



# LEA Snapshot Protocol



The LEA Snapshot protocol may be used to support the data drilldown activity in Step 1 of the CIM Process. This protocol is intended to support an analytical conversation of LEA Snapshot Reports in the SIL Improvement Data Center, under Data Tools, in the LEA Data Drilldown. The Snapshot Reports provide an opportunity to dig deeper into LEA status in areas related to the California State Performance Plan Indicators (SPPI). For more information about the SPPI, please review the [State Performance Plan Indicator Guide](#).

To utilize the Snapshot Reports, LEAs must first request access in the SIL [Improvement Data Center](#), Data Tools, LEA Data Drilldown. Next, activate an account and extract and upload the appropriate CALPADS data. Please note that these reports are available at the District and Charter reporting level only.

[How to Access the Drill Down Center](#)

[How to Upload CALPADS Data Files for Snapshot Reports](#)

## Participants

**Roles:** Facilitator, Notetaker

**Group Size:** 3-7 people

## Instructions for Use

**1. Introduce** Participants to the Data Observation Form on page 2 of this protocol

**2. Guide participants** to the Data Drilldown reports for your LEA

**a.** Navigate to <https://systemimprovement.org/>

**b.** On the homepage select “Improvement Data Center” from the top navigation bar or by scrolling down to the lime green button

**c.** Select “Data Tools” and log in as prompted

**d.** Select the Reporting level and Organization

**e.** Select “LEA Data Drilldown” on the bottom right of the screen

**f.** Consider other relevant data available measures of accomplishment to which the community will hold itself accountable.

## Materials

**In Person:** pen, pencils, notepaper, copies of the Data Observation Form (pg. 2)

**Virtual:** shared virtual workspace

**3. Invite** participants to review one Snapshot Report at a time.

**a.** Spend 5-10 minutes silently reviewing the data, including all of the disaggregated views (e.g. by disability, race/ethnicity, gender, etc.). Participants can document initial reactions on a note paper.

**b.** Facilitate a discussion for each of the three Guiding Questions, while the notetaker documents on the Data Observation Form.

**c.** Move to the next Snapshot report. Repeat until all have been reviewed

**4. Summarize.** Invite participants to read over the notes for each Snapshot.

**a.** Facilitate a discussion to identify and document the key takeaways from the Snapshot reports, overall.

## Data Observation Form

LEA Snapshot Report	Where do we see strengths?	Where do we see needs?	What surprises us about this data?	What questions do we have about this data?
<b>Disproportionality</b> <i>(Aligns with Indicators 9 &amp; 10)</i>				
<b>Least Restrictive Environment</b> <i>(Aligns with Indicator 5)</i>				
<b>Discipline Rate</b> <i>(Aligns with Indicator 4)</i>				
<b>Post-Secondary Transition Goals</b> <i>(Aligns with Indicator 13)</i>				
<b>Preschool Least Restrictive Environment</b> <i>(Aligns with Indicator 6)</i>				
<b>Timely Eligibility</b> <i>(Aligns with Indicator 11)</i>				
<b>Summary</b> <i>Using the guiding questions for each column, summarize the data observation key take aways in this row.</i>				