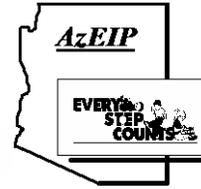


Chapter 8



**DATA COLLECTION,  
USE  
AND  
REPORTING**  
**Arizona Early Intervention Program**

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**8.1.0 Authority:** 20 U.S.C. § 1435(a)(14); 34 C.F.R. §§303.124, 720 -724

**8.2.0 Introduction**

1. AzEIP reports to the United States Department of Education, Office of Special Education Program (OSEP) and to the public on the information required under IDEA, Part C, which includes:
  - A. Six-Year State Performance Plan, updated annually;
  - B. Annual Performance Report; and
  - C. Annual 618 Data Reports.
2. AzEIP carries out these requirements by establishing procedures to ensure that data are timely and accurate.

See Chapter 2, *General Supervision* for additional detail on the data required by OSEP.

**8.3.0 Data Collection**

**8.3.1 Policy**

1. Each Early Intervention Program (EIP), as defined in Chapter 2, *General Supervision*, Section 2.02, collects information on the activities undertaken on behalf of the children who are AzEIP eligible and served by their own system.
2. AzEIP reviews and analyzes the data in order to develop required reports and to inform system monitoring and improvement efforts.
3. Each EIP and contractor shall gather and enter all required information, update information regularly, and transmit data as required to AzEIP, both electronically and by paper format, as required.
4. Each AzEIP Team-Based Early Intervention (TBEIS) provider must appoint a data manager, who will act as a single point of contact, with the authority and responsibility to ensure that data are complete, valid, reliable and submitted timely
5. Each of the Department of Economic Security/Division of Developmental Disabilities Districts and the Arizona State Schools for the Deaf and the Blind must appoint a data manager who will act as a single point of contact, with the authority and responsibility to ensure that data are complete, valid, reliable and timely.
6. The Data Managers identified above work together collectively to ensure each EIP has data procedures that ensure they submit complete, accurate and timely data for all children assigned to their program.
7. The Data Managers must participate in training regarding data requirements with DES/AzEIP, as requested.
8. DES/AzEIP will engage stakeholders, including the Data Managers in discussions regarding data system development, enhancements and improvements.
9. The Data Managers are responsible for ensuring that each individual who has access to the data system uses the system for only its intended purpose, maintains and protects the confidentiality of the data, and

upholds any proprietary rights associated with the software/hardware.

10. Each EIP will ensure that electronic data for each eligible child and his/her family is complete and accurate and that all required data are entered in accordance with the Timely Data Entry Procedures established by DES/AzEIP.

**8.3.2 Procedures**

1. Each EIP will collectively (AzEIP TBEIS procedures, DDD, ASDB) develop and submit data procedures to DES/AzEIP for review and approval.
2. The Data Manager(s) for the EIP will ensure that the appropriate members of the team or the designated data entry specialist are trained on data entry procedures and are subsequently supervised to ensure the procedures are consistently implemented.
3. The Data Managers will be involved in discussions with DES/AzEIP related to data system enhancements and/or improvements, identification of training and/or technical assistance training and will participate in DES/AzEIP training, as requested by Des/AzEIP.