

Data Review (DR) Process Outline

August 7, 2023

- Process begins

September 15, 2023

- PEA submits initial Student Sample List for review by PSM specialist (utilizing the Monitoring Sample Matrix)

September 22, 2023

- PSM specialist provides feedback on initial Student Sample List

December 1, 2023

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

December 8, 2023

- PSM specialist requests documentation needed for validation from PEA

January 12, 2024

- PEA provides requested documentation to PSM specialist for validation

February 9, 2024

- PSM specialist provides validation feedback to PEA to include next steps in the Data Review process, including individual student corrections needed and what subsequent documentation may be needed

March 29, 2024

- PEA submits evidence of corrections from initial review and completed subsequent documentation (if needed)
- If subsequent documentation is needed, a Student Sample List is required, along with the completed subsequent Student File Forms

April 5, 2024

- PSM specialist requests a sample of documentation for verification from PEA

April 12, 2024

- PEA submits requested documentation to the PSM specialist

April 26, 2024

- PSM specialist completes verification

May 10, 2024

- PEA receives successful completion letter **or** WNOF and completes a CAP (if applicable)

Tips for Successful Completion:

- Provide Guide Steps for each team member reviewing files
- Ensure the team has access to HLS, original source documentation of home language
- Ensure the team has access to the Student Sample List to determine which files have been reviewed