



# Improving MOE Data through Procedure and Practice

CIFR and IDC in collaboration  
with NCSI Fiscal Team.



# Improving MOE Data through Procedure and Practice

## Outcome

- Participants will gain an understanding of the importance of defined procedures and practices for collecting, validating and reporting MOE data.

## Agenda

- Review results of CIFR interviews with states about LEA MOE data
- Review standards for collecting, validating, and reporting LEA MOE data
- Demonstrate IDC and CIFR tools to assist states in improving MOE data through procedure and practice

# Results of CIFR's State Interviews

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*(continued)*

## About the interviews

- Data based on interviews with 35 states
- Data are focused on the LEA MOE adjustment but reflect what we heard about LEA MOE in general

# Results of CIFR's State Interviews

*(continued from slide 4)*

- Almost all states have sufficient, trained staff designated:
  - Designated staff (34 out of 34) = 100%
  - Trained staff (31 out of 33) = 94%
  - Sufficient staff (33 out of 33) = 100%
- Best practices include plans for transition to new staff and back-up staff assigned and trained.

# Results of CIFR's State Interviews

*(continued from slide 5)*

- Presence of procedures and documents cannot be equated with quality.
- In many states, procedures were in the form of instructions for data collection forms or systems.
  - Had data collection procedures (32 out of 35) = 91%
  - Documented procedures (19 out of 32) = 60%
  - Had data collection forms (30 out of 32) = 94%
  - Sufficient time for validation (31 out of 32) = 97%

# Results of CIFR's State Interviews

*(continued from slide 6)*

## Summary of State Strengths

- Data tools and systems (16 states)
- Communication with LEAs (12 states)
- Staff knowledge and collaboration (10 states)
- Data validation procedures (5 states)
- Only a few states mentioned resources for LEAs as a strength

# Results of CIFR's State Interviews

*(continued from slide 7)*

## Summary of State Challenges

- Building LEA capacity (9 states)
- SEA staff capacity (5 states)
- Data collection systems (5 states)
- Lack of documented procedures (11 states identified by CIFR)



# Collecting, Validating, and Reporting LEA MOE Data

# What are the required data elements?



## Current LEA MOE Data Elements

- LEA/ESA 611 and 619 allocations for the reference and previous FFY
- MOE reduction includes:
  - Determination under 34 CFR § 300.600 (a)(2) for each LEA/ESA and
  - Amount of reduced funds taken under Section 613(a)(2)(C) for the reference school year

**Come learn about the new data elements on Friday morning!**

# Data Quality Considerations

## How do you know if LEAs/ESAs reduced MOE correctly?

- **If** LEAs/ESAs:
  1. received a federal IDEA 611 allocation for the current FFY;
  2. had an increase in federal IDEA 611 allocations;
  3. had a “meets requirements” determination;
  4. were not required to reserve CEIS funds; and
  5. established and maintained programs of free appropriate public education (FAPE) that meet the requirements of Section 613(a)
- **Then**, LEAs/ESAs *may* reduce MOE by 50% of the increase in IDEA 611 allocation depending on whether or not the CEIS is voluntarily implemented.

# Let's hear from you?

- How do you collect each of those data elements?
- How do you verify or validate the data?
- What is your process for reporting the data?
- Is it in writing? Could someone else duplicate what you do?

# Recommendations to Improve the MOE Data Collection

## Procedures

- Write and keep current written procedures
- Up-to-date instructions and training for LEAs

## Practice

- Common data submission tool

# CIFR and IDC Tools to Assist States to Improve the Collection and Reporting of LEA MOE Data

# CIFR Tools

- Local Educational Agency Maintenance of Effort (LEA MOE) Calculator: (<http://cifr.wested.org/resources/lea-moe/calculator/>)
- Data Notes Practice Guide: ([http://cifr.wested.org/wp-content/uploads/2016/08/CIFR-Program-Model\\_Notes.pdf](http://cifr.wested.org/wp-content/uploads/2016/08/CIFR-Program-Model_Notes.pdf))
- Quick Reference Guide on IDEA Local Educational Agency Maintenance of Effort: (<http://cifr.wested.org/wp-content/uploads/2015/12/CIFR-LEA-MOE-QRG.pdf>)

# IDC Tools

- IDEA Data Training Modules: (<http://newdatamanagers.ideadata.org/part-b>)
- 618 Data Pre-submission Edit Check Tool — Part B MOE and CEIS: (<https://ideadata.org/resource-library/56cb2396140ba0d1308b4583/>)
- MOE Reduction Eligibility Decision Tree and Worksheet: (<https://ideadata.org/resource-library/56995073150ba000628b45df/>)



Questions? Comments?

# Contact Us



Web: <http://cifr.wested.org/>  
Email: [cifr\\_info@wested.org](mailto:cifr_info@wested.org)  
Tel: 855.865.7323  
Twitter: @CIFR\_IDEA



Web: <https://ideadata.org/>  
Email: [ideadata@westat.com](mailto:ideadata@westat.com)  
Tel: 888.819.7024  
Twitter: @IDEAdatacenter

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