OSSE IDEA*facts* Guide

Enrollment Audit and Child Count

October 28, 2011

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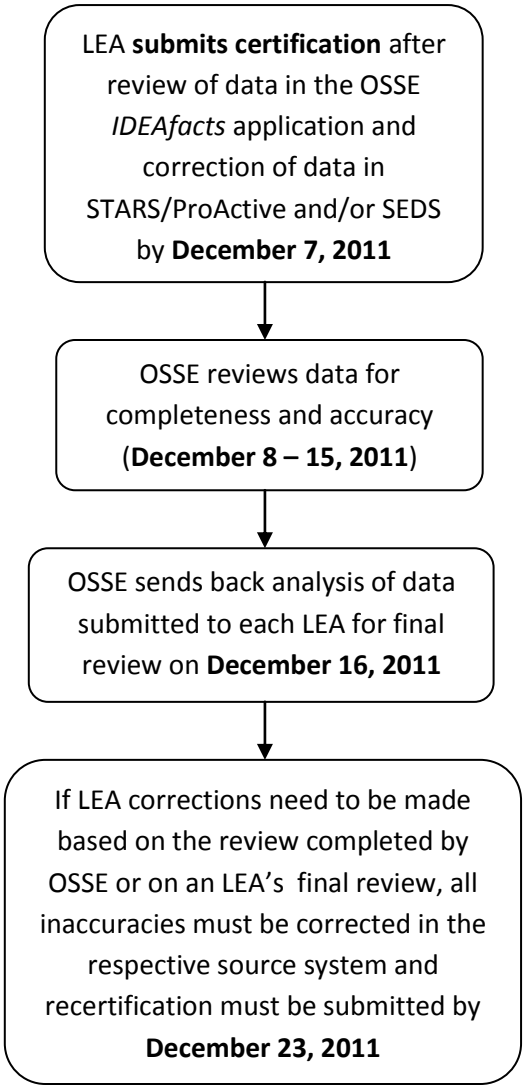
What is the OSSE IDEAfacts application?

The OSSE IDEA*facts* application is a QuickBase application that the OSSE Department of Special Education is using to assist in the certification process for the Enrollment Audit and the December 1, 2011Federal Child Count. In accordance with the Individuals with Disabilities Education Act (IDEA) and all applicable laws and regulations under the District of Columbia, each LEA is required to certify the accuracy and reliability of its data to the SEA. The OSSE IDEA*facts* application will allow each LEA to complete the certification requirements in accordance with federal and local laws and regulations**.** Each LEA must complete the certification process by no later than 5:00 PM on December 7, 2011. On December 16, 2011, LEAs will receive an analysis of the data that was submitted with their certification from OSSE. LEAs will then have the opportunity to reconcile any erroneous data. Any LEA that is required to re-certify due erroneous or unclear data submitted with their initial submission on December 7, 2011 must do so by December 23, 2011.



Why do I have to use the OSSE IDEAfacts application?

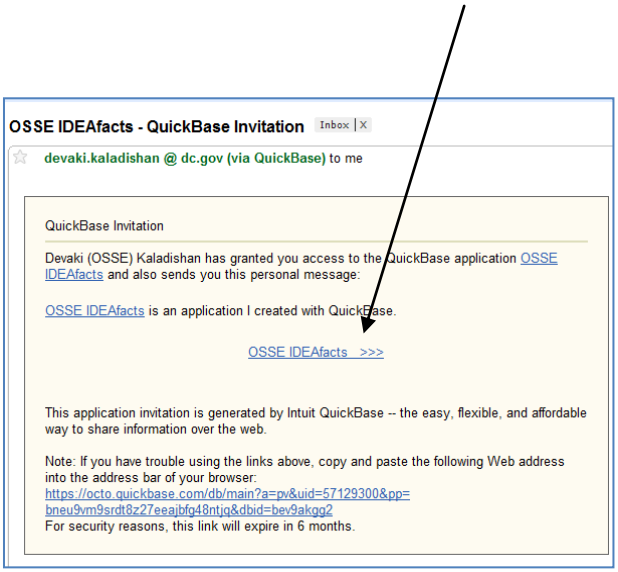
For the Enrollment Audit and December 1, 2011 Federal Child Count, OSSE is requiring every LEA to use the OSSE IDEA*facts* application. Each LEA must verify and certify that the data elements for each student are complete and accurate as of December 1, 2011.

Why do I have to read the OSSE IDEAfacts application user guide?

This guide explains how to gain access to and use the OSSE IDEA*facts* application to review and certify the accuracy of the data.

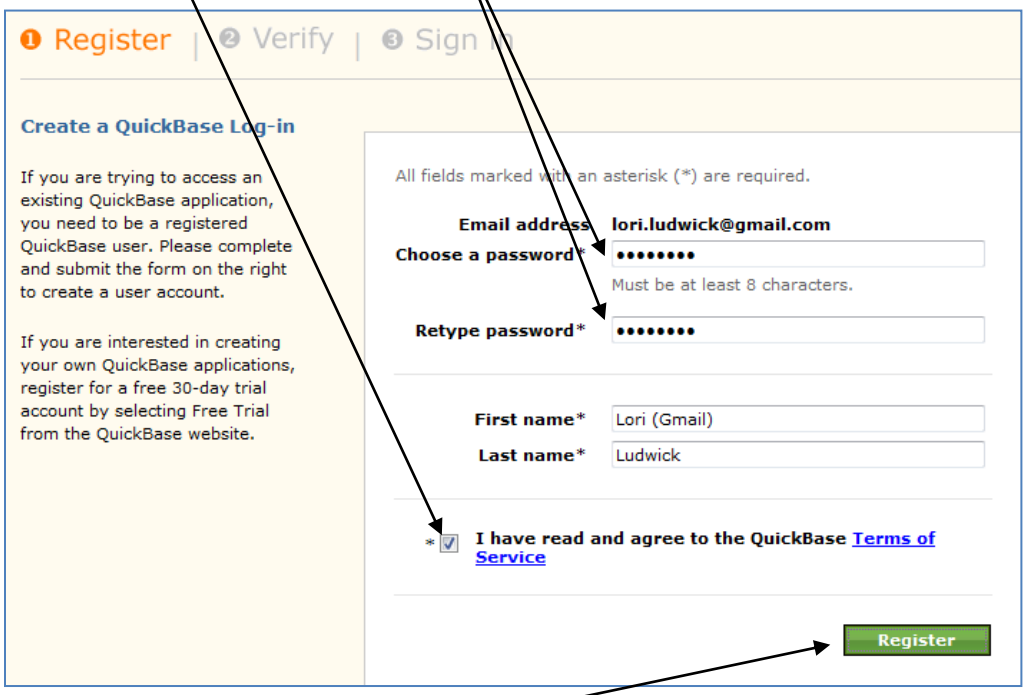
Registering for access to the OSSE IDEAfacts tool

Each LEA school leader and special education coordinator will receive an e-mail from the designated SEDS Team Contact (via QuickBase) providing him/her to access the OSSE IDEA*facts* application. Once the e-mail is received, the person must **click on the OSSE IDEA*facts* link**.



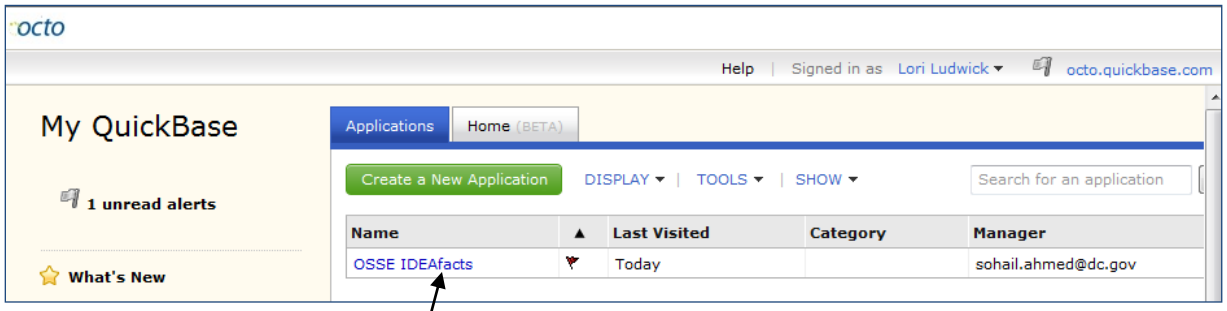
The user will automatically be taken to a screen to create a password and register for the OSSE IDEA*facts* application. Users with a DC.GOV e-mail account do NOT need to create a password, as it will be the same password used to access their DC.GOV e-mail account.

Users who do NOT have a DC.GOV e-mail account must create a password that is at least 8 characters long and then must re-enter the password in the next field. **Check the box that states you have read and agree to the terms and conditions**.



Click on the Register button.

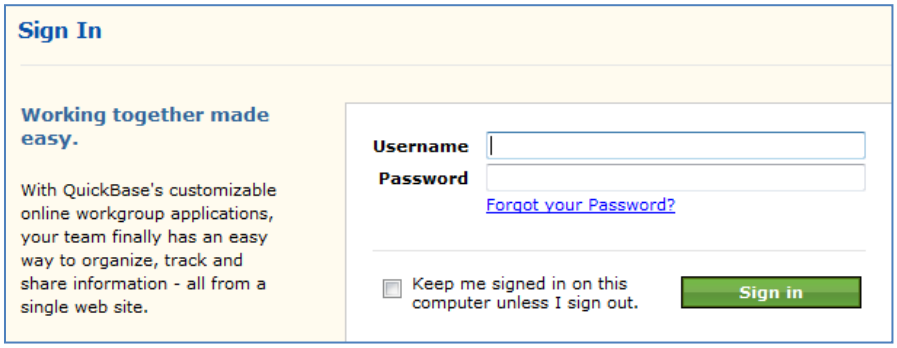
When you click the Register button, you will be immediately taken to the OSSE IDEA*facts* application.



Click on the link to OSSE IDEA*facts*.

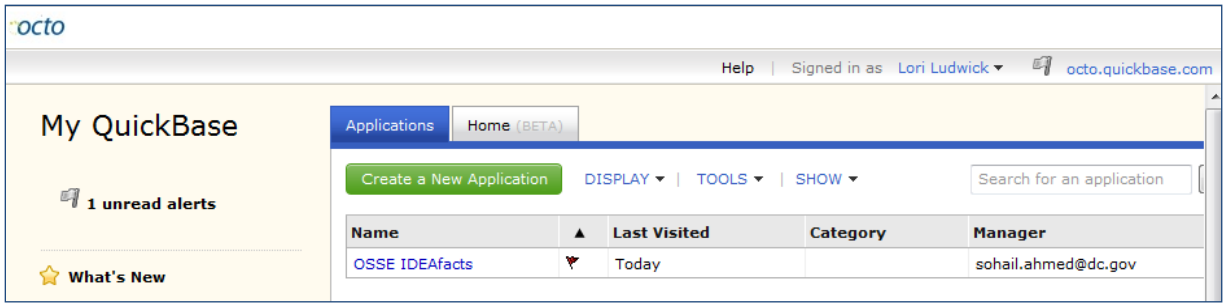
Logging in after you have registered

Once you have successfully registered, you will see the following log-in screen when you access the OSSE IDEA*facts* application:



**IT IS STRONGLY RECOMMENDED THAT YOU SAVE THE WEB ADDRESS TO YOUR FAVORITES AS YOU WILL LIKELY NEED TO LOG IN MULTIPLE TIMES BEFORE THE CERTIFICATION PROCESS IS COMPLETE.

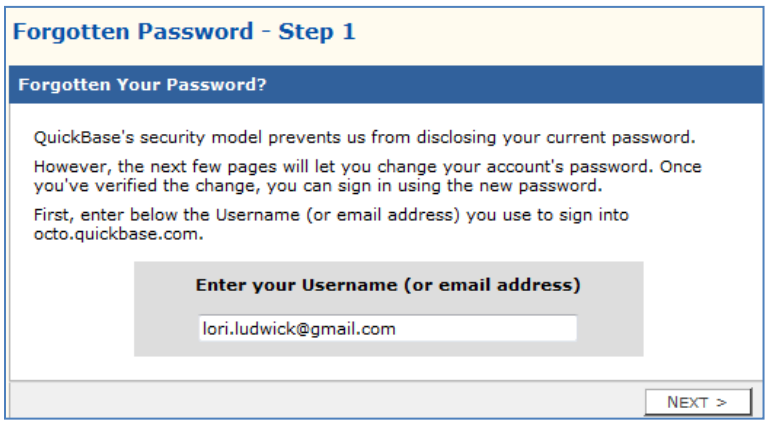
Enter your username and password.



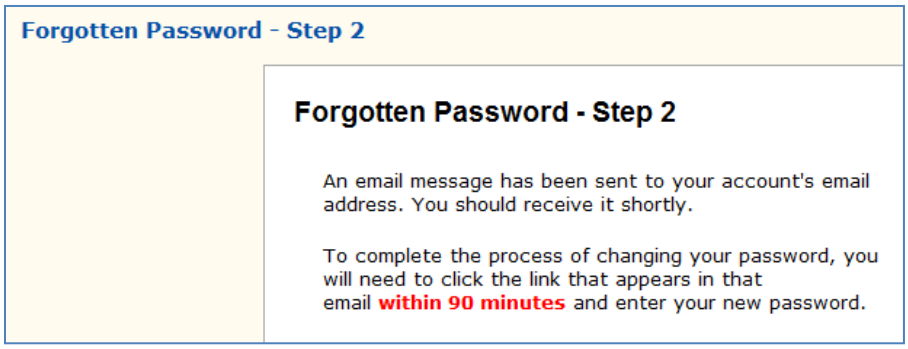
Click on the link to OSSE IDEA*facts*. You will then be taken to the main page with instructions and a complete list of students at your LEA.

What do I do if I forget my password to the OSSE IDEAfacts application?

Click on the Forgot your Password button.



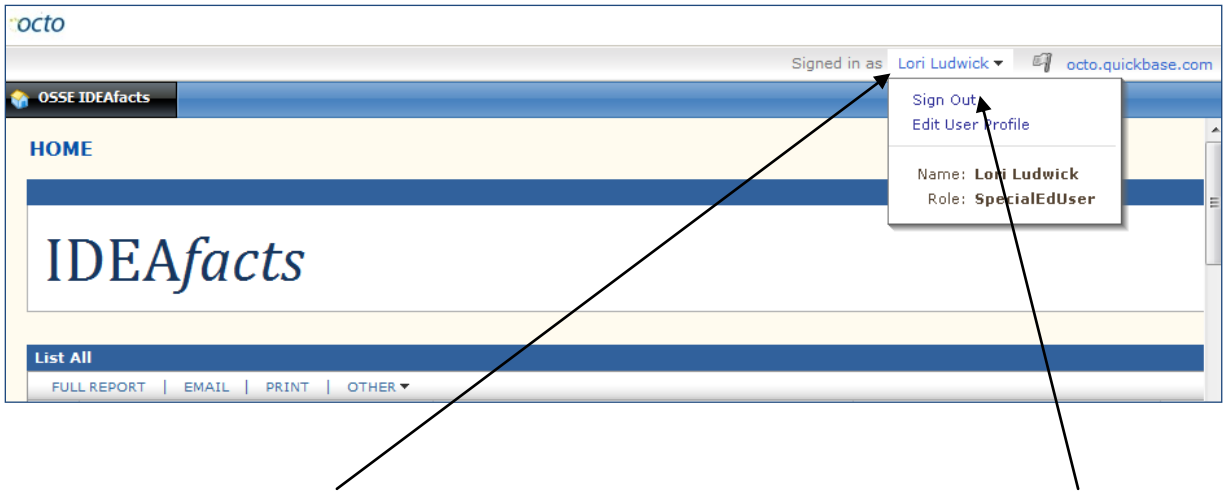
Enter your full e-mail address as your user name and an e-mail will be sent so you can reset your password.



YOU MUST COMPLETE THE PROCESS OF CHANGING YOUR PASSWORD WITHIN 90 MINUTES OF INITIATING THE FORGOTTEN PASSWORD PROCESS.

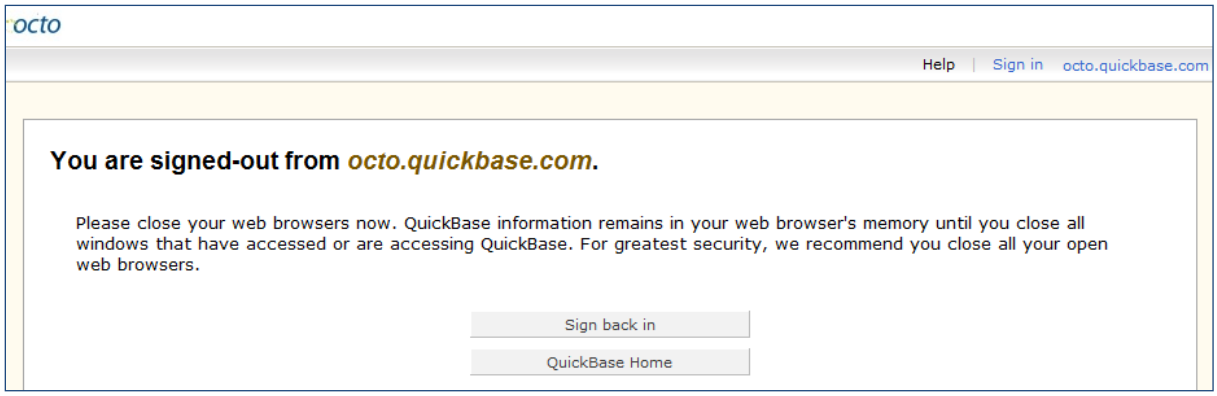
Logging out of OSSE IDEAfacts

At any time when you are going to stop using the OSSE IDEA*facts* application or be away from your desk, you should log out to ensure that no one accidentally has access to your confidential student information.



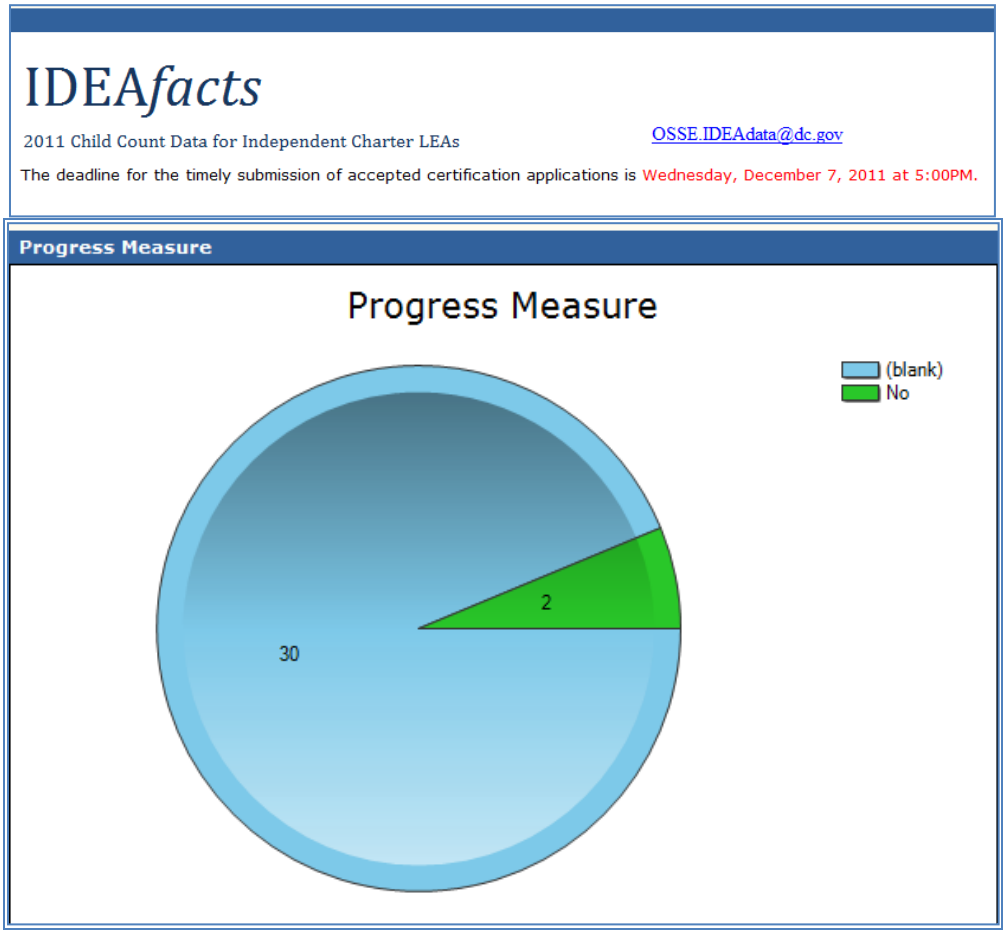
To log out, click on the arrow next to your name at the top of the application. Select "Sign Out".

You will receive the following message saying you have been logged out and see a button that provides you with the opportunity to log back in:



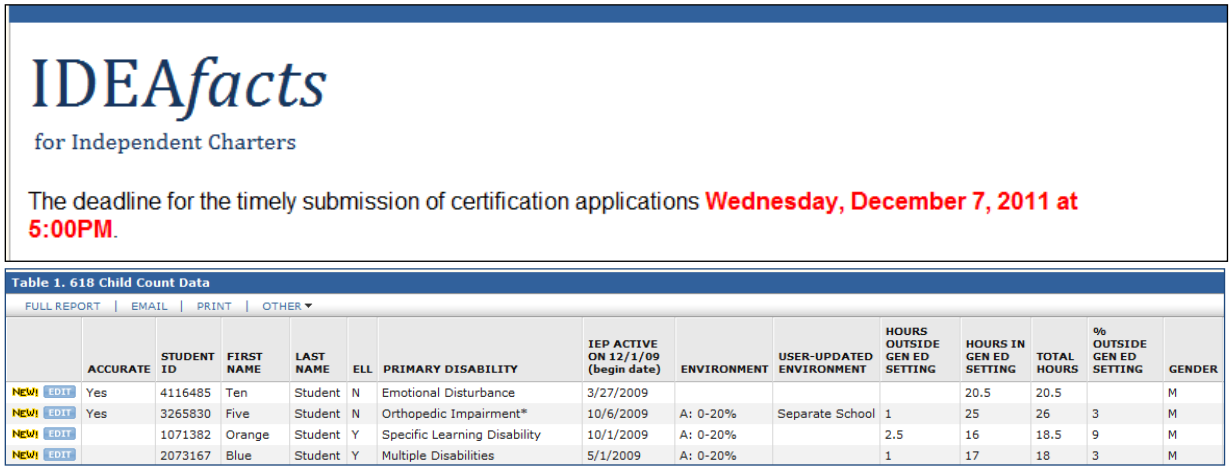
Understanding the OSSE IDEAfacts application

When you initially log into the OSSE *IDEAfacts* you will see the title of the application and the deadline for submission. Immediately following, you will see a dashboard for your LEA.



This dashboard will allow you to track, at a glance, the progress your LEA is making toward completing the data review. In this case, this LEA has 32 students. Thirty of the students have not been reviewed and 2 of the student have data that needs to be corrected. You can click on the relevant area of the pie chart to drill down and review students in the selected category.

As you continue to scroll down in the application, you will see basic instructions and then all the data for your LEA.



	ACCURATE	STUDENT ID	FIRST NAME	LAST NAME	ELL	PRIMARY DISABILITY	IEP ACTIVE ON 12/1/09 (begin date)	ENVIRONMENT	USER-UPDATED ENVIRONMENT	HOURS OUTSIDE GEN ED SETTING	HOURS IN GEN ED SETTING	TOTAL HOURS	% OUTSIDE GEN ED SETTING	GENDER
NEW! EDIT	Yes	4116485	Ten	Student	N	Emotional Disturbance	3/27/2009				20.5	20.5		M
NEW! EDIT	Yes	3265830	Five	Student	N	Orthopedic Impairment*	10/6/2009	A: 0-20%	Separate School	1	25	26	3	M
NEW! EDIT		1071382	Orange	Student	Y	Specific Learning Disability	10/1/2009	A: 0-20%		2.5	16	18.5	9	M
NEW! EDIT		2073167	Blue	Student	Y	Multiple Disabilities	5/1/2009	A: 0-20%		1	17	18	3	M

Reviewing data and entering student status

The table below displays each data element contained in the OSSE IDEA*facts* application.

Data Element	Source System	Description
STUDENT DEMOGRAPHIC DATA REVIEW SECTION		
USI	*STARS*/ProActive	10 digit USI assigned by OSSE/SLED
First Name	*STARS*/ProActive	Student's First Name
Last Name	*STARS*/ProActive	Student's Last Name
DoB	*STARS*/ProActive	Student's Date of Birth
Age on 12/1/2011	*STARS*/ProActive	Student's age calculated from DOB as of 12/1/2011
Gender	*STARS*/ProActive	Student's Gender
Grade	*STARS*/ProActive	Student's Grade
Race	*STARS*/ProActive	Student's Race
ELL	*STARS*/ProActive	Student's English Language Leaner Status
LEA	*STARS*/ProActive	Student's attending LEA as of 12/1/2011
School Name	*STARS*/ProActive	Student's attending school as of 12/1/2011
SPECIAL EDUCATION DATA REVIEW SECTION		
Primary Disability	SEDS	Student's primary disability as of 12/1/2011
Most Recent IEP Date	SEDS	Date of most recent IEP as of 12/1/2011
IEP Event Date	SEDS	Event ID for IEP from which SERVICES are pulled

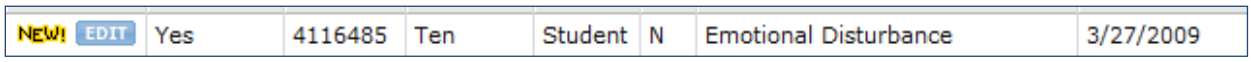
Most Recent Eligibility Date	SEDS	Date of most recent eligibility as of 12/1/2011
Total Hours Outside General Ed Setting	SEDS	Hours for all specialized instruction and related services prescribed on the IEP delivered OUTSIDE of the general education setting
Total Hours In General Ed Setting	SEDS	Hours for all specialized instruction and related services prescribed on the IEP delivered IN the general education setting
Total Hours	SEDS	Hours for all specialized instruction and related services prescribed on the IEP regardless of setting
% Outside Gen Ed Setting	Calculated based on data in SEDS	Total number of hours prescribed on IEP divided by the number of school hours by week
Environment	Calculated based on data in SEDS	For 6-21 year olds: 0-20% = A; 21-60% = B; Over 60% = C For 3-5 year olds: Environment will appear NULL and must be selected by user
User-Updated Environment	Updated in *IDEAfacts* Tool	If the displayed environment is incorrect or if the student is 3-5, user must select the appropriate educational environment
Dedicated Aide	SEDS	Whether the student have a dedicated aide prescribed on the IEP
Dedicated Aide Hours	SEDS	If yes, how many hours per week is the aide is assigned
SECTION 3: IEP AMENDMENT		
Was IEP Amendment Completed?	Updated in *IDEAfacts* Tool	Defaults to NO; user must change answer to YES to report any amendments completed on or after 12/1/2011
IEP Amendment Date	Updated in *IDEAfacts* Tool – Information found in SEDS	User must enter the IEP amendment event date from SEDS into the *IDEAfacts*IDEA*facts* Tool
IEP Amendment Event ID	Updated in *IDEAfacts* Tool – Information found in SEDS	User must enter the IEP Amendment Event ID from SEDS into the IDEA*facts* Tool
SECTION 4: DATA ACCURATE?		
Is the student data accurate?	Updated based on information entered in *IDEAfacts* Tool	User may use this section and "status" will appear in the student list for easy review of student information that requires correction.
Does any student data need to be corrected?	Updated in *IDEAfacts* Tool	User may identify any of the data displayed in the *IDEAfacts* Tool that is inaccurate
Was the student enrolled on 12/1/2011?	Updated in *IDEAfacts* Tool	User should indicate if the student was enrolled by selecting Yes/No

You must review each individual student record.

Table 1. 618 Child Count Data

FULL REPORT | EMAIL | PRINT | OTHER

	ACCURATE	STUDENT ID	FIRST NAME	LAST NAME	ELL	PRIMARY DISABILITY	IEP ACTIVE ON 12/1/09 (begin date)	ENVIRONMENT	USER-UPDATED ENVIRONMENT	HOURS OUTSIDE GEN ED SETTING	HOURS IN GEN ED SETTING	TOTAL HOURS	% OUTSIDE GEN ED SETTING	GENDER
NEW! EDIT	Yes	4116485	Ten	Student	N	Emotional Disturbance	3/27/2009				20.5	20.5		M
[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	Orthopedic Impairment*	10/6/2009	A: 0-20%	Separate School	1	25	26	3	M
NEW! EDIT		1071382	Orange	Student	Y	Specific Learning Disability	10/1/2009	A: 0-20%		2.5	16	18.5	9	M
NEW! EDIT		2073167	Blue	Student	Y	Multiple Disabilities	5/1/2009	A: 0-20%		1	17	18	3	M



NEW! EDIT	Yes	4116485	Ten	Student	N	Emotional Disturbance	3/27/2009

Click on the Edit button to the far left of the student's name to open the student record.

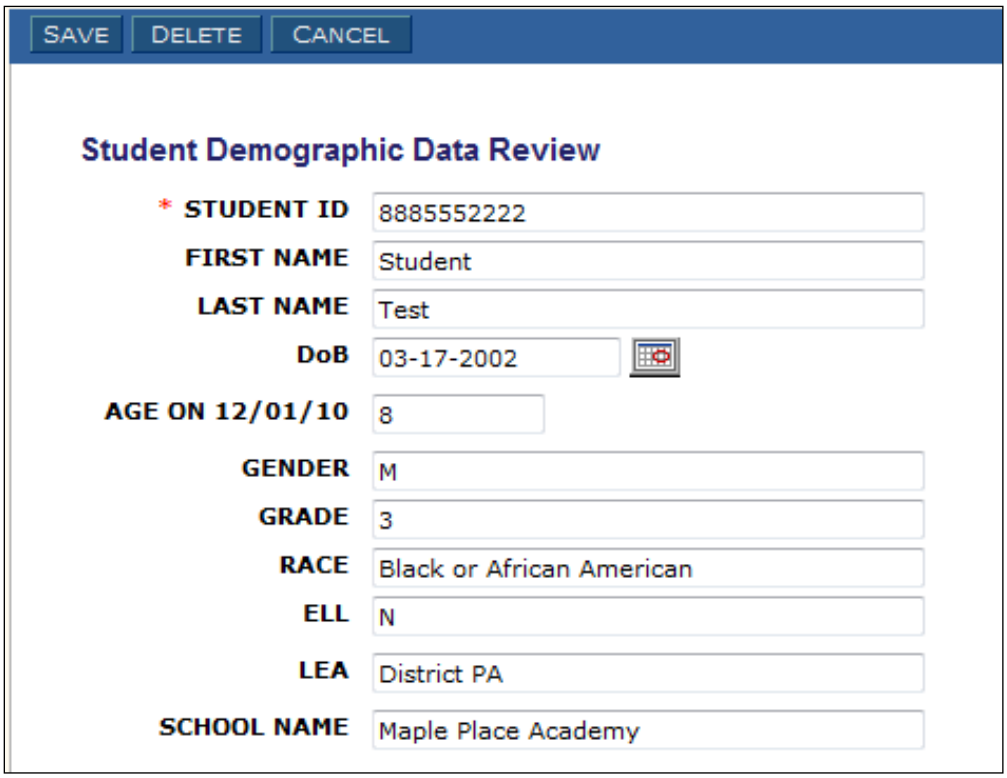
All the data to be reviewed in the OSSE IDEA*facts* application comes through the Special Education Data System (SEDS). The data loaded into the tool is from October and will be refreshed until December 1st to finally reflect the status of students in your LEA as of December 1, 2011. You must review each data element for each student in your LEA and confirm that it is accurate or identify how it needs to be corrected/updated.

Compare the information displayed for the student with the IEP that was active on December 1, 2011 to confirm the special education data elements or the LEA student enrollment form to confirm the student demographic data elements.

If any data for any of the students needs to be updated/corrected, it must be done in the source data system. Refer to the table above if you are unclear about the source data system for each specific data element.

As updates are made in STARS/PROACTIVE and/or SEDS, it will be updated in the OSSE IDEA*facts* application on a daily basis. You must review the data displayed in the OSSE IDEA*facts* application periodically to ensure the updates you made in the relevant source system have been captured in the OSSE IDEA*facts* application until every student record in your LEA is accurate and up to date.

After selecting "Edit", you will review each data element for the student. The Edit Page is divided into sections. The first section is the demographic information for the student. Any data that is inaccurate must be corrected in the respective source system, STARS for DCPS and ProActive for Charter Schools.



The second section displays all the special education information for the student. Any data that is inaccurate must be corrected in SEDS. In some cases, a correction may require that an IEP amendment be completed. Please refer to the OSSE guidance (http://osse.dc.gov/seo/frames.asp?doc=/seo/lib/seo/special_education/iep_amendement_guidance_4_21_2011.pdf) and your policy department for guidance on when to complete an amendment to correct erroneous data.

Special Education Data Review

PRIMARY DISABILITY	Emotional Disturbance
Most Recent IEP Date	5/23/211
IEP Event ID	84235
Most Recent Eligibility Date	05-23-2011

Total Service Hours

TOTAL HOURS OUTSIDE GEN ED SETTING	0.75
TOTAL HOURS IN GEN ED SETTING	3.00
TOTAL HOURS	3.75
% OUTSIDE GEN ED SETTING	3.00

Environment

ENVIRONMENT	A: 0-20%
USER-UPDATED ENVIRONMENT	

Dedicated Aide Information

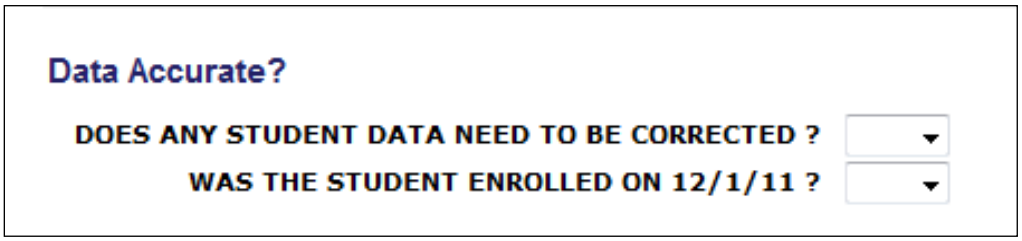
DEDICATED AIDE	NO
DEDICATED AIDE HOURS	

Please document if an IEP amendment was completed ON or AFTER 12/1/2011 to correct data reported for Child Count in the OSSE IDEA*facts* tool. If "YES" is selected for the purposes of reporting an IEP Amendment, the Date if the IEP Amendment and the Event ID number must also be reported. If the IEP Amendment is NOT reported, the corrected data from the amendment will NOT be captured in the OSSE IDEA*facts* tool or included in the final dataset.

IEP Amendment

If data from an IEP Amendment completed ON or AFTER 12/1/2011 should be included in the data for Child Count, it MUST be reported here.

Was an IEP Amendment completed ON OR AFTER 12/1/2011 for the purposes of correcting data reported for Child Count?	NO
Amendment Meeting Date	
Amendment Event ID	



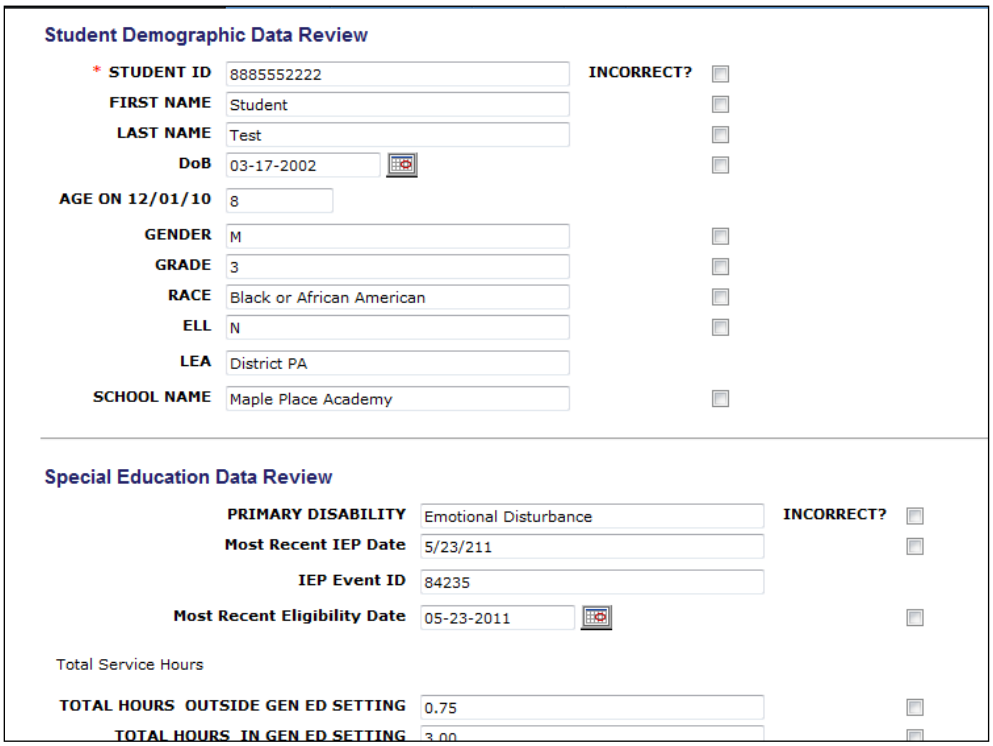
The last section allows you to indicate if there are any data inaccuracies and if the student was enrolled on 12/1/2011. This section is optional and can be used as an internal management tool to assist with the overall review of students. If this section is used, the status will be displayed in the student list to easily identify students that still need to be reviewed and or corrected.

You will also notice the very last question, "Was the student enrolled on 12/1/11?" This question will be VIEW ONLY until December 1, 2011. After December 1, 2011, users will be able to select the appropriate response for this question.

OSSE is providing the *IDEAfacts* application to LEAs prior to October 31, 2011. This will allow LEAs to begin reviewing the data to ensure accuracy prior to the certification due date. It is highly recommended that LEAs review all data and make any corrections including convening any necessary meeting as soon as possible and prior to December 1, 2011.

****WHILE LEAS SHOULD REVIEW THEIR STUDENT DATA PRIOR TO DECEMBER 1, 2011, LEAs WILL STILL NEED TO GO BACK INTO THE OSSE *IDEAfacts* APPLICATION AND ANSWER THE LAST QUESTION ABOUT ENROLLMENT ON OR AFTER DECEMBER 1, 2011.****

If you select YES to the question "Does any student data need to be corrected?", checkboxes will appear next to each data element. These checkboxes CAN be used to indicate which data elements need to be corrected in the source system. LEAs may choose to use these additional checkboxes as they want. OSSE does not require LEAs to use the checkboxes but they are available for tracking purposes if the LEA wants to use them.



Once you have indicated the accuracy of the student data, click on the "Save" button.

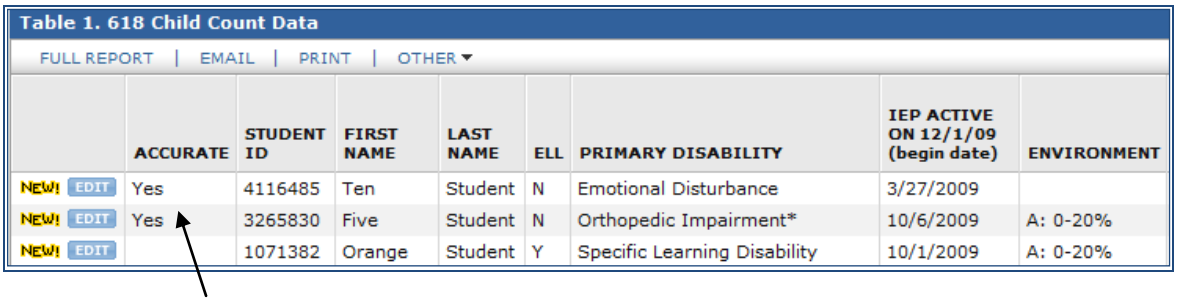


Table 1. 618 Child Count Data

FULL REPORT | EMAIL | PRINT | OTHER

	ACCURATE	STUDENT ID	FIRST NAME	LAST NAME	ELL	PRIMARY DISABILITY	IEP ACTIVE ON 12/1/09 (begin date)	ENVIRONMENT
NEW! EDIT	Yes	4116485	Ten	Student	N	Emotional Disturbance	3/27/2009	
NEW! EDIT	Yes	3265830	Five	Student	N	Orthopedic Impairment*	10/6/2009	A: 0-20%
NEW! EDIT		1071382	Orange	Student	Y	Specific Learning Disability	10/1/2009	A: 0-20%

You will be taken back to the list of students for your LEA and the status you selected for the student will be reflected. This will allow you to see which student records you have verified and which student records need to be addressed.

Updating a student's environment data

You may be required to update a student's educational environment data if students within your LEA meet certain conditions:

- If your LEA is responsible for providing services to students who are between the ages of 3 and 5 years old
- If your LEA is responsible for providing services to at least one student who is not physically attending a school within the LEA
- If a school within your LEA is a separate school

If you have any students who meet the conditions above, you will need to update the educational environment data within the OSSE IDEA*facts* application. A full description of each educational environment category is below.

****NOTE: Please refer to the OSEP PART B, INDIVIDUALS WITH DISABILITIES EDUCATION ACT IMPLEMENTATION OF FAPE REQUIREMENTS attached as links at the end of this guide for additional clarification.****

FOR STUDENTS BETWEEN AGES 3-5 ON DECEMBER 1, 2011

ENVIRONMENT	DESCRIPTION
In Regular Early Childhood Program = 10 hours/week, most SE services in general ed setting	The child is receiving the majority of hours of special education and related services in the Regular Early Childhood Program (and the child attends a Regular Early Childhood Program at least 10 hours per week).
In Regular Early Childhood Program = 10 hours/week, most SE services in other location	The child is receiving the majority of hours of special education and related services in some other location (and the child attends a Regular Early Childhood Program at least 10 hours per week).
In Regular Early Childhood Program < 10 hours/week, most SE services in general ed setting	The child is receiving the majority of hours of special education and related services in the Regular Early Childhood Program (and the child attends a Regular Early Childhood Program less than 10 hours per week).
In Regular Early Childhood Program < 10 hours/week, most SE services in other location	The child is receiving the majority of hours of special education and related services in some other location (and the child attends a Regular Early Childhood Program less than 10 hours per week).

Separate Class	Unduplicated total who attended a special education program in a class with less than 50% nondisabled children. (No not include children who also attended a regular early childhood program. These children should be reported in the categories above.)
Separate School	Unduplicated total who received special education programs in public or private day schools designated specifically for children with disabilities. (No not include children who also attended a regular early childhood program. These children should be reported in the categories above.)
Residential Facility	Unduplicated total who received special education programs in publicly or privately operated residential schools or residential medical facilities on an inpatient basis. (No not include children who also attended a regular early childhood program. These children should be reported in the categories above.)
Home	Unduplicated total who received special education and related services in the principal residence of the child's family or caregivers, and who attended neither a Regular Early Childhood Program nor a Special Education Program provided in a separate class, separate school, or residential facility. Include children who receive special education both at home and in a service provider location or some other location that is not in any other category. The term caregivers includes babysitters.
Service Provider Location	Unduplicated total who received all of their special education and related services from a service provider or some other location that is not in any other category, and who attended neither a Regular Early Childhood Program nor a Special Education Program provided in a separate class, separate school, or residential facility. For example, speech instruction provided in: • Private clinician's offices, • Clinicians' offices located in school buildings, and • Hospital facilities on an outpatient basis.

FOR STUDENTS BETWEEN AGES 6-21 ON DECEMBER 1, 2011

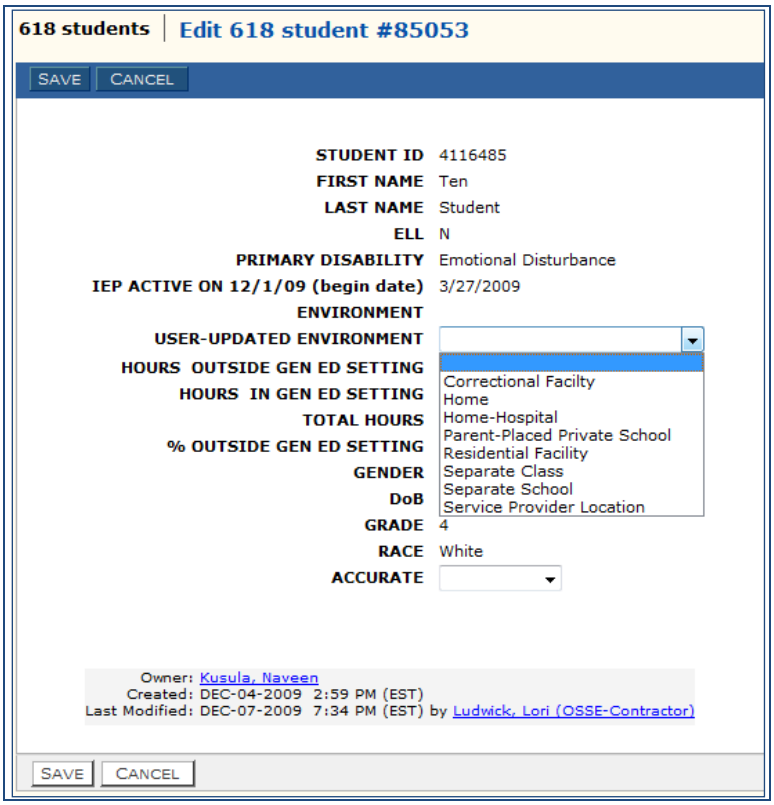
ENVIRONMENT	DESCRIPTION
Separate School	Unduplicated total who received education programs in public or private separate day school facilities. This includes children with disabilities receiving special education and related services, at public expense, for greater than 50 percent of the school day in public or private separate schools. This may include children placed in: • Public and private day schools for students with disabilities

	• Public and private day schools for students with disabilities for a portion of the school day (greater than 50 percent) and in regular school buildings for the remainder of the school day; or • Public and private residential facilities if the student does not live at the facility.
Residential Facility	Unduplicated total who received education programs and lived in public or private residential facilities during the school week. This includes children with disabilities receiving special education and related services, at public expense, for greater than 50 percent of the school day in public or private residential facilities. This may include children placed in: • Public and private residential schools for students with disabilities; or • Public and private residential schools for students with disabilities for a portion of the school day (greater than 50 percent) and in separate day school or regular school buildings for the remainder of the school day. Do not include students who received education programs at the facility, but do not live there.
Correctional Facility	Unduplicated total who receive special education in correctional facilities. These data are intended to be a count of all children receiving special education in: • Short-term detention facilities (community-based or residential), or • Correctional facilities.
Homebound/Hospital	Unduplicated total who received education programs in homebound/hospital environment includes children with disabilities placed in and receiving special education and related services in: • Hospital programs, or • Homebound programs. Do not include children with disabilities who parent have opted to home-school them and who receive special education at the public

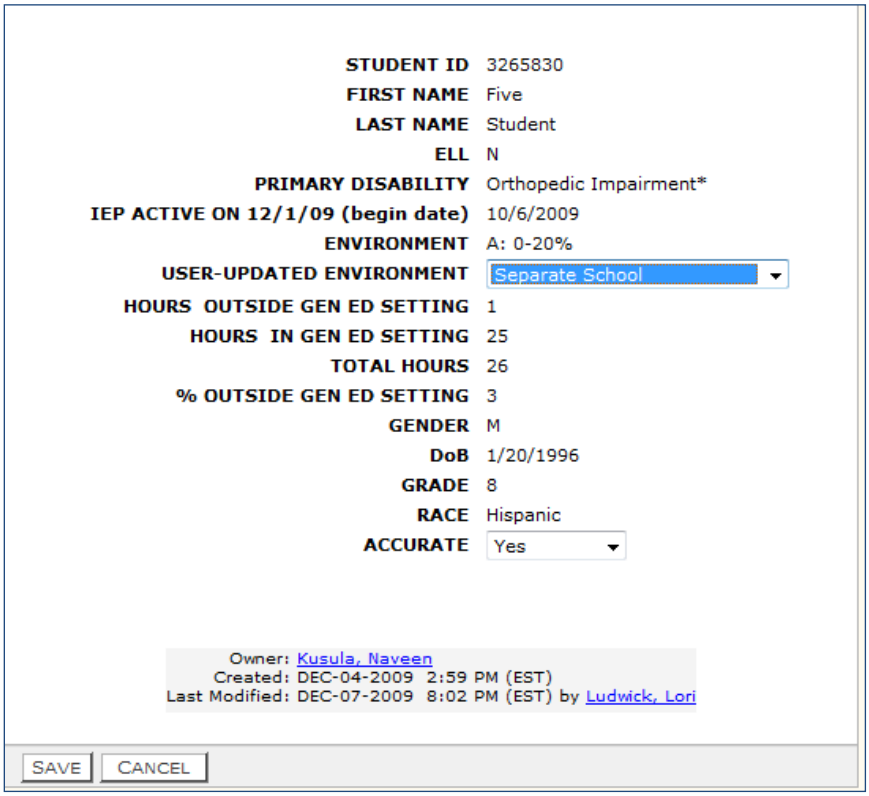
	expense.
Parentally Placed in a Private School	Unduplicated total who have been enrolled by their parents or guardians in regular parochial or other private schools and whose basic education is paid through private resources and who receive special education and related services at public expense from a local educational agency or intermediate educational unit under a service plan. Include children whose parents chose to home-school them, but who receive special education and related services at the public expense. Do not include children who are placed in private schools by the LEA.

For additional information on educational environments, see the link below:
https://www.ideadata.org/docs/EnvironmentPtB7-2010.pdf

You will only need to update the "User Updated Environment" field in the tool for students for whom it is applicable. YOU DO NOT NEED TO DO THIS FOR EVERY STUDENT. For most LEAs, this update will apply to a very small number of students or possibly no students at all.



For any student applicable, select the appropriate option from the dropdown menu and click save when finished.



You can click "Save" which will return you to your complete list of students.

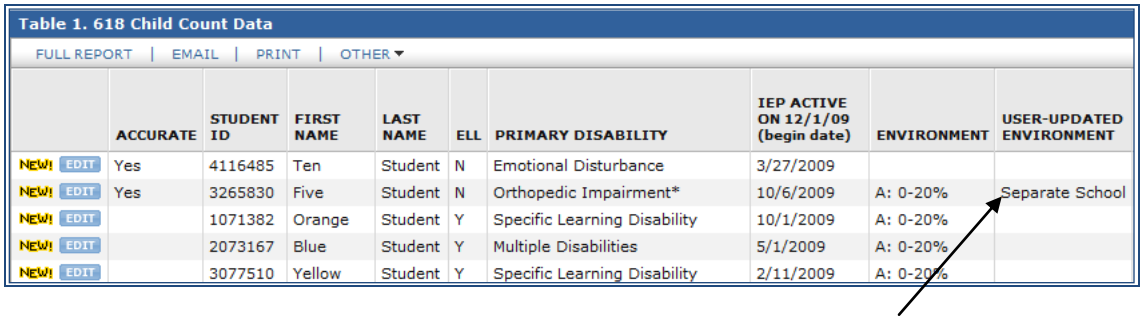


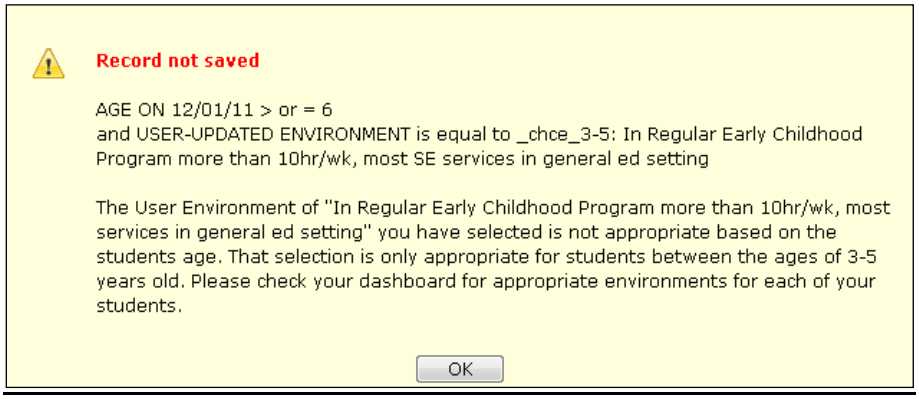
Table 1. 618 Child Count Data

FULL REPORT | EMAIL | PRINT | OTHER

	ACCURATE	STUDENT ID	FIRST NAME	LAST NAME	ELL	PRIMARY DISABILITY	IEP ACTIVE ON 12/1/09 (begin date)	ENVIRONMENT	USER-UPDATED ENVIRONMENT
NEW! EDIT	Yes	4116485	Ten	Student	N	Emotional Disturbance	3/27/2009		
NEW! EDIT	Yes	3265830	Five	Student	N	Orthopedic Impairment*	10/6/2009	A: 0-20%	Separate School
NEW! EDIT		1071382	Orange	Student	Y	Specific Learning Disability	10/1/2009	A: 0-20%	
NEW! EDIT		2073167	Blue	Student	Y	Multiple Disabilities	5/1/2009	A: 0-20%	
NEW! EDIT		3077510	Yellow	Student	Y	Specific Learning Disability	2/11/2009	A: 0-20%	

You will see the newly entered environment reflected in the appropriate column in your student list.

If you attempt to enter an educational environment that is not appropriate for the student based on the student's calculated age as of December 1, 2011, you will receive an error message and you will not be able to save the record until an appropriate educational environment is selected.



Certifying Data

Once all of the data elements in each student record in your LEA have been verified to be complete and accurate by your LEA, you must complete the certification form and fax it to OSSE along with a print out of the data from your OSSE IDEA*facts* application. [See the next section for instructions on printing your Certification Roster Report.] At the top of your OSSE IDEA*facts* menu, in #5 of the "quick instructions", you will see a link to download the certification form. Click on the link, print the form, obtain the required LEA designated official signature, and fax it to the number on the form.

Steps to Certify SEDS Data

1. Review all special education data elements listed below.
2. Correct demographic data (i.e., student ID, first name, last name, DOB, grade, race, gender, etc.) in STARS for DCPS and ProActive for charter schools
3. Correct special education data (i.e., primary disability, hours outside general education setting, IEP begin date, dedicated aide etc.) in SEDS
4. Review and update the educational environment in this tool if you have any students who meet the following criteria:
   a. Between the ages of 3 and 5 years old
   b. Receive services in a more restrictive environment, OR
   c. Attend a location outside of your LEA, but your LEA continues to be responsible for the oversight of the student

   A reference guide for the educational environments are below as well as the IDEA*facts* User guide.
5. To certify your data, download, fill out, and sign the December 1 Federal Child Count Certification 2011.
6. Print the Certified Roster Report.
7. Fax to OSSE at 1 (888) 257-4425 (fax) **both** the:
   a. December 1 Federal Child Count Certification 2011
   b. Certified Roster Report

You will receive an email notification once your certification has been reviewed and you will be advised whether your certification has been accepted or if additional work is required. Your certification status will also appear at the top of the IDEA*facts* application upon login.

OSSE will notify you via email that your certification has been received.

Once all LEAs have submitted their certifications by December 7, 2011, OSSE will complete a state level reconciliation process to ensure that multiple LEAs have not included the same student. Between December 7 and December 15, OSSE will engage in a data analysis process including an independent audit of a representation sample of records. On December 16, 2011, OSSE will send an analysis of the data that was submitted with the certification back to the LEAs. During the reconciliation process, if OSSE finds any discrepancies in your data, you will have an opportunity to resolve any discrepancies or address any errors you find yourself based on the information that is returned to you on December 16. If the LEA determines that the data submitted on December 7, 2011 has any erroneous data, all error must be corrected and the LEA must submit a recertification by December 23, 2011. This will allow OSSE to report an accurate and unduplicated count to the Department of Education as well as determine information required for the 2011 Enrollment Audit.

Printing your data

When you are ready to submit your certified data, you should print a copy of the data report that you will be submitting.

Navigate to your complete student list.

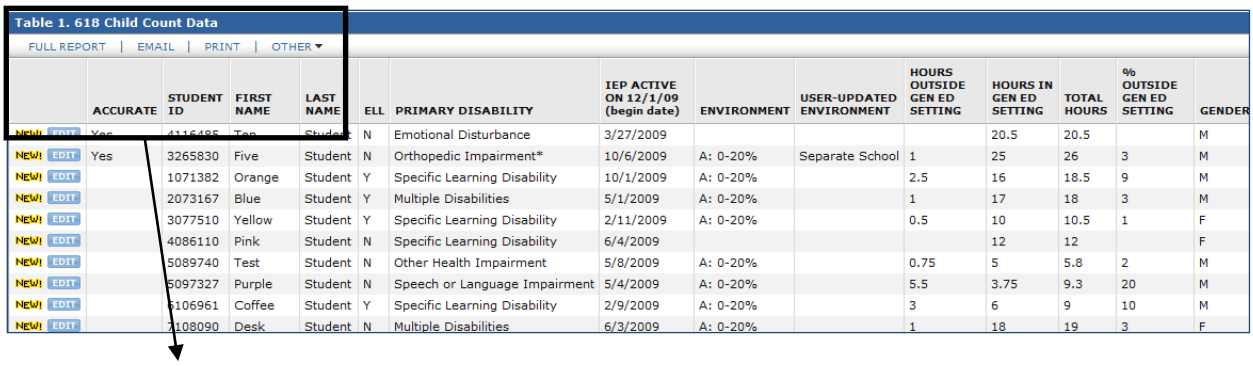


Table 1. 618 Child Count Data

FULL REPORT | EMAIL | PRINT | OTHER

	ACCURATE	STUDENT ID	FIRST NAME	LAST NAME	ELL	PRIMARY DISABILITY	IEP ACTIVE ON 12/1/09 (begin date)	ENVIRONMENT	USER-UPDATED ENVIRONMENT	HOURS OUTSIDE GEN ED SETTING	HOURS IN GEN ED SETTING	TOTAL HOURS	% OUTSIDE GEN ED SETTING	GENDER
NEW! EDIT	Yes	4116485	Ten	Student	N	Emotional Disturbance	3/27/2009				20.5	20.5		M
NEW! EDIT	Yes	3265830	Five	Student	N	Orthopedic Impairment*	10/6/2009	A: 0-20%	Separate School	1	25	26	3	M
NEW! EDIT		1071382	Orange	Student	Y	Specific Learning Disability	10/1/2009	A: 0-20%		2.5	16	18.5	9	M
NEW! EDIT		2073167	Blue	Student	Y	Multiple Disabilities	5/1/2009	A: 0-20%		1	17	18	3	M
NEW! EDIT		3077510	Yellow	Student	Y	Specific Learning Disability	2/11/2009	A: 0-20%		0.5	10	10.5	1	F
NEW! EDIT		4086110	Pink	Student	N	Specific Learning Disability	6/4/2009				12	12		F
NEW! EDIT		5089740	Test	Student	N	Other Health Impairment	5/8/2009	A: 0-20%		0.75	5	5.8	2	M
NEW! EDIT		6097327	Purple	Student	N	Speech or Language Impairment	5/4/2009	A: 0-20%		5.5	3.75	9.3	20	M
NEW! EDIT		6106961	Coffee	Student	Y	Specific Learning Disability	2/9/2009	A: 0-20%		3	6	9	10	M
NEW! EDIT		7108090	Desk	Student	N	Multiple Disabilities	6/3/2009	A: 0-20%		1	18	19	3	F

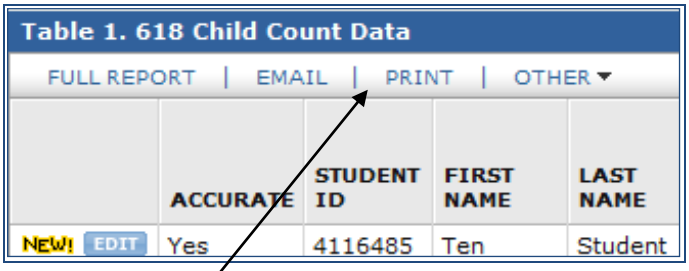
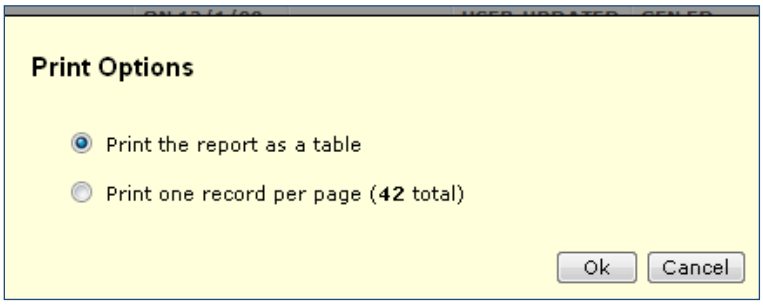


Table 1. 618 Child Count Data

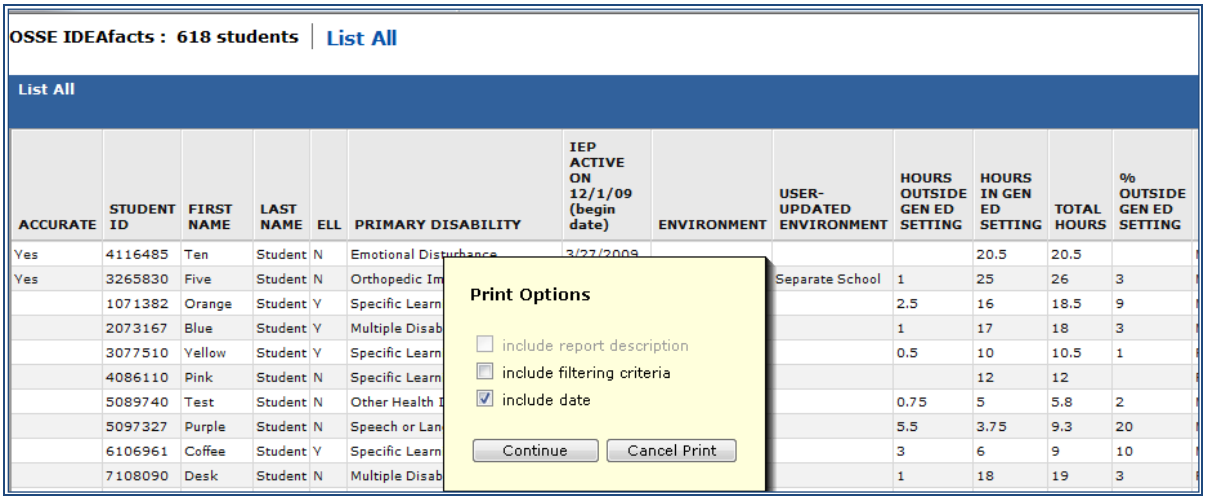
FULL REPORT | EMAIL | PRINT | OTHER

	ACCURATE	STUDENT ID	FIRST NAME	LAST NAME
NEW! EDIT	Yes	4116485	Ten	Student

You will see a Print option at the top of the list. Click on the Print button.

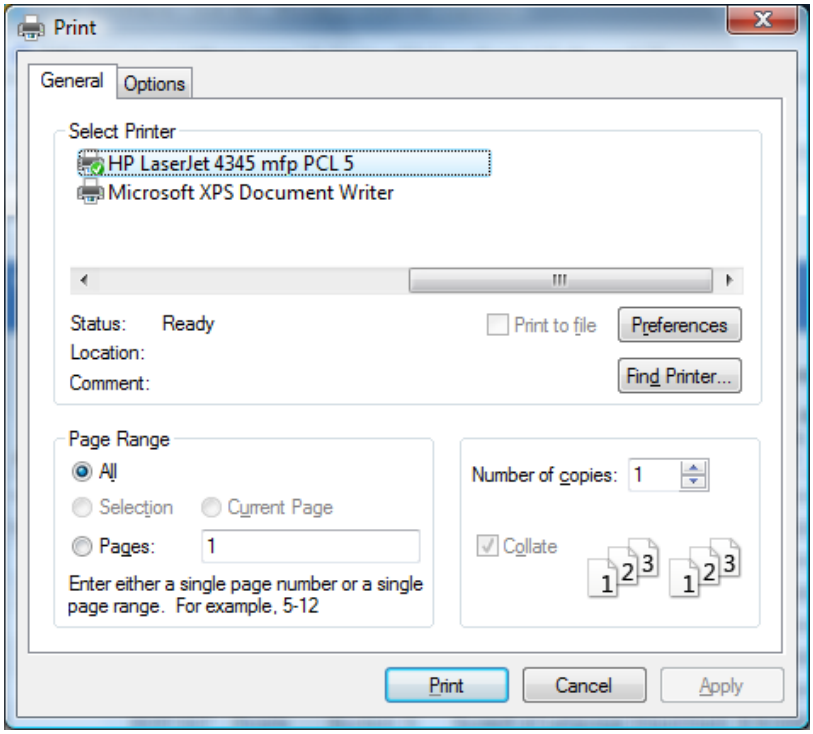


You will see a dialogue box with print options. Leave the default radio button that says "Print the report as a table" checked and click OK.



ACCURATE	STUDENT ID	FIRST NAME	LAST NAME	ELL	PRIMARY DISABILITY	IEP ACTIVE ON 12/1/09 (begin date)	ENVIRONMENT	USER-UPDATED ENVIRONMENT	HOURS OUTSIDE GEN ED SETTING	HOURS IN GEN ED SETTING	TOTAL HOURS	% OUTSIDE GEN ED SETTING
Yes	4116485	Ten	Student	N	Emotional Disturbance	3/27/2009				20.5	20.5	
Yes	3265830	Five	Student	N	Orthopedic Im			Separate School	1	25	26	3
	1071382	Orange	Student	Y	Specific Learn				2.5	16	18.5	9
	2073167	Blue	Student	Y	Multiple Disab				1	17	18	3
	3077510	Yellow	Student	Y	Specific Learn				0.5	10	10.5	1
	4086110	Pink	Student	N	Specific Learn					12	12	
	5089740	Test	Student	N	Other Health I				0.75	5	5.8	2
	5097327	Purple	Student	N	Speech or Lan				5.5	3.75	9.3	20
	6106961	Coffee	Student	Y	Specific Learn				3	6	9	10
	7108090	Desk	Student	N	Multiple Disab				1	18	19	3

The data to be printed will appear with a second dialogue box and some additional print options. Leave the default box that says "Include data" checked and click Continue.



Select the printer to which you want the document to print and select Print.

Keep a copy of the printout for your records. Once your certification has been accepted by OSSE, you will not be able to view your data in the OSSE IDEA*facts* application. If you realize you have certified your data but there is a mistake, you must contact your SEDS Team Contact to have the status of your certification changed from Accepted to Rejected. You will only be able to return to the OSSE IDEA*facts* application to review your data after the status has been changed by your SEDS Team Contact.

Key Points to Remember

- *USE YOUR DASHBOARD TO TRACK YOUR LEAS PROGRESS*
- *LEAS MAY BEGIN REVIEWING THEIR STUDENT DATA IN THE OSSE IDEAfacts APPLCIATION AS OF OCTOBER 31, 2011*
- *THE QUESTION "WAS THE STUDENT ENROLLED ON DECEMBER 1, 2011" MUST BE ANSWERED FOR EACH STUDENT ON OR AFTER DECEMBER 1, 2011 EVEN IF YOU REVIEWED ALL OTHER DATA PRIOR TO DECEMBER 1. ALL DATA SHOULD BE REVEIWED AGAIN TO ENSURE ACCURACY AFTER DECEMBER 1.*
- *LEAS MAY DECIDE IF/HOW TO USE THE CHECKBOXES NEXT TO EACH DATA FIELD TO INDICATE IF THE DATA IS ACCURATE OR NOT*
- *IF AN IEP AMENDMENT IS COMPLETED ON OR AFTER 12/1/2011 AND DATA REPORTED FOR CHILD COUNT HAS BEEN CORRECTED, THE IEP AMENDMENT MUST BE REPORTED IN THE OSSE IDEAfacts APPLICATION*
- *ALL CORRECTIONS MUST BE MADE IN THE SOURCE SYSTEM; PROACTIVE OR STARS FOR STUDENT DEMOGRAPHIC INFORMATION AND SEDS FOR ALL SPECIAL EDUCATION INFORMATION*
- *EDUCATIONAL ENVIRONMENTS FOR **ALL** 3-5 YEAR OLDS MUST BE UPDATED IN THE OSSE IDEAfacts APPLICATION*
- *CERTIFICATIONS MUST BE RECEIVED BY 5:00PM ON DECEMBER 7, 2011. OSSE WILL SEND BACK ANALYSIS OF DATA SUBMITTED TO EACH LEA FOR FINAL REVIEW ON DECEMBER 16, 2011. ANY RECERTIFICATIONS MUST BE SUBMITTED BY DECEMBER 23, 2011*
- *REMEMBER TO FAX THE CERTIFICAION AND ROSTER TO 1 (888) 257-4425. DO NOT USE THE EMAIL BUTTON WITHIN THE APPLICATION. THESE SUBMISSIONS WILL NOT BE ACCEPTED.*

Requirements for certification

- Each LEA must submit one certification document
- An authorized representative of the Local Education Agency must sign the certification
- The signed certification form must be accompanied by a printout of the data report from the OSSE IDEA*facts* application
- **Certification must be received no later than 5:00 pm on December 7, 2011**

Who to contact

Scenario	Who to Contact
If any student demographic information is inaccurate; Student ID, Name, ELL Status, DOB, Grade, Race	*STARS* or PROACTIVE Representative at School
If you need assistance updating information in SEDS; Disability, IEP Date, Service Hours: The appropriate documentation MUST be faxed into SEDS in order for a change to be made	OSSE Applications Call Center
If a student was attending your school on December 1 and is NOT appearing in your OSSE *IDEAfacts* list	SEDS Team Contact
If a student is appearing on your OSSE IDEA*facts* list but was NOT attending your school on December 1	SEDS Team Contact
If a student you believe should be included in the COUNT is not appearing in your OSSE IDEA*facts* list but is in SEDS	SEDS Team Contact
If a student you believe should be included in the COUNT is not appearing in your OSSE IDEA*facts* list and is NOT appearing in SEDS	SEDS Team Contact
If you are not able to access your OSSE IDEA*facts* application	OSSE.IDEADATA@DC.GOV
If you need a new/different person to have access to your OSSE IDEA*facts* application	OSSE.IDEADATA@DC.GOV
If you need any assistance with using the OSSE IDEA*facts* application	SEDS Team Contact
If you want information about when an Webinar for using the OSSE IDEA*facts* application will be available	OSSE.IDEADATA@DC.GOV
If you submit your certification and OSSE accepts it but you then realize there was an error	OSSE.IDEADATA@DC.GOV
If you have any questions specifically about what educational environment to select for a student or group of students	OSSE.IDEADATA@DC.GOV
If you have any questions about the overall Child Count Process	OSSE.IDEADATA@DC.GOV

General Contact Information

OSSE Department of Special Education (DSE)
Sreeja Nair – Director or Data for Special Education
Sreeja,Nair@dc.gov

OSSE Department of Special Education Data Team: osse.ideadata@dc.gov

SEDS Team Contacts:

Lori.Ludwick@dc.gov

AngelT.Johnson@dc.gov

Rohini.Thukral@dc.gov

Karl.Schumann@dc.gov

Tara.Beaner@dc.gov

Additional Guidance on Child Count and Educational Environments

The Data Accountability Center, which provides technical assistance to states on federal reporting requirements, has data collection guidance on its website, which is appended to this version of the OSSE *IDEAfacts* Application User Guide for LEAs to understand the federal legislation.

IDEA Part B Data Child Count Fact Sheet (October 2006)

IDEA Part B Data Child Count Questions & Answers (March 2009)
http://www.ideadata.org/docs/ChildcountPtBQA.pdf

IDEA Part B Data Educational Environments Fact Sheet (October 2006)

IDEA Part B Data Educational Environments Questions & Answers (March 2009)
http://www.ideadata.org/docs/6-21EdEnvironsPtBQA.pdf

All of these documents can be found at: http://www.ideadata.org/618DataCollection.asp
LEAs should also reference applicable local regulations on federal reporting, including but not limited to the final rulemaking of section 3019, in Chapter 30 (Special Education Policy) of Title 5-E (Education, Original Title 5) of the District of Columbia Municipal Regulations (DCMR), issued on December 4, 2009.