Data Review (DR) Process Outline

August 5, 2024

- Process begins

September 16, 2024

- PEA submits initial Student Selection List for review by PSM specialist (utilizing the DR Student Selection List with built-in formulas)

September 23, 2024

- PSM specialist provides feedback on initial Student Selection List

October 27, 2024

- During this week, the PSM specialist will conduct a check-in meeting (virtually or in person) to discuss the status of activities

December 20, 2024

- PEA submits completed initial file review forms and Child Find and In by 3 worksheets to PSM specialist for verification

January 17, 2025

- PSM specialist will meet with the PEA (virtually or in person) to discuss trends from student forms, statewide trends, and the student file selection that the PEA will submit

January 31, 2025

- PEA submits the requested documents for verification

February 28, 2025

- PSM specialist completes the verification process and provides feedback to the PEA on compliance calls and whether a follow-up visit will be required in May

May 19, 2025

- PSM specialist will conduct a follow-up visit during the week of May 12 or May 19 to verify any corrections and review subsequent files, if needed

June 6, 2025

- PEA receives a successful completion letter **or** Written Notification OfFindings (WNOF) and completes a Corrective Action Plan (CAP) (if applicable)

Tips for Successful Completion:

- Provide Guide Steps for each team member reviewing files
- Ensure that the team has access to the Home Language Survey (HLS), original source documentation of home language
- Ensure that the team has access to the Student Selection List to determine which files have been reviewed
- Continued communication with the assigned PSM specialist