

**The LEA Special Education
Point of Contact Monthly Webinar
will begin momentarily.**

**A copy of today's presentation is
available for download through
GoToWebinar. To access, expand
the 'Handouts' menu.**





LEA Special Education Point of Contact Monthly Webinar

April 26, 2017

OSSE Division of Elementary, Secondary, and Specialized
Education

OSSE Division of Data, Assessment, and Research

OSSE Division of Student Transportation



Agenda |

- I. Logging Related Service Provision in SEDS
- II. Amending IEPs for Extended School Year (ESY) Services
- III. Preparing for 2017 ESY and SY 2017-18 Transportation
- IV. Early Access to Students with Disabilities Data
- V. Announcements & Reminders



Logging Related Service Provision in SEDS



Steps for Logging and Verifying Services

When a related service provider (RSP) provides a service to a student, or attempts to provide a service, it must be documented in SEDS in the following order:

STEP 1: Create service log using logging wizard (within 5 business days of each session).

STEP 2: Generate service tracker (LEA determines how often this is done—weekly is recommended).

STEP 3: Complete progress report (at end of progress reporting period).

The screenshot shows the 'Available Wizards' page in the SEDS system. The page has a green header bar with navigation links: 'Wizards', 'School System', 'My Calendar', and 'My'. A calendar icon is also present. Below the header, the title 'Available Wizards' is displayed in bold, followed by a 'New Mail!' link with an envelope icon. A list of wizards is shown below, with the first three items highlighted by a red rectangular box and numbered 1, 2, and 3 in red. The wizards listed are: 'Progress Report Wizard', 'Service Tracker Wizard', 'Behavioral Support Services Logging Wizard', 'Behavioral Support Services Group Logging Wizard', 'Speech-Language Pathology Logging Wizard', 'Speech-Language Pathology Group Logging Wizard', 'Caseload Setup Wizard', and 'Caseload Administration Wizard'.

Wizards | School System | My Calendar | | My

Available Wizards [New Mail!](#)

3 [Progress Report Wizard](#)

2 [Service Tracker Wizard](#)

1 [Behavioral Support Services Logging Wizard](#)

[Behavioral Support Services Group Logging Wizard](#)

[Speech-Language Pathology Logging Wizard](#)

[Speech-Language Pathology Group Logging Wizard](#)






[Caseload Setup Wizard](#)

[Caseload Administration Wizard](#)



Creating a Delivered Service Log

LEA SE POCs must ensure all related service providers know how to accurately log a service in SEDS. Incorrect logs may affect service trackers, monitoring and compliance, Medicaid billing, the Related Services Management Report, etc.

Date of Service:	04/12/2017  *	Service Type:	<div><div></div><div>Direct Service</div><div>Consultation</div><div>Student Absent</div><div>Student Unavailable</div><div>School Closure</div><div>Provider Unavailable</div></div> *
<input type="checkbox"/> This is a make-up Service.	<div>Attempted </div> <div>Delivered </div> <div>Not Attempted</div>		
Service Delivery:	When "Direct Service" is selected, delivery status must be "Delivered."		
Duration of Service:	Hours : Minutes : 30 *	Group Size:	1 *
Progress Report :	Maintaining *	Never put zero for group size when a service is delivered.	
Comments:	<div>Type notes here about the session, for easy reference later. These notes will appear on the Service Tracker and in the Related Services Management Report (RSMR) in Qlik.</div> <div>  *</div>		



Creating a Missed Service Log

When a service is **scheduled, but is missed**, the RSP must still create a service log to reflect the missed session. An incorrect service delivery status, types, or duration will affect the service tracker, RSMR, Medicaid billing, monitoring, etc.

Never put zero minutes. Always log the minutes that were scheduled to happen.

Date of Service:	04/13/2017	Service Type:	
<input type="checkbox"/> This is a make-up Service.	Attempted Delivered Not Attempted		Direct Service Consultation Student Absent Student Unavailable School Closure Provider Unavailable
Service Delivery:			
Duration of Service:	Hours: Minutes: 30	Group Size:	0
Progress Report:	Not applicable		
Comments:	Type notes here about why the session was missed for documentation purposes. These comments will show up on the service tracker and the Related Services Management Report (RSMR).		

*** "Attempted" is provider was available and student was absent or unavailable.**

*** Never put zero minutes for a missed service log.**

*** Always put zero when logging a missed service.**

7



Confirming a Service Log Entry

Do you, **New Trainer1270**, confirm that the following information is correct?

Service:	Speech-Language Pathology
Service Provided by:	New Trainer1270
Student's Name:	Adele Adult1221
Date of Service:	04/12/2016
Service Type:	Student Absent
Date Service was Originally Due:	
Service Delivery:	Attempted
Duration of Service:	30 mins
Group Size:	1
Progress Report :	Not applicable
Comments:	Type notes here about why the session was missed for documentation purposes. These comments will show up on the service tracker and the Related Services Management Report (RSMR).
Areas Covered/Assessed:	Speech/ Language Service/ Treatment

NOTE: Once a service log is saved, the provider has one more chance to verify that its contents are correct, prior to final submission. If an incorrect log is submitted, the provider must ask the LEA SE POC to delete the incorrect log as soon as possible, and then create the correct log to replace it.

Yes, Log this Service

Yes, Log this Service, then Allow me to Log Another Instance for this Student/Service

No, Allow me to Correct this Information

(Please use this button to make corrections)

No, I Wish to Abort this Entry



Amending IEPs for Extended School Year (ESY) Services



ESY Certification Due May 1, 2017

An LEA has completed ESY certification when:

1. Student-level decisions on ESY eligibility status, goals and services, and transportation are updated and accurate in SEDS as part of a **finalized current IEP**.
 - If not accurate, **amend the IEP** prior to deadline.
2. **ESY calendar** and **bell times** are updated and accurate in TOTE.
3. Student **demographics, eligibility, and ESY location** information is confirmed in TOTE.
4. Transportation requests for all students requiring ESY services have **been submitted in TOTE**.

2017 Deadline: Monday, May 1, 2017



ESY and Transportation Roster Report

This report displays students who are eligible for transportation services or Extended School Year (ESY) services, based on current IEP. It assists LEA SE POCs in quickly viewing the current ESY status of all students.

The screenshot shows the SLED DC Statewide Longitudinal Education Data System interface. The top navigation bar includes the SLED logo, the text "DC STATEWIDE LONGITUDINAL EDUCATION DATA SYSTEM", a green button "Click Here For Reports", a search bar "Search for a Report", and a user greeting "Hello dcgovlannette.thack". Below the navigation bar, a breadcrumb trail is highlighted with a red oval: "Home / Categories / SEDS / Enrollment And Attendance / ESY and Transportation Roster Report". Below the breadcrumb trail, there is a dropdown menu for "LEA_Name" set to "Capital City PCS" and a "View Report" button. Below the dropdown menu, there is a pagination bar showing "1 of 3" and "Find | Next" buttons. Below the pagination bar, the title "ESY and Transportation Roster" is displayed. Below the title, a table is highlighted with a red border, showing the number of students eligible for transportation, ESY, and ESY transportation services. Below the table, there is a table with columns for "First Name", "Middle Name", "Last Name", "Date of Birth", "Gender", "Grade", "School Code", "School Name", "LEA Code", and "LEA Name".

Number of Students Eligible for Transportaion	Number of Students Eligible for ESY	Number of Students Eligible for ESY Transportaion
15	40	12

First Name	Middle Name	Last Name	Date of Birth	Gender	Grade	School Code	School Name	LEA Code	LEA Name
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Changes to Student ESY Status

On May 1, 2017 all IEPs should reflect the correct ESY status.

After reviewing criteria, has the IEP Team determined that ESY Services are required for the provision of FAPE? *

Yes ▾

ESY Goals?

Denote ESY Goals

Add New ESY Goals

ESY Special Education Services?

Denote ESY Special Education Service

Add ESY Special Education Service

ESY Related Services?

Denote ESY Related Service

Add ESY Related Service

If the student is ESY eligible, the IEP must denote ESY-appropriate goals and services. These goals and services can be updated, if needed based on current data, via the IEP amendment process.



Amending the ESY Section of IEP

The most urgent items to amend on the IEP are **the ESY overall status (yes/no)** and the **ESY transportation status**. These must be correct on ALL students' IEPs by May 1, 2017.

☒ Change to Extended School Year (ESY) Services

- ☐ Add ESY (special education and related services, setting, begin date, end date, time/frequency)
- ☐ Remove ESY (special education and related services, setting, begin date, end date, time/frequency)
- ☐ Add ESY goal
- ☐ Remove ESY goal
- ☐ Edit ESY goal
- ☐ Increase existing ESY special education and related services hours (time/frequency)
- ☐ Decrease existing ESY special education and related services hours (time/frequency)
- ☐ Edit existing ESY special education service terms (setting, begin date, or end date)
- ☐ Add ESY-Related Transportation Services
- ☐ Remove ESY-Related Transportation Services
- ☐ Edit ESY-Related Transportation Services
- ☐ Other change in this section



Amending the ESY Section of IEP

IEP amendments for ESY-related changes can be done without holding a meeting, via the documented written agreement modality.*

Document outcome of request to amend IEP

Please document all attempts to obtain a parent signature on the Standard IEP Amendment Form in the Communication Log. attempts below.*

- ☐ Outcome not yet determined
- ☒ Amend the IEP without convening an IEP Team meeting (documented agreement between the parent and the LEA)
- ☐ Convene an IEP Team meeting to discuss the proposed amendment to the IEP
- ☐ Convene an IEP Team meeting to conduct an annual IEP review.
- ☐ Do not proceed with amendment

However, if the parent requests a meeting, the IEP team must convene.

*OSSE IEP Amendment Policy, Jan. 27, 2014, p.3, <https://osse.dc.gov/node/1561>.



Changes to Transportation in IEP

On **May 1, 2017** all IEPs for ESY students should reflect the correct ESY transportation status.

On **June 5, 2017** all IEPs for all students should reflect the correct school year (SY) transportation status.

This includes the correct **eligibility category**.

The screenshot shows a portion of an IEP form. A red box highlights the question "Is the student eligible or qualified to receive special education transportation services?*" with a "Yes" dropdown menu. Below this is a note: "NOTE: The IEP Team has determined that student is eligible or qualified for special education transportation services." Another red box highlights the "IEP Team Transportation Decisions" section header. Below this header, a red box highlights the question "On what basis is the student eligible or qualified for special education transportation services?*" with a dropdown menu showing "ASP", "MFS", "STS", "ASP", and "Court Order". A red arrow points from the top red box to the bottom red box. At the bottom, another note is partially visible: "NOTE: If student is under 12 years old... eligible for special education transportation services under the MFS or STS categories, then the appropriate mode of transportation is a DOT vehicle."

Is the student eligible or qualified to receive special education transportation services?* Yes ▼

NOTE: The IEP Team has determined that student is eligible or qualified for special education transportation services.

IEP Team Transportation Decisions

On what basis is the student eligible or qualified for special education transportation services?*

ASP
MFS
STS
ASP
Court Order

NOTE: If student is under 12 years old... eligible for special education transportation services under the MFS or STS categories, then the appropriate mode of transportation is a DOT vehicle.



Transportation Special Needs on IEP

Transportation special needs for a student must be accurate on the IEP in order for the OSSE TOTE team to ensure these needs are met. Amend the IEP as soon as possible if something is incorrect in this section.

<input checked="" type="checkbox"/> Medical Condition(s)	
What is the medical condition of which OSSE-DOT should be aware (e.g. asthma, seizures, diabetes, etc.)? *	<input type="text"/>
Will the student be in possession of self-administered medication while on the bus (e.g. inhaler, epi-pen, etc.)?	No ▼
Will the student require specialized assistance administering medication and/or a nurse who has specialized knowledge of the medical condition?	No ▼
<input type="checkbox"/> Medical Device(s)/Equipment	
<input type="checkbox"/> Hearing Impairment Aids	
<input type="checkbox"/> Visual Impairment Aids	
<input type="checkbox"/> Student Behavior Intervention Needs During Transport	
<input checked="" type="checkbox"/> Specialized Equipment	
Please indicate the specialized equipment below: *	
<div><input type="checkbox"/> Ramp/Lift <input type="checkbox"/> Specialized Seatbelt <input type="checkbox"/> Booster Seat <input type="checkbox"/> Other: <input type="text"/></div>	
<input type="checkbox"/> Assistive Devices	



Preparing for ESY and SY 2017-18 Transportation



TOTE Overview

- TOTE helps streamline the transportation facilitation process with less manual submission, greater transparency and more reliable child data exchange between schools, LEAs, student case managers/IEP team members.
- The information delivered in TOTE assists OSSE DOT in providing safe, reliable and efficient transportation services that support and enhance learning opportunities for eligible students of the District of Columbia.
- TOTE receives updated student eligibility, enrollment and accommodation data from SEDS daily in order for users to enter student transportation request forms.
- Student data must be updated on a finalized IEP form in SEDS in order for it to feed into the TOTE system. Information completed in the workspace or that is left in draft mode will not make it into TOTE.



ESY Certification

Certification by LEAs assists OSSE in anticipating state-level expenses and transportation needs.

As a reminder, a LEA has completed ESY certification when:

1. Student-level decisions on ESY eligibility status, goals and services, and transportation are updated and accurate in SEDS as part of a **finalized current IEP**.
2. **ESY calendar** and **bell times** are updated and accurate in TOTE.
3. Student **demographics, eligibility and ESY location** information is confirmed in TOTE.
4. Transportation requests for all students requiring services have **been submitted in TOTE**.

2017 Deadline: Monday, May 1, 2017



Last Minute Changes to ESY Transportation

In rare cases, a student's IEP may require an update or amendment for ESY services **after the May 1st deadline** that affects ESY transportation planning. If this is the case, please take the following steps to ensure OSSE is able to plan ahead for transportation changes:

IEP status changed from NO to YES for ESY/ESY transportation:

- Finalize new IEP in SEDS
- On the next business day make the transportation request in TOTE
- **Call the TOTE team** to alert OSSE to this last minute request

ESY status changed from YES to NO for ESY/ESY transportation

- Finalize new IEP in SEDS
- **Call the TOTE team** to alert OSSE that this student is no longer in ESY

TOTE Support Line: (202) 576-5520



Logging into OSSE TOTE

Request access to TOTE through the QuickBase app:

<https://octo.quickbase.com/db/bh9fgniun>.

Intuit QuickBase

Jason (OSSE) Campbell has shared a QuickBase app with you.

Note from Jason (OSSE) Campbell:

I want to share the QuickBase [OSSE TOTE 6.0](#) app with you.

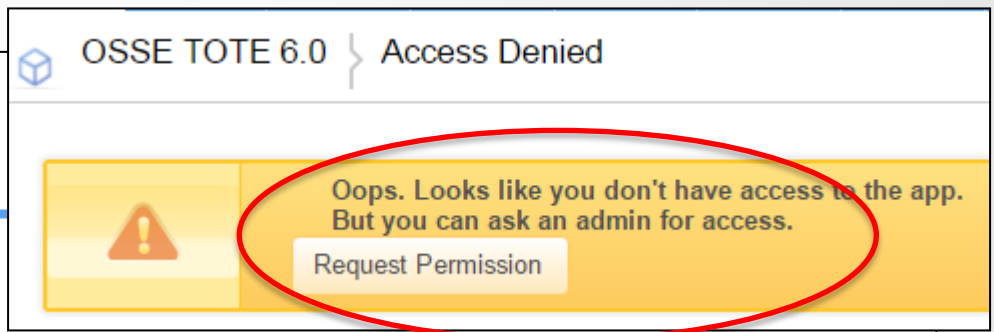
The OSSE Transportation Online Tool for Education ([OSSE TOTE 6.0](#)) application is the place all LEAs will submit school calendar, bell time information, and complete the process of requesting transportation services.

[Open OSSE TOTE 6.0](#)

This invitation was sent by [Intuit QuickBase](#) -- the fastest way to automate your business processes, enabling your team to collaborate efficiently while saving time and increasing productivity.

Note: If you have trouble using the links above, copy and paste the following Web address into the address bar of your browser:

<https://octo.quickbase.com/db/bh9fgniun>





Logging into OSSE TOTE

- New users must register with QuickBase
- Your OSSE TOTE username will be your **email address** that you used to register for QuickBase.

Sign Up for QuickBase

All fields marked with an asterisk (*) are required.

First name*

Last name*

Email address

Choose a password*

Retype password*

Password strength:

- ✓ Must be at least 8 characters
- ✓ Must include both numbers and letters

Please set up a security question in case you ever need to reset your password.

Question:*

Answer:*

Your answer is not case sensitive.

* ☐ I have read and agree to the QuickBase [Terms of Service](#)

Register

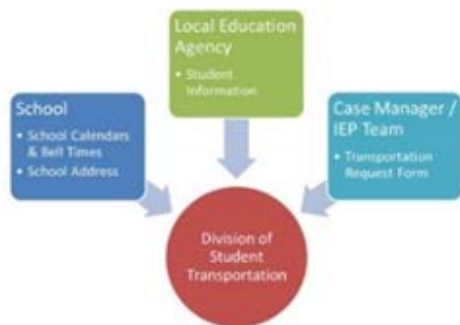


Logging into OSSE TOTE

TOTE URL is <https://octo.quickbase.com/db/bh9fgniun>

OSSE Transportation Online Tool for Education (OSSE TOTE)

The Transportation Online Tool for Education (TOTE) is the Office of the State Superintendent of Education (OSSE), Division of Student Transportation's (DOT) database for school information and student transportation request forms. TOTE helps streamline the transportation facilitation process with less manual submission, greater transparency, and more reliable child data exchange between schools, local education agencies (LEAs), student case managers and/or Individualized Education Plan (IEP) team members. The information delivered to TOTE assists DOT in providing safe, reliable, and efficient transportation services that support and enhance learning opportunities for eligible students from the District of Columbia.



School Administrators support DOT's mission by providing school configuration data, to include:

- First Day and Last Day of School
- Breaks
- Closed Days or Early Dismissal Days
- Bell Times (Instruction Start Time & PM Dismissal Time)

LEA Administrators support DOT's mission by providing student information, to include:

- Eligibility Confirmation
- School Placement Data
- Student Demographic Confirmation
- Transportation Request Forms

A case manager or IEP team member supports DOT's mission by providing transportation details, to include:

- Transportation Request Forms



OSSE TOTE: Sample Dashboard

The User's role in OSSE TOTE will determine the dashboard view and available functionality.

LEA List								
Full Report		Grid Edit	Email ▾	More ▾		1 LEAs		
	▲ LEA Name	Schools within LEA	Special Education Students in LEA	1. Pending Eligibility Determination	2. Pending Transportation Form Upload in TOTE	3. Pending Confirmation of Upload to SEDS	4. Certification Complete	5. No SEA Responsibility
EDIT VIEW	Aang Charter Schools	5	14	9	1	0	3	1
TOT		5	14	9	1	0	3	1

Schools List							
Full Report		Grid Edit	Email ▾	More ▾		5 Schools	
	School Code	▲ School Name	Street Address	City / State / Zip	Main Phone Number	Principal Name	School Type
EDIT VIEW	999999	Aang School of Avatars	23 North Avatar Epoch Street NE	Washington, DC 20009	(999) 867-5309	Avatar Aang	LEA (Independent) Charter
EDIT VIEW	999998	Avatar Air Temple	2122 Air Temple Way NW	Washington, DC 20032	(202) 867-5208	Ainsley Air-Nomad	LEA (Independent) Charter
EDIT VIEW	999996	Avatar Earth Temple	45 Ba Sing Sae Street NW	Washington, DC 20002	(202) 555-2645	Vanessa Dowd	LEA (Independent) Charter
EDIT VIEW	999995	Avatar Fire temple	24 Fire Temple Mount Street SE	Washington, DC 20018	(202) 867-5124	Jake Kelly	LEA (Independent) Charter
EDIT VIEW	999997	Avatar Water Temple		,			LEA (Independent) Charter

ESY School Calendar Dashboard										
Full Report		Grid Edit	Email ▾	More ▾		3 School Calendar				
	▲ School Name	First Day	Last Day	Doors Open	Instruction Starts	Dismissal Time	Early Dismissal Recurrence Interval	Early Dismissal Day(s)	Early Dismissal Time	Estimated Bus Schedule
Aang Charter Schools (3 School Calendars)										
EDIT VIEW	Aang School of Avatars	06-01-2013	07-19-2013	8:50 am	9:30 am	4:30 pm	Weekly	Wednesday	2:15 pm	We will schedule the bus to arrive between 9:00 am and 9:20 am
EDIT VIEW	Avatar Air Temple	06-03-2013	08-14-2013	9:00 am	9:30 am	4:30 am	Bi-Weekly	Tuesday	1:30 am	We will schedule the bus to arrive between 9:00 am and 9:20 am
EDIT VIEW	Avatar Fire temple	06-10-2013	08-30-2013	9:00 am	9:30 am	4:30 pm				We will schedule the bus to arrive between 9:00 am and 9:20 am



OSSE TOTE: Functionality

LEA Administration

- Users have the capability to edit details for LEAs that fall under their respective jurisdictions.

Users view the LEA(s) within their jurisdiction

- Users can view the ESY certification status of all children by category and LEA.

LEA List									
Full Report		Grid Edit	Email ▼	More ▼	1 LEAs				
	▲ LEA Name	Schools within LEA	Special Education Students in LEA	1. Pending Eligibility Determination	2. Pending Transportation Form Upload in TOTE	3. Pending Confirmation of Upload to SEDS	4. Certification Complete	5. No SEA Responsibility	
EDIT	VIEW	Aang Charter Schools	5	14	9	1	0	3	1
TOT		5	14	9	1	0	3	1	



OSSE TOTE: Functionality (continued)

LEA Administration

- Users can view LEA information by accessing the LEA Form.
- This is the full ESY report for the individual LEA.
- Here the user can view/edit information pertaining to all schools within the LEA, to include:
 - Special Education Transportation Contacts
 - ESY Certification Student Status Summary
 - Student ESY Certification Details

LEA NameAang Charter SchoolsLEA Schools5

LEA IDdcaaaaLEA Students14

School Address and Contact Information

This section lists the detailed School Address and Contact Information for schools within this LEA.

Full ReportGrid EditEmailMore

	School Code	▲ School Name	Street Address	City / State / Zip	Main Phone Number	Main Fax Number	Principal Name
EDITVIEW	999999	Aang School of Avatars	23 North Avatar Epoch Street NE	Washington, DC 20009	(999) 867-5309	(999) 867-5308	Avatar Aang
EDITVIEW	999998	Avatar Air Temple	2122 Air Temple Way NW	Washington, DC 20032	(202) 867-5208		Ainsley Air-Nomad
EDITVIEW	999996	Avatar Earth Temple	45 Ba Sing Sae Street NW	Washington, DC 20002	(202) 555-2645		Vanessa Dowd
EDITVIEW	999995	Avatar Fire temple	24 Fire Temple Mount Street SE	Washington, DC 20018	(202) 867-5124		Jake Kelly
EDITVIEW	999997	Avatar Water Temple		,			
EDITVIEW	999997	Avatar Water Temple		,			

Spec. Education Transportation Contacts

These are all the Special Education Transportation Contacts by school within this LEA.

Add Contact

Full ReportGrid EditEmailMore9 Contacts

	School Name	Role	Contact Name	Email Address	Direct Phone
VIEW		LEA Administrator	Heinrich, Phil	phil.heinrich@dc.gov	(202) 421-1037
EDITVIEW	Aang School of Avatars	LEA Administrator	Williams, Dartanion	dartanion.williams@dc.gov	(202) 422-1153
VIEW	Avatar Air Temple	Data Administrator	Shonough, Susan	sshon@avatar.aang.org	(202) 541-2574
VIEW	Avatar Water Temple	Special Education Coordinator	Water-Tribe, Katara	k_tribe@aangschools.org	(999) 867-5309
VIEW	Avatar Fire temple	Transportation Coordinator	Campbell, Jason	jason.campbell@dc.gov	(202) 299-9999
VIEW	Avatar Earth Temple	LEA Administrator	Blasioli, Cassandra	cassandra.blasioli@dc.gov	(202) 727-6789
VIEW	Avatar Air Temple	LEA Administrator	King, Ernest	ernest.king@dc.gov	(202) 741-0272
VIEW	Avatar Earth Temple	LEA Administrator	Enos, Jessica	jessica.enos@dc.gov	(202) 867-5309
VIEW	Aang School of Avatars	LEA Administrator	Rogers, Lia	lia.rogers@dc.gov	(202) 576-5510



OSSE TOTE: Functionality (continued)

LEA Administration

- In addition to the ESY Certification Status Summary, users can view the certification details for students under their LEA jurisdiction.
- Student Status Detail:**
This is the full report used to certify students for ESY 2017.

Student Summary By Status

This is the transportation request status summary for all students within this LEA.

1. Pending Eligibility Determination	2	1
2. Pending Transportation Form Upload in TOTE	1	1
3. Pending Confirmation of Upload to SEDS	0	1
4. Certification Complete	3	1
5. No SEA Responsibility	1	1

Student ESY - Status Detail

This is the transportation request detail grid. You will need to edit existing records until Certification Completion status is obtained. Please report missing students to Lia.Rogers@dc.gov and include the student's full name and USI ID#.

Full Report	Grid Edit	Email	More	14 Students							
	LEA Name	Attending School	Student USI	Student Name	ESY Site	Eligible for ESY (Summer 2013)?	Attends Non-Public School?	Needs ESY-Related Transportation?	Student Transportation Form Uploaded in TOTE	All Eligibility Docs Uploaded to SEDS?	Student ESY Status
Aang Charter Schools (14 Students)											
NEW EDIT VIEW	Aang Charter Schools	Aang School of Avatars	20146985	Harris, Thomas		No	No	Yes	Cert_HThomas.pdf	Yes	4. Certification Complete
NEW EDIT VIEW	Aang Charter Schools	Aang School of Avatars	65842685	Johnson, Greg		Yes	Yes	Yes	Cert_Johnson.pdf	Yes	4. Certification Complete
NEW EDIT VIEW	Aang Charter Schools	Aang School of Avatars	54169696	Smith, Brad		No	No	No		Incomplete	5. No SEA Responsibility
NEW EDIT VIEW	Aang Charter Schools	Aang School of Avatars	20859370	Smith, Jessica		Yes	No	Yes		Incomplete	2. Pending Transportation Form Upload in TOTE
NEW EDIT VIEW	Aang Charter Schools	Aang School of Avatars	25006608	Smith, Johnny	Aang School of Avatars	Yes	Yes	Yes	Cert_JSmith.pdf	Yes	4. Certification Complete
NEW EDIT VIEW	Aang Charter Schools	Aang School of Avatars	20046825	Stone, Flint		No	Yes	Incomplete		Incomplete	1. Pending Eligibility Determination
NEW EDIT VIEW	Aang Charter Schools	Avatar Air Temple	22020586	Kamarie, Thoh		Incomplete	Incomplete	Incomplete		Incomplete	1. Pending Eligibility Determination
NEW EDIT VIEW	Aang Charter Schools	Aang School of Avatars	20046925	Stone, Flint		No	Yes	Incomplete		Incomplete	1. Pending Eligibility Determination



OSSE TOTE: Functionality (continued)

School Administration

- Users can view/edit the following school information by accessing the School Information Form
 - Confirmation of ESY program
 - Special Education Transportation Contacts
 - School Calendar & Bell Times
 - Configure bell times for multiple programs
- Users will need to request and then submit an EMI form to OSSE's Division of Data Management at OSSE.LEAdata@dc.gov
 - School Address & Contact Information

School Information Form

School Address & Contact Information

LEA
Aang Charter Schools

School Name Aang School of Avatars	School Code 999999	School Type LEA (Independent) Charter
---------------------------------------	-----------------------	--

Principal Name
Avatar Aang

On-Site ESY Program Manager Name
Sokka Water-Tribe

Main Phone Number (999) 867-5309	Main Fax Number (999) 867-5308
-------------------------------------	-----------------------------------

Street Address
23 North Avatar Epoch Street NE

City / State / Zip
Washington, DC 20009

Is the address listed above correct?
Yes

Spec. Education Transportation Contacts

Full Report | Grid Edit | Email | More | 1-4 of 5 Contacts

	Role	Contact Name	Direct Phone	Email Address
VIEW	LEA Administrator	Heinrich, Phil	(202) 421-1037	phil.heinrich@dc.gov
EDIT VIEW	LEA Administrator	Williams, Dartanion	(202) 422-1153	dartanion.williams@dc.gov
EDIT VIEW	DCPS LEA Administrator	Williams, Dartanion	(773) 553-4331	ddwilliams4@cps.k12.il.us
EDIT VIEW	DCPS LEA Administrator	Bowski, Johnny	(773) 553-1000	jb@cps.edu

Result Pages: 1 2 ➔

Are the contact(s) listed above the only contact(s) for this school?
Yes

School Calendar and Bell Times

In this section, you will enter all information related to your school calendar reflecting school hours, school schedule, observed Holidays, and early dismissal days.

Add School Term Calendar

Full Report | Grid Edit | Email | More | 1 School Calendar

	First Day	Last Day	Student Entry Time	Instruction Start Time	PM Dismissal Time	Is Early Dismissal Recurring?	Early Dismissal Recurs How Often?	What is the Early Dismissal Day(s)?	Early Dismissal Time	Estimated Bus Arrival Time
EDIT VIEW	06-01-2013	07-19-2013	8:50 am	9:30 am	4:30 pm	Yes	Weekly	Wednesday	2:15 pm	We will schedule the bus to arrive between 9:00 am and 9:20 am



Certification Deadline Reminder

Deadlines:

- ESY – May 1, 2017
- SY – June 5, 2017

Please submit your ESY and SY calendar(s) and transportation requests at the same time if that information is available.

Additional Resources

- TOTE Support Line: (202) 576-5520



Early Access to Students with Disabilities (SWD) Data

New Qlik Sense Application



Early Access to SWD Data Update

OSSE is developing a data visualization application in Qlik that provides **timely** and **appropriate data access** to all LEAs as soon as OSSE becomes aware of a student's intent to enroll in a different LEA.

In addition to student demographics like name and date of birth, the data visualization application will include the following **data elements from SEDS**:

- Unique student identifier
- Primary Disability
- Most Recent Eligibility Start Date
- Most Recent Eligibility End Date
- IEP Start Date
- IEP End Date
- SPED Level
- Total Hours Per Week
- Services (related services)
- Setting (inside or outside)
- English Learner status (from SLED)
- Time (minutes or hours)
- Frequency (day, week, month)
- Least Restrictive Environment (LRE)
- Dedicated Aide
- Dedicated Aide Hours
- Eligibility for Transportation
- Mode of Transportation
- (populated only if Eligibility for Transportation = Yes)
- ESY Eligibility
- Supplemental Aides
- Assistive Technology



Early Access to SWD Data Update

OSSE is **finalizing development** of the application and expects to release it the week of May 1-5, 2017.

OSSE will **provide training** to LEA Data Managers and LEA Special Education Points of Contact on May 9 and May 17. Registration details will be provided in the *LEA Look Forward*.

For additional questions or comments, please contact Elizabeth.Laird@dc.gov.

May 9, 2017, 10-11:30 a.m.

<https://octo.quickbase.com/db/bj339wdcr>.

May 17, 2017, 10-11 a.m.

<https://attendee.gotowebinar.com/register/8178570284459313921>

(training takes the place of the regularly scheduled LEA SE POC monthly webinar, but registration link remains the same).



Announcements & Reminders



Update on Special Education Laws

Legislation passed in 2014 by the DC Council:

- LEAs would be required to evaluate a student who may have a disability within 60 days from the date of parent/guardian consent for evaluation.
- IEP in effect after a student with a disability reaches age 14 shall include transition assessments and services (rather than the current requirement of age 16).

These requirements will not go into effect for the 2017-18 school year; instead, OSSE expects them to be in effect by July 1, 2018, prior to the 2018-19 school year.

For additional details and next steps, including opportunities for funding to support planning for these changes, please view the full announcement in the [April 12, 2017 LEA Look Forward Newsletter](#).

For questions, please email Assistant Superintendent Amy Maisterra at Amy.Maisterra@dc.gov.



Access to Qlik and the New RSMR

In order to access Qlik and the new RSMR app, the LEA SE POC **must** complete two steps:

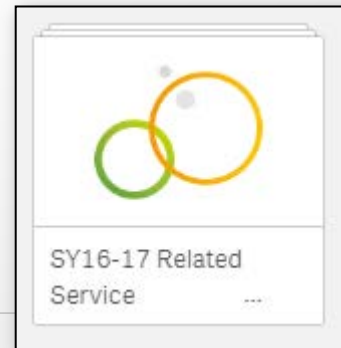
1. Obtain SLED credentials

- To receive SLED credentials and training, send an email to SLED.info@dc.gov.

2. Receive a Qlik token from OSSE

- LEA SE POCs listed on the official **LEA Contact List** in **eSchoolPlus** have been granted a token, and should have received an email from OSSE.DARtraining@dc.gov. (LEA Data Managers are responsible for updating the contact list.)

Not sure if you have access? Go to <https://analysis.osse.dc.gov/>, attempt to login, and look for this app:





Child Outcomes Summary (COS)

First OSSE Checkpoint: Friday, Jan. 6, 2017

- LEAs should have completed and submitted COS *entry data* for every pre-K student with an IEP who did not previously have COS entry data complete in DC CATS.

Second OSSE Checkpoint: Friday, June 30, 2017

- LEAs should complete and submit COS *exit data* for every pre-K student with an IEP who has exited a pre-K special education program (e.g., child has moved on to kindergarten).

Resources

- Learn more about the COS data collection process, and DC CATS:
<http://osse.dc.gov/service/child-outcomes-summary-cos-data-collection>.
- For additional training, technical assistance, or system access to fulfill these responsibilities, email OSSE.COSfaq@dc.gov.



LEA SE POC Training Opportunities

- **Qlik: Unified Data Errors Application – Webinar**
April 28, 2017, 1-2 p.m.
- **Related Services Management Report (RSMR) Hands-on Training**
Friday, May 5, 2017, 10-11 a.m., OSSE Computer Lab
- **Related Service Provider (RSP) SEDS Train-the-Trainer**
Friday, May 5, 2017, 12-3 p.m., OSSE Computer Lab
- **New Qlik App: Early Access to Special Education Student Data**
Wednesday, May 17, 2017, 10-11 a.m., webinar training

OSSE Data Systems Training Registration Page:
<https://octo.quickbase.com/db/bj339wdcr>



LEA SE POC Resources

Resource documents and archived webinar trainings for LEA SE POCs.

<http://osse.dc.gov/service/technical-assistance-support-and-training-education>

Technical Assistance, Support, and Training Education

The Technical Assistance, Support, and Training Education team within DAR equips educational stakeholders in the District of Columbia with tools and resources for system and data use to increase educational outcomes and effectiveness for students and educators. Our work ensures that LEAs are able to meaningfully use data to evaluate performance and improve outcomes for students.

Monthly LEA Data Discussion Meeting Resources

2016-17 School Year Trainings

- [eSchoolPLUS LEA Calendars and LEA Points of Contact](#)
- [LEA Data Mapping Application](#)
- [LEA Special Education Point of Contact \(LEA SE POC\) Monthly Training Series](#)
 - [February 2017](#)
 - [January 2017](#)
 - [December 2016](#)
 - [November 2016](#)
 - [October 2016](#)
 - [September 2016](#)
 - [August 2016](#)

- [Next Generation Assessments SLED Navigation Guide](#)
- [Nonpublic SEDS Point of Contact Webinar](#)
 - [January 2017](#)
 - [November 2016](#)
 - [September 2016](#)
- [OSSE Qlik Sense Training for LEAs](#)
- [Orientation for LEA Data Managers](#)
- [Qlik Related Services Management Report Webinar](#)
- [Teacher Shortage Areas and Teacher and Principal Evaluation Data Collections](#)



Professional Development Opportunities

Teaching and Learning Professional Development Calendar

<http://osse.dc.gov/service/specialized-education-trainings>

DISTRICT OF COLUMBIA OFFICE OF THE STATE SUPERINTENDENT OF EDUCATION						
April 2017						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3 NGSS Office Hours for LEAs	4 Response to Intervention (RtI)	5	6	7 Intro to Secondary Transition for Middle Schools	8
9	10 Non-Violent Crisis Intervention	11 Restorative Practices: Community of Practice Mandated Reporter Training	12 Observing the Math Classroom	13	14 Trauma Informed Care Training	15
16	17 <i>Holiday</i>	18	19 LEA Sped POC Monthly Webinar	20	21	22
23	24	25	26	27 Positive Behavior Interventions and Supports (PBIS)	28 Response to Intervention (RtI) Focused on Mathematics	29



May 2017 LEA Institute



District of Columbia
Office of the State Superintendent of Education

SAVE THE DATE

May 25, 2017, 8:30 a.m.—4 p.m.

Washington Marriott Wardman Park

It Takes a City: DC Does it Best!

OSSE's Division of Early Learning and Division of Elementary, Secondary, and Specialized Education are teaming up to host It Takes a City: DC Does it Best!

This institute is for you if you are an early childhood, K-12, or adult education professional serving students from pre-K 3 to age 22.

Participants will reflect on high quality and innovative evidence- and research-based practices in education and learn new strategies for success in improving outcomes for all children in the District.

For details and registration visit:

<http://bit.ly/2mjaLQS>

See you in May!

Registration: <http://bit.ly/2mjaLQS>



Q&A



Thank you!

TOTE questions: DOT.data@dc.gov or (202) 576-5520

Policy questions: OSSE.DSEpolicy@dc.gov

All other questions: OSSE Support Tool or
OSSE.DARtraining@dc.gov

NEXT WEBINAR:

Wednesday, May 17, 2017*

Topic: Full Training on New Qlik Application:
Early Access to Special Education Student Data

**LEA Data Managers and Enrollment POCs are
invited to participate along with LEA SE POCs*