Working Together to Ensure Transportation Success

2020-21 Start of School Training Series

Division of Student Transportation

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2020-21 Start of School
Overview & Announcements

Start of School
2020-21

Visit the **Start of School webpage** to learn more about our five priorities for strengthening the 2020-21 start of school, important dates and deadlines, and helpful resources and tools.
osse.dc.gov/startofschool

| Data Connectivity | LEA Faculty & Staff Data Collection | Early Access to Student Data | No Shots, No School | Transportation |

2020-21 START OF SCHOOL DATES & DEADLINES   **2020-21 START OF SCHOOL RESOURCES & TOOLS**

Monday	Tuesday	Wednesday	Thursday
July 20 New Data Manager Orientation New Enrollment Audit POC Orientation Returning Enrollment Audit POC Refresher	**July 21** New Special Education POC Orientation New Transportation POC Orientation + TOTE 2.0 Re-entry Strategies and Tools to Support ELs: Part 1	**July 22** SEDS Train-the-Trainer: Eligibility Process SEDS Train-the-Trainer IEP Process TOTE 2.0 Training SLED Training for New Users	**July 23** SEDS Train-the-Trainer: Related Service Provision Documentation
July 27 SLED Training for New Users	**July 28** Re-entry Strategies and Tools to Support ELs: Part 2 LEA Feed Management	**July 29** Serving Students with Disabilities Remotely: Part 1 TOTE 2.0 Training	**July 30** LEA Data Discussion for Data Managers
Aug. 3	**Aug. 4**	**Aug. 5** Re-entry Strategies and Tools to Support ELs: Part 3 Serving Students with Disabilities Remotely: Part 2 TOTE 2.0 Training	**Aug. 6**
		Aug. 12 Serving Students with Disabilities Remotely: Part 3 TOTE 2.0 Training	**Aug. 13** Kid Talk Event LEA Data Discussion for Data Managers Re-entry Strategies and Tools to Support ELs: Part 4
		Aug. 19 Special Ed POC & Transportation POC Webinar	**Aug. 20**

SY2020-21 Start of School Summer Training Calendar

Additional details for each training can be found within the **OSSE Training Registration System** and on the **OSSE Start of School Website**

2020 Kid Talk: Thursday, Aug. 13, 2020 (Virtual)

- Extension of the Bridge to High School (B2HS) Data Exchange Program

- Middle school & high school staff come together to discuss the academic and social emotional needs of **incoming 9th graders.**

  - **INVITED:** Counselors, special education coordinators, English learner coordinators, student support staff, school leaders.

  - Allows the receiving high school to **plan for specific student needs** before the school year begins.

- **To RSVP:** Contact Janae Eason at (202) 251-7392 or Janae.Eason@dc.gov.

Session Agenda

Time	Activity
5 minutes	Opening + Objectives
10 minutes	DOT LEA Guidance for Timely Transportation
10 minutes	Data Submission and Verification
5 minutes	Parent Communication
5 minutes	LEA Communication
10 minutes	Early Access App/LEA Reimbursement
10 minutes	TOTE System Updates
15 minutes	Q + A
5 minutes	Closing + Next Steps

Session Objectives

- By the end of this session, participants will be able to…

1. Understand the importance of accurate and on time data submission	
Timely TRF and calendar submission	Accurate student data in SIS

2. Understand new timeline this year for data submission	
Determining student schedules	Deadline date and DOT timeframe

3. Understand the key supports for Parents and Families	
Review parent communication	Providing support to students and families

What's New for SPED, Transportation POCs?

Updated Deadline for Data Submission

- Due to the current state of operation, the deadline for data submission has been moved back to **July 24, 2020**.

Simplified Transportation Data System

- OSSE DOT will complete system updates to accommodate alternative schedules for LEAs. This will assist with simplifying the TRF process in the upcoming school year by implementing more guided access screens, training will be available prior to deployment.

5 Things Transportation POCs Should Know

Routing Activities depend on timely and accurate student data submissions

Deadline for Data Submissions: **Returning students July 24**; New students 2 weeks prior to the Start of School

Understanding when you will gain access to new students in your LEA

OSSE DOT has 10 business days to process transportation requests

LEA Reimbursement Policy for Special Circumstances

DOT LEA Guidance for Timely Transportation Services for SY20-21

LEA Considerations/Decisions for SY20-21

As we shift towards preparation for SY20-21, these are key preparation items that LEAs will need to consider and decide. They will be critical in preparing transportation services for eligible students that will be receiving any ***in-person*** education for the 20-21 school year.

Student Level
- Student assignments: How will students be assigned to a particular schedule?
    - i.e. which students will be in school on which days

- Prioritize service preparations and data submissions for students with disabilities.
    - i.e. submit the required school calendars and transportation requests forms

Notes
- If the considerations and decisions are delayed into the transportation preparation time, LEAs should consider and prepare to utilize the parent or LEA reimbursement options
- If your LEA is not offering in-person services for students with disabilities, no action is required

LEA Transportation Guidance for SY20-21

These are the key operational processes for LEAs to make note of, in order for DOT to appropriately complete start of school preparations and to deliver timely service at the start of the new school year.

Category	Milestone/ Process step	Owner	Deadline
Data Submissions	Submit school calendars in TOTE (Calendar upload assistance can be provided- Contact TOTE Support)	LEA	**July 6, 2020 – July 24, 2020**
	Submit student transportation request forms (TRFs) in TOTE	LEA	**July 6, 2020 – July 24, 2020**
Transportation Preparation	Activities include: data verification, system configuration, data transfers, routing development, QA process, route assignments, practice routes, parent/LEA/school communications, etc.	OSSE DOT	**July 24, 2020 – Aug. 21, 2020**

- The dates in the table above are based on start dates between Aug. 24 and Aug. 31, 2020.
- DOT will conduct outreach to LEAs that have start dates on or before the week of Aug. 24, 2020.
- LEAs data submissions should be no less than 20 business days (4 weeks) prior to their first day of school.
- TOTE Support can be reached M-F between 8 a.m.–4:30 p.m. at (202) 576-5520 or DOT.data@dc.gov.

Data Submission and Verification

Data Submission and Verification

<u>Calendars and Transportation Request Forms</u>

- Accurate calendar information is essential to scheduling student service times
  - Bell Times
  - Exception Days
  - Half Days
  - Holidays/PD Days
- Accurate student information
  - Address (AM/PM)/Phone Numbers
  - School
  - Program
    - Virtual vs non-virtual school days
- Impact of inaccurate or late data submissions
  - Increases risk of service failure
  - Route instability
  - No transportation service

What difficulties do you face?

How do you overcome those obstacles?

Data Submission and Verification

<u>DOT Verification Process</u>

- Verification calls (DOT)

  - DOT contacts parents to validate information submitted on TRF

  - [Box Data Exchange](#) (where DOT communicates discrepancies)

<u>LEA Data Verification Process</u>

- Complete data verification calls

  - Once eligibility is determined/at the deadline/prior to start of school

- Collect student transportation information

How do you verify student addresses?

Check for Understanding

1) What are the two most important data submissions required to setup transportation?

2) How will you ensure accurate data in student TRF submissions?

LEA and Parent Communication

Parent Communication

DOT Parent Letter

- Inform parents/guardians of eligible students for whom OSSE has not received TRFs

- Encourages parents to **contact the enrolled school** to make sure the appropriate resource has the correct information to submit TRF

- Letter will be provided to parents immediately following the data submission deadline **(Deadline: July 24, 2020)**

DOT Parent Checklist

- Provide parents **key dates** to be aware of in preparation for the school year

- Give understanding of the appropriate action steps by each person or team

Parent Communication

DOT Postcard/Letter

- Prior to the start of the school year DOT sends postcards to parents/guardians

- Parents will receive this information no less than one week prior to the start of school

  Note: LEAs will have access to rosters for their review in TOTE

- Includes transportation details (pick up time, pick up address, attending school, drop off time(s) and drop off address, etc.

LEA Communication

LEA Checklist: Items and tasks that LEA leaders should be aware of to monitor student transportation preparation

- **Update eSchoolPLUS** with appropriate POCs to ensure quality communication

- Attend mandatory **TOTE training,** required for Transportation POCs and new Special Education Coordinators (required for system access)

- Data submission **deadlines** (School Calendars and Transportation Request Forms)

- Use **Early Access App** to prepare services for new incoming students to your LEA (obtain student transportation data)

Check for Understanding

1) When will we send communications to parents?

2) How do you gain access to the new TOTE system?

Early Access Qlik App and LEA Reimbursement

Early Access to SWD Data Qlik App

What is the Early Access to Students with Disabilities Data App?

- Qlik app that provides timely and appropriate data to help LEAs plan and prepare to meet the needs of students with disabilities.

- Includes information about students who are pre-enrolled but not yet attending (and not yet showing up in SIS or SEDS).

  ▪ **Includes list of new incoming students who are eligible for transportation**

- Updated daily (starting April 2020) and reflects changes in enrollment.

Who has access to this Qlik app?

- LEA Data Managers, Heads of School, Principals, Special Education POCs

Early Access to SWD Data Qlik App

How should I use this app to prepare to complete transportation requests?

- Review the app on a **weekly basis** to identify new/incoming students to your LEA who are eligible for transportation

- Gather and prepare the information needed to submit a TRF in TOTE for these students, even if you **cannot yet submit the TRF**

- Have a back up plan for transportation **(LEA Reimbursement)**

- TRF submission deadline for students new to your LEA is **two weeks (10 business days) prior to the first day of school**

Goal is to ensure students are appropriately routed and receive special education transportation services on the first day of school (or as soon as possible thereafter).

LEA Reimbursement

Conditions for Transportation Reimbursement

If an LEA at **no fault of their own** is unable to arrange transportation through OSSE DOT, the LEA may provide such transportation directly, or through its agent or contractor, and submit a request to OSSE DOT for reimbursement for transportation for up to the first 20 school days.

- TRF must be submitted

- Only for students new to the LEA

- Access not gained in time for TRF submission deadline

These requirements exist in order to support the LEA and for OSSE to verify that the student was transported to and attended school on the days reimbursement is being claimed.

LEA Reimbursement

<u>Certification- Preparing and Submitting</u>

- Certification Form

- Form W-9

- Attendance record from school

- Proof of mileage incurred

- Invoice (if applicable) and/or proof of payment

- Submission follows OSSE secure upload process ([Box](#))

   - Verification emails should be sent to DOT.data@dc.gov

Check for Understanding

1) When should I check the Early Access App for new students to my LEA?

2) Can LEAs be reimbursed for LEA-provided transportation for students returning to the same LEA?

3) What is the TRF submission deadline for students **new** to your LEA?

TOTE System Updates

Overview

- How do users get access to the TOTE application?
  - Access is granted based on successful completion of [training](#)
  - Staff changing should contact the TOTE support line and your Data Manager

- User training and access statistics

Data	Totals
LEAs/Schools Trained	300+
LEAs/Schools with access	214

Things to remember

- Passwords should be strong (letter, number, uppercase and lower case and symbols) and a minimum of eight characters.

- Passwords should not be shared with others.

- Student data should follow data privacy guidelines when shared (i.e., 504 students).

TOTE System Updates

TRF Enhancement and COVID Changes

- School Programs, Calendars and Student Transportation Request Forms should be submitted in TOTE system

  - Duplicate Program restriction

  - Verifying eSchoolPlus Calendar

  - School calendar now requires student grouping

- Transportation Request Form submissions made easier

  - Ability to edit incomplete TRFs

  - Grid Edits – Address and Contract

  - Logic build in based on student grouping

TOTE System Access and Training

Access

- In order to gain access you must attend mandatory training on the new TOTE system

  - [Click to Register here](#)

Training

- Training is currently being offered virtually

- Upcoming Training Dates

  - Tuesday, July 21, 2020, 3-4 p.m.

  - Tuesday, July 22, 2020, 10 a.m.-12 p.m.

  - Tuesday, July 29, 2020, 10 a.m.-12 p.m.

  - Tuesday, Aug. 5, 2020, 10 a.m.-12 p.m.

  - Tuesday, Aug. 12, 2020, 10 a.m.-12 p.m.

Check for Understanding

1) How do I again access to the new TOTE application?

2) Can I view transportation Rosters in the new TOTE application?

3) Does the new TOTE application pull data from eSchoolPlus?

POC Planning Time

Verification Discussion

1) How do you currently verify student transportation data?

2) When is the best time of year for you to verify this data? Is there more than one time?

3) How do you communicate to parents how changes should be submitted?

Q & A

FIND US

For additional assistance:

OSSE DOT TOTE Support
DOT.data@dc.gov or (202) 576-5520

OSSE DOT Parent Resource Center
(202) 576-5000

Or visit https://osse.dc.gov/service/student-transportation

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Appendix A:
Overview of OSSE Qlik Applications

Early Access Qlik Applications

Qlik is a data visualization tool used for interactive reports and dashboards with charts and graphs. It serves as a visualization software to simplify data analysis and helps make informed business decisions.

- Qlik offers and presents data through:

  - Visualization
  - Ease of exploration
  - User-driven, drag-and-drop creation
  - Collaboration and storytelling

- A user's role in eSchoolPLUS will determine if they have access to a particular OSSE Qlik application.

- Reach out to LEA Data Manager to confirm your role in eSchoolPLUS.

Early Access Qlik Applications

In order to access Qlik and the Early Access to Students with Disabilities (SWD) app, you **must** complete two steps:

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

2. **Receive Qlik access from OSSE**
   - Relevant POC types listed on the official **LEA Contact List** in **eSchoolPlus** have been granted access (LEA Data Managers are responsible for updating this contact list).
   - Use the OSSE Support Tool to troubleshoot access issues.

3. **View training webinar:** [Early Access to Students with Disabilities Qlik App Training Recording & User Tips](#)

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

SY19-20 Early Access to SWD Data

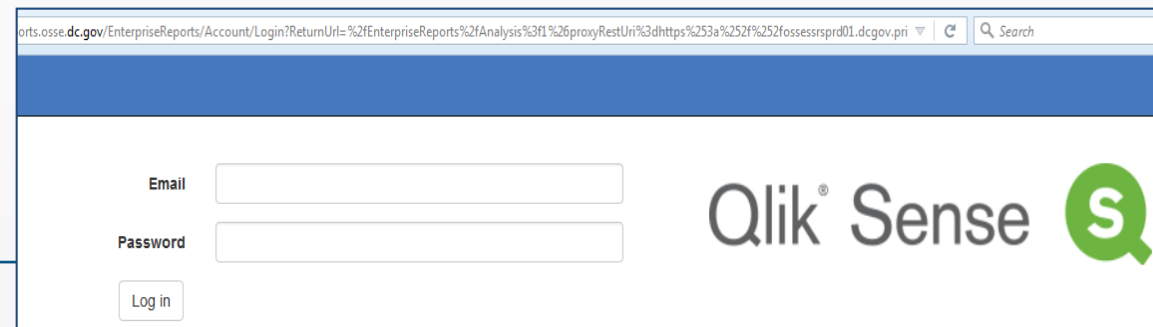# Early Access Qlik Applications

There are multiple ways to access Qlik. Below are the two common ways:

1. Go to https://sled.osse.dc.gov/ and click on the Reports tab. Click the **OSSE Analysis Tool** option; or

2. Go directly to: https://analysis.osse.dc.gov

Early Access Qlik Applications

OSSE has created **three** Early Access Qlik applications:

- 2019-20 Early Access to Students with Disabilities (SWDs) Data

- 2019-20 Early Access to English Learners (ELs) Data

- 2019-20 High School Transition

Learn more about each app and access training materials here:
https://osse.dc.gov/multimedia/early-access-student-data-tools-schools

SY20-21 Early Access to EL Data

SY20-21 Early Access to SWD Data

SY20-21 High School Transition