

Early Intervention Data

PART 2

This webinar is being recorded.

Send questions to the following email
address: HBGVCM@pattan.net

Or use the "Chat" function that will be on
your Zoom Meeting screen.

PA pennsylvania
OFFICE OF CHILD DEVELOPMENT
AND EARLY LEARNING

Early Intervention Data Reports
PART 2

*How to "Read"
the Monthly/Yearly Reports*

March 27, 2017

Tom Wolf, Governor
Pedro Rivera, Secretary of Education | Ted Dallas, Secretary of Human Services

> 2

Welcome to OCDEL's presentation on Early Intervention Data Reporting: Part 2. This is Jeff Kay and joining me today is Liz Wagner-Simmons from Early Intervention Technical Assistance. We will be taking you through "How to Read the Monthly/Yearly Reports."

As a reminder, Part 1 Powerpoint presentation and recording can be found on the EITA portal.



Explore ways to think about, access and interpret the data you will need to manage your program and successfully complete verification activities

In this presentation, I will spend a little time reviewing the EI Data Reporting system. Then, Liz and I will discuss what is in each type of report and how you can manage your data throughout the year.

We answered these questions in EI Reporting 101:

WHAT is a report?

A report retrieves **system data** using pre-determined filters and data categories and presents the results in a **user friendly format** to assist with **business decision-making**.

HOW does the data get into the report?

It is based on the information that is entered in the Pelican EI system.

WHERE are the Reports?

- **PELICAN EI** (part of the Home and Community Services Information System: HCSIS)
- **Enterprise Data Warehouse** (sometimes referred to as Cognos)
- **Docushare** (OCDEL>>Bureau of Early Intervention Services>> Infant/Toddler & Preschool General Information)

WHEN is the data pulled to generate the reports?

Data that is stored in the Data Warehouse comes from PELICAN EI and is a “snap-shot” at the time the report is generated.



So, during last week’s webinar, we learned about the different parts of the EI Data System: PELICAN EI, the DWH, and the Docushare environment.

We discussed what a report is, how the reports are populated, where the data comes from, where you can go to access reports, as well as when the data is pulled to generate certain reports.

As I mentioned at the close of our last webinar, the EI Reporting System can be a really powerful tool in helping you make data driven decisions about your program.

Early Intervention Data Reporting Part 2



DEFINITIONS

PELICAN/HCSIS: The EI Database – where we enter EI data.

Data Warehouse: a repository of data from many different data systems including PELICAN EI, PROMISE, and CIS. For us, this is where we use Cognos to create and run reports.

Cognos: IBM's [business intelligence](#) (BI) and [performance management](#) software suite. The software is designed to enable business users without technical knowledge to extract corporate data, analyze it and assemble reports.

AD-HOC Reports: One-click reports that are pre-designed to display specific data. These reports are pre-designed.

Dashboard: A dashboard is a one-page depiction of key performance indicators (such as service delay or through simple visual graphics such as graphs, charts and tables.

Cube: A cube is a grouping of related data that users can manipulate for tactical decision-making and requires business-savvy user interaction.

Docushare: A repository where formatted reports are run by OCDEL staff and saved as Excel documents for use in decision making, program evaluation, and verification process.

Tom Wolf, Governor
Pedro Rivera, Secretary of Education | Ted Dallas, Secretary of Human Services

> 5

First, to get us all on the same page, let's review some key definitions that we learned about in Early Intervention Reporting 101. Knowing these terms will go a long way to understanding how your EI data is collected, stored, and reported on.

Each of these definitions can be considered parts of the EI Data Reporting system.

The first part of the system is referred to as PELICAN EI. It is a live database that is always changing.

The 2nd part of the system is the Data Warehouse. It is sometimes called DWH, Cognos, or Ad Hoc. What you need to know is that the Data Warehouse is the location where most of the reporting that is done for OCDEL is performed. The DWH is where reporting happens, it is where users can go to create and run reports.

The DWH is also where reports that are stored on Docushare are created.

But first, within the DWH, there is a software suite called Cognos. Cognos is a tool that allows users to extract data by using several different types of reporting features. In this presentation, we will be referring to this as the Data Warehouse. Within the DWH you have three type of reporting types: Ad-Hoc, Dashboards, and Cubes.

Finally, there is Docushare. Docushare is another type of filing cabinet – this filing cabinet is used to store formatted reports that are created by

OCDEL staff. Most of the reports in DocuShare are saved as Excel documents for use in decision making, program evaluation, and to assist you with the Verification Process.

WHAT is a report?

A report retrieves system data using pre-determined filters and data categories and presents the results in a user friendly format to assist with business decision-making.



So, to review, let's look at our definition of a report. In simpler terms, a report is formatted data that answers questions for you. These questions can be simple or complex. Reports can help you review how your program is doing, what your numbers look like, or identify trends for future planning and needs.

WHERE: Where do you find the reports?

Just like filing cabinets in a file room, reports are located in different places.

PELICAN EI



Data Warehouse



Docushare



PELICAN is where data entry occurs
Data Warehouse is where report templates can be created, run and stored
Docushare is where formatted reports are stored

To do a quick review on WHERE data/reports come from:

PELICAN EI is where data entry occurs.

The DWH is where reports templates can be created, run, and stored for later use. Once you have run a report in the DWH, the raw results of that report can be opened up or saved to another location.

Docushare is where OCDEL stores formatted reports for use by all Infant Toddler and Pre School programs.

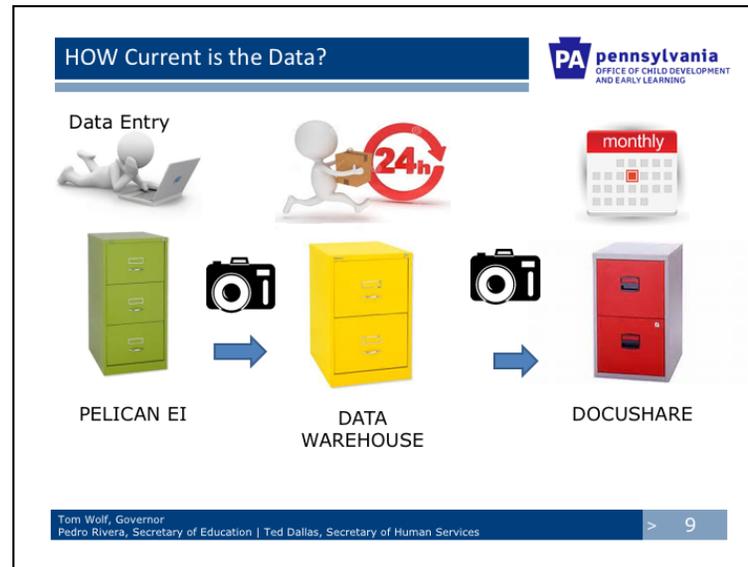
WHEN: is the data pulled to generate the reports?

Data that is stored in the Data Warehouse comes from PELICAN EI and is a "snap-shot" at the time the report is generated.



Let's look at few examples using time frames to explain the difference between reports run from the Data Warehouse and reports that are stored in DocuShare.

Remember that reports run from the Data Warehouse and stored on DocuShare are snapshots of the data in PELICAN EI. They allow you to view what your data looked like on the date that the picture of your data was taken.



The time frame for updating data is different in each system. Pelican EI is live data. This data then goes to the Data Warehouse the next business day where as the reports in DocuShare are created monthly.

We will now take a more closer look @ what reports are available in both the Data Warehouse and DocuShare and how you can use them through the year.

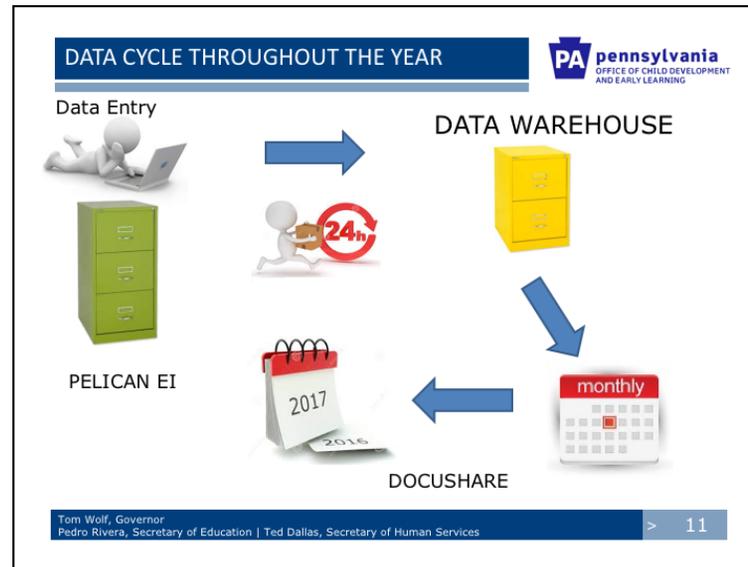
To take us through the next part of the webinar, I would like to introduce you to Liz Wagner-Simmons.

2017 Verification (FY15/16 Data)

- You have received your FY 15-16 data and percentages to use with self-verification and verification activities, but did you know that the same “rules” for the verification reports are also included in the monthly DocuShare reports?
- What can you do to analyze data and manage your program throughout the year?

DO NOT wait until the end of the year report to use data to manage your program!





All of the reports that are available throughout the year relate to each other.

The DWH are “near real time” report templates that can be created, run, and stored for later use.

Docushare is where OCDEL stores MONTHLY formatted reports for use by all Infant Toddler and Preschool programs.

These monthly reports will then be reflected in the Yearly report.

The most important thing to remember is that the Monthly reports are identical in their formatting and data fields as the end of the year reports, but are created monthly.

HELP!
There are all of these reports that look the same and have similar names..
What are the differences?

What children are included in the report?



Which report should I use?

What do those percentages mean in the reports?

Did you know there is a guide in DocuShare that will give you the data sources for monitoring the verification data?

We will now begin to take a look at what in each report and how they compare to each other.

Early Intervention Data Reporting Part 2



The guide for reports can be found in:
OCDEL>Bureau of Early Intervention Services>Infant/Toddler & Preschool General Information>2. Verification Data Results>2017 Verification (FY15/16 Data)
Preschool Verification Reports and Data Guide or Infant Toddler Verification Reports and Data Guide

2017 Verification (FY15/16 Data)

Edit Selected... Go Add... Go

Type	Title
	2015_2016 InfantToddler OnSite Self Verification Data Report.pdf
	2015_2016 InfantToddler OnSite Self Verification Data Report_Revised.pdf
	2015_2016 InfantToddler OnSite Self Verification Data Report_Revised_V2.pdf
	2015_2016 Preschool OnSite Self Verification Data Report.pdf
	Infant Toddler Verification Reports and Data Guide FY1516 Data.pdf
	Preschool Verification Reports and Data Guide FY1516 Data.pdf

Tom Wolf, Governor
Pedro Rivera, Secretary of Education | Ted Dallas, Secretary of Human Services

> 13

The Infant Toddler and Preschool Verification Reports and Data Guide will give you the data sources for all of the indicators. The guide can be found in the Docushare for Verification

This is a sample of the guide:

INFANT/TODDLER

Annual verification Data Results can be found in DocuShare: OCDEL>>Bureau of Early Intervention Services>> Infant/Toddler & Preschool General Information>>2. Verification Data Results

Verification Indicator	Data Source for Monitoring
SD-10: 14-day service delivery	COGNOS: Public Folders>HCSS>OCDEL Reports and Cubes>Dashboards>Infant/Toddler Monitoring Dashboard <ul style="list-style-type: none"> % of Infants and Toddlers with IFSPs who receive the EI Services on the IFSPs in a timely manner COGNOS: Public Folders>HCSS>OCDEL Reports and Cubes>Dashboards>Infant/Toddler Exception Dashboard <ul style="list-style-type: none"> Service missing actual delivery date COGNOS: Public Folders > Group Folders > EI Ad-Hoc Reports > Infant Toddler Reports > Verification Reports
SD-11: Does the preschool early intervention program meet requirements for entering both entry and exit early childhood outcome (ECO) data for all children who have exited the program?	Monthly DocuShare Report PELICAN-EI: Tests > Reports > Reports Request <ul style="list-style-type: none"> Early Intervention ECO Details Report COGNOS: Public Folders > Group Folders > EI Ad-Hoc Reports > Infant Toddler Reports > Verification Reports
RI-3: Percent of Children with Timely MDE/IFSP: 45-day timeline	COGNOS: Public Folders>HCSS>OCDEL Reports and Cubes>Dashboards>Infant/Toddler Monitoring Dashboard <ul style="list-style-type: none"> Referral Date to Plan Meeting Date COGNOS: Public Folders > Group Folders > EI Ad-Hoc Reports > Infant Toddler Reports > Verification Reports
RI-3: Annual IFSP is developed within the required timeframe	Monthly DocuShare Report COGNOS: Public Folders > Group Folders > EI Ad-Hoc Reports > Infant Toddler Reports > Verification Reports

COMPARISON OF REPORTS FOR **PERCENTAGES**

DOCUSHARE		DATA WAREHOUSE
FYTD Monthly-Quarterly Reports	Verification Data Results	Monitoring Dashboards
EXCEL FILE	PDF File	GRAPHS
Percent represents performance score to date	Percent represents final performance score	Percent represents the data set it is describing, but NOT to be used for verification scoring
Tabs for each verification indicator	One file that includes all indicators	Each verification indicator has it's own graph/chart
Updated Monthly	Updated YEARLY	Updated Daily

This is the comparison between Docushare reports and Monitoring Dashboards reports in the Data Warehouse.

The yearly Verification Data Results can be found in Docushare Folder:
[Infant/Toddler & Preschool General Information/ Verification Data Results](#)

COMPARISON OF REPORTS FOR **CHILD SPECIFIC DATA**

DOCUSHARE		DATA WAREHOUSE
FYTD Monthly-Quarterly Reports	Verification Data	AD-HOC Verification FOLDER
EXCEL FILE		Can be downloaded to an EXCEL FILE
Can be sorted and filtered		Can be sorted and filtered
Tabs for each verification indicator		Each verification indicator has it's own file
Updated Monthly	Updated YEARLY	Updated Daily

You want to look for the specific records that are included in your data reports
This chart is the comparison between Docushare reports and Ad-Hoc reports in the Data Warehouse.

All of these reports will give you child specific data.

The Docushare files are formatted in the same exact way, with tabs for each indicator.

The Ad-Hoc folder contains one file for each indicator.

Here are the data sources for 14 day service delivery.
How can you analyze this data throughout the year?

Data Source for Monitoring
COGNOS: Public Folders>HCSIS>OCDEL Reports and Cubes>Dashboards>Infant/Toddler Monitoring Dashboard <ul style="list-style-type: none">• % of Infants and Toddlers with IFSPs who receive the EI Services on the IFSPs in a timely manner
COGNOS: Public Folders>HCSIS>OCDEL Reports and Cubes>Dashboards>Infant/Toddler Exception Dashboard <ul style="list-style-type: none">• Service missing actual delivery date
COGNOS: Public Folders > Group Folders > EI Ad-Hoc Reports > Infant Toddler Reports > Verification Reports
Monthly Docushare Report

As you can see, there are multiple places that have data reports for each verification indicator.

We'll use the 14 day service delivery delay report to illustrate how all of the reports relate to each other.

DATA WAREHOUSE DASHBOARDS



Data Warehouse Dashboards is a place to obtain reports that are useful for data analysis performed on a daily basis.

A **Dashboard** is a single page depiction containing charts, graphs and tables to monitor critical business metrics.

The EI dashboards allow users to track information that has been entered into PELICAN EI.

*COGNOS: Public Folders > HCSIS >
OCDEL Reports and Cubes > DASHBOARDS*

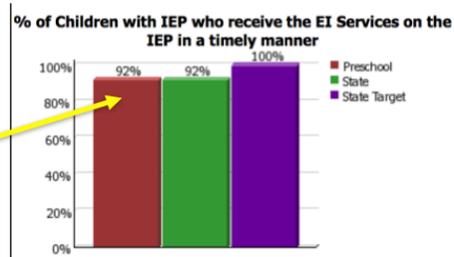
You can find all Dashboards for both PS and IT by using the following path:

EI Preschool Monitoring Dashboard 2



In order to use Dashboards to monitor service delivery, here is the PS Dashboard that will detail Service Delivery Information:

Public Folders > HCSIS > OCDEL Reports and Cubes > Dashboards > [EI Preschool Monitoring Dashboard 2](#)



Tom Wolf, Governor
Pedro Rivera, Secretary of Education | Ted Dallas, Secretary of Human Services

> 19

The dashboards are updated on a daily basis.

This is the PS dashboard that will reflect the data that was entered in Pelican EI.

In this example, you can see that this graph that the 92% for the local Preschool program is less than 100%.

If you wish to see all of the records that are included in this data set, you can use the drill through function.

DASHBOARDS – Drill Through Data



The Dashboard Drill Through Report feature allows a user to create a report showing each record's individualized data based on the current dimensions applied to the report.

Drill Through reports collect and organize PELICAN EI data into easy to access and use reports.

You can run a Drill Through report to view child records that are depicted in any graph within a Dashboard.

Drill through reports:

- Can be exported, saved and printed in various formats, including Excel.

Dashboards allow you to view charts and graphs – they also give you the ability to drill through the graphic representation of the data to see more detail.

Dashboard graphics and drill-through data can be exported, saved and printed as needed.

DASHBOARDS – Drill Through Data 

COGNOS: Public Folders>HCSIS>OCDEL Reports and Cubes>Dashboards>

IBM Cognos Viewer - Infant Toddler Monitoring Dashboard Timely Services Drill Through Report

Keep this version | Add this report

EI Infant Toddler Monitoring Dashboard Drill Through Report - FYTD % of Infants and Toddlers with IFSPs who receive the EI Services on the IFSPs-Timely Services

IT Program : All
 SC Entity : All
 IT Program Level Data

SC Supervisor	SC	Last Name	First Name	MCI #	Date of Birth	Residential County	Provider Name	Service Name	Service Start Date	Service Delivery Date	Activity Status	Referral Date
					10/10/2013	Allegheny	ALLIANCE FOR INFANTS AND TODDLERS INC	Service Coordination (Home/Comm)	7/26/2016	7/26/2016	Inactive	1/16/2015
					11/15/2013	Allegheny	ALLIANCE FOR INFANTS AND TODDLERS INC	Service Coordination (Home/Comm)	7/22/2016	7/22/2016	Inactive	9/22/2015
					12/21/2013	Allegheny	ALLIANCE FOR INFANTS AND TODDLERS INC	Service Coordination (Home/Comm)	7/6/2016	7/6/2016	Inactive	6/6/2016
					3/27/2014	Allegheny	ALLIANCE FOR INFANTS AND TODDLERS INC	Service Coordination (Home/Comm)	8/12/2016	8/12/2016	Active with Plan	7/18/2016
					3/27/2014	Allegheny	3G EARLY INTERVENTION SPECIALISTS INC	Special Instruction (Home/Comm)	8/18/2016	8/23/2016	Active with Plan	7/18/2016
					5/18/2014	Allegheny	ALLIANCE FOR INFANTS AND TODDLERS INC	Service Coordination (Home/Comm)	7/28/2016	7/28/2016	Active with Plan	4/13/2016
					5/13/2014	Allegheny	ALLIANCE FOR INFANTS AND TODDLERS INC	Service Coordination (Home/Comm)	12/15/2016	12/15/2016	Active with Plan	11/15/2016
					5/12/2014	Allegheny	PEACHTREE THERAPY PROFESSIONALS INC	Speech Pathology (Home/Comm)	12/15/2016	12/20/2016	Active with Plan	11/15/2016
					6/8/2014	Allegheny	EARLY LEARNING INSTITUTE	Social Work (Home/Comm)	2/21/2017	2/21/2017	Active with Plan	11/5/2015
					6/23/2014	Allegheny	ALLIANCE FOR INFANTS AND TODDLERS INC	Service Coordination (Home/Comm)	12/28/2016	12/28/2016	Active with Plan	11/17/2016
					6/23/2014	Allegheny	ALLIANCE FOR INFANTS AND TODDLERS INC	Service Coordination (Home/Comm)	3/8/2017	3/8/2017	Active with Plan	11/17/2016
					6/23/2014	Allegheny	THERAPEUTIC DAILY INTERVENTION SERVICES LP	Special Instruction (Home/Comm)	3/8/2017	3/8/2017	Active with Plan	11/17/2016
					6/24/2014	Allegheny	ALLIANCE FOR INFANTS AND TODDLERS INC	Service Coordination (Home/Comm)	7/6/2016	7/6/2016	Active with Plan	8/13/2014

Tom Wolf, Governor | Pedro Rivera, Secretary of Education | Ted Dallas, Secretary of Human Services

> 21

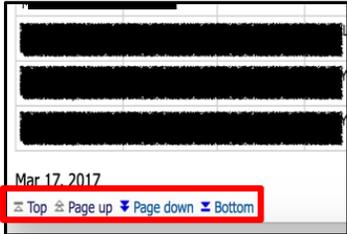
This is the example of the Infant Toddler dashboard of the Children with IFSPs received services in a timely manner. To “Drill-Through” for more detail (and get a list) of what records were used to identify the 97%, simply click on the red bar representing the IT Program in this graph.

Upon clicking on the red bar, you will be able to view the raw data that was used to determine the percentage.

DASHBOARDS – Drill Through Data 

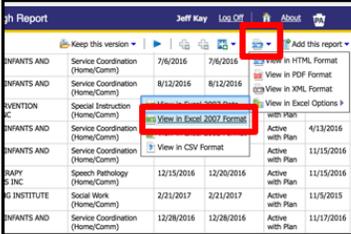
Two Tips for using Drill Through Reports

Page Navigation



Page Navigation links are in the bottom left corner.

Save as Excel



View and Save as an Excel document – top right corner.

Tom Wolf, Governor
Pedro Rivera, Secretary of Education | Ted Dallas, Secretary of Human Services > 22

There are two things that I want to share with you regarding Drill Through reports.

1. When you view drill through data, only the first 20 records will be displayed per page of the report. At the bottom of each page, there are navigation links that you can use to move from page to page.
2. The second tip is that in the upper right hand corner there is a drop down menu that will allow you to view and save the file in another format - like Excel.

Although only 20 records are shown on each screen, when the file is saved to an excel file, all records will be in the file.

Docushare – Formatted Reports



WHERE: MONTHLY: % of records

Infant/Toddler & Preschool General Information>
YOUR PROGRAM FOLDER>FYTD Monthly-Quarterly Reports>FY 16-17

[January 2017 Reports.xlsx](#) State-Wide:
Will give you **percentages**.

Tom Wolf, Governor
Pedro Rivera, Secretary of Education | Ted Dallas, Secretary of Human Services

> 23

Remember, these monthly reports are a “snap shot” of the data that was entered into Pelican @ the time the report was run.

Let’s first look @ the % of records that related to SD-7:

Does the Early Intervention program ensure children receive IFSP/IEP services in a timely manner? (SD-7)

EILT Service Delivery (14 days)						
<i>Missing Actual Delivered Date is UNTIMELY</i>						
FYTD January 2017						
Infant/Toddler Program	Timely	Timely - Family/AON	Untimely/ Missing ADD	Missing ADD	Total	% Timely
A	2422	60	224	3	2709	91.6%
B	143	3	16	2	164	89.0%
C	198	4	43	6	251	80.5%
D	202	0	6	0	208	97.1%

Tom Wolf, Governor
 Pedro Rivera, Secretary of Education | Ted Dallas, Secretary of Human Services

> 24

In this case, for the current fiscal year, the % as timely is @ 97.0%.

You are now wondering what records are included in the %.

How can you see those 16 child records that are used to compute this %?

WHERE: MONTHLY: Child Specific



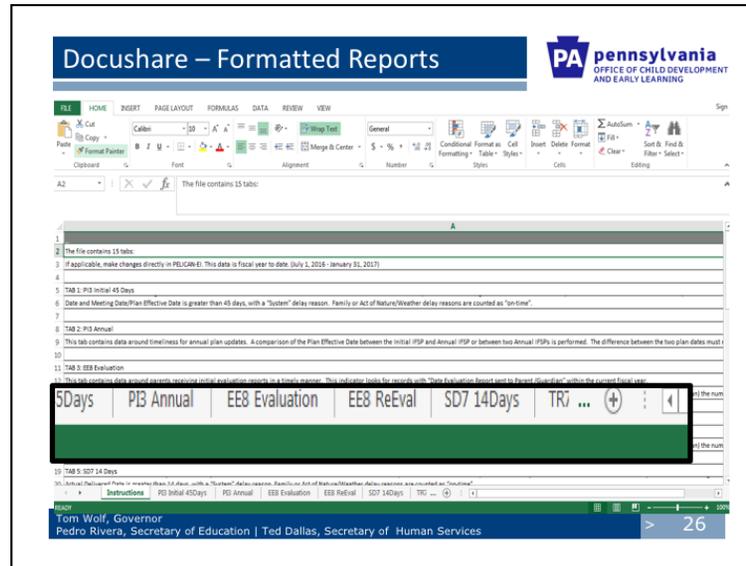
CHILD Specific

FYTDJanuary2017__YOUR PROGRAM_.xlsx

This will be the Excel file that has all of the tabs to look @ every Verification data report result.

These reports are again snap shot of the monthly data.

This is the file that you will access to look @ Child Specific Data that is included in the monthly %.



The monthly child specific excel file has multiple tabs.

To view the different report results, you simply click on the tab of data that you want to view.

Docushare – Formatted Reports

PA pennsylvania
OFFICE OF CHILD DEVELOPMENT
AND EARLY LEARNING

What is in each tab?



The 1st tab gives instructions of how the data is pulled and how the indicator is calculated.

1 The file contains 15 tabs:
 2 If applicable, make changes directly in PELICAN-EL. This data is fiscal year to date. (July 1, 2016 – January 31, 2017)
 3
 4
 5 **TAB 1: P13 Initial 45 Days**
 6 between Referral Date and Meeting Date/Plan Effective Date is greater than 45 days, with a "System" delay
 7
 8 **TAB 2: P13 Annual**
 9 days.
 10
 11 **TAB 3: EEB Evaluation**
 12 This tab contains data around parents receiving initial evaluation reports in a timely manner. This indicator looks
 13 exceeds 30.
 14
 15 **TAB 4: EEB ReEval**
 16 This tab contains data around parents receiving reevaluation reports in a timely manner. This indicator looks
 17 exceeds 30.
 18
 19 **TAB 5: SD7 14 Days**
 20 Service Start Date and Actual Delivered Date is greater than 14 days, with a "System" delay reason. Family
 21
 22 **TAB 6: TR7 SA**
 23 (<33 months). Not eligible for Part B – referrals (<33 months). Eligibility Part B community services, Part B elig
 24
 25 The following acronyms are being used in the report:
 26 TPD Timeliness = "Transition Plan Developed Timeliness"
 27 TPU Timeliness = "Transition Plan Updated Timeliness"
 28 Overall Tplan Timeliness = "Overall Transition Plan Timeliness"

< > **Instructions** P13 Initial 45Days P13 Annual EEB Evaluatic

Tom Wolf, Governor
Pedro Rivera, Secretary of Education | Ted Dallas, Secretary of Human Services > 27

Tabs for Preschool and Infant Toddler are different, but each Excel file contains all of the indicators needed for verification.

This is a screenshot of the Infant/Toddler file that has 15 tabs.

The first tab has instructions that will tell you how each tab is computed.

Docushare – Formatted Reports

PA pennsylvania
OFFICE OF CHILD DEVELOPMENT
AND EARLY LEARNING

This tab contains data around 14 day service delivery. This indicator looks at IFSP/IEP services with an Actual Delivered Date, or absence of an Actual Delivered Date that is identified as being due, within the fiscal year. UNTIMELY records included in this report meet the following criteria:

1. Time between Service Start Date and Actual Delivered Date is greater than 14 days, with a “System” delay reason.
2. Family or Act of Nature/Weather delay reasons are counted as “on-time”.
3. A service start date is more than 14-days in the past and the field “ Actual Delivered Date” has no value saved

IFSP/IEP services with the check-box “no delivery date needed” are excluded from this data analysis.

Tom Wolf, Governor
Pedro Rivera, Secretary of Education | Ted Dallas, Secretary of Human Services

> 28

These are the instructions for the Tab marked 14 day.

It includes what records are included in the report and what makes the record “Timely” vs “Untimely”

It also tells you which records have been excluded from this report.

To view the different report results, you simply click on the tab of data that you want to view.

In this example, we will look @ the 14 day tab.

DocuShare – Formatted Reports

PA pennsylvania
OFFICE OF CHILD DEVELOPMENT
AND EARLY LEARNING

	A	B	C	D	E	F	G	H	I	J	K	L
						Service Start Date (MM/YY)	Service End Date (MM/YY)		Actual Delivered Date (MM/YY)	Timeliness	Delay Reason if	
1	MCI											
2												
3												
4												
5												
6	1174	22JUN2012	Physical Therapy (Community)	Home	None	15	14JUN2016	08JUL2015	08JUL2015	Timely	Timely	
7	1175	25NOV2011	Speech Therapy - Group (Community)	Community	Other	15	15MAR2016	08JUL2015	08SEP2015	Timely-Family/ADN	Timely	Family

SD7 14Days

For records with multiple services, all services must be “Timely” in order for the record to be “Timely”. All services for a record will be listed in the report.

Tom Wolf, Governor
Pedro Rivera, Secretary of Education | Ted Dallas, Secretary of Human Services

> 29

This is a sample of the 14 days tab with child specific records.

You can now sort and filter records for “Timely” vs “Untimely” to see those 6 records that gave you the 97% on your most recent monthly report.

Your next step might be to correct those records that have no Actual Delivery Date entered.

CORRECT YOUR DATA...



Data Warehouse

PELICAN is where the data will be corrected.

The corrected data will then be sent to the Data Warehouse where both Ad-Hoc and Dashboards are located.

You have your staff correct the data in PELICAN EI.

This information will then be delivered to the DWH overnight.

DATA WAREHOUSE ADHOC REPORTS 

Ad-Hoc Reports

IBM Cognos Connection

Public Folders My Folders

Public Folders > * Group Folders * > E1 AdHoc Reports > Infant Toddler Reports > Verification Reports

<input type="checkbox"/>	Name
<input type="checkbox"/>	CF-1 E1 IT Referrals
<input type="checkbox"/>	EE-8 E1 IT Timely Evaluation Report to Family
<input type="checkbox"/>	EE-8 E1 IT Timely Re-Evaluation Report to Family
<input type="checkbox"/>	EE-9 PS-6 ITF Waiver Report (Master)
<input type="checkbox"/>	PI-3 E1 IT Annual IFSP Timeline Report
<input type="checkbox"/>	PI-3 E1 IT Initial IFSP Timeline Report
<input type="checkbox"/>	SD-2 Do infants and toddlers make progress as measured on the three child outcome indicators? - Prompt Closure
<input type="checkbox"/>	SD-7 E1 IT On-Time Service Delivery Report 15-16
<input type="checkbox"/>	SD-7 E1 IT On-Time Service Delivery Report 16-17
<input type="checkbox"/>	SD-8 E1 IT ECO Entry Exit Report - Prompt Closure
<input type="checkbox"/>	TR-5 E1 IT Timely Transition Conference Report 15-16
<input type="checkbox"/>	TR-5 E1 IT Timely Transition Conference Report 16-17
<input type="checkbox"/>	TR-7 E1 IT Timely Transition Plan Report 15-16 with mtg
<input type="checkbox"/>	TR-7 E1 IT Timely Transition Plan Report 16-17 with mtg

Tom Wolf, Governor
Pedro Rivera, Secretary of Education | Ted Dallas, Secretary of Human Services

> 31

Let's now look @ the reports in the Data Warehouse/Ad-Hoc verification reports to see how the changes made in Pelican EI are reflected in these reports.

DATA WAREHOUSE ADHOC REPORTS



These are Excel files that are formatted and look @ data in the same way as the DocuShare Reports.

However, each indicator will have it's own file.



 SD-7 EI IT On-Time Service Delivery Report 16-17

Tom Wolf, Governor
Pedro Rivera, Secretary of Education | Ted Dallas, Secretary of Human Services

> 32

This is the file that will now give you the data for the 14 day (On-Time Service Delivery Report).

AD-HOC REPORT: On-Time SERVICE DELIVERY

PA pennsylvania
OFFICE OF CHILD DEVELOPMENT
AND EARLY LEARNING

A	B	C	D	E	F	G	H	I	J	K	L	M
MCI#	DOB	Service Name	Setting	Detail	Timeliness by Specific Service	Timeliness by MCI ID	Delay Reason if Over 14days					
1170	19AN2011	Specialized Instruction	Community	Other	timely	Timely						
1171	14AG2010	Occupational Therapy (Community)	Other	Early Childh	timely	Timely						
1172	14AG2010	Speech Therapy (Center)	Other	Early Childh	timely	Timely						
1173	23AN2011	Occupational Therapy (Community)	Home	None	timely	Timely						
1174	22AN2011	Physical Therapy (Community)	Home	None	timely	Timely						
1175	25NOV2011	Speech Therapy - Group (Community)	Community	Other	timely	Timely						

This means that your staff made the corrections in Pelican EI!

Tom Wolf, Governor
Pedro Rivera, Secretary of Education | Ted Dallas, Secretary of Human Services

> 33

Again, we are seeing a screenshot of the On-time service delivery report.

It looks the same as the Monthly report in Docushare, except that it does not have multiple tabs for each indicator.

Instead there is one file for each indicator.

This time, look again at the last two columns:

“Timeliness” and “Overall Timeliness” (IT)

“Timeliness by Specific Service” and “Timeliness by MCI ID” (PS).

All of the records that were previously marked as untimely, are now timely.

You might now be wondering what your new % is and how you can see how your corrective actions have affected your %.

Remember, that the changes made to Pelican EI are reflected in the Yearly Report.

Let’s take a look @ that report now.

DOCUSHARE REPORTS

PA pennsylvania
OFFICE OF CHILD DEVELOPMENT
AND EARLY LEARNING

WHERE: YEARLY: % of records



OCDEL > Bureau of Early Intervention Services > Infant/Toddler & Preschool General Information > 2. Verification Data Results > 2017 Verification (FY15/16 Data)

File: 2015_2016 InfantToddler OnSite Self Verification Data Report_Revised

File: 2015_2016 Preschool OnSite Self Verification Data Report

Tom Wolf, Governor
Pedro Rivera, Secretary of Education | Ted Dallas, Secretary of Human Services

> 34

These reports are a snap shot of the whole Fiscal Year's data.

Let's first look @ the % of records that related to SD-7:

Does the Early Intervention program ensure children receive IFSP/IEP services in a timely manner? (SD-7)

Remember, these files will give you the Fiscal Year Data in a PDF File.

DOCUSHARE REPORTS			PA pennsylvania OFFICE OF CHILD DEVELOPMENT AND EARLY LEARNING			
			SD-7: On Time Service (14-day)			
Preschool Program	SD-1: % of Children in EC program and receiving the majority of services in the program?	SD-2: % of Children separate class in school or residential	Miles by Mile	SD-7: On Time Service (14-day)	PS-1: Does the PS II program ensure the initial EP is outlined?	PS-2: Does the PS II program ensure the annual EP is outlined?
	54.0%	23.0%		100%	97.6%	93.5%
	85.9%	11.4%		8%	87.3%	93.3%
	67.4%	7.4%		100%	96.9%	98.1%
			100%			
			98%			
			100%			
			97%			
			100%			
			99%			
			95%			
Infant/Toddler Program	SD-7 (On-time Services)	TR-7 (Percent of Children with Timely Transition Plan)	TR-5 (Percent of Children with Timely Transition Conference)			
	94.2%	96.7%	98.35%			
	99.6%	98.7%	97.75%			
	99.1%	100.0%	100.00%			
	97.7%	100.0%	98.41%			
	99.2%	99.5%	99.73%			
	93.3%	94.3%	95.40%			
Tom Wolf, Governor Pedro Rivera, Secretary of Education Ted Dallas, Secretary of Human Services			> 35			

This is the YEARLY percentage. This is the % that is used to calculate your score for On-Site and Self Verification.

This is a PDF file that has all of the indicators used for Verification.

But, at this point in the year, you cannot change your end of the year data.

Let's look @ your program's data on the third line

The % is @ 100%.

Knowing that every month's data feeds into the end of the year data, your efforts to monitor these % through the monthly reports and the data warehouse has been effective!

**In this training, we looked @
MANAGING YOUR DATA THROUGHOUT THE YEAR...**

- ✓ Identify how to access data regularly throughout the year in Data Warehouse and in DocuShare
- ✓ Know how to interpret the data
- ✓ Determine what data you can correct
- ✓ Implement improvement strategies and monitor outcomes

ADDITIONAL INFORMATION

Located on the HCSIS Learning Management System

PELICAN EI All: Reports and Data Warehouse Materials

All_Reports Process Guide_10-24-2015

All_PELICAN EI Reports Guide_9-11-2016

IT_Dashboard Reports_08-19-2014

PS_Dashboard Reports_08-19-2014



Need
More
Information?

THANKS FOR YOUR PARTICIPATION

As you move from this..



To celebrating your data literacy!



QUESTIONS?

Send questions to the following email
address: HBGVCM@pattan.net

Or use the "Chat" function on your Zoom
Meeting screen.

If you have additional questions, we will be taking those questions now.

This presentation, with the recording, will be posted to the EITA Portal.