Arizona Implementation Activities Worksheet

A. Strand of Action: Using High Quality Data for Monitoring and Accountability

B. Improvement Strategy: DES/AzEIP continues to develop a high quality comprehensive data system to collect and use it to identify root causes of implementation challenges

C. Outcomes:

Short-Term	EIP practitioners collect and input valid and reliable data to determine if children are making sufficient progress
Short-Term	EIP Leaders consistently analyze programmatic data to ensure compliance with IDEA and child outcome data to determine effectiveness of EIP
Short-Term	EIP Leaders make program level improvements across agency lines and assess fidelity of implementation of TBEIS practices
Longer-Term	Families receive necessary supports and services, in a timely manner to assist them to increase the quality of parent-child interactions to support their child to engage and participate in everyday activities (enhance their confidence and competence to support their child's social emotional development

D. Implementation Activities and Steps:

Activities to Meet Outcomes	High Priority	System Level		Steps to Implement Activities	Resources Needed	Who Is Responsible?	Timelines (projected initiation & completion dates)	TA Center Support (as appropriate)	Potential Measurement	Completed
		State	Local							
Development or enhancement of comprehensive data system		X		1. *Defining the data system elements required to analyze timely and accurate data entry*	Business Analayst, SMEs Data Manager	DES/AzEIP	Develop Ad Hoc Oct 2015 Write Report Requirements and move report to production Dec-2015 thorugh Apr 2106		Reporting metrics will indicate an increase in timely and accurate data	Ad Hoc developed Oct 2015
		X		2. Documenting business requirements	Business Analyst, SMEs	DES/AzEIP	June-September 2015		Completed business requirements document	Dec 2015
		X		3. Ensure business requirements are in alignment with DaSy System Framework	Business Analyst, SMEs Data Manager	DES/AzEIP	Sep 2015		DES/AzEIP completon of DaSy self-assessment	Dec 2015
		X		4. Approval of final business requirements	Part C Coordinator, Data Manager,	DES/AzEIP	Oct 2015		Final approval by LA of BRD	

				Step	Resources	Responsible	Timeline		Measure	Date
		X		5. Decision about how to proceed with data system	DES/AzEIP, DES/Leadership Approval, Budgetary expenditure approval, Arizona Department of Administration (ADOA) final approval of expenditure	DES and ADOA	Dec 15 through Apr 16	Dasy, IDC	DES Leadership will autorize a decision, ADOA appraval needed for state budget expenditure	Decision Feb 2016 to pursue vendor for new data system
	X	X		6. Development /enhancement of comprehensive data system (additional sub-steps for securing vendor if Leadership Team approves, etc.)	Dependent on decision above,may include procurement of a vendor or enhancement of a current availableDES data system	DES/AzEIP	Jan - 16 through June 17		Is new data system purchased and implemented	
		X		7. In interim, continued enhancement and fix of existing system	DES - business aaalysts and developers	DES/AzEIP,DES/DTS	Oct 15 through Jun 16		Are changes made to system to enhance edn user experience and functionality	
		X		8. Implementation of reporting metric for timely and accurate data	Report finalized and moved to production	DES/AzEIP,DES/DTS	Jul 2016		Is report in production	
		X	X	9. Evaluating effectiveness of revised policies and training	Review	DES/AzEIP	Oct 2016		Is data improving after 3 months of use with new policies and training	
Ensuring entry of timely and accurate data		X	X	1. Conduct Needs analysis and Review results to determine areas where staff have challenges with the data collection and entry process	Data Stakeholder Group, EIP State Leaders	DES/AzEIP Staff	Jun 2015	DaSy, IDC	Improved timely and accurate date on reports	Jun 2105
		X	X	*2. Conduct data quality sessions to improve practitioners adherance to entering timely and accurate data*	Locations, DDD Liaisons	Data Manager	Jul 2015 through Sept 2015		Sign-in sheets, registrations	Sep 2015
		X	X	*3. Identify EIP Data Managers to include in process improvement activities*	State COS Materials	EIP State Leaders, Data Stakeholder Group	Jul 2015		Documentation of the list	Jul 2015

Goal			Action			Timeframe		Measure	
	X	X	4. Clarying role and responsibility of program data managers/stewards	AzEIP Data Policy, EIP Data Policies	Data Manager, Data Stakeholder Group, EIP State Leaders	Jul 2016		Receipt of finalized data policies/procedures	
	X	X	5. Use of reporting metric for timely and accurate data (for determinations)	Report finalized and moved to production	DES/AzEIP, DES/DTS	Jul 2016		Report is in production	
	X		6. Evaluating effectiveness of revised policies and training	Report finalized and moved to production	DES/AzEIP, EIP State Leaders	Sep 2016		Improved compliance on Timely and Accurate data indicators	
Increase Family Survey response rate.			1. Identify different timeframe (e.g., April) to have families complete the family survey.	Cycle 3 IMA Participants	DES/AzEIP, ICC	Nov 2015	DaSy and ECTA	Process: did it happen? Reporting metrics will reflect that number of Survey Launched vs survey responses.	Nov 2015
	X		2. Identify which families to have complete the survey (e.g., families who have had an IFSP for at least 6 months, those without transfers between programs).	DES/AzEIP, Report	DES/AzEIP, ICC	Feb 2016			Feb 2016
			3. Have ICC families prepare communication to accompany the family survey.	ICC Board, ICC Exec Committee, ICC Collaboration and Education Committee	ICC, DES/AzEIP	Feb 2016			Mar 2016
	X		4. Analyze Data received	DES/AzEIP, Report	DES/AzEIP	April 2016 - Nov 2016			
	X		5. Implement Survey distribution and collection process Statewide	DES/AzEIP, Reports, Service Providing Agencies, EIP State Leaders, Data Stakeholder Group	DES/AzEIP	Feb 2017			

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