

## **Division of Program Monitoring and Interventions Data Validation Monitoring-Discipline Summary of Interventions**

### **Introduction:**

Texas Education Agency (TEA) monitoring and intervention activities have been designed to focus on a data-driven and performance-based system that will take place in a continuous improvement model. Intervention activities in this system reflect an emphasis on data integrity, data analysis, and increased student performance and improved program effectiveness. The system for TEA monitoring is referenced as the Performance-Based Monitoring (PBM) system.

The TEA has conducted an initial review of discipline data submitted by local education agencies (LEAs) through the Public Education Information Management System (PEIMS) and has provided the results of this review in the *2012 Data Validation Report: Discipline Data*. The results of the discipline data review have been used to determine stages of intervention for the monitoring of discipline data.

### **2012-2013 Monitoring Plan**

The Data Validation Monitoring (DVM) system reflects the use of graduated interventions based on and analysis of LEA data reports as evidenced by the discipline data analysis indicators. Results on each data validation indicator, patterns across indicators, longitudinal performance patterns, and existing staging determinations across PBM program areas were examined to determine appropriate levels of required intervention.

Additional information related to data validation interventions also is available on the Program Monitoring and Interventions website under the Data Validation Monitoring link in the left column at: <http://www.tea.state.tx.us/pmi>. Resources include a Framework for PBM Data Validation and a Completion and Submittal Matrix for the implementation of DVM interventions.

### **What is a Continuous Improvement Plan/Corrective Action Plan?**

A core component of all intervention stages is the improvement plan and Corrective Action Plan (CAP), if applicable. The improvement plan/CAP is a comprehensive document, developed by a team of LEA and community representatives, that:

- prioritizes activities to improve data accuracy;
- identifies areas of concern and data system components that require improvement and/or correction;
- determines corrective actions/improvement actions to be implemented to address the identified areas of concern and data system components;
- specifies the anticipated start and completion dates for each action;
- identifies resources that are needed and persons accountable for implementation and support for each action;
- includes the evidence of implementation and evidence of impact to be used to evaluate actions to be taken; and
- can be integrated as appropriate into other local improvement planning processes.

The improvement plan/CAP addresses the strategies and actions that will be taken to correct all areas of noncompliance with statute or regulations, including the *PEIMS Data Standards* and *Appendix E: Additional Information Related to Discipline*, that are identified through monitoring and intervention activities. Texas Education Code (TEC), Chapter 37, Discipline; Law, and Order, establishes the state statutory requirements for school district discipline programs. TEC §7.028(b) states, "The board of trustees of a school district or the governing body of an open-enrollment charter school has primary

responsibility for ensuring that the district or school complies with all applicable requirements of state educational programs.” The board of trustees of a school district or the governing body of an open-enrollment charter school must be notified of any findings related to noncompliance with the provisions of TEC Chapter 37 and take actions as appropriate to ensure compliance with these requirements.

### **Intervention Activities:**

The stages of intervention for DVM-Discipline will be implemented by the Division of Program Monitoring and Interventions. The 2012 Discipline Data Validation stage of intervention applicable to your LEA is noted on the home screen of the *Intervention Stage and Activity Manager* (ISAM) application within the Texas Education Agency Secure Environment (TEASE).

This document describes the scope of intervention activities required for each stage of intervention referenced in the DVM system. The LEA should use the information contained in these pages, along with the timeline and due dates, to begin planning for locally driven intervention activities.

**Stage 1, 2, 3, and 4 Intervention:** *Focused Data Analysis, Student Level Data Review, and Improvement Plan/Corrective Action Plan.* The LEA will conduct a data analysis of certain discipline data validation indicators triggered by the PBM system and provided to LEAs in the *2012 Data Validation Report: Discipline Data*. If concerns related to the accuracy of data reported through PEIMS are verified, the LEA is required to address correction of the inaccuracies in the improvement plan/CAP. The purpose of the focused data analysis is to gather, disaggregate, and review student discipline data, documentation, and coding to determine possible causes for anomalous discipline data. LEAs are required to complete a student-by-student discipline data review if applicable to the indicator(s) triggering the review.

LEAs in Stage 1 and Stage 2 levels of intervention will conduct the required activities using the core analysis team and will retain the intervention activities and supporting documentation, subject to a request for submission to TEA for review and verification. The documentation should be maintained by the LEA for a minimum of three years.

LEAs in Stage 3 and Stage 4 levels of intervention will conduct the required activities using the core analysis team and will submit the intervention activities and documents to the TEA via ISAM. LEAs also will submit documentation required by Appendix E of the PEIMS Data Standards to support coding decisions. Documents should be submitted via ISAM according to the specified submission window. LEAs in Stage 4 level of interventions will conduct the intervention activities for Stage 3. Additionally, a targeted on-site review by the TEA may be conducted and/or customized intervention activities or sanctions may be ordered to address data accuracy concerns related to documented substantial, ongoing, or imminent risks as reflected in LEA data and/or response to intervention within the PBM system. The activities for this level of intervention may or may not be combined with other monitoring activities. Intervention activities and documents should be submitted via ISAM according to the specified submission window.

### **Intervention Type**

Intervention type designations were developed in response to feedback from stakeholders and needs resulting from the evolution of the PBM data validation system. The purpose of intervention type designations is to provide guidance to the LEA regarding the activities that will be required for the stage of intervention for a particular data validation indicator. The intervention type designations for the PBM system are described below.

Year After On-site designates that an LEA received an on-site review the previous year and will initiate or continue implementation of report requirements, update the SLDR to address areas of concern identified by PBM, and update the improvement plan/CAP. The LEA also may be required to engage in other intervention activities on a customized basis. These determinations will be made by TEA, with the requirements and submission dates established in ISAM. This intervention type is displayed in a

parenthetical following the stage of intervention on the Event Summary page for an LEA, e.g. *Stage 3 (Year After On-site)*.

Not Assigned–Year After On-site designates that an LEA has not been assigned a stage of intervention, but because it received an on-site review the previous year it will be required to initiate or continue implementation of intervention requirements, update the SLDR to address any areas identified in the PBM, and update the improvement plan/CAP. This intervention type is displayed in a parenthetical following the stage of intervention on the Event Summary page for an LEA, e.g. *Stage N/A (Year After On-site)*.

### **Escalated Oversight, Interventions, and Sanctions**

*Escalated Oversight* designates that an LEA:

- has continuing noncompliance;
- fails to follow the PMI process;
- exhibits high risk;
- fails to meet program requirements;
- fails to meet compliance requirements; and/or
- is identified for other substantial, imminent, or ongoing risk.

An LEA with the intervention type *Escalated Oversight (EO)* may receive an on-site review; may be required to engage in escalated oversight and interventions, including periodic progress reporting; may be required to acquire professional services and/or technical assistance; and/or may be assigned a monitor, conservator, or management team to oversee the implementation of the improvement plan/CAP and correction of any areas of noncompliance. LEAs with escalations must click on the “Escalations” link on the Event Summary page for an LEA to determine the type of *Escalation* assigned.

### **Integrating, Disseminating, Training, Implementing, Monitoring, Evaluating, Updating/ Revising, and Documenting**

The strategies and initiatives identified in the improvement plan/CAP should be integrated, as appropriate, into the PBM improvement planning process, district and campus improvement planning processes, and district and campus improvement plans should reflect this integration, as appropriate. The LEA is responsible for ensuring that staff members on each campus have a clear understanding of the LEA’s improvement plan/CAP. Campus principals must disseminate the improvement plan/CAP to appropriate staff members and conduct training regarding implementation of plan activities relevant to the campus. District and campus administrators are to ensure that the activities of the plan and corrective actions are fully implemented by deliberate and on-going monitoring. The LEA is responsible for formative and summative evaluation of the impact of the improvement activities and corrective actions. Outcomes of the evaluations will direct the LEA in updating and/or revising the improvement plan/CAP. The LEA is required to maintain appropriate documentation of implementation of the improvement plan/CAP.

### **Additional System Attributes:**

For all LEAs, to ensure the integrity of the system, future monitoring activities will include random or stratified checks to validate data submissions and to verify system implementation, including implementation of any improvement plan and CAP, and improved data accuracy for items driving the performance-based aspects of the system.

The TEA reserves the right to use other available interventions and sanctions as necessary on a case-by-case basis to address LEA data accuracy or data validation concerns. These interventions and sanctions may include actions taken under Texas Education Code (TEC) §§39.052(b)(2)(A), 39.057, 39.104, 39.109, or 39.110, or 19 Texas Administrative Code (TAC), Chapter 97, Subchapter EE.

**Resources**

Initial reference materials and monitoring resource documents may be downloaded from the TEA website at the address shown on page 1 and in the chart below. These documents will assist LEAs in implementing the required intervention activities.

<b>Monitoring Contacts</b>	
ESC Monitoring Contacts	<a href="http://www.tea.state.tx.us/ESC">http://www.tea.state.tx.us/ESC</a> select your ESC region to review staff assignments
Program Monitoring and Interventions For questions regarding data validation interventions	512-463-5226 <a href="mailto:pmdivision@tea.state.tx.us">pmdivision@tea.state.tx.us</a>
Performance-Based Monitoring For questions regarding data validation manual or reports	512-936-6426 <a href="mailto:pbm@tea.state.tx.us">pbm@tea.state.tx.us</a>

<b>Website Addresses for Monitoring Resources:</b>
Discipline Data Validation Manual <a href="http://www.tea.state.tx.us/index2.aspx?id=4664&amp;menu_id=2147483683">http://www.tea.state.tx.us/index2.aspx?id=4664&amp;menu_id=2147483683</a>  Data Validation Analysis: Discipline Data <a href="https://sequin.tea.state.tx.us/apps/logon.asp">https://sequin.tea.state.tx.us/apps/logon.asp</a>  Data Validation Monitoring Discipline Data <a href="http://www.tea.state.tx.us/pmi/datamon">http://www.tea.state.tx.us/pmi/datamon</a>

<b>DVM-Discipline Completion/Submission Dates</b>
<p><b>Completion of Intervention Activities Stages 1, 2, 3, and 4:</b> March 8, 2013</p> <p><b>Submission of Intervention activities Stages 3 and Stage 4:</b> March 8, 2013                      (Stages 1 and 2 submit only if requested by TEA)</p>