



Iowa Workforce  
Development

**Vocational Rehabilitation Services**

# User Guide for Local School Plan (LSP) Data Review and Analysis for VR Staff

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5/21/2025

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# Data Review and Analysis

Below are instructions for gathering data for the IVRS Data section of the LSP.

## Data Review and Analysis

As a team, review relevant data essential to the conversation. Each partner entity should prepare the below data, and any other data identified by the team, prior to meeting. Additional data to consider could include employment outcomes, IDEA-Differentiated Accountability (DA) elements, employers/business partners, etc. This information should be used to guide conversation and decision making throughout the planning process.

<b>LEA Data</b> As of Date	Individualized Education Programs (IEPs)	Vision Services <small>*Number greater than 0 indicates ICS staff should be invited to attend</small>	504s
	Additional data reviewed:		

<b>IVRS Data</b> As of Date	Potentially Eligible		Applicant/Eligible	
	IEP:	504:	IEP:	504:
Additional data reviewed:				

## 1. IVRS Data

IVRS staff should gather data for the number of potentially eligible and applicant/eligible students within the school. These data elements were selected as they can assist teams with understanding the number of students connected to services. Teams can discuss referrals to IVRS and use the data to assess which additional students need to be connected for full service delivery.

To collect these data elements:

### A. Monthly Report

A report will be run monthly, accessible by Area Office Supervisors. The report will be run on the last business day of each month.

- a. Staff can request this report through their Supervisor.
- b. Area Office Supervisors can access the report at the following path: *N:\IVRS Shared Perm\RSB\_Management\Office Operations Data\Transition\Local School Plans*

### B. Filter Report for School Name.

- a. Click the arrow to the right of SchoolName in column B.

	A	B	C
1	Data as of 05-06-2025		
2			
3	Count of CaseNumber		
4	District	SchoolName	SchoolNumber StudentV
5	0	Independent Private Instruction	1 Not a s
6			Other C
7		Independent Private Instruction Total	
8		Job Corp	1 504 Pla
9			Individ
10			
11			Not a s
12			Other C
13			
14		Job Corp Total	
15		OUT-OF-STATE	1 Individ
16			
17			Not a s
18			

Uncheck "Select All" (It is checked by default)

The screenshot shows a PivotTable with a filter dropdown menu open for the 'SchoolName' field. The menu includes options for sorting and filtering. The 'Select All' checkbox is circled in red, indicating the step to uncheck it. The PivotTable data is partially visible in the background.

Scroll down to find the desired School Name and check the box to the left of the School Name. Then click OK.

1	Data as of 05-06-2025
2	
3	Count of CaseNumber
4	District SchoolName
5	0 Independent Pri
6	
7	Independent Priva
8	Job Corp
9	
10	
11	
12	
13	
14	Job Corp Total
15	OUT-OF-STATE
16	
17	
18	
19	
20	
21	OUT-OF-STATE T
22	0 Total
23	9 AGWSR High Sc
24	
25	AGWSR High School / Acklev. Geneva. Wellsbura. Ste Total

Sort A to Z  
Sort Z to A  
More Sort Options...  
Clear Filter From "SchoolName"  
Label Filters  
Value Filters  
Search  
 Dowling Catholic High School / W  
 Dubuque Online School  
 Dubuque Senior High School  
 Dunkerton High School  
 Durant High School  
 Eagle Grove High School  
 Earlham Senior High School  
 East Buchanan High School - Wint  
 East High School / Des Moines  
 OK Cancel

**C. Potentially Eligible Data**

- a. Find the total number of Potentially Eligible students.

The total number of Potentially Eligible students will be found in column F on the "Grand Total" row.

A	B	C	D	E	F	G	H
Data as of							
Count of CaseNumber	SchoolName	SchoolNumber	StudentWithDisability	ConsentForm	PE_Case	Potentially_Eligible	Case
District							Grand Total
	Sample High School	118	504 Plan	Received	1	1	2
			Individualized Education Program (IEP)	Not_Received	2	2	4
			Not a student with a disability	Received	74	48	122
				Not_Received		3	3
			Other Documentation	Received		10	10
				Received		2	2
	Sample High School Total				77	66	143
Total					77	66	143
Grand Total					77	66	143

Note:

In column D, data is further broken down into "Student with a Disability" options found on the Education tab in IRSS, which include IEP, 504 Plan, Other Documentation, and Not a Student with a Disability. Staff can easily view the data already broken down into the 4 available options the way the report is, or utilize the filter at the top of column D to display one option at a time.

In column E, data is further broken down into consent form options "Received/Not Received". Staff can easily view the data already broken down into the 2 available options

the way the report is, or utilize the filter at the top of column E to display one option at a time.

*To view individual student data, see Sheet 1 of the spreadsheet, which will include case number.*

**D. Applicant/Eligible Data**

- a. Find the total number of Applicant/Eligible students.

The total number of Applicant/Eligible students will be found in column G on the “Grand Total” row.

Data as of									
Count of CaseNumber	SchoolName	SchoolNumber	StudentWithDisability	ConsentForm	PE_Case	Potentially_Eligible	Case	Grand Total	
	Sample High School	118	504 Plan	Received		1		1	2
			Individualized Education Program (IEP)	Not_Received		2		2	4
			Not a student with a disability	Received		74		48	122
				Not_Received				3	3
			Other Documentation	Received				10	10
				Not_Received				2	2
	<b>Sample High School Total</b>					<b>77</b>		<b>66</b>	<b>143</b>
<b>Grand Total</b>						<b>77</b>		<b>66</b>	<b>143</b>

Note:

In column D, data is further broken down into “Student with a Disability” options found on the Education tab in IRSS, which include IEP, 504 Plan, Other Documentation, and Not a Student with a Disability. Staff can easily view the data already broken down into the 4 available options the way the report is, or utilize the filter at the top of column D to display one option at a time.

In column E, data is further broken down into consent form options “Received/Not Received”. Staff can easily view the data already broken down into the 2 available options the way the report is, or utilize the filter at the top of column E to display one option at a time.

*To view individual student data, see Sheet 1 of the spreadsheet, which will include case number.*

**E. Additional Data Reviewed**

- a. The team should identify and review any additional data points they feel would be useful for the LSP.
- b. If Staff need additional data points that they cannot currently access in IRSS, staff should contact their Supervisor.