hope you find the information from today's call helpful to you in understanding Virginia's Data Verification Onsite Process.

REMINDER: Our next call is tentatively scheduled for October 27th from 1-2:30 p.m.

Topic: Public Reporting