

Data Integrity Checklist

Local education agencies (LEAs) must provide valid and reliable data for the measurement of State Performance Plan Indicator 11 (SPP Indicator 11). This requirement is a factor in the annual LEA determination processes and in the annual federal determination process for the State of Texas.

When the LEA certifies data in the SPP Indicator 11 data collection system, the LEA assures the State of Texas they understand and agree that submission of this information constitutes certification that this data are accurate and meets the reporting requirements outlined by the Texas Education Agency Division of Special Education Program Reporting. LEAs should ensure the compliance percentage calculated in the application accurately reflects the LEA's compliance level as expected.

Data Integrity Checklist

Use the checklist prior to data certification

- Did you read and follow the data collection requirements outlined in the instructions?
- Did you read the following SPP Indicator 11 guidance documents: SPPI 11 Instructions for Entering Data, SPPI 11 FAQ, and the SPPI 11 Data Entry Flowchart?
- Did all appropriate staff receive training related to SPP Indicator 11?
- Did you double check your math?
- Did you review the previous year's data submission to determine whether the current year's data submission is consistent? If not, do you have an explanation for why the data are inconsistent?

Example: *In 2018-19, LEA A submitted the claim that 350 students were evaluated. In 2019-20, LEA A submitted the claim that 250 students were evaluated. The difference between the two years is 100 students, which equates to a decrease of 28.57% in the number of students evaluated for special education. This type of data analysis on the total number of students being claimed each year for SPP Indicator 11 is an opportunity for the LEA to check if it is under reporting data for the current school year. If the LEA is not under reporting data, can it justify why a decrease in districtwide special education evaluation occurred.*

If reporting noncompliance, did the LEA identify the root causes contributing to the noncompliance?

- Did the LEA revise its policies and procedures and/or operating guidelines to address noncompliance?
- Did the LEA train personnel in the identified area(s) of noncompliance?
- Did the LEA implement a system of self-monitoring to prevent noncompliance from occurring in the future?

Technical Assistance

When in doubt, read the instructions, consult the guidance documents on the [SPPI 11: Timely Initial Evaluation \(Child Find\)](#) website, and/or contact your Education Service Center (ESC) **prior** to certifying the integrity of your SPP Indicator 11 data.