



## CORE SERVICES *of the* STATE SUPPORT TEAM

*The State Support Team (SST), an initiative of the Statewide Longitudinal Data Systems (SLDS) Program, is a group of experienced state data systems experts who provide states with direct technical assistance (TA) on a wide range of issues to support SLDS development and use. While the SST have provided and will continue to offer TA on an array of data system-related topics, the Team has developed a core set of SST Services to address some of the most common, critical challenges faced by states in their SLDS efforts.*

Each of the SST Services is designed to meet the range of data system-related needs of organizations and agencies across the P-20W+ spectrum (early childhood through the workforce and beyond). Currently, the SST Services focus on four key areas (see back for details):

- **PROJECT PLANNING & MANAGEMENT**
- **DATA GOVERNANCE**
- **STAKEHOLDER ENGAGEMENT**
- **COMMON EDUCATION DATA STANDARDS ALIGNMENT**

Recognizing that states' needs, objectives, and environments vary widely, the SST Services are crafted to benefit states at various stages of SLDS development and use, and are geared toward multiple sectors of the P-20W+ environment. Each service is comprised of a collection of SST-created resources (e.g., working templates, presentations, and self assessment guides) used to develop a defined set of potential deliverables—tangible products (or formal training) the state will have or receive as a result of the service engagement (e.g., policies, manuals, role descriptions, data system analysis, and training). These deliverables are customized to support the state's implementation efforts and, ultimately, the achievement of intended outcomes. Services are delivered along a sliding scale, with states deciding the “level” of engagement with the SST. This ranges from a “self-service” approach to “full-service” engagement as follows (see example engagement on opposite side):

- ▶ **Level 1 (Self service):** State SLDS staff is given access to resources and utilizes them with little or no SST involvement
- ▶ **Level 2 (SST assisted):** SST serves in an advisory role, but state leads implementation of service deliverables
- ▶ **Level 3 (Full service):** SST is directly engaged with the state in developing all of the service deliverables

Any state, regardless of federal grant status, is eligible to receive assistance from the SST. States can request SST support by logging into GRADS360° at <https://nces.grads360.org> and filling out a request form under the “State Support Requests” tab. If interested in a Service area, be sure to specify in your request. If you do not have a GRADS360° account, just send an email with a description of the service or TA you would like to [support@sst-slds.org](mailto:support@sst-slds.org).



**Targeted**



**Comprehensive**



**Flexible**



**Free**

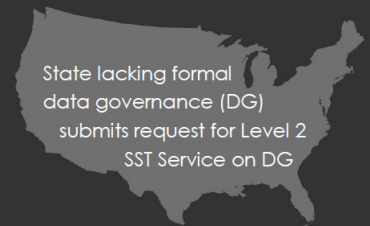
## Project Planning & Management

**Purpose:** To help states or agencies beginning the planning process and/or refining an existing plan within a specific sector or across sectors in support of their SLDS (*currently for Early Childhood (EC); P-20W+ planned*).

**Intended Outcomes:** (1) A clear, agreed upon, and codified vision and mission for how the SLDS will support strategic policy and program goals, and serve end users' work; (2) identification and prioritization of the end users to be served by the system, key questions the system will answer, and the ways users will be given access to the information; (3) identified project roles, responsibilities, and staff to fill those roles to implement the project plan; and (4) gap analysis of the project plan and identified areas for technical assistance.

**Deliverables:** Self Assessment and Project Plan (mission, vision, purpose, timeline, key milestones, next steps)

**Resources:** Self Assessment Tool for EC Data Integration; Planning Guide and Template; SLDS Best Practices Publications on EC



Initial call to discuss service, incl. scope of SST support & state staff time commitment



## Data Governance

**Purpose:** To help states initiate or continue to implement sector-specific and/or cross-sector data governance (DG) structures, roles, and processes in support of their SLDS initiative(s) (*for EC, K12, and P-20W+*).

**Intended Outcomes:** (1) Higher quality data collected and used by state and local participating agencies and/or programs; (2) reduced data collection and reporting burden; and (3) improved communication, collaboration, and relationships among participating agencies/programs, between program and IT staff, and between state and local agencies.

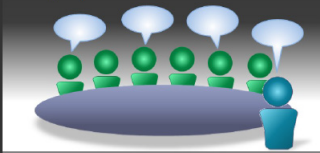
**Deliverables:** DG Policy, DG Manual, Defined DG Roles and Responsibilities, and DG Implementation Plan

**Resources:** Introductory Presentations (for leadership and data stewards); DG Policy Guide and Template; DG Manual Guide and Template; DG Implementation Self-Assessment Checklist (*Planned*)

SST presents to leadership on value of DG to gain buy in



With SST guidance, state creates plan to establish DG structures, roles, & processes



State creates DG Policy & Manual, with feedback from SST



## Stakeholder Engagement

**Purpose:** To strategically engage all stakeholders, from policymakers to end users, in support of an SLDS (*for all sectors and P-20W+*).

**Intended Outcomes:** (1) Improved communication, collaboration, and relationships between SLDS staff and stakeholders; (2) credible and useful data and reports tailored to end users' needs; (3) regular use of SLDS data by stakeholders to inform decisionmaking and influence behavior; and (4) sustained support for the SLDS.

**Deliverables:** Stakeholder Engagement Plan

**Resources:** Introductory Presentations (for leadership and agency staff) (*Planned*); Stakeholder Engagement Self-Assessment Checklist (*Planned*); Stakeholder Engagement Plan Guide and Template; Quick Reference Guide (*Planned*)

SST trains data stewards on the value of, their role in, & the processes of DG



## Common Education Data Standards (CEDS) Alignment

**Purpose:** To support education data stakeholders in the alignment of their data dictionaries with CEDS (*for EC, K12, Postsecondary, and P-20*).

**Intended Outcomes:** (1) A greater understanding of CEDS; (2) a documented view of how stakeholder data sources relate and align with CEDS; (3) a solid starting point for further utilization and/or implementation of CEDS; and (4) the ability to compare data dictionaries across a broad spectrum of peer data dictionaries.

**Deliverables:** CEDS 101 Training, Data System(s) Analysis, and CEDS Data Alignment

**Resources:** Presentation: CEDS 101 Training; Data System Analysis Checklist; CEDS Alignment Tool Template; and Data System Analysis Report Template

SST recommends customized set of next steps for state to continue to implement DG



To request an SST Service or support on other SLDS topics, log on to GRADS360<sup>o</sup> at <https://nces.grads360.org> and fill out a request form under the Request Support tab. If you do not have a GRADS360<sup>o</sup> account, simply email your request to [support@sst-slds.org](mailto:support@sst-slds.org).