Section D: Appendices

Appendix N: Data Verification

Contents

Acronyms (In Order of Appearance)

- SLA: State Lead Agency
- LLA: Local Lead Agency
- TRAC-IT: Tracking, Reporting and Coordinating for Infants & Toddlers
- LEIS: Local Early Intervention System
- OSEP: Office of Special Education Programs (at the U.S. Department of Education)
- LSM: Local System Manager

Overview

Virginia's Part C Local Contract between the SLA and each LLA requires all local systems to complete scheduled data verification activities to confirm the accuracy of data entered into the state early intervention data system. The verification process includes reviewing data using TRAC-IT reports and dashboard tiles and utilizing an online form for certifying that all verification activities have occurred.

1. Some data verification activities occur quarterly. Deadlines for completing quarterly data verification activities are specified annually in the Part C Local Contract. Quarterly data verification activities currently include:

    a. Children over the age of three: Children over the age of three are discharged from TRAC-IT in a timely matter.

    b. Timeliness of services: Services are delivered in accordance with Part C timelines, and explanations of any compliant or noncompliant reasons for delay are promptly within required timelines.

    c. Child status: Children are correctly identified as open and active or closed—i.e., children whose cases should be closed (discharged) are indicated as such within TRAC-IT; open and active cases are, indeed, open and active.

2. Other data verification activities occur annually. Deadlines for completing annual data verification activities are specified annually in the Part C Local Contract. Annual data verification activities currently include:

    a. December 1st child count: Similar to child status, in that children have been correctly identified as open and active or closed as of December 1st.

    b. Family survey contact information: Contact information for the families of all children with active IFSPs as of December 1st is up to date in TRAC-IT.

Associated Documents and Forms

- Appendix N: Data Verification
- Online certification form(s)

What is the purpose of quarterly data verification?

Quarterly data verification activities ensure the accuracy of data entered or uploaded into the state early intervention data system, TRAC-IT. These activities are specified annually in Virginia's Part C Local Contract as contract deliverables. Their timely completion in accordance with dates outlined in Attachment D of the Part C Local Contract contributes to annual LEIS monitoring results and determinations, as localities are evaluated on both accuracy *and* timeliness of information reported to the SLA.

What is the purpose of annual data verification?

Annual data verification activities serve very specific purposes:

1. An accurate December 1st child count is critical for a number of reasons. First, the sum of individual LEIS December 1st child counts is reported to the OSEP as Virginia's total (statewide) December 1st child count. Just as an LLA must verify and certify its individual December 1st child count, so too must each SLA when reporting annually to OSEP. Second, the December 1st child count determines how Part C funding is allocated—both to Virginia and within Virginia. An inaccurate LEIS December 1st child count carries funding repercussions for other localities in Virginia.

2. Indicator C-4, family outcomes, relies on the responses of families from across the Commonwealth. All families who have agreed to receive Virginia's annual "family survey" should be provided with an opportunity to provide their opinions and feedback about the Part C early intervention services they have received. For this reason, it is critically important for the SLA to have access to up to date family contact information in TRAC-IT for the purposes of disseminating each annual survey.

When is quarterly data verification required?

Completed quarterly online data verification forms confirming the accuracy of data entered or uploaded into the state early intervention data system are due in July, October, January, and April—generally around the 20th of the month. Specific dates are identified each year in the Part C Local Contract.

When is annual data verification required?

Completed annual online data verification forms confirming the accuracy of data entered or uploaded into the state early intervention data system are due in January—generally around the 20th of the month. Specific dates are identified each year in the Part C Local Contract.

Procedures for Online Certification of Completed Verification Activities

As the deadline for each verification activity approaches, a member of the Part C monitoring team disseminates a broadcast email to all forty LSMs containing a verification reminder and a link to an online Microsoft (MS) Form. The email may also contain either a copy of this Appendix N and/or a link to the appendix as posted online. LSMs then use the link to certify that each verification activity has been completed. The date and time of each online submission is recorded and factored into an evaluation of data accuracy and timeliness, which is subsequently factored into each locality's annual determination.

What is the process for conducting quarterly data verification?

The instructions for completing each quarterly data verification activity are detailed below and consist of using TRAC-IT reports and dashboard tiles to assure data completeness and accuracy. All reports generated in final form as a result of data verification should be retained by the LLA for two (2) years.

Children Over Age 3

1. On the TRAC-IT dashboard, locate the tile "Children > 3 with Active Cases".
2. Ensure that all cases for children over age 3 who should be closed (in accordance with TRAC-IT data entry timeliness requirements) have been closed prior to completing the verification form.

Timeliness of Services

1. On the TRAC-IT dashboard, locate the tile "Timeliness of Services".
2. Ensure that, for all cases listed, either:
    a. Contact note(s)/minimum information has/have been entered (for delivered services); or
    b. Explanations for delay(s) (compliant and/or noncompliant) are documented.

    NOTE: The "Timeliness of Services" dashboard tile will continue to populate with new cases and may not be completely cleared for the purposes of this activity. As long as a note or explanation is entered for those cases where service initiation should have occurred by the last day of the quarter, documentation requirements have been met.

Child Status

NOTE: Steps 1-8 will result in a reusable "child status" report that can be run time and time again. If the LLA has already completed steps 1-8 and saved a reusable "child status" report, begin with step 9 to complete this verification activity.

1. Click on the "Reporting" dropdown menu in TRAC-IT

    a. Select "Personalized Reports"

      b.   Select "Reports You Can Personalize"

2. Select "ClientExtractPersonalization"

3. Select "Personalize"

4. Save the report with the (recommended) name "Quarterly Child Status Verification Report"

5. Select output columns by checking the box next to each item. NOTE: Once selected you will need to click the single arrow pointing to the right to move them over. The following items are recommended:

    a.   TRAC-IT ID
    b.   First Name
    c.   Last Name
    d.   DOB
    e.   Enrollment Referral Date
    f.   Status
    g.   Discharge Date

6. Select sort by columns (optional; recommended). Once selected, you will need to click the single arrow pointing to the right to move them over:

    a.   Status
    b.   TRAC-IT ID

7. Select parameter values (at minimum; recommended):

    a.   ACTIVE_ON_OR_AFTER_DATE (Make visible)
    b.   ACTIVE_ON_OR_BEFORE_DATE (Make visible)

8. Select "Save"

9. Select "Run Report"

10. Indicate the correct date range of the quarter for which the LLA is reporting

11. Save, download and review the report

12. Ensure that all children who should have been discharged during this quarter were discharged and that all children who should have been open during this quarter were open.

What is the process for conducting annual data verification?

The instructions for completing each annual data verification activity are detailed below and consist of using TRAC-IT reports and dashboard tiles to assure data completeness and accuracy.

All reports generated in final form as a result of data verification should be retained by the LLA for two (2) years.

December 1st Child Count

1. Click on the "Reporting" dropdown menu in TRAC-IT and scroll to "Federal Reporting"

2. Hover over "Federal Reporting" to reveal these two reports:

    a. Child Count and Settings by Age (OSEP/Section A)
    b. Child Count and Settings by Race/Ethnicity (OSEP/Section B)

3. Click on the first report: Child Count and Settings by Age (OSEP/Section A)

4. Enter December 1, 20YY for the "As of Date"—replacing YY with the immediately preceding December 1st date. For example, if running the report on or after December 1, 2024, replace YY with 24. If running the report in November of 2024, the immediately preceding December 1st date would be 2023.

5. Click on the download as XLSX link to download the file. When prompted that this is a "long running report," click on "Yes" to accept.

6. In the TRAC-IT menu bar, click once again on the "Reporting" dropdown menu and select the first item, "My Reports." The report you have just run - Child Count and Settings by Age (OSEP/Section A) - will appear at the top of the list.

7. Click on the blue arrow to the right of the report name to go to the report log for the report.

8. Click on the blue hyperlinked file to download the report to your computer.

9. Repeat steps 1-8 to retrieve the companion report, Child Count and Settings by Race/Ethnicity (OSEP/Section B).

    NOTE: Either report alone will provide the information needed to compare TRAC-IT child count information with local records. Localities are asked to generate both reports, however, to verify matching overall totals.

    NOTE: Each report contains three (3) tabs:

    a. Information: Details about the report
    b. Aggregate Report: Totals by category and overall
    c. Detail Report: The individual children who make up the category and overall totals

10. Review the report(s). If any child appears on the report(s) who otherwise should have been discharged on or prior to December 1, 20YY, please complete the required tasks in TRAC-IT

to discharge the child. Conversely, this verification also provides an opportunity to ensure that no child with an active IFSP on 12/01/20YY is missing from TRAC-IT.

Family Survey Contact Information

1. Click on the "Reporting" dropdown menu in TRAC-IT to access "ODU Survey Extract by Program"

2. Review the report. As needed:

    a. Update information for an existing parent of an open child using the ad hoc "Update Child/Guardian Information" task. This includes updating contact information such as an email address or telephone number(s).

    b. If a parent/contact should be completely deleted from TRAC-IT, contact the TRAC-IT support desk to request the update.

ITCVA Staff Resources

Sample Email Template

TO: Local System Managers
FROM: Part C Monitoring Team
CC: Part C Technical Assistance Team
DATE: DATE
RE: Upcoming Data Verification Activity

Good afternoon!

The Part C monitoring team wishes to remind you that the next data verification activity is required to be completed on or before DATE. Specifically, each locality will complete [ACTIVITY] (e.g., quarterly data verification for the 3rd quarter of SFY25; annual data verification for SFY26; etc.)

Instructions for completing all data verification activities are found in Appendix N: Data Verification [LINKED] of Virginia's General Supervision and Monitoring (GSM) Framework manual. (Optional: A copy of the appendix is attached to this email.)

The following link directs to an online Microsoft Form which can be used to certify completion of these required data verification activities. A 3-business day extension is uniformly granted; no additional extensions are permitted. The date and time of each online submission is recorded and factored into an evaluation of data accuracy and timeliness, which is subsequently factored into each locality's annual determination.

If you have any questions, please contact your region's Part C monitoring consultant.

Thank you for your attention to this important data verification activity.

Revisions Table

Footer Rev. Date	Change(s)
2025-01	N/A; original