Quarterly Data Verification Reports: *What? Why? How?*

OVERARCHING PURPOSE

Quarterly, each local early intervention system (LEIS) is required to generate and review four (4) specific ITOTS reports. These reports must be compared to local data—including local data system(s), local tracking documents or databases, information from service coordinators and/or other local data sources **to confirm that the information in ITOTS accurately reflects what is happening at the local level**. Based on local review, updates and/or edits to ITOTS data may be needed.

In addition to fulfilling a local contract deliverable, **this process assures that the data that is used by the local system and state for decision making, including distribution of state and federal funds, is accurate and that the data reported to the Office of Special Education Programs is accurate**. Data accuracy is also a component of each local system's annual determination status.

This document provides an overview of each report—*what* it is, *why* it's important, and *how* it's generated.

THE REPORTS

Child Status – List

What? – This report provides a one-day snapshot of all children in your local system who have—as of the day the report is being generated—been referred to your local system and not yet been discharged.

Why? – This report can assist in ongoing management of your system to ensure timelines are met and ITOTS data entry is up to date. It provides the following information at a glance:

- Names (and dates) of children who have been referred, but who do not yet have an evaluation and/or IFSP. The date the IFSP is due is listed.
- Dates by which transition notification and conference should have occurred.
- Date annual IFSP is due.
- Children who are over age 3 (and must be discharged from ITOTS).

How to generate it? – The Child Status – List is found in the Reports section of ITOTS under the Child Specific Reports Subsection.

→ Select the last day of the quarter for the report date
→ Select "export to Excel"
→ Sort the data by the last column (child_status_des)
→ Review the information in the last column and take the appropriate actions:
   o Discharge children who are listed as "no longer age eligible"
   o Enter missing data into ITOTS for children whose status indicates that data is missing.
   o Review the list of children with the message "needs evaluation and IFSP developed by…." to determine if any of these children are no longer in early intervention (e.g., ineligible, declined services, lost to follow up, etc.) and update children's status as appropriate.

Initial IFSP Dates within the Time Period

What? – This report lists all children by local system where the initial IFSP date is within the time period selected.

Why? – This report allows a local system to compare what is listed in ITOTS to their local data (local data system, tracking mechanisms, information from service coordinators, or other local data sources) to assure that all children who received an IFSP during the quarter were entered in ITOTS. By comparing local system data to this report, local systems can identify whether there are children who had an IFSP but the IFSP date was not recorded in ITOTS. Failure to include the IFSP date will result in the child not being included in a number of ITOTS reports, including child count reports (potentially reducing the local system's annual allocation of Part C funds).

How to generate it? – The Initial IFSP Dates within the Time Period is found in the Reports Section in ITOTS under the OSEP Verification/Monitoring Reports tab. Generate the report using the first day of the quarter as the begin date and the last day of the quarter as the end date.

> → Confirm that all children who had an initial IFSP during the time period are on this list.

Children Discharged

What? – This report allows a local system to compare what is listed in ITOTS to their local data (local data system, tracking mechanisms, information from service coordinators, or other local data sources) to assure that all children who were discharged during the quarter were discharged in the ITOTS system.

Why? – This report allows a local system to compare what is listed in ITOTS to their local data (local data system, tracking mechanisms, information from service coordinators, or other local data sources) to assure that all children who were discharged during the quarter were discharged in the ITOTS system. By comparing local system data to this report, local systems can identify whether there are children who were discharged from the local system, but not discharged in ITOTS. Failure to discharge a child in ITOTS will result in the child inappropriately being included in a number of ITOTS reports, including child count reports. This not only negatively impacts the accuracy of state data and reporting to OSEP but also the decisions that are made based on the data (such as allocations).

How to generate it? –The Children Discharged report is found in the Reports Section in ITOTS under the OSEP Verification/Monitoring Reports tab. Generate the report using the first day of the quarter as the begin date and the last day of the quarter as the end date.

> → Confirm that all children who were discharged during the time period were discharged in ITOTS.

Children Active

What? – This report gives a one-day snapshot of all children who are active (have an IFSP and no discharge date) as of a designated date.

Why? – This report allows a local system to compare what is listed in ITOTS to their local data (local data system, tracking mechanisms, information from service coordinators, or other local data sources) to assure that all children who have an IFSP are entered in ITOTS. By comparing local system data to this report, local systems can identify whether there are children who were open in the local system (had an IFSP and hadn't been discharged), but not listed in ITOTS. Failure to include all children in ITOTS will result in the child not being included in a number of ITOTS reports, including child count reports. This negatively impacts the accuracy of state data and can adversely impact a local system's allocation percentage as well as the local system's performance on child count indicators.

How to generate it? –The Children Active report is found in the Reports Section in ITOTS under the OSEP Verification/Monitoring Reports tab. Generate the report using the last day of the quarter as the Report Date.

→ Confirm that all children on this list are or were active (i.e., had a current IFSP) on the specified date and that the report contains all active children in the local system.

FOR ADDITIONAL HELP AND INFORMATION

If, after reviewing this document, you have any questions, please feel free to contact your assigned ITCVA Monitoring Consultant.