June 7–8, 2011
Perkins Virtual DQI State Team Planning & Discussion Work Plan

Tips from states for other states can help CTE be a part of the state team

States agree: Effective communication with stakeholders (districts, program offices, postsecondary education leaders, other state agencies, legislators, etc.) throughout system design, development, and deployment is vital to the ultimate success of a statewide longitudinal data system (SLDS). A group of state staff experienced with stakeholder communications efforts and the related challenges convened to share strategies, best practices, and lessons learned.

- **What are the implications these best practices have had for CTE in your State?**

SLDS Best Practices*	• **How do these best practices impact CTE?** • **What is your CTE program doing to incorporate each of the best SLDS best practices?** • **What are the implications for CTE?**
Identify and reach out to a range of key stakeholders early on.	
Be inclusive, but in a focused way and at appropriate times.	
Create realistic expectations in all communications.	
Form or leverage groups to lead the outreach effort.	
Identify key individuals as "ambassadors" and "point people."	
Create and follow a clearly-defined, carefully-conceived outreach plan.	
Acknowledge differences among stakeholder groups and tailor your style.	
View communications, in part, as a change management activity.	
Structure meetings around very specific questions or products.	
Listen and be responsive to stakeholder input.	
Implement some early wins to gain and sustain stakeholder support.	
Give stakeholders credit for help with system design and enhancement.	

*http://nces.ed.gov/programs/slds/pdf

- **Does your state have a State Longitudinal Data System? (as described by Tate Gould in his presentation)**

   a. **If the answer is yes, what has your state been able to achieve in each of the following areas?**

   b. **If the answer is no, then what is your state plan to address each of the areas?**

   1. Project Management & Data Governance:
   _____

   2. Data Access & Use:
   _____

   3. Agreements, MOU's, & RFP's:
   _____

   4. LDS Warehouse Construction or Linkages of Existing Warehouses:
   _____

   5. System Implementation & Maintenance:
   _____

   6. Data Exchange & Interoperability:
   _____

- **What are some of the challenges that your CTE office needs to overcome in order to become integrated fully integrated into your State Longitudinal Data System? Do you have an action plan to address the challenges? Please describe your action plan.**

- **What is your state's timetable with for the full integration of CTE into your State Longitudinal Data System?**