The LEA Special Education Point of Contact Monthly Webinar will be starting momentarily

LEA Special Education Point of Contact
Monthly Webinar

Focus: Data Quality

Aug. 17, 2016

Agenda

Key Data Systems

Student Enrollment Process

Managing Quality and Compliance

Unified Data Errors and Anomalies

Announcements & Reminders

Key Data Systems

Key Data Systems

Five key data systems are available to LEA SE POCs to access student data and reports:

- **Statewide Longitudinal Education Data System (SLED)**
  - Comprehensive repository for student data – from early learning to postsecondary
  - Provides extensive educational data to schools, LEAs and the State to enable better planning, trend analysis, performance projections, program evaluation, and stakeholder empowerment, which, in turn, will help improve the educational outcomes of DC students
- **Special Education Data System (SEDS)**
  - The District of Columbia's system of record for special education data
  - Serves as the primary system of record for inputting and updating special education student information and for documenting services provided

Key Data Systems

- **Qlik Sense**
  - Self-service data application that empowers users to easily create a range of flexible, interactive visualizations
  - LEAs can generate a variety of reports such as:
    - SLED Enrollment Roster Assessments
    - Charter Sector Attendance
    - Attendance Anomalies
- **OSSE Support Tool (OST)**
  - Provides a vehicle for LEAs to contact OSSE for support and technical assistance
  - The LEA SE POC and LEA Data Manager/Registrar are the only users who should have access to the OST

Key Data Systems

- **LEA Data Mapping Application**

  – Replaces the Excel data collection template that LEAs have historically used to inform OSSE of where required data fields exist within the LEA Student Information System (SIS)

  – Provides LEAs the ability to:

    - Update mappings to inform OSSE of changes in real-time

    - Create an historic log of any changes to the data mappings (mappings history)

    - Export information to view a summary of the data mappings for all data collections
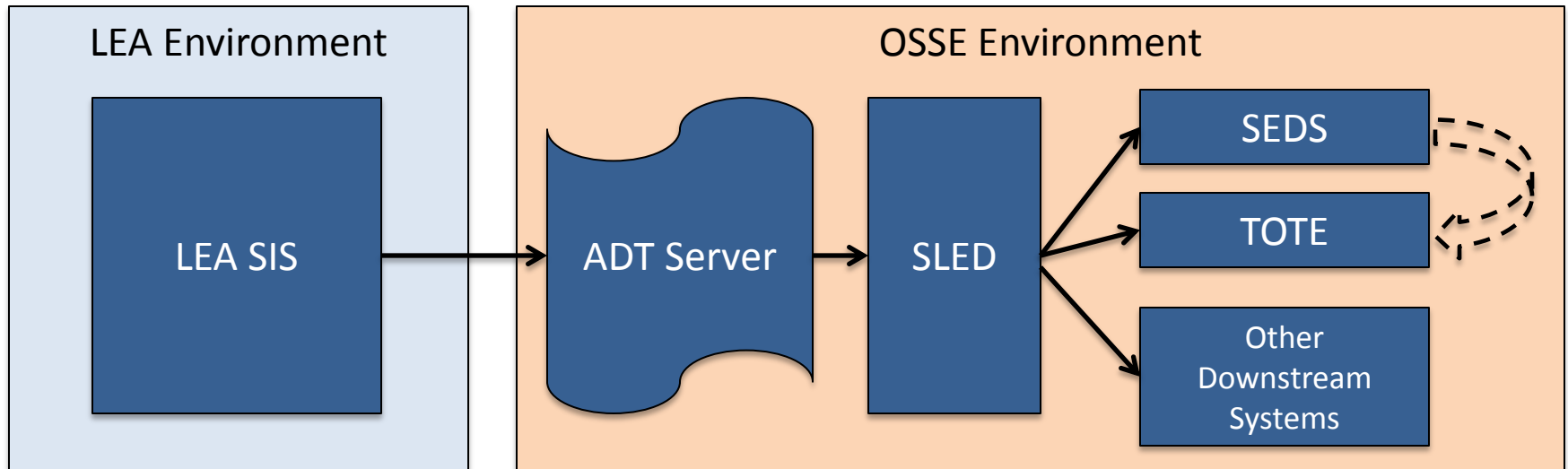
Pause for Questions on Data Systems

Student Enrollment Process

LEA - OSSE Data Flow

Data flows downstream from the LEA Student Information System (SIS) to OSSE's data systems:

- Errors or missing information in the LEA SIS will impact the LEA's ability to see student records in SEDS

- If records are missing in SEDS, the LEA SE POC should first troubleshoot with the LEA registrar

Six Stages of Enrollment

Stage	LEA Action	Student Action	Entry Code
Stage 1		Application by student to attend the school	**N/A**
Stage 2	Acceptance and notification of an available slot for the student by the school		**N/A**
Stage 3		Acceptance of slot by student and submission of enrollment information	**N/A**
Stage 4	Registration of the student in the Student Information System (SIS) by school upon receipt of information		**1800**
Stage 5	Receipt of educational services, which are deemed to begin on the first official school day (with the exception of students eligible for special education services as described in Stage 6)		**1810-1880**
Stage 6	The LEA's obligation to determine eligibility for special education services or to provide special education services on an existing IEP is triggered upon completion of registration (Stage 4)		**N/A**

SIS - Enrollment Information

Demographics

- Name*
- DOB*
- Gender*
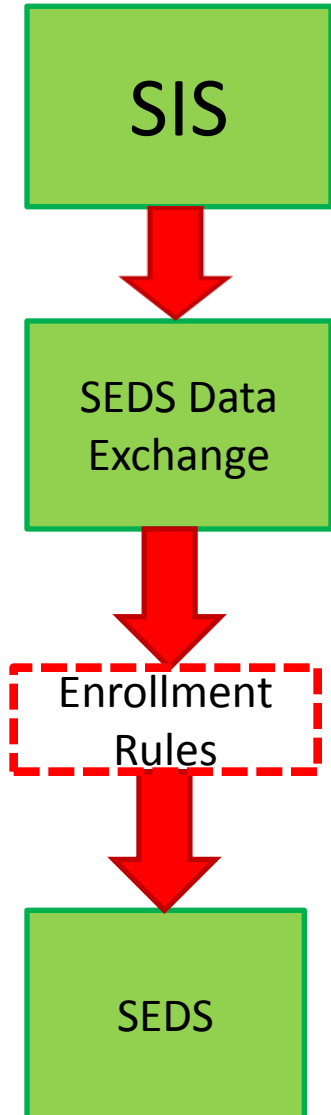- Ethnicity
- Race
- Address
- Grade

SIS

SEDS Data Exchange

Enrollment

- LEA Code*
- School Code*
- Entry Date*
- Entry Code*
- Exit Date
- Exit Code
- USI*

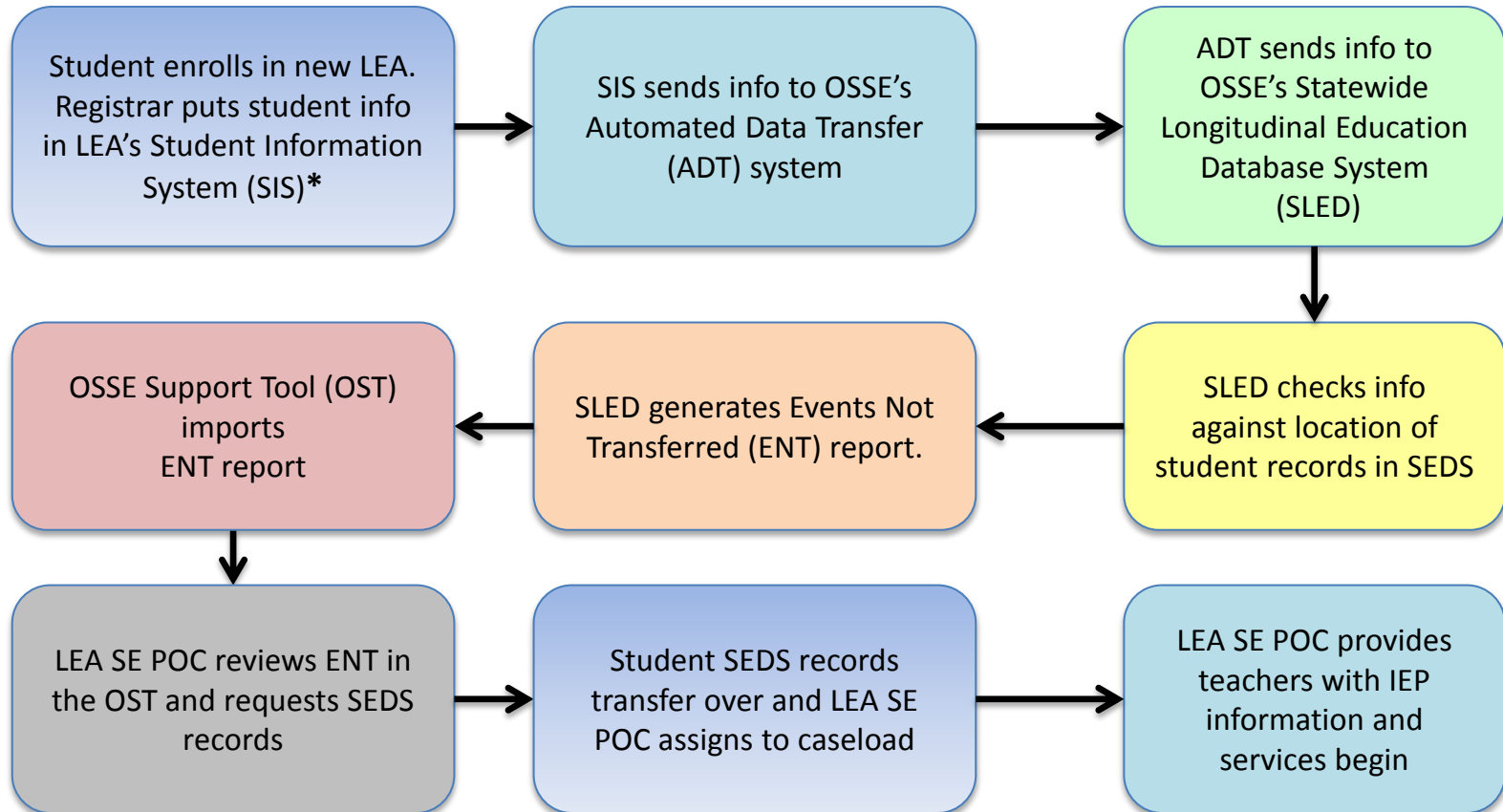*Required elements in SIS in order for student to appear in SEDS

Enrollment Rules

SIS

↓

SEDS Data Exchange

↓

Enrollment Rules

↓

SEDS

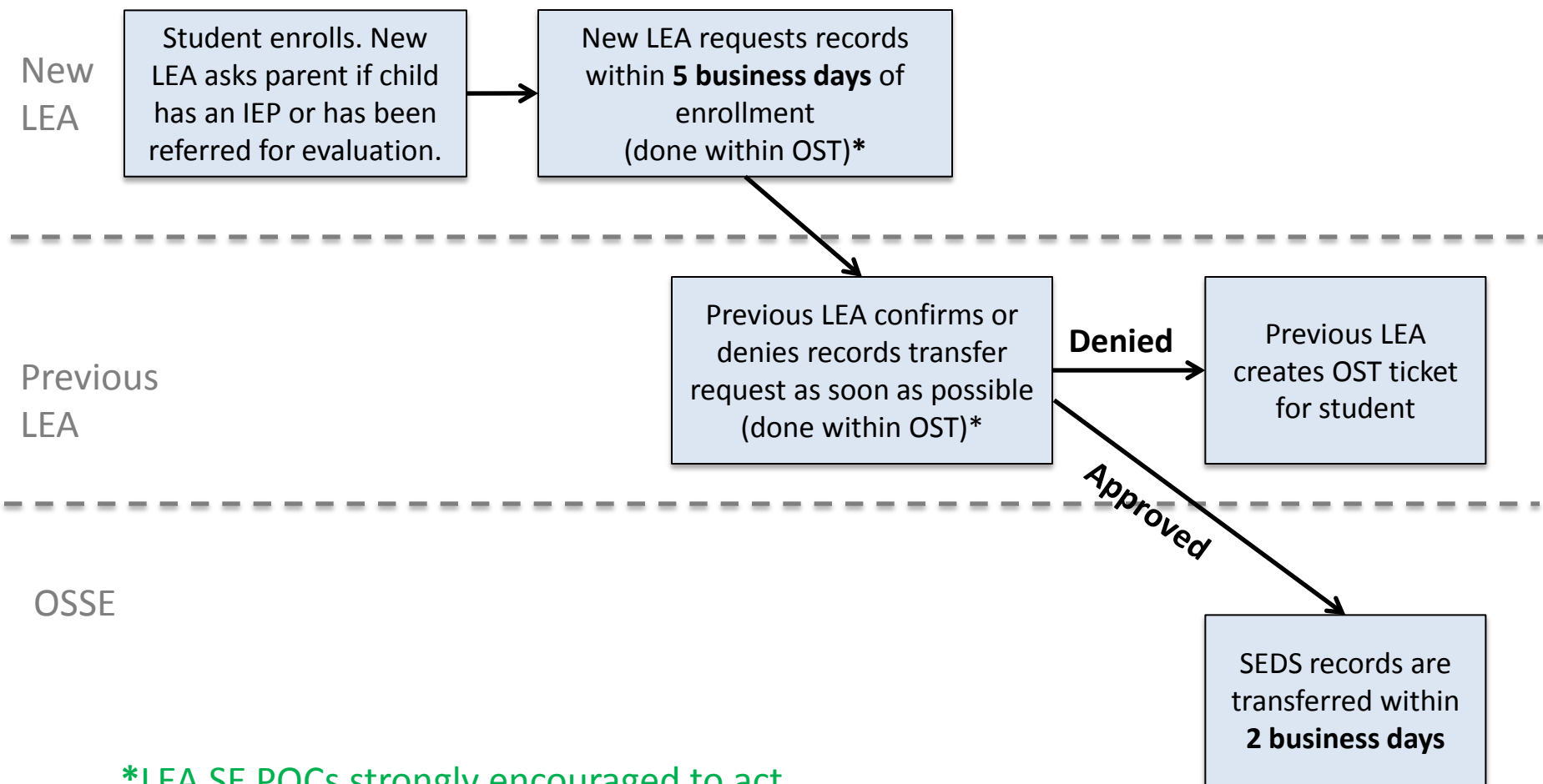| Field Name	SEDS Business Rules
First Name	Must be Present
Last Name	Must be Present
Ethnicity	Must be Present
Date of Birth	
Gender	Must be Valid
Grade Level	
Race	Must be Present
State	
Local ID	LEA SIS
USI	Must be valid
Enrollment Date Withdrawal Date	Must be present and only recognizes dates that are not in the future
Enrollment Code	Must be Present
Exit Code	Must be Valid
LEA Code	Must be Valid
School Code	Must be Valid

Special Education Records Transfer Process

Steps needed to ensure IEP services are provided for new students

Student enrolls in new LEA. Registrar puts student info in LEA's Student Information System (SIS)*	→ SIS sends info to OSSE's Automated Data Transfer (ADT) system	→ ADT sends info to OSSE's Statewide Longitudinal Education Database System (SLED)
OSSE Support Tool (OST) imports ENT report	← SLED generates Events Not Transferred (ENT) report.	← SLED checks info against location of student records in SEDS
LEA SE POC reviews ENT in the OST and requests SEDS records	→ Student SEDS records transfer over and LEA SE POC assigns to caseload	→ LEA SE POC provides teachers with IEP information and services begin

*Stage 4 Enrollment occurs when registrar enters student information in SIS

OST Transfer of Records Process

New LEA

| Student enrolls. New LEA asks parent if child has an IEP or has been referred for evaluation. | → | New LEA requests records within **5 business days** of enrollment (done within OST)* |

Previous LEA

| Previous LEA confirms or denies records transfer request as soon as possible (done within OST)* | **Denied** → | Previous LEA creates OST ticket for student |

Approved

OSSE

SEDS records are transferred within **2 business days**

*LEA SE POCs strongly encouraged to act immediately, instead of waiting 5 days.

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OST Transfer of Records Process

LEA SE POC for the new LEA will initiate the transfer via the OST.

Previous LEA is required to **approve or deny any transfer requests**. This is done using the "Review Outstanding Transfer Requests" button in the OST.

Select **"Yes"** to approve the transfer if the student is no longer at your LEA.

Select **"No"** to deny the request if the student is still attending your LEA. In this case, please submit an OST ticket to resolve confusion as to why the transfer request was made by another LEA.

▾ Request Options

Add Request for Support
Click on this button to submit and status.

Status Search
Click on this button to search for an status.

Request Transfer of Student Records
Click on this button to request the transfer of student records

Review of Transfer Requests
Click on this button to review the status of transfer requests.

Review Outstanding Transfer Requests
Click this button to review and approve outstanding transfer requests

More ▾

Student First Name *	Student Last Name *	Date Of Birth	LEA Name *	School Name	Request Transfer?	Previous LEA Transfer Decision
Johnny	Appleseds		Fake LEA		Yes	▾
						Yes
						No

Special Education Records Transfer Process

Tips for LEA SE POCs to ensure IEP services are provided for new students:

- Upon enrollment, ask the parent if the child has existing special education records, or has been referred for evaluation. If so, immediately request these records from the previous LEA.

- Provide comparable services in the interim, until the official IEP is received.

- Check the OST and the ENT report frequently to check for new students with special education records at another LEA.

New Records Transfer Process

In the Fall of 2016, OSSE will play a more active role in the transfer of records process between LEAs in two specific instances when a student reaches a designated stage of enrollment.

Purpose: To expedite the new LEA's ability to prepare for and implement IEP services for students with disabilities.

Please Note: LEA SE POCs should still continue to request and approve records transfers in the OST according to current protocol. The new OSSE role will **supplement, not replace**, this process.

Once these new processes are finalized, OSSE will communicate the date of effectiveness to all LEA SE POCs.

New Records Transfer Process

Scenario 1: OSSE will automatically initiate a records transfer* when a student reaches **Stage 5 Enrollment**.

Status: OSSE will begin this process in September

The criteria for Stage 5* records transfers are as follows:

1. Student must be **ACTIVE** in SEDS at current LEA.

2. A previous in-state LEA possesses special education records for that student that the new LEA does not yet possess.

Reminder: Stage 5 begins when the student physically attends the new LEA.

*Transfer of records will be initiated immediately upon the first day of the student's attendance. If initiated by 5pm, records will be available on the 2nd business day.

New Records Transfer Process

Scenario 2: OSSE will automatically initiate a records transfer when a student reaches Stage 4, according to the guidelines below.

	Stage 4 Enrollment Only	Stage 4 Enrollment + My School DC Data
	Current Process	**Additional Process Coming Soon (September)**
Criteria	1. Student must be ACTIVE in SEDS at current LEA 2. A previous in-state LEA possesses special education records that the new LEA does not yet possess 3. Records have not been requested by the current LEA and/or no records response has been received from the previous LEA 4. Records pending transfer for 4 business days	1. Student must be ACTIVE in SEDS at current LEA 2. A previous in-state LEA possesses special education records that the new LEA does not yet possess 3. Records have not been requested by the current LEA and/or no records response has been received from the previous LEA 4. My School DC LEA must match SEDS current LEA
Transfer Time	Transfers will be initiated on the 4th day of the student remaining in the Stage 4 Enrollment category. If initiated by 5PM, records will be available on the 5th business day. *In the case of duplicative enrollment, the records will be sent to the LEA who most recently registered the student in their SIS.	• Transfers will be initiated immediately. If initiated by 5PM, records will be available on the 2nd business day. *If the LEA named in My School DC does not match the SEDS current LEA, transfers will be initiated according to the protocol for Stage 4 Enrollment only (left-hand column).

Managing Data Quality and Compliance
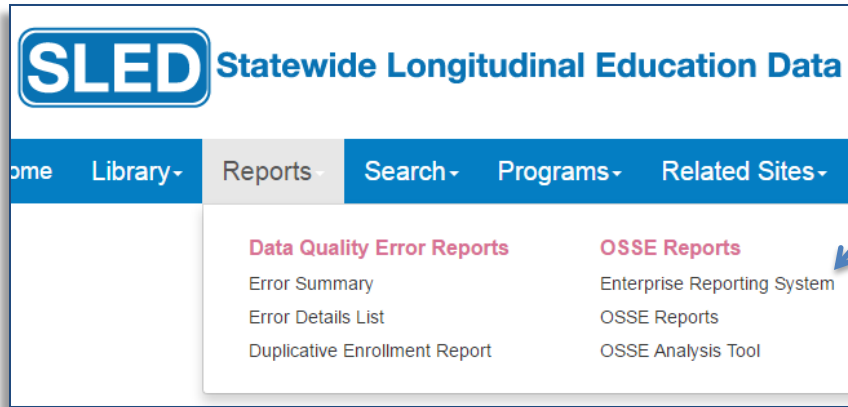
Tips for Data Quality

- It is best practice for LEA SE POCs to consistently and regularly review reports provided by OSSE to assist with managing data quality and issues of compliance.

- OSSE provides many reports in SLED and Qlik to assist LEAs with data-based decision making and planning.

Reports Available in SLED

- The comprehensive set of reports available to LEAs in SLED is called **"Enterprise Reports"**

  - Includes over 30 reports across 3 categories

  - Each report is linked to a guide on how to utilize the report

- These reports allow LEAs to:

  - Access data without having to submit a request for a report to OSSE

  - Track their own improvement over time through customized data

  - View a variety of reports, beyond just special education data

    - Reports on statewide assessments, college readiness, etc.

SEDS
- Enrollment History Report
- LEA Performance and Planning Report
- Special Education Roster Report
- Events Not Transferred
- Duplicative Enrollment Report
- More...

Enterprise Reports
- Child Count
- DCCAS 2014
- LearnDC Enrollment
- Historical ACCESS Scores
- Student Growth Percentile
- More...

Enrollment Audit and Child Count
- Child Count Data Anomalies Acknowled...
- Child Count Certification Report
- Enrollment Audit Certification
- More...

Reports Available in SLED

Upon logging into SLED, select **Enterprise Reporting System** from the Reports menu.

The **SEDS** category provides helpful reports which compile special education data pulled from SEDS.
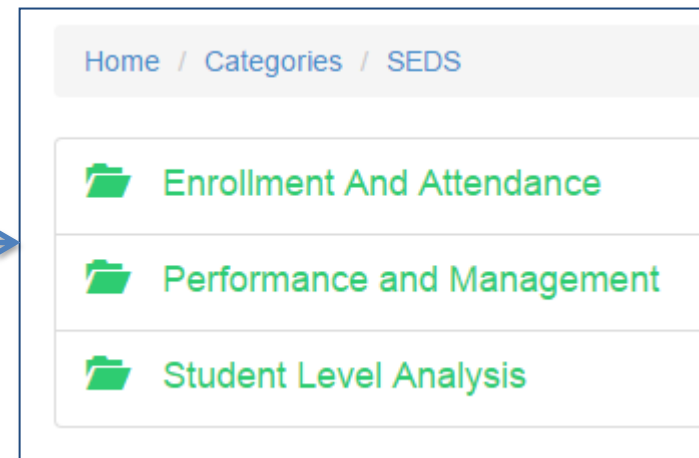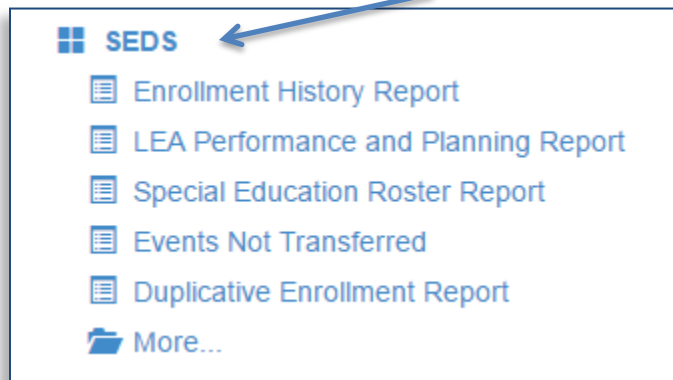
Reports Available in SLED

The **Performance and Management** category of SEDS reports contains many helpful reports for:

- Tracking timeliness for compliance

- Troubleshooting why a student's records are not in SEDS

- Planning for provision of services

Home / Categories / SEDS / Performance and Management

Events Not Transferred

Events Not Transferred report provides a list of students who have at least one Special ED event that has not been transferred from a previous LEA to a current LEA. Only contains the events not transferred.

LEA Performance and Planning Report

The LEA Performance and Planning Report provides measurements of student Eligibility and IEP completion timeliness. This report shows upcoming meetings to assist LEAs with planning and scheduling.

LEA Performance and Planning Summary

The LEA Performance and Planning Report Summary Report provides the raw data that is captured in the LEA P&P Report, containing information for the metrics submitted by OSSE to external stakeholders on behalf of the LEAs.

Students in SEDS not in Proactive

Students in SEDS Missing in Proactive Enrollment

Students in SEDS not in STARS

Students Active in SEDS Missing in STARS Enrollment

Unenrolled in SIS and Active in SEDS

Students Exited from General Education but Remaining active in Special Education

Reports Available in SLED

The LEA Performance & Planning Report is a valuable tool that LEA SE POCs should view on a weekly basis.

- Real-time reports show current status of all evaluation and IEP timeliness.

- LEA SE POCs are encouraged to create PDF copies of this report on a weekly basis to track timeliness compliance over time.

- Click the info icon to access a guide on this report.

LEA Performance and Planning Report 🛈

SEDS LEA Performance & Planning Report

Performance Results (Part B - Students ages 3-22)
This data INCLUDES all students. Students with a referral source of Part C Infant-Toddler program entered in SEDS event. Students with a referral source of Part C Infant-Toddler program will be included in this data once a subseque

See the student-level performance results on the Performance Results sheet

Eligibility

INITIAL ELIGIBILITY			RE-EVALUATION		
Referral + 120 days			Current begins before previous ends		
Timeliness	# Students	Percentage	Timeliness	# Students	Percentage
On Time	24	89	On Time	15	79
Held Late	2	7	Held Late	4	21
Not Held	1	4	Not Held	0	0
Total	27		Total	19	

IEP

INITIAL IEP			ANNUAL IEP		
Eligibility + 30 days			Current begins before previous ends		
Timeliness	# Students	Percentage	Initial IEP	# Students	Percentage
On Time	6	86	On Time	36	95
Held Late	1	14	Held Late	2	5
Not Held	0	0	Not Held	0	0
Total	7		Total	38	

Reports Available in SLED

SLED is the only way to access the reports identified below. All LEA SE POCs are encouraged to access and review each report prior to the beginning of the school year, and consistently throughout the school year, as deemed appropriate.

Report Title	Description	Purpose
LEA Performance and Planning Report	Provides information about metrics submitted by OSSE to external stakeholders on behalf of the LEAs. Also shows upcoming meetings to assist LEAs with planning and scheduling.	• Informs LEAs of IEP and eligibility meetings that are due in the next 30 to 90 days. • Informs LEAs of their timeliness status (IEPs and eligibilities 'held on time,' 'held late,' and 'not held').
Events Not Transferred Report	A list of students who have at least one special education event record that has not been transferred from their previous LEA to their current LEA.	• Knowledge of special education records at the student's previous LEA.
Planning Roster Report	This report provides a list of services on the most recent IEP for newly enrolled students, for the purposes of planning resources for the upcoming school year.	• Identifies the students with a disability who have enrolled in the LEA. • Allows LEAs to conduct roster planning to determine needed resources based on services listed in IEPs. • Identifies trends of enrollment for subsequent years.

Access to SEDS Reports in SLED

1. Complete SLED training (mandatory) to receive username and password

    - Contact SLED.info@dc.gov to request training and access

2. Go to http://sled.osse.dc.gov and login

3. Review and acknowledge the Family Educational Rights and Privacy Act (FERPA) required terms

    - NOTE: users may be prompted to reenter login information and agree to the FERPA statement a second time when accessing SEDS reports in SLED

4. Navigate to the Enterprise Reporting System under the Reports tab and select desired category and report

SHORTCUT: To go directly to Enterprise Reports, visit: https://reports.osse.dc.gov

Special Education Backlog Report

- The Special Education Backlog Report will be available in **Qlik Sense**, the data visualization software provided to LEAs by OSSE.

- As part of reporting to the U.S. Department of Education's Office of Special Education Programs (OSEP), OSSE must demonstrate the District's compliance with the requirement to conduct timely evaluations.

- This LEA-specific report details all students with overdue initial evaluations or reevaluations for LEAs and whether or not they appear on one of six exception (anomaly) reports.

Special Education Backlog Report
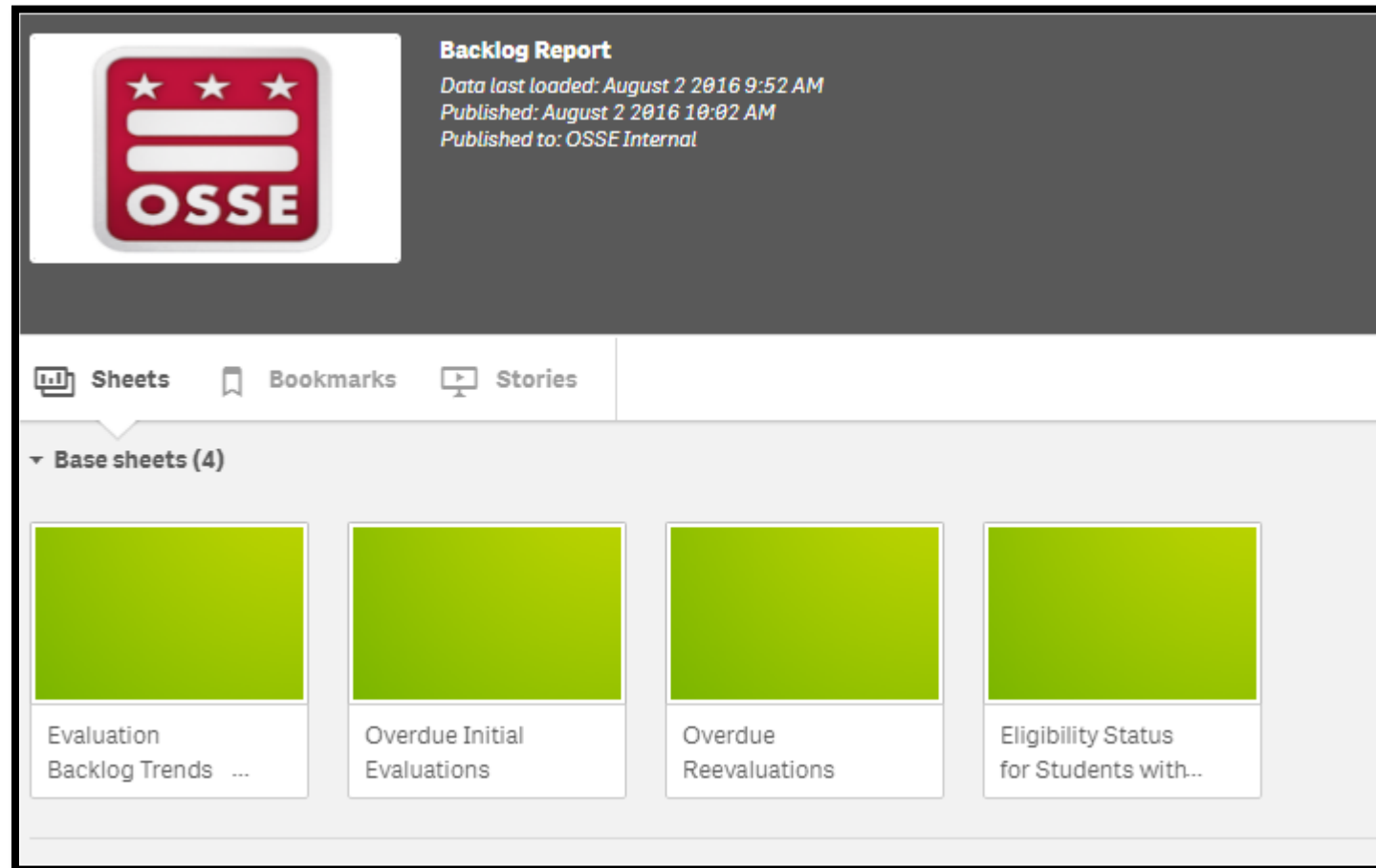
To view the Backlog Report:

1. Go to https://analysis.osse.dc.gov and log in.

2. Navigate to your LEA stream and click on the icon for the Backlog Report.
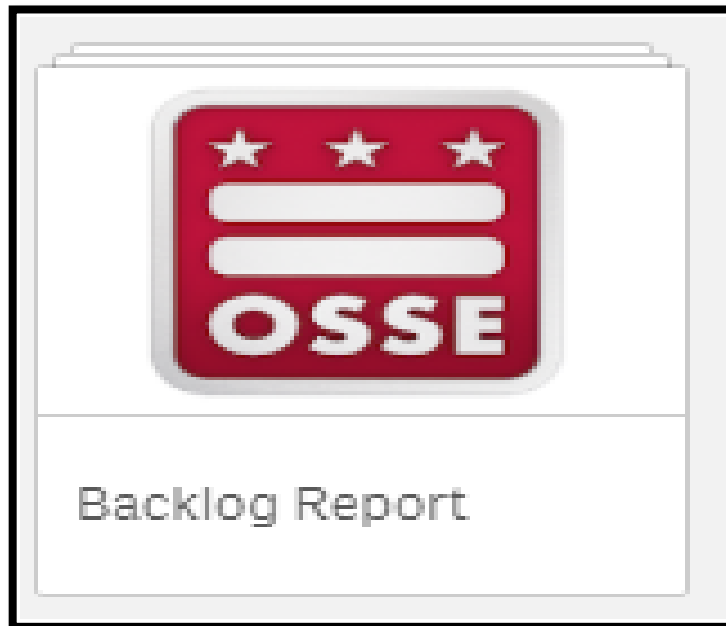
Backlog Report

Special Education Backlog Report

Data sheets that are available in the application.

Special Education Backlog Report

Below is an example of evaluation backlog trends. This particular sheet will provide LEAs with an overview of their backlog data over time.
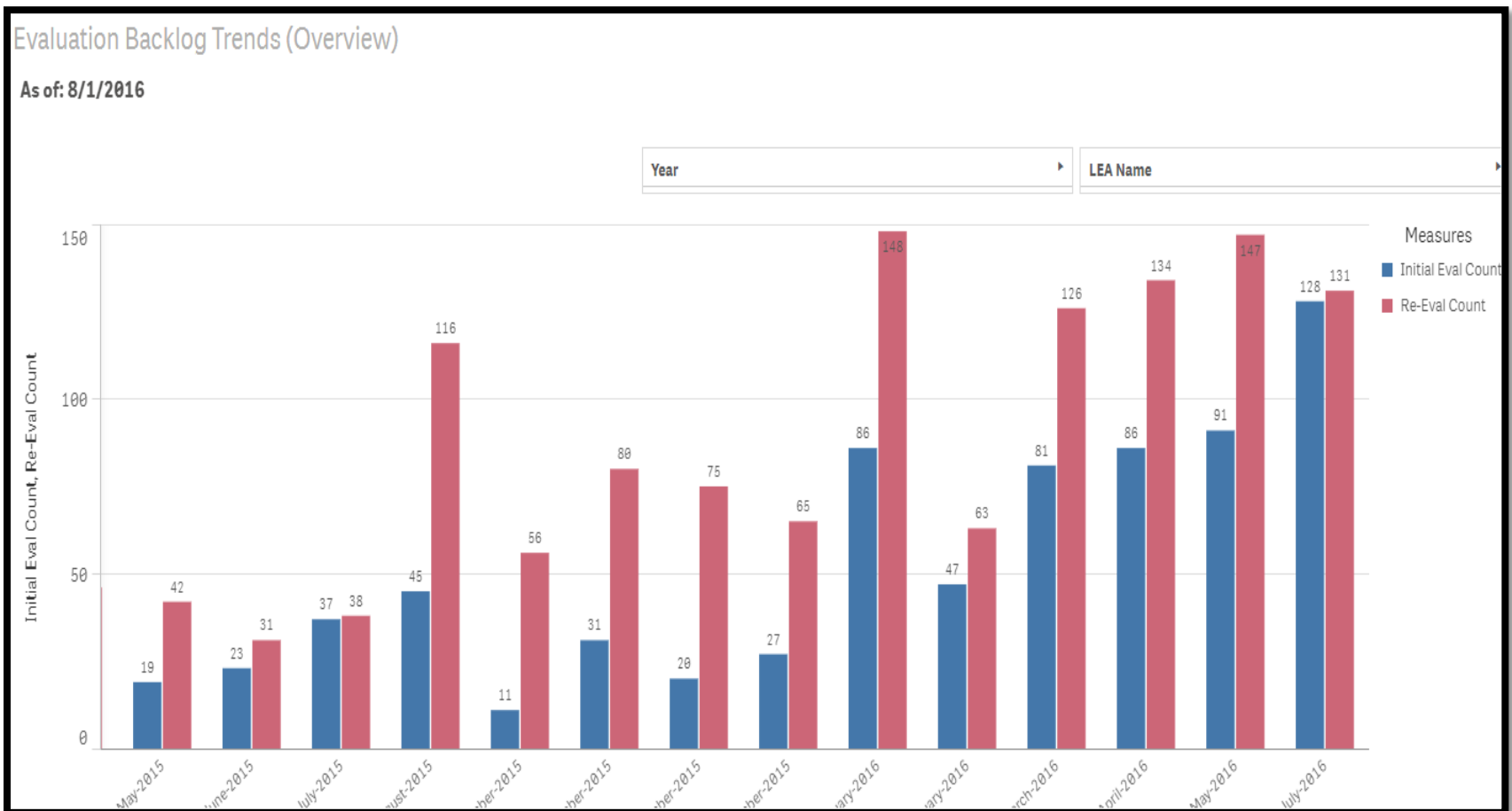
New and Improved RSMR

The new and improved RSMR will be available by the end of August as an application within Qlik

- LEA SE POCs can access Qlik via SLED
- Training webinar coming mid-September

New and Improved RSMR

The new RSMR provides a more accurate picture of productivity versus provision of services by taking into account attempted services, student absences, PD days, etc.
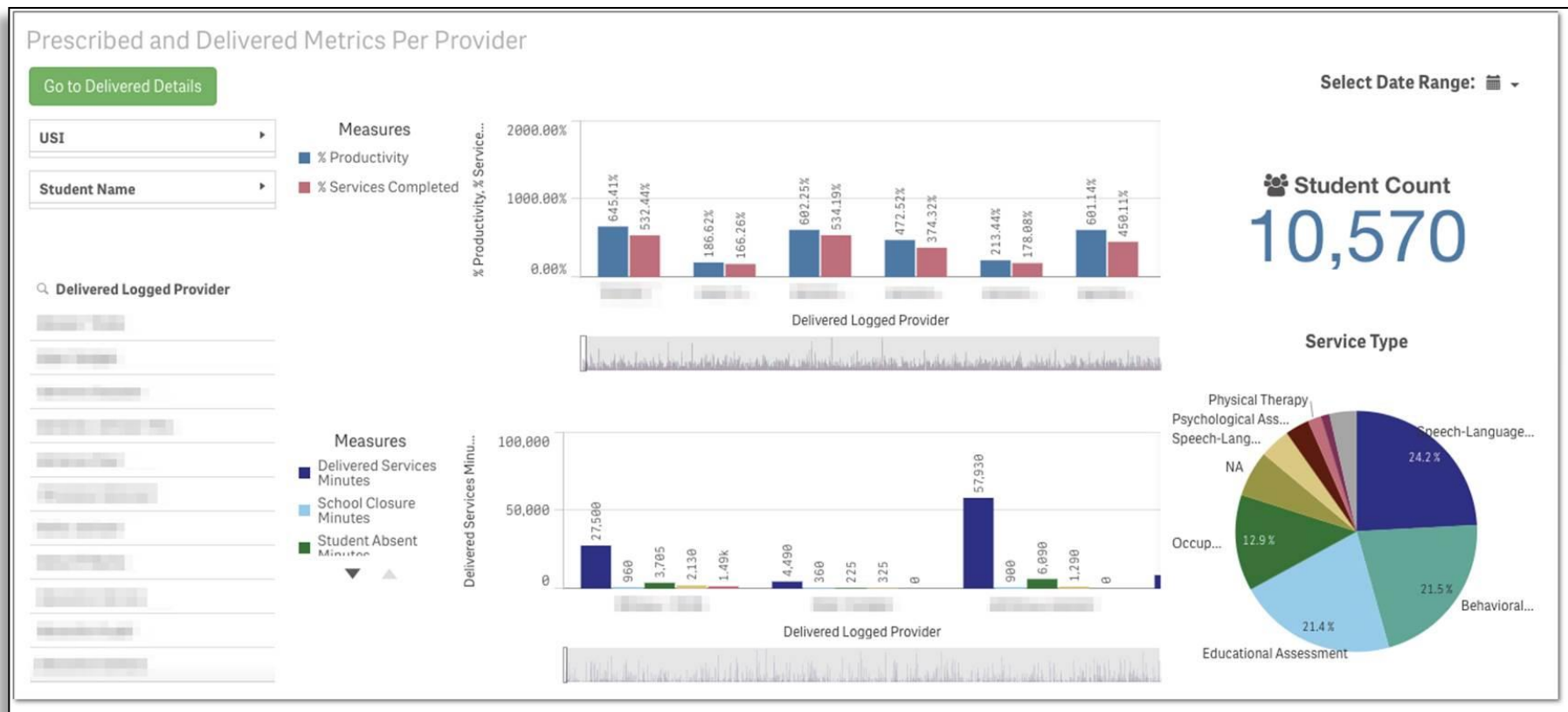
OSSE Unified Data Errors and Anomalies

OSSE Unified Data Errors and Anomalies

- In an effort to report consistent and timely data to stakeholders, OSSE has consolidated all demographic, enrollment, attendance, and special education data errors and anomalies. This comprehensive error report is available in SLED and Qlik.

- Each error/anomaly has a suggested resolution path and indicates whether it will impact the Enrollment Audit and/or Child Count data collection process.

Definitions of Errors and Anomalies

Error: Data entry input by the LEA is deemed incorrect or invalid based on one or more of the following premises:

- Data entry does not align with data standard defined by OSSE in the Data Collection Template

- Data entry does not align with the historical authoritative data OSSE has established in the category within the LEA Membership Tracker

- Data entry is not a permitted value

Definitions of Errors and Anomalies

Anomaly: Data entry that deviates from what is standard, normal, or expected, and possibly incorrect. The report will display a flag to alert the LEA to ensure the entry is correct.

Child Count Exclusion: This is an indication that the error will lead to the student's record being excluded entirely from the Child Count roster.

Enrollment Audit Exclusion: This is an indication that the error will lead to the student's record being excluded entirely from the Enrollment Audit roster.

Types of Errors and Anomalies

Below are the types of errors and anomalies that will be reported in SLED and Qlik:

1. Special Education Errors

2. Special Education Anomalies

3. Attendance Errors

4. Enrollment Errors

5. Enrollment Anomalies

Implications of Errors and Anomalies

Error:

- Data must be remedied prior to the student's entry on the Child Count Roster and/or Enrollment Audit.

- Failure to remedy errors has potential funding implications if not addressed.

- Failure to remedy errors may impact accurate and timely downstream data submissions, including attendance data.

Anomaly:

- May not present a technical issue.

- Does not have funding implications.

Required Actions for Errors and Anomalies

Error:

- The action steps in the "suggested resolution" path must be completed for the error to be removed from the report.

- Full resolution of the error will remedy potential funding issues if the resolution is completed in a timely fashion.

Anomaly:

- Anomalies can be removed by completing the "suggested resolution" path.

- Because anomalies may represent accurate information, full resolution of anomalies is not required; however, completion of the resolution path is required to remove anomalies from the error report.

Announcements & Reminders

Upcoming Trainings

- **Register for all monthly LEA SE POC support webinars**

  - 3rd Wednesday of every month (August—May) from 10:00AM—11:00AM. Register [here](#) for all 10 webinars

  - Upcoming Featured Training Topics

    - September 2016: Child Count

    - October 2016: Monitoring & Compliance

Upcoming Trainings

- New LEA SE POC Orientation is required for all **new** LEA SE POCs

  - Next sessions are Aug. 26, 2016 and Sept. 16, 2016. Please register to attend one of these 3-hour sessions

- SEDS Train-the-trainer

  - For LEA SE POC and/or designated LEA/school-level SEDS trainer

  - Sept. 23, Oct. 14, Oct. 28, 2016 (half-day sessions)

- Related Services Provider SEDS Train-the-trainer

  - LEAs may choose an experienced RSP to attend this training who then will return to the LEA to train his/her colleagues

  - Sept. 9, Nov. 3, 2016 (half-day sessions)

All registration links will be posted in the LEA Look Forward

LEA Look Forward Weekly Newsletter

Weekly newsletter provides:

- Training announcements and registration links

- Important dates, deadlines, and reminders

- Professional development opportunities

District of Columbia
Office of the State Superintendent of Education

OSSE LEA LOOK FORWARD

July 27-Aug. 2, 2016

In this issue...

- SPECIAL FEATURE: Getting Start-of-School Ready
- [Action Required by LEAs] LEA Participation Verification (reminder)
- 2016 PARCC Reporting Timeline (reminder)
- Invitation to Participate: DC Staffing Data Collaborative (reminder)
- Health and Wellness Symposium (reminder)
- LEA Responsibility for Special Education Services Began July 1 at Student Registration (reminder)
- Dates to Remember

- Updated and distributed every Wednesday

- Subscribe to receive the weekly newsletter by emailing a request to OSSE.Communications@dc.gov. Provide your name, LEA, job title, and official work email address.

- View current and past newsletters at any time by visiting: http://osse.dc.gov/newsroom/newsletters.

DC Educator Talent Pool

- The DC Educator Talent Pool includes teachers, specialists, and administrators who are outstanding, innovative, and dedicated to education.

- Members provide invaluable service and expertise to the DC educational community by participating in communities of practice, serving on peer review panels, helping to select outstanding educators for recognition awards, and participating in statewide stakeholder engagement committees where the voice of practitioners is vital.

- Educator Talent Pool members are also automatically considered for statewide and national educator recognition awards.

- To recommend an educator or leader, please complete the nomination form. The deadline for nominations is Aug. 29, 2016.

- http://osse.dc.gov/service/district-columbia-educator-talent-pool

- For questions contact Ms. Tasha Jones (Tasha.Jones@dc.gov)

Reminders

- Ensure that you and your colleagues have access to the appropriate data systems.

- Familiarize yourself with SLED and the LEA reports in the Enterprise Reporting System.

- Review the reports daily to ensure your LEA's data is accurate.

- Subscribe to the LEA Look Forward Weekly Newsletter.

- Register and attend relevant trainings.

- Submit all questions in the OSSE Support Tool.

Thank You

If your questions were not answered today, please submit your questions to OSSE via the OSSE Support Tool.