

# Data Validation Teams



# Introductions

## Bryan ISD

- ✓ 16,000 students
- ✓ 23 Campuses
- ✓ 2,500 Employees



## Jennifer Lemons

Director of Data Services

Eight Staff Members supporting:

- ✓ SIS
- ✓ ERP
- ✓ State Reporting
- ✓ Data Integrations
- ✓ 3rd Party Software
- ✓ Records Management

# DVT Defined

## What is a DVT?

Intentional, Continuous, Purposeful,  
Timely Review of Non-instructional  
Data



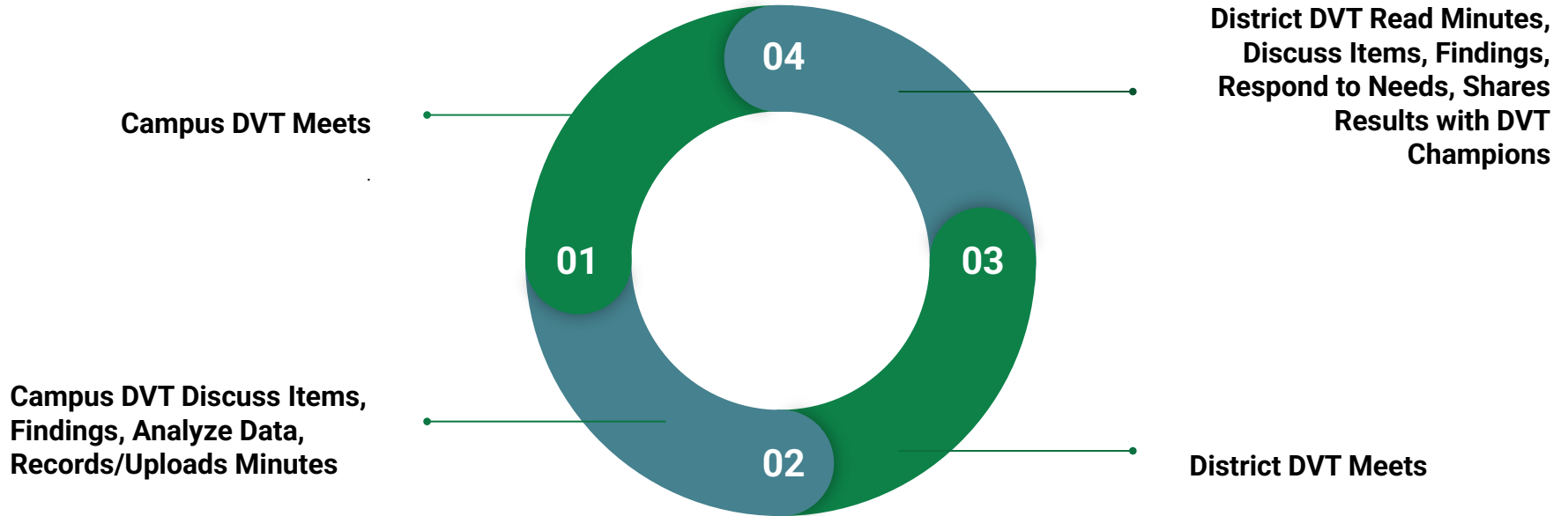
## Motivation to Start DVT?

- In 12-13, Bryan ISD was the largest IR district in Texas
- We were experiencing increased data validation staging from TEA
- Had onsite TEA visit

DVT in Bryan ISD

Improvement Required

# DVT Process Overview



# DVT Members

## District DVT

- District DVT Champion
- Counseling Director
- Special Education Directors
- 504 Director
- Human Resources Director
- Bilingual/ESL Directors
- Student Discipline Director
- SCE/Title I Director
- Data Services Director
- Data Systems Analysts
- Data Integrity Specialist

## Campus DVT Area Representatives

- DVT Champion (Usually the AP)
- Special Education
- Bilingual/ESL
- Registration/Leavers
- Attendance
- Grades/Scheduling
- Discipline

# Campus DVT Team

## Data Validation Team 2022-2023

<b>Campus:</b>		<b>Principal:</b>	
<b>DVT Champion:</b>			

Data Validation Team Members		
Role	Name	Description of Data Team Responsibilities
Attendance		Reports & verifies attendance
Discipline		Reports & verifies discipline and discipline coding
Special Education		Reports & verifies special education enrollment and coding
Bilingual		Reports & verifies LEP, bilingual, and ESL coding
Registration/Leaver		Reports & verifies registration information including enrollment and withdrawal
Grades/Degree Plan/Scheduling		Reports & verifies report card grades, student degree plans, and campus scheduling information
SCE & Title I		Reports & verifies SCE and Title I data
Miscellaneous		Reports and verifies miscellaneous items
Special Programs		Reports & verifies special program items

# Campus DVT Team

Campus DVT Meetings			
	Meeting Dates	Meeting Time	Meeting Room/Link (zoom/hangout link)
<b>Sept:</b> (9/12/22-9/16/22)			
<b>Oct:</b> (10/10/22-10/14/22)			
<b>Nov:</b> (11/7/22-11/11/22)			
<b>Dec:</b> (12/5/22-12/9/22)			
<b>Jan:</b> (1/9/23-1/13/23)			
<b>Feb:</b> (2/6/23-2/10/23)			
<b>Mar:</b> (3/6/23-3/10/23)			
<b>Apr:</b> (4/10/23-4/14/23)			
<b>May:</b> (5/8/23-5/12/23)			

\*Agenda is required for each DVT meeting.



# DVT Agenda Item Categories

Registration & Leavers

SCE & Title I

Grades/Grad Plan/Scheduling

Attendance

Special Education

Discipline

Human Resources

Miscellaneous

Instructional Technology

Special Programs

Bilingual/ESL

# DVT Agenda Year View

Month/Week	Focus Area	Description	Focus Area	Description	Focus Area	Description	Focus Area	Description	Focus Area	Description
September 2022 (9/12/22-9/16/22)	Registration & Leavers	<a href="#">No Show Review</a>	SCE & Title I	<a href="#">At Risk Student Identification Process - NEW STUDENTS</a>	Grades/Degree Planning/Scheduling	<a href="#">Minimum Number of Assignment Grades (TAC)</a>	Registration & Leavers	<a href="#">Students Coded Ineligible for ADA Funding</a>	Staff	<a href="#">Verify Staff Assignments &amp; Budget Number Coding</a>
	Special Education	<a href="#">Least Restrictive Environment Instructional Settings by Age</a>	Instructional Technology	<a href="#">Digital Citizenship</a>	Special Programs	<a href="#">504 verification</a>	Attendance	<a href="#">Attendance Taken at Official Attendance Time</a>	Special Programs (NEW ITEM)	<a href="#">Parent Waiver for 3:1 HB 4545 tutoring - COMPLIANCE</a>
	Special Programs (NEW ITEM)	<a href="#">Documentation of Student Interventions in Branching Minds</a>	5Labs-Attendance	<a href="#">Review of Chronically Absent Students</a>						
October 2022 (10/10/22-10/14/22)	Grades/Degree Planning/Scheduling	<a href="#">Graduation Plan and CCMR Verification for Cohort 2023 (High School only)</a>	SCE & Title I	<a href="#">SCE: At-Risk Student Identification Process - Returning Students</a>	Special Programs	<a href="#">SRQ Random Student Sample</a>	Special Programs	<a href="#">Verification of Rtl Parent Notifications (Intervention Letters)</a>	Special Programs	<a href="#">Accelerated Learning Plan for New Students</a>
	Bilingual	<a href="#">Bilingual/ESL Program Code Review and Placements</a>	Staff	<a href="#">Checking Years of Service</a>	Instructional Technology	<a href="#">Digital Citizenship</a>	Discipline	<a href="#">Ethnicity Referrals and Action Comparison</a>	5Labs-Attendance	<a href="#">Review of Chronically Absent Students</a>
November 2022 (11/7/22-11/11/22)	Grades/Degree Planning/Scheduling	<a href="#">Edge Completion Review (High School Only)</a>	Staff	<a href="#">Students New to Texas</a>	Special Programs	<a href="#">Accelerated Learning Plan for New Students</a>	Instructional Technology	<a href="#">Digital Citizenship</a>	Special Programs (NEW ITEM)	<a href="#">Documentation of Student Interventions in Branching Minds</a>
	Special Education	<a href="#">DMC/OSS/DAEP Placements &amp; Durations SPED/\$504</a>	SCE & Title I	<a href="#">SCE: Selection of Supplemental Services</a>	Bilingual	<a href="#">ELL Coding Years in US Schools</a>	5Labs-Attendance	<a href="#">Review of Chronically Absent Students</a>		
December 2022 (12/5/22-12/9/22)	Special Education	<a href="#">SPED Representation (ages 3-21)</a>	SCE & Title I	<a href="#">SCE: Student Documentation Forms</a>	Grades/Degree Planning/Scheduling	<a href="#">DAEP/JJC Marking Period Grade Review for Home Campus (Secondary Only)</a>	Grades/Degree Planning/Scheduling	<a href="#">Check for Blank Report Card Grades</a>	Special Programs	<a href="#">Accelerated Learning Plan for New Students</a>
	Attendance	<a href="#">Attendance Taken at Official Attendance Time</a>	Special Programs (NEW ITEM)	<a href="#">Parent Waiver for 3:1 HB 4545 tutoring - COMPLIANCE</a>	Discipline	<a href="#">Ethnicity Referrals and Action Comparison</a>	5Labs-Attendance	<a href="#">Review of Chronically Absent Students</a>	Special Programs	<a href="#">DMC/OSS/DAEP Placements &amp; Durations SPED/\$504</a>
January 2023 (1/9/23-1/13/23)	Special Education	<a href="#">SPED STAAR Alternate 2 Participation Rates Grades 3-9</a>	Bilingual	<a href="#">SIFE</a>	SCE & Title I	<a href="#">SCE: Progress Monitoring of Supplemental Services</a>	Special Education	<a href="#">Least Restrictive Environment Instructional Settings by Age</a>	Special Programs	<a href="#">Accelerated Learning Plan for New Students</a>
	Bilingual	<a href="#">Birth Certificate - Home Country</a>	5Labs-Attendance	<a href="#">Review of Chronically Absent Students</a>	Special Programs	<a href="#">DMC/OSS/DAEP Placements &amp; Durations SPED/\$504</a>				
February 2023 (2/6/23-2/10/23)	Discipline	<a href="#">Truancy Discipline Entry</a>	Bilingual	<a href="#">Verify Original HLS (date and language)</a>	Miscellaneous	<a href="#">Accelerated Learning Plan for New Students</a>	Instructional Technology	<a href="#">Digital Citizenship</a>	Special Programs (NEW ITEM)	<a href="#">Documentation of Student Interventions in Branching</a>
	Miscellaneous	<a href="#">Verification of Rtl Parent Notifications (Intervention Letters)</a>	Bilingual	<a href="#">ELL Coding Years in US Schools</a>	Discipline	<a href="#">Ethnicity Referrals and Action Comparison</a>	5Labs-Attendance	<a href="#">Review of Chronically Absent Students</a>	Special Programs	<a href="#">DMC/OSS/DAEP Placements &amp; Durations SPED/\$504</a>
March 2023 (3/6/23-3/10/23)	Grades/Degree Planning/Scheduling	<a href="#">Graduation Plan and CCMR Verification for Cohort 2023</a>	Grades/Degree Planning/Scheduling	<a href="#">Edge Completion Review (High School Only)</a>	Special Programs	<a href="#">DMC/OSS/DAEP Placements &amp; Durations SPED/\$504</a>	Bilingual	<a href="#">Immigrant Review</a>	Special Programs	<a href="#">Accelerated Learning Plan for New Students</a>
	Discipline	<a href="#">Due process documentation for DAEP Placements</a>	Registration & Leavers	<a href="#">Students New to Texas</a>	Instructional Technology	<a href="#">Digital Citizenship (Only campuses that have not been verified)</a>	Special Programs (NEW ITEM)	<a href="#">Parent Waiver for 3:1 HB 4545 tutoring - COMPLIANCE</a>	5Labs-Attendance	<a href="#">Review of Chronically Absent Students</a>
April 2023 (4/10/23-4/14/23)	Registration & Leavers	<a href="#">Verification of EE Student Roster (elem only)</a>	Special Education	<a href="#">SPED Representation (ages 3-21)</a>	Grades/Degree Planning/Scheduling	<a href="#">Check for Blank Report Card Grades</a>	Special Programs	<a href="#">Accelerated Learning Plan for New Students</a>	Discipline (NEW ITEM)	<a href="#">Discipline Attend Recon - 1st &amp; 2nd 6-weeks</a>
	Grades/Degree Planning/Scheduling	<a href="#">DAEP/JJC Marking Period Grade Review for Home Campus (Secondary Only)</a>	Attendance	<a href="#">Attendance Taken at Official Attendance Time</a>	5Labs-Attendance	<a href="#">Review of Chronically Absent Students</a>	Special Programs (NEW ITEM)	<a href="#">Documentation of Student Interventions in Branching Minds</a>	Special Programs (NEW ITEM)	<a href="#">Frontline Doc Share - Random Student Sample</a>
May 2023 (5/8/23-5/12/23)	Grades/Degree Planning/Scheduling	<a href="#">Check for Blank Report Card Grades</a>	SCE & Title I	<a href="#">Title I Campuses Only: Evaluation of Family Engagement Program</a>	Discipline	<a href="#">Ethnicity Referrals and Action Comparison</a>	Special Programs	<a href="#">Accelerated Learning Plan for New Students</a>	SCE & Title I	<a href="#">Title I Campuses Only: Title I Crate Audit</a>
	Preparation	<a href="#">DVT End of Year Survey 2022-2023</a>	Preparation	<a href="#">DVT Team and Meeting Dates 2023-2024</a>	Discipline	<a href="#">Arrest Data Review (eSchool &amp; eduphoria)</a>	5Labs-Attendance	<a href="#">Review of Chronically Absent Students</a>	Special Programs	<a href="#">DMC/OSS/DAEP Placements &amp; Durations SPED/\$504</a>

# DVT Agenda Item Examples

- No Show Review
- Verify Staff Assignments and Budget Numbers
- Digital Citizenship
- Check for Blank Grades
- Immigrant Review
- ISS/OSS/DAEP Placements & Durations for SPED and 504
- Student Residency Questionnaire Verification
- Ethnicity Referrals and Actions Comparison
- Graduation Plan and CCMR Verification for Cohort 2023

# DVT Agenda Item Instructions



## SRQ Random Student Sample

Department	Special Programs	Topic	SRQ Random Student Sample
DVT Responsibility: District	Donna Willett	DVT Responsibility: Campus	Registration Representative and DVT Champion

### What am I looking for?

Campuses are looking for evidence and documentation that all students have a current SRQ, and for students who are Homeless, that their SRQ has been sent to Project Hope for coding.

### Why is it important?

According to the McKinney-Vento Assistance Act, the LEA is required to determine which students are considered Homeless, and ensure the students rights and protections under the act. The LEA must maintain all SRQs for 5 years, ensure each student has a new SRQ each year, an additional SRQ as the student informs the LEA that they have moved, and when they become Homeless.

### How do I get the data?

Run the Roster - Random ID Sort report from eSchoolPLUS.

1. Log into eSchoolPLUS
2. Click on Cognos Reporting
3. Click on Demographics
4. Click on Rosters
5. Click Roster-Random ID Sort (it is on page 3)
6. Select the Building
7. Select Grades
8. Click Finish
9. Choose the top 25 names from the Roster-Random ID Sort report

### What do I do with it now?

1. Match each name on the list with a current year SRQ for that student from the online enrollment system (new and returning students).
2. If the student's online form is marked as homeless or seems possibly homeless and not marked in eSchool as homeless, share the name and ID with the Campus Homeless Liaison.
3. For any student who does not have an online returning student submission for the current year, send a paper SRQ home with the student immediately to be completed and returned to the Campus Homeless Liaison.
4. If you have concerns about the development of a campus process to ensure no student is missed contact the District Homeless Coordinator for assistance.

01

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Why is it important?

03

How do I get the data?

04

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# How Campus DVT Works



## DVT Champ Review & Communicate Agenda

- ✓ Review agenda items
- ✓ Ensure members are aware

## DVT Members Complete Agenda Items

- ✓ Item point guard follows item instructions and completes task before meeting

## Members Sign In

- ✓ All members expected to attend
- ✓ Principal expected to attend
- ✓ District DVT member expected to attend
- ✓ Everyone signs in

## Meeting Conducted

- ✓ DVT Champ assign note taker
- ✓ Meeting minutes kept by note taker
- ✓ Agenda item point guards share item analysis and findings

## Upload Minutes/ Sign in

- ✓ DVT Champ uploads minutes and sign in sheet by the end of week that meeting was held

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# Campus DVT Meeting Minutes



## Data Validation Team Meeting

Date		Campus	
------	--	--------	--

Data Validation Certification	
I certify that the action items from the prior Data Validation Team meeting(s) <input type="checkbox"/> <u>  x  </u> has been addressed and resolved. <input type="checkbox"/> _____ have NOT been addressed or resolved. <i>(If selected, please provide a detailed explanation in the space below.)</i>	
Principal Signature	

Summary of Action Items & Responsibilities	
Action Item	Responsibility

Campus Needs

# Campus DVT Meeting Minutes



## Data Validation Team Meeting

DISTRICT AGENDA ITEMS	
1.	
Discussion:	
Action Required:	
2.	
Discussion:	
Action Required	
3.	
Discussion	
Action Required	
4.	
Discussion	
Action Required	
5.	
Discussion	
Action Required	
6.	
Discussion	
Action Required	

# Minutes Example

Discussion and Analysis	
District Selected Topics	
1. No Show Review	
Discussion	13 – total on document, registrar is working on it, campus got 2 TREX request today, through discussions at DVT, we discussed found two more
Action Required	Continue to clear, will bring back to DVT next meeting
2. Birth Certificate Review	
Discussion	13 on document, fixed all
Action Required	n/a
3. AR Verification	
Discussion	9 students on PYAR with 5 on current AR – Did a cumulative folder dig with teachers and had them look for AR's specifically. We found 5 more in the cumulative records. We weeded through those to find students that were still here using the same address, but did not have an updated AR.
Action Required	Send letter w/ new AR.
4. ELL Form Review	
Discussion	Tabled until next DVT
Action Required	Go over next DVT.
5. Standard Certificate Expirations	
Discussion	Reviewed document – no teacher certificates expiring this year
Action Required	n/a

# How District DVT Work



## District DVT Champ Coordinates Process

- ✓ Sets meeting dates
- ✓ Assigns District DVT role schedule
- ✓ Reviews agenda items
- ✓ Finalizes agenda
- ✓ Communicates with DVT champs

## All District DVT Review Minutes

- ✓ District DVT member reads all campus minutes

## Complete Agenda Analysis

- ✓ Item point guards complete the agenda analysis
- ✓ Record Findings
- ✓ Record Questions

## Meeting Conducted

- ✓ Discuss Findings with the group
- ✓ Make any necessary plans for intervention/follow-up

## Email District Minutes

- ✓ District DVT Champion Sends district DVT minutes to DVT Champion

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# District DVT Agenda Analysis

	Item 3	Item 4	Item 5
	District DVT Point Guard - Barnwell & Gallier	District DVT Point Guard - DeJesus	District DVT Point Guard - Satterfield
Campus	DMC/OSS/DAEP Placements & Durations SPED	Immigrant Review	Due Process Documentation For DAEP Placements
BCHS	5 on roster - none are 504 or sped	All students in US more than 3 years	Documentation that was missing was found and loaded into Laserfishe
BHS	all students up to date for MDR if out of FAPE. Some Sped are close to their 10 days.	Completed and sent to Anna Gonzalez	All AP offices have the new checklist and making sure that in placements on or after February 23, 2023 have all items in the checklist.
Bonham	1 student on day 10 out of placement. Held ARD to put additional support in place. Another student on day 6.	3 students identified that should not be labeled as immigrant	No students placed at DAEP

# District DVT Agenda Analysis

Campus	District DVT Member Notes from Campus DVT meeting	Campus DVT Questions/Needs	Assigned to	Campus DVT Answers
MCHS	Truancy has been entered except for the cases that took place yesterday. ELL coding in schools report was blank, HLS will be reviewed next time. Student interventions in branching minds are being done. Digital citizenship are done on Wednesday's during the schoolwide zoom meeting. MCHS - suspended 14 AA, 7W, 9H, 62%H, 23%AA and 11% W	Does MCHS need to send out the parent intervention letters? They have not had to do this before.	Beesaw	Yes. All students who are in an intervention need a letter according to SB 1153. At M.C. Harris, your students would probably only need to receive the HB 4545 letter if appropriate.
Mitchell		Needs new minutes template	Lemons	Sent
Navarro	Molina- -Truancy and Chronically Absent Students were discussed in depth. Policy and procedures for filing truancy are of concern. In policy, it states that a parent note can excuse an unlimited amount of days (before it was only 5). This new policy has created a problem for campus administration because it is easy for parents to write false information.	Do all EB students need interventions because they are identified as At-Risk?  Digital Citizenship: Many teachers felt that the reports were out of date since it is from January. Is there a way to get more current reports?	Beesaw  Wenzel	Yes. All At-Risk students must receive a support/intervention. In addition to specific academic or behavioral supports, campuses can mass assign Bryan ISD Bilingual/ESL Instruction for these students in Branching Minds. The directions for this are linked in the <a href="#">Intervention Documentation for At-Risk</a>

# Keeping DVT Organized and Alive

- Set Annual To Do List and Share
- Create Checklist for DVT Champs
- Mentor New DVT Champs
- Hold District DVT Accountable
- Listen to Feedback and Adjust As Needed
- Keep a Running List of Ideas for New Items
- Introduce New Items
- Be Flexible!





## District DVT Yearly Preparation Timeline

The following tasks are to be completed in order to ensure the Campus DVT and District DVT run smoothly.

Timeframe	Task	Completed
By April 1	Select meeting date ranges for Campus DVT for upcoming school year	
By April 1	Select meeting date ranges for district DVT for upcoming school year	
By April 1	Create annual DVT End of the Year survey	
By May 20	Meet with each District DVT member to review their agenda items for accuracy and determine if new agenda items are needed	
By May 30	Create/Finalize the DVT agenda for upcoming school year	
By June 20	Update TeamConnect with new links for upcoming school year	
By June 30	Schedule DVT Champion Training for when assistant principals will be back on contract	
By June 30	Update folders in <a href="#">Google Drive DVT area</a>	
By August 20	Have all District DVT members review their instructions and update document footer with initials and date	



## District DVT Roles and Responsibilities

The following tasks are to be completed for each District DVT meeting:

Timeframe	Task	Completed
Prior to the Meeting	Agenda Item Point Guard summarizes the results from each campus on the District DVT Agenda Item Analysis document	
Prior to the Meeting	Answers all questions on the District DVT Agenda Item Analysis document relating to your area	
Prior to the Meeting	While at the campus DVT meeting, copy the campus agenda items onto the District DVT Agenda Item Analysis document	
Prior to the Meeting	Contact Campus DVT Champion if agenda item analysis lacks detail	

Role	Responsibility
Note Taker	<ol style="list-style-type: none"> <li>1. Make a copy of the District DVT Minutes template</li> <li>2. Record all District DVT minutes and ensure minutes template is complete</li> </ol>
Calendar Manager	<ol style="list-style-type: none"> <li>1. Assign District DVT member to attend campus DVT meetings</li> </ol>
Point Guard	<ol style="list-style-type: none"> <li>1. Assign District DVT member as point guard to appropriate agenda items</li> </ol>
Question Auditor	<ol style="list-style-type: none"> <li>1. Ensures that all questions that came up at campus DVTs are answered</li> </ol>





## Campus DVT Champion Checklist

Timeframe	Task	Completed
By August 31	Ensure you have access to the DVT Tree Library and that you can access it	
By August 31	Ensure that you have submitted your DVT meeting dates and time document has been posted in your campus folder on the DVT Tree Library	
Prior to the Meeting	Notify Geneva Watkins in Data Services if your DVT meeting/date/time has changed from what was originally set	
Week Prior to the Meeting	Review and assign the District agenda items to the appropriate DVT team member	
Week Prior to the Meeting	Ensure the team member assigned to the agenda item can locate the instructions	
Week Prior to the Meeting	Set and assign campus agenda items	
During the Meeting	Have all campus DVT members sign in	
During the Meeting	Certify findings from previous meetings. Typing the principal's name in the signature section is permissible	
During the Meeting	Facilitate data discussion of district and campus agenda items	
During the Meeting	Complete the DVT meeting template with all minutes, action items, etc. from the DVT meeting	
Following the Meeting	Upload the completed meeting minutes and sign-in sheet to the DVT Tree Library	

**Helpful Links:**

[DVT Champion shared Google drive](#)

[DVT Agenda](#)

DVT information is also in Team Connect (search for "Data Validation Teams")

Questions?

[jennifer.lemons@bryanisd.org](mailto:jennifer.lemons@bryanisd.org)