2021

T4PA CENTER

Title IV, Part A Reporting Process Action Guide

INTRODUCTION

The Title IV, Part A (Title IV-A) statute requires that each State education agency (SEA) publicly report on how funds are spent in each of the three priority content areas (i.e., Well-Rounded Education, Safe and Healthy Students, and the Effective Use of Technology) and progress toward meeting program objectives and outcomes. Consequently, local education agencies (LEAs) must report these same data to SEAs.

To help support this work, the Title IV, Part A Technical Assistance Center (T4PA Center) developed this action guide, which includes six steps for setting up a reporting process. State Coordinators (SCs) can use the guide's built-in tracking features to monitor the process of reporting activities within the SEA. Additionally, the guide includes tips to consider at each step in the process.

To learn more about Title IV-A reporting, please see *Strategies for Public Reporting for State Title IV-A Programs*, and for more information on Title IV-A and program requirements, please visit the T4PA Center Website and also the Searchable Statute.

This action guide provides six steps for setting up a Title IV-A reporting process in your SEA. Each step is made up of multiple components. Below each component there is a table to help track your progress and inform future reporting efforts.

Step 1: Identify reporting supports and stakeholders.

Identify any colleagues who are familiar with or have access to the Title IV-A program, operating context, and related data such as financial and programmatic outcomes information. List those colleagues, along with the reason for their selection, in the table below.

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- Individuals who work on Title IV-A at the SEA as well as on the state's data team are good roles to consider including when thinking about reporting.
- You may want to establish a reporting team to help guide the process.
- If you choose to establish a reporting team, be sure to define roles, assign team members to each role, and clearly delineate between leadership and supporting roles.

Reporting Team		
Name	**Title**	**Reason for Selection**

In addition to the public, identify any specific stakeholders who will use the data to make decisions about Title IV-A. List those stakeholders, along with notes about how they might use the data, in the table below.

Internal and External Stakeholders			
Name	**Title**	**Agency**	**Uses for Data**

Step 2: Identify questions.

Decide what questions you will address with your reporting process. Use the table below to list the questions you plan to address. Here are a few suggestions to consider when developing your own questions:

- ☐ What information is needed to reflect the range of Title IV-A programs and activities at the SEA and LEA levels?
- ☐ How many questions or priorities will the data reporting process address?
- ☐ What common goals and objectives have already been established within documents such as the state's strategic plan, district plans, or other planning documents?
- ☐ What types of data are end users interested in?
- ☐ What is within the SEA's or LEAs' power to adjust in future years?

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- This step is all about setting the goals of the reporting process.
- The stakeholders who will use the results of the reporting process to make decisions about Title IV-A may have particularly valuable input.

SEA-Developed Questions	
Question 1	
Question 2	
Question 3	
Question 4	
Question 5	

Step 3: Determine the types of data needed.

Determine the type of comparisons you want to make regarding each question you listed above. Use the table below to assign each question you identified in step two a data type. Here are some types of comparisons and claims you may want to consider:

- ☐ Single year results
- ☐ Changes over time
- ☐ Differences across student groups
- ☐ Differences across LEAs by student outcome
- ☐ Differences across LEAs by program type

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- This step is about selecting the indicators that best show the progress of LEAs toward Title IV-A goals.
- You may want to develop indicators that you can use year-to-year to illustrate the program's progress over time.
- For help with this step, see pages 9-10 of *Strategies for Public Reporting for State Title IV-A Programs*.

Refining SEA Questions

Questions	Indicator(s)	Comparison Type(s)
Question 1		
Question 2		
Question 3		
Question 4		
Question 5		

Step 4: Identify available data, and plan for collecting additional data (if needed).

Identify and evaluate for fit all currently collected data related to the indicators identified in step three. Use the table below to list currently available data sources along with notes about what each source indicates.

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- This step helps avoid duplication of efforts.
- When thinking about available data, consider data already required for other Federal data collections and data collected for other grant programs.

Data Identification and Planning		
Available Data	**Source**	**Relevant Indicator**

Identify what data are missing. Use the table below to list any additional data you need to collect to measure the indicators you identified in step three. Next, develop a plan for collecting missing data.

Additional Data Collection Planning			
Missing Data	**Relevant Indicator**	**Collection Plan**	**Stakeholder Support Needed**

Step 5: Develop a work plan for all components of data collection, analysis, and reporting.

Decide on the format of reporting products (e.g., written report, presentation, online dashboard) and when and how often reporting products will be produced. Use the table on the next page to track how you plan to report.

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- You may need to tailor your reporting products to different audiences depending on who is using the data.
- When planning timelines, think about when it might be most useful to release reporting information.
- After establishing milestones and timelines, work backwards to determine when individual reporting tasks should occur (e.g., when to collect data).

Reporting Format and Timing		
Reporting Product Format	**Intended Audience**	**Frequency/Timing**

Identify milestones and tasks based on the reporting product(s) and set deadlines. Use the table below to list major milestones and tasks needed to complete your reporting products. Be sure to include any timelines associated with each.

Reporting Product Planning		
Reporting Product	**Major Tasks**	**Deadlines**

Step 6: Create and disseminate reporting products.

Implement the plan developed in step five to create the reporting product(s). Use the space below to make notes about the process and to record lessons learned for future iterations of reporting products.

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- To the degree that Title IV-A reporting products will be repeated, create a template and recurring processes to be used for future products.
- SCs may wish to leverage their SEA's communication office to support dissemination efforts.

Product Development Process		
Reporting Product	**Internal Feedback**	**Future Considerations**

Share the reporting products with stakeholders. Use the space below to record any feedback you gather on how the reporting products are used and received by stakeholders.

Product Dissemination and Stakeholder Feedback			
Reporting Product	Dissemination Date	Stakeholders Receiving Product	Stakeholder Feedback

CONTACT US

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