A white curved object on a black background

Description automatically generated

This protocol is intended to support an analytical conversation of LEA Snapshot Reports in the SIL Improvement Data Center, under Data Tools, in the LEA Data Drilldown. The Snapshot Reports provide an opportunity to dig deeper into LEA status in areas related to the California State Performance Plan Indicators (SPPI). For more information about the SPPI.

**Please review the** [**State Performance Plan Indicator Guide**](https://systemimprovement.org/uploads/resources/sppi-guide-v3.5-final%20(1)%20(1).pdf)**.**

To utilize the Snapshot Reports, LEAs must first request access in the SIL [Improvement Data Center](https://systemimprovement.org/data-improvement), Data Tools, LEA Data Drilldown. Next, activate an account and extract and upload the appropriate CALPADS data. *\*Please note that these reports are available at the District and Charter reporting level only.*

[How to Access the Drill Down Center](https://doc-04-9c-docs.googleusercontent.com/docs/securesc/qemeqhm0o4h7bflgdt51ij5ld9csdaln/r3vcihv8b0hmnt8a67pd4g5ifrp6pnjh/1649182050000/12928062278259658963/07258495971573647305/1xQNtzbWoYNoBqfCcMXfeKPHQzXsWxchT?e=download&ax=ACxEAsb-7Af9aAhuzj9HcpJmF9att6H-BlL_mbdp2FjQlBaxU2DwFxX_ZSK1WL-uY9xMqN308EeJawwTwEeULiVA8uM4UysF0ojO9mAtZY1R8z0C6oQ8pO0agNetu9dKV2qYwFAR3J7JAFOttSKG6vWsAfXy9bfCci3cBn35a7bYXyOSFi6UsWjGZ60Jz8GRM6pprhAmJ_dThaWt9hA1vkR1VLJhVv4SfBX8KK-Db_OZEiYuNQ5436WX9DPzo1u35F52UH04fU4NU_WXn6HhxySlsjwstycx3xjzUWNqAc1CLlNrsaQokkvjCqBsvgMZu4kiSICermZv_deaWo4gpTNz8Qwkxqw3r-yxfr86nmyIlarU7rOv8hLZ2UvBby9fRE3lRunaKBBWqJZSX-7I3n4DE8VFdN_KAJqfoax8W3k00BsV3HwjaqJMo3I9csr6avdddLVXkYUfEBrC0ThBkrT4W8N0PE3tiF1wcR0im4rCqOwWjM7GQ0bVV2EcAr_R00XPbQtWg1gtvcYsWR5ggMhUa9TBj3AZoGAn1nb3sQEJA7cYwoCYv7Bx0Vmd-8a4WNoo4kcF15N5_9tbjFRu7Yu1FAgRFDfh0ptBMtQwm4lxJlaT50ATao_QAjSfEeOVSHMB1LMPM1AdDFZYI3a1Qal-ptEtTHmvUyB8QB0SLEV-j7Ry--lTuPaUCOFkpgSLUM73bL6R6z2ctz0&authuser=0)

[How to Upload CALPADS Data Files for Snapshot Reports](https://doc-0o-9c-docs.googleusercontent.com/docs/securesc/qemeqhm0o4h7bflgdt51ij5ld9csdaln/1bf756cgbcc8u6p06qkd20vpr8nknl9u/1649182275000/12928062278259658963/07258495971573647305/1nBqCzULytWVJvS9LkWVYETtXIWLaluua?e=download&ax=ACxEAsZeS-0czuMQoUED7ZGNJmZN7ZF_Bv7WOpbIExM-tGUZuGByHw9XiRFgRaRRiXLQ5Imtiy6f0v_NZBHMlL4fiF7NOyQw3MKyPEZssn7gkDjwbIGEKTTDdqqHrzbZX28Y8B2-TZUzHmAkMEDhRQfm-cD-5-aqWZOAyDCwIvNYPu1JZBM_iWGMQk9ry3nAB9GaMS_fIoshvTRWh7NgqsDSQsMFtDSwLOlZiaNuuL_eDKjrD1aRqipMi_xi2mTyXhbU1OOAVuIz25vNlI04rtK5FKwm-ICqr1FrOuk2yXc4SAv8kZCY9Vk-NCJtItGPp1c4hs8VmhI9Dl0U2_8p7YJJtk-JbbDHqdQOv21zZYOX5wsKxsp8NEvKtoUwIOKosmFkQ0_o1fSW_7oVUxJXNsBLRyQD45oV0KZCHj4Tbrzdcus6VWzYGk2FMWKO19WVZVcL-RhI1u0yREa5f4gccJMKEkaRW6z_5_lx8QjZ8JCkKrp05ClcYv5YERzijqBzfy9W4KrbalhPeHrWr91LnlbvmJW9fg4FAVh05xp7f03FgSjFN92u9XCoyWqqZtIef_YJct6oWu2NG4dqCHt8yNQVjFC2-H3iNyBDgQB4wluASHiw3tmD6b0sMMWMNaPRsjEtmRceQ3WksIQSVxY9RuYjVuMoTgFLTLsCThVVRK7ee7vIA58ur0Hoq7oe90FjZsgsOAvPm_Z5gKA&authuser=0&nonce=bgaed669mbksm&user=07258495971573647305&hash=grklb85vnkvm9n32mjnmnt5vd1mct5ir)

**Logistics**

**Roles:** Facilitator and Notetaker

**Size:** 3-7 people

**Time:** 30-45 minutes per data set

**Materials**

**In-person:** pen, pencils, notepaper, copies of the Data Observation Form (pg. 2).

**Virtual:** shared virtual workspace, digital Data Observation Form.

**Instructions for Use**

**1. Introduce protocol.**

Participants to the Data Observation Form on page 2 of this protocol.

**2. Navigate to reports.** Guide participants to the Data Drilldown reports for your LEA.

**a.** Navigate to <https://systemimprovement.org/>.

**b.** On the homepage select “Improvement Data Center” from the top navigation bar or by scrolling down to the lime green button.

**c.** Select “Data Tools” and log in as prompted.

**d.** Select the Reporting level and Organization.

**e.** Select “LEA Data Drilldown” on the bottom right of the screen, and choose the desired report.

**3. Review the data displays.** Review the IDC visualizations with participants, explaining the overview, heat maps and risk ratio charts as needed. Call attention to the sentence frames.

**4. Individual data review.** Invite participants to review one Snapshot Report at a time.

**a.** Spend 5-10 minutes silently reviewing the data, including all of the disaggregated views (e.g. by disability, race/ethnicity, gender, etc.). Participants can document initial reactions on a note paper.

**b.** Facilitate a discussion for each of the three Guiding Questions, while the notetaker documents on the Data Observation Form.

**c.** Move to the next Snapshot report. Repeat until they have all been reviewed.

**5. Equity Pause**

**Equity Pause:**

**1.** **Who is at the table? Who is missing?**

**2. How might our current processes/practices/beliefs be contributing to inequity?**

**3. Embrace “We, not They.” Focus on what YOU can change.**

**6. Summarize findings.**  Invite participants to read over the notes for each Snapshot.

**a.** Facilitate a discussion to identify and document the key takeaways from the Snapshot reports.

**b.** Affinitize ideas into categories as appropriate.

**7. Debrief the process.** Participants reflect, through discussion and/or journaling, on the process of reviewing, analyzing, and engaging in conversations about data.

# Data Observation Form

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **LEA Snapshot Report** | **Where do we see strengths?** | **Where do we see needs?** | **What surprises us about this data?** | **What questions do we have about this data?** |
| Disproportionality  *(Aligns with Indicators 9 &10)* |  |  |  |  |
| Least Restrictive Environment  *(Aligns with Indicator 5)* |  |  |  |  |
| Discipline Rate  *(Aligns with Indicator 4)* |  |  |  |  |
| Post-Secondary Transition Goals  *(Aligns with Indicator 13)* |  |  |  |  |
| Preschool Least Restrictive Environment  *(Aligns with Indicator 6)* |  |  |  |  |
| Timely Eligibility  *(Aligns with Indicators 11)* |  |  |  |  |
| **Summary**  Using the guiding questions for each column, summarize the data observation key take aways in this row. |  |  |  |  |