

Oklahoma Data Pipeline Project, Phase I: "Needs Assessment" Surve...

Purpose of this Survey: The Oklahoma State Department of Education (SDE) has received a Statewide Longitudinal Data System (SLDS) grant from the U.S. Department of Education. In order to ensure that Oklahoma's statewide longitudinal data system meets the needs of local education agencies (LEAs), policymakers and SDE, DataSmith Solutions is gathering information from LEA representatives to better understand the issues that you face when reporting data to the SDE.

All responses to this survey will remain confidential. Oklahoma SDE will receive a summary report based on survey responses, but they will not receive individual responses from identified districts. The goal of the summary report is to give SDE a thorough base of information to guide the next phase of the Data Pipeline Project – to develop and recommend a set of solutions that address common or costly issues with reporting data to the SDE.

Responding to the survey should take no more than 15-20 minutes. Since all responses are confidential, please respond as completely and honestly as possible. SDE planning is dependent on a clear understanding of issues faced by LEAs.

Submitting Responses: Please respond by October 19, 2012 in order to ensure that your responses are incorporated in the report presented to SDE leadership.

Your responses will be stored according to your email address; please use the same email address if you need to correct or resubmit your responses. In addition, providing DataSmith Solutions with your contact information will be necessary in order to participate in survey follow up discussions.

If you have questions: Please direct any comments or questions by email or phone to Nancy Smith, Principal Consultant, DataSmith Solutions, at nancy@datasmithsolutions.com, 512-636-6373.

Thank you for your time.

Technology

1. Which Student Information System (SIS) does your district use?

- MAS Software Solutions
- Power School
- Locally developed and operated

Other (please specify)

2. How many people in your district have sign-on authority to the WAVE and/or School District Reporting Site (SRDS) portal at the State Department of Education (SDE)?

- 1-2
- 3-5
- 6-10
- More than 10

3. How many people in your district have sign-on authority to the Student Information System portal on the SDE website?

- 1-2
- 3-5
- More than 5

4. How often do you experience problems (e.g., delays, errors, access issues, takes too long) with the file submission or upload process to SDE regarding

	Frequently	Sometimes	Rarely	Never	Not Applicable
the WAVE?	<input type="radio"/>				
EDFacts data surveys & collection?	<input type="radio"/>				
Other ad hoc surveys & collections?	<input type="radio"/>				

5. If you have experienced problems with file submission or upload process, please indicate which of the following issues have been problematic. Please check all that apply.

- Delays with submission process
- Confusing error messages
- Access issues
- Submission takes too long
- File size limits
- Interoperability standards or processes
- File format issues
- Data element format
- Data quality or validity checks

Other (please specify)

6. How often do you experience problems with the data or file correction process?

- Frequently
- Sometimes
- Rarely
- Never
- Not applicable

7. Does your SIS easily map to SDE's data requirements and file specifications (i.e., SIF)?

- Mostly - We rarely have to reprogram data elements
- Sometimes - We sometimes have to reprogram data elements
- Rarely - We often have to reformat data elements
- Never - We always have to reformat data elements

8. If you have to reprogram data elements to map to SDE's file specifications, which data elements are most problematic? Please check all that apply.

- Demographics
- Enrollment
- Assessment
- Federal Programs
- Course information
- Grades
- Discipline
- Graduation, dropout, exit codes

Other (please specify)

9. How often do you exchange student records with other districts?

- Frequently
- Sometimes
- Rarely
- Never
- Not sure

10. If you do exchange student records with other districts, how effective is this process?

- Very effective, rarely have problems
- Somewhat effective, sometimes have problems
- Not very effective, usually have problems

11. If you experience frequent problems with district-to-district data exchanges, what are the most common problems you face? Please check all that apply.

- Different data standards (definitions, formats) across districts
- Technology problems, difficulty with file transfers
- Not enough time and/or resources to keep up in a timely fashion
- Data quality issues with data from other districts

Other (please specify)

Data Standards and Documentation

12. Are the documents (e.g., guidelines, instructions, examples) provided by SDE for data submission to the WAVE and other collections clear and helpful in terms of

	Yes	No
What data elements are due by which date?	<input type="radio"/>	<input type="radio"/>
What format is expected for each data element? (e.g., alpha, numeric)	<input type="radio"/>	<input type="radio"/>
How files are to be submitted?	<input type="radio"/>	<input type="radio"/>

13. Are there specific file specifications that outline data elements, data and file formats, data definitions, due dates, and business rules for each data set that is to be submitted?

- Yes for all files
- Yes for some files
- No

Please give examples where file specifications do not exist, but would be helpful

14. Please indicate the clarity of documentation related to the following processes:

	Poor	Okay	Good	Excellent
File submission	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
File formatting	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
File due dates	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Data correction process	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Data correction timeline	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

15. Please indicate the usefulness of the documentation related to the following processes:

	Not at all	Occasionally	Usually	Very
File submission	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
File formatting	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
File due dates	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Data correction process	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Data correction timeline	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

16. Please indicate the ease of access for documentation related to the following processes

	Not easy	Somewhat easy	Easy	Very easy
File submission	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
File formatting	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
File due dates	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Data correction process	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Data correction timeline	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

17. Please indicate the formats in which you receive documentation and guidelines about SDE collections and indicate their overall usefulness.

	Very helpful	Somewhat helpful	Rarely helpful	Not helpful	Not sure
Online resources, reference guide	<input type="radio"/>				
Hardcopy/paper documentation	<input type="radio"/>				
In-person training	<input type="radio"/>				
Vendor resources	<input type="radio"/>				

Other (please specify)

18. Please indicate which of the following data system resources are available to you during the year and indicate their overall usefulness.

	Very helpful	Somewhat helpful	Rarely helpful	Not helpful	Not sure
Help desk	<input type="radio"/>				
Phone	<input type="radio"/>				
Email	<input type="radio"/>				
FAQs	<input type="radio"/>				
Webinars	<input type="radio"/>				
Online tutorials	<input type="radio"/>				

19. What types of annual updates do you receive about SDE data collection changes?

Please check all that apply.

- Email or listserv announcements and attachments
- Online documentation with changes identified
- Hardcopy documentation with changes identified
- Online training sessions (including FAQs, PowerPoint or tutorial)
- In-person meeting or training provided by SDE staff

Other (please specify)

Data-Related Training

20. Does your district receive in-person training at least once a year about SDE data collections and updates?

Yes

No

21. If your district does receive at least annual in-person training, who provides it? Please check all that apply.

SDE

One or more local education agency

Vendor representatives

Other (please specify)

22. In what format is in-person training provided on SDE data-collection processes? Please check all that apply.

Annual statewide meeting sponsored by SDE

Training sessions at local or state conferences

Regional trainings sponsored by SDE or others

Train-the-trainer modules sponsored by SDE

Other (please specify)

23. In what format is online training provided about SDE data collection processes? Please check all that apply.

Reference guide or documentation of data standards and file specifications

FAQs

Tutorials or PowerPoints

Other (please specify)

24. In what other formats is training provided about SDE data collections processes?

Please check all that apply.

- Webinars
- Help desk
- Vendor-provided training
- Non-SDE statewide organizations (e.g., district business offices, district IT professionals, coalitions of districts, superintendent organizations).

Other (please specify)

25. How useful is the annual SDE training?

- Very useful
- Somewhat useful
- Rarely useful
- Never useful
- Not sure

26. How useful are SDE online training materials?

- Very useful
- Somewhat useful
- Rarely useful
- Never useful
- Not sure

27. What training format(s) work best for you? Please check all that apply.

- Online tutorial
- Online reference guide (online and/or downloadable)
- Online FAQs
- In-person training
- Help desk

Other (please specify)

28. Please indicate whether or not existing training is sufficient for the following topics. In addition, whether existing training is sufficient or not, please indicate if you are interested in receiving additional training for any of the topics.

	Sufficient	Not Sufficient	I'm interested in more
File creation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
File submission	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Data element format & definition	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Checking data quality or accuracy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Data exchange with other districts	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Data/File correction process	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Data access management	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Data sharing processes and agreements	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Data reports and analysis	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Data privacy and confidentiality	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Data security	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Data Governance

In general, data governance addresses areas of data management, such as processes and policies, data quality, privacy and security, and risk management surrounding the handling of data in an organization.

A data steward is an employee who, as part of their every day job, is accountable for managing the definition, production, accountability, and usage of data within their program or content area.

A data coordinator may or may not serve as a data steward. For the purposes of this survey, a data coordinator is the person that coordinates the creation, validation and submission of required data files to SDE.

29. Are you aware of data governance activities at SDE?

- Yes
 No

30. Do you participate in any data governance or advisory committees sponsored by SDE?

- Yes
 No

If yes, please specify

31. Does your district leadership participate in SDE-sponsored data governance or advisory committees?

- Yes
 No
 Not sure

If yes, please specify

32. Does SDE provide best practices documentation or guidance to districts in the following areas? Please check all that apply.

- Data sharing practices with different stakeholders
 Data access issues - who can access what data and for what purposes
 Data use - appropriate uses of SDE data reports and analyses
 Protecting individual privacy and confidentiality
 Data security practices

33. Do you know what the SDE process is for the following data governance activities or how to find this information?

	Yes	No
The identification of data elements to collect each year	<input type="radio"/>	<input type="radio"/>
The purpose/mandate for each element collected	<input type="radio"/>	<input type="radio"/>
The review and approval process for data collections each year	<input type="radio"/>	<input type="radio"/>
The participation of local education agencies in approving data collections	<input type="radio"/>	<input type="radio"/>
The documentation and training of data collection processes	<input type="radio"/>	<input type="radio"/>

34. Does your district have a designated data coordinator who serves as the liaison to SDE?

- Yes
- No
- Not sure

If yes, please provide the title and office/division for the person

35. Is there a designated backup data coordinator who serves as liaison to SDE?

- Yes
- No
- Not sure

36. Does your district designate data stewards (see definition at top of page) who are responsible for specific types of student, school and district data (e.g., federal programs, demographic, enrollment)?

- Yes
- No
- Not sure

37. Does your district have a data governance program?

- Yes
- No
- Not sure

38. If your district does have a data governance program, does it include policy, program and technology staff on committees?

- Yes
- No
- Not sure

39. Does your district provide any documentation or training to individual schools regarding data standards, collection, submission or quality practices beyond what SDE or vendors provide?

- Yes
- No
- Not sure

Communication Processes

40. Do you feel that the communication you receive from SDE about data requirements are

	Yes	No
Clear	<input type="radio"/>	<input type="radio"/>
Informative	<input type="radio"/>	<input type="radio"/>
Helpful	<input type="radio"/>	<input type="radio"/>
Frequent enough	<input type="radio"/>	<input type="radio"/>
Detailed enough	<input type="radio"/>	<input type="radio"/>
Timely	<input type="radio"/>	<input type="radio"/>
Disseminated to the right people	<input type="radio"/>	<input type="radio"/>

41. What is the best way to communicate to districts about SDE data requirements? Please check all that apply.

- Email announcements (with or without attachments)
- Online SDE resources
- Letters to Superintendent
- Letters to Assistant Superintendent(s)
- Letters to data coordinators
- REACH Network
- Listserv(s) (e.g., WAVE coordinators, data coordinators)
- Conference and meeting presentations
- SDE Newsfeed
- Advisory committees

If Assistant Superintendent, please specify which one(s)

42. Who in your district and schools receive SDE data-related updates? Please check all that apply.

- Superintendent
- Assistant Superintendent(s)
- WAVE coordinator
- Designated data coordinator
- Federal program area
- Data stewards
- SIS Vendors
- Principals
- Not sure

Other (please specify)

43. What do you need to know more about in order to meet SDE data requirements? Please check all that apply)

- File due dates
- Submission process
- Business rules and data quality checks
- Data standards (data element definitions and format)
- Purpose for collecting each data element
- Correction process
- How to access and use data from the WAVE

Other (please specify)

44. Have your reviewed your district's data using the new reporting tools available through the WAVE?

	Yes	No
Direct Certification	<input type="radio"/>	<input type="radio"/>
Early Warning Indicators	<input type="radio"/>	<input type="radio"/>
MyDATA	<input type="radio"/>	<input type="radio"/>

Financial and Resource Issues

45. What are your biggest concerns with regard to meeting SDE data collection requirements? Please check all that apply.

- Sustaining the resources necessary for the district SIS
- Having enough staff to manage SDE data collection and submission process
- Ensuring data quality
- Managing data privacy and security
- Providing the necessary time and resources for SDE file creation, validation and submission

Other (please specify)

46. In addition to the district SIS, what other technology does your district maintain for data-related issues? Please check all that apply.

- Data warehouse
- Data dashboards and/or reporting & analysis tools
- District web portal
- District and school report cards
- Separate data collection tools for federal programs, attendance, course scheduling, grade book, etc.
- Research and analysis tools for principal and teacher planning and instruction

Other (please specify)

47. How many FTE are involved in collecting, cleaning, building and/or submitting data files to SDE?

- 1-2
- 3-5
- 6-10
- More than 10

48. How many FTE are dedicated solely to SDE reporting?

- 1-2
- 3-5
- 6-10
- More than 10

49. What services or resources do you wish SDE could provide to reduce your costs?

Please check all that apply.

- Improved interface or portal to upload datasets
- Improved access to data and reports
- Data warehouse
- Data dashboards at the student, school and/or district level
- Research and analytical tools
- Tools and resources for connecting data, interventions and instructional best practices
- Statewide SIS
- None, we prefer to keep the district systems separate from SDE's
- Not sure, we might be interested in learning more
- Not my decision

Other (please specify)

Contact Information

Please provide your contact information so that we may contact you to ask clarifying information about your responses if necessary.

Individual responses will remain confidential and WILL NOT be shared with SDE.

50. Please provide your contact information

Name:

Email Address:

Phone Number:

*51. In which district do you work?

52. What is your title?

53. In which office or department do you work?

Participation in follow-up conversations and/or SDE advisory group

In order to get a better understanding of the issues faced by LEAs, DataSmith Solutions will conduct more in-depth conversations and meetings with survey respondents over the next couple of months. We are asking for volunteers to participate in follow-up conversations via phone, email, webinar and/or an in-person meeting in November to gather more detailed information about SDE data collection issues.

In addition, the Oklahoma SDE will establish an LEA advisory committee for the duration of the Data Pipeline Project (2013 into Spring 2014) and is soliciting participants from among the survey respondents.

If you are interested in participating in either the Needs Assessment follow-up and/or the LEA advisory committee, please be sure to provide your contact information.

54. Are you willing to participate in follow-up conversations related to this Needs Assessment survey? Please check all that apply.

- Yes, by phone
- Yes, by email
- Yes, by webinar
- Yes, by in-person meeting in Oklahoma City
- No

55. Are you interested in participating in SDE's LEA advisory committee to the Data Pipeline Project?

- Yes
- No
- I need more information about time commitment