

The Division of Special Education is saving staff time, increasing the accuracy of data collected, and using intuitive methods for sophisticated data queries to inform responsive and well-informed decision-making at all levels within the Division.

FormHog and DataExplorer, two custom solutions from My Learning Plan Inc., have improved the competence and productivity of the Division of Special Education through custom forms, folders, and data collection and management methods that have standardized processes and enabled analysis of timely, valid, and well organized information.

Creating Forms and Folders

The Division of Special Education is benefiting from the flexibility and power of FormHog to establish a number of folders and forms to organize and track information to ensure accountability and careful management of funds. Division employees are leveraging a new Special Funds Commitment Form to track and manage IDEA Part B, IDEA Part C, and State Personnel Development Grant

funds. This approach, driven by FormHog, is an economical and time-saving method for Division staff to track federal funds committed to activities through each fiscal year.

Managing and Collecting Data

The Division is using FormHog for several data collection purposes, including managing vendor contracts, scopes of work, budgets, and approval processes with the Contract Management System, and tracking and reporting consultant interactions with districts through Consultant Log forms. From the district side, FormHog provides a user-friendly tool for the Division to

bring together information that is not assembled anywhere else, such as monitoring progress and implementation of special programs and gathering previously unexamined

Missouri DESE-Division of Special Education: At a Glance

- The Department of Elementary and Secondary Education (DESE) is the administrative arm of the Missouri State Board of Education
- DESE employs 1,750 people throughout the state
- Approximately 96% of the DESE budget consists of state and federal funds, distributed to local school districts/agencies.
- The Division of Special Education is a division within DESE, focused on improving the achievement of children and students with disabilities
- 561 school districts are served by the Division of Special Education
- My Learning Plan Inc. customer since 2007

data, including statistics that are precursors to drop-outs to aide in early intervention and drop-out prevention.

Analyzing Results

While FormHog collects information from a myriad of sources, Data Explorer provides a robust yet user-friendly reporting tool that works with all of the custom data collection systems to enable Division staff, vendors, consultants, and districts to easily manipulate and analyze the data. DataExplorer facilitates quick and precise data queries to inform fiscal and programmatic decisions, expedite reporting to federal agencies, and ensure alignment of activities to DESE priorities. These custom solutions have allowed immediate and appropriate access to data that forms the basis for educated decision-making at the district, regional, and state levels.

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Angie Nickell, Assistant Director
Special Education, Funds
Management
Missouri Department of
Elementary and Secondary
Education

ALL IN
GOOD
FORM

Aligning Activities to Department Priorities

The data explorations also enable leaders to thoroughly evaluate activities and use of funds, as well as determine the alignment of programs with DESE priorities, such as the Commissioner's Goals, Race to the Topareas, and State

Performance Plan

Improvement Activities and Indicators. The state reform plan includes the five initiatives that are part of the state's *Race to the Top* proposal, including developing a comprehensive data system, measuring teacher/leader effects, and improving the efficiency and effectiveness of the Department of Education.

My Learning Plan Inc. is a learning organization with a 20-year history of providing the leading systems used by educational organizations to support ongoing growth for all educators. Based in Great River, NY, the company has customers throughout the US, Canada, the Caribbean, and the Middle East.