

Thank you for joining us today!

The webinar will begin momentarily.

During the webinar, participants are encouraged to ask questions by typing in the question box.

A follow-up email will be sent to all NP SEDS POCs that will include the link to the recording and slides.

Nonpublic SEDS Point of Contact Bimonthly Webinar



Sept. 28, 2016

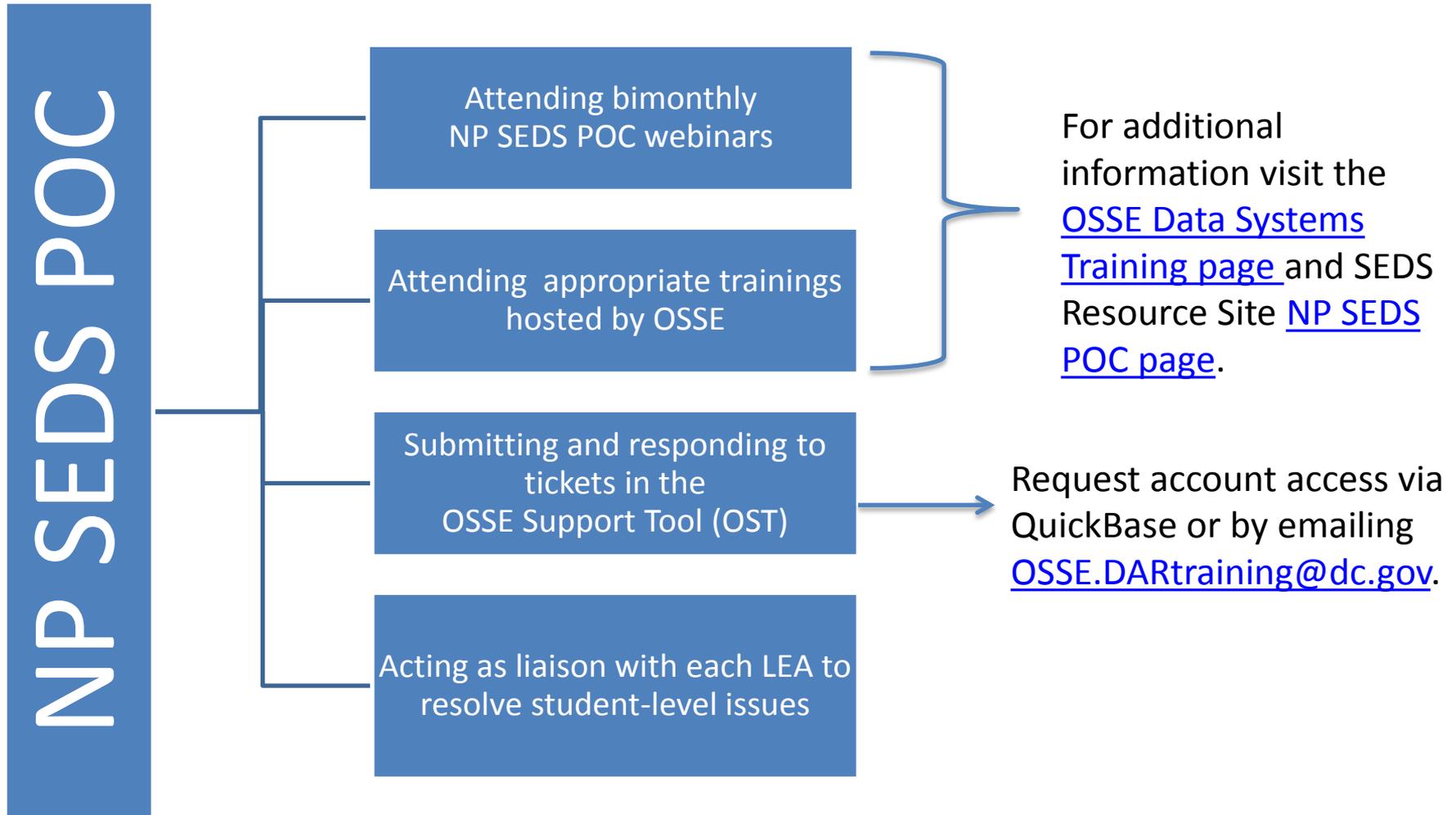


Agenda

- A. OSSE Support Tool
- B. Accessing Students in SEDS
- C. SEDS Resources
- D. SEATS and SQUIRE Database Systems
- E. Training Tips
- F. Reminders and Announcements

Overview of the Nonpublic SEDS POC Role

The role of a Nonpublic SEDS POC (NP SEDS POC) entails:





OSSE Support Tool (OST)

Scope of OST Support for Nonpublics

Deactivating SEDS Accounts

Scope of OST Support for Nonpublics

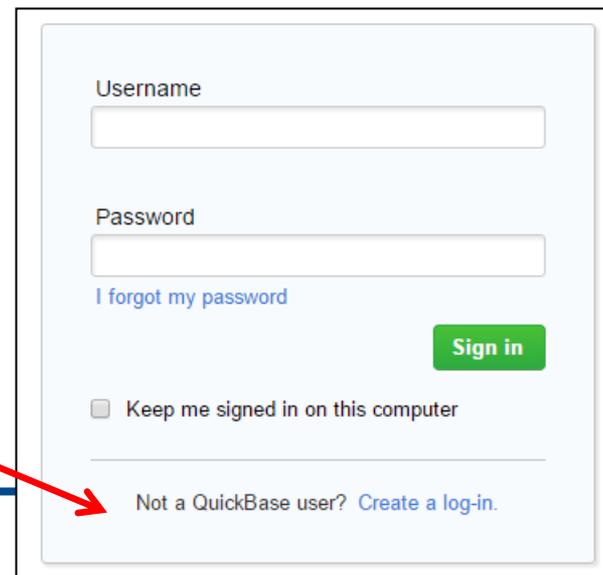
Utilize the OST

- Aggregate account request for nonpublic staff member
- Request to add another LEA to an aggregate account
- SEDS error system wide
- Reset password to aggregate account

To request an OST account, visit the QuickBase login page and select **“Create a log-in”** <https://octo.quickbase.com>

Reach Out Directly to LEA

- Not able to see student in SEDS
- SEDS error for specific student
- Request to delete erroneous service log
- Request to delete erroneous fax



Username

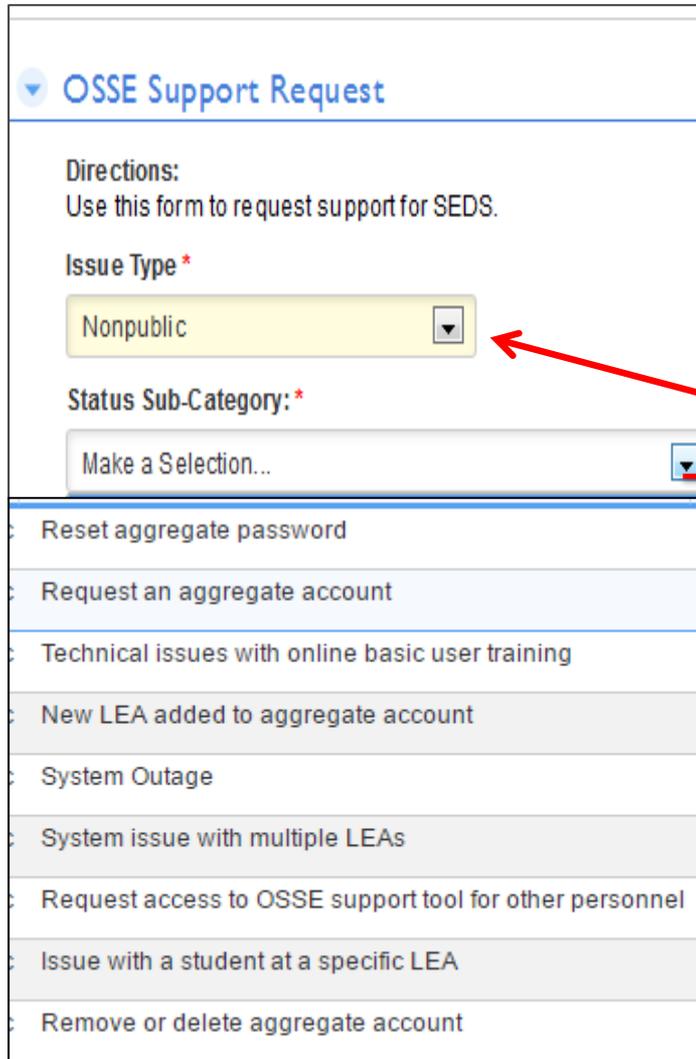
Password

[I forgot my password](#)

Keep me signed in on this computer

Not a QuickBase user? [Create a log-in.](#)

Scope of OST Support for Nonpublic



OSSE Support Request

Directions:
Use this form to request support for SEDS.

Issue Type *
Nonpublic

Status Sub-Category: *
Make a Selection...

- Reset aggregate password
- Request an aggregate account
- Technical issues with online basic user training
- New LEA added to aggregate account
- System Outage
- System issue with multiple LEAs
- Request access to OSSE support tool for other personnel
- Issue with a student at a specific LEA
- Remove or delete aggregate account

Scope of Support:

- The OSSE Support Tool is used by NP SEDS POCs to request support from OSSE regarding SEDS access and use.
- Issues relevant to NP SEDS POCs are centralized under the **Issue Type: Nonpublic**.
- There are **9 subcategories** relevant to nonpublics. Select the most appropriate category to ensure your question is routed quickly to the appropriate OSSE team.

POLL QUESTION: Are there additional issue types that you would like to see in the OST?

Please type responses in the chat box.

Scope of OST Support for Nonpublics

OSSE Support Request

Directions:
Use this form to request support for SEDS.

Issue Type *

Nonpublic

Status Sub-Category: *

Make a Selection...

Make a Selection...

Issue with a student at a specific LEA

New LEA added to aggregate account

Request access to OSSE support tool for other personnel

Request an aggregate account

Reset aggregate password

System issue with multiple LEAs

System Outage

Technical issues with online basic user training

Student Information

- If “**Issue with a student at a specific LEA**” is selected, you will receive a message directing you to contact the LEA representative from the LEA that placed the student for support with this particular issue.
- Remember, the OSSE Support Tool should only be used when there is a problem with SEDS across multiple LEA sites, or with an aggregate account.

Note: For the other sub-categories, complete the remaining sections of the page and click the **Save** button. All requests will be acknowledged within two business days.

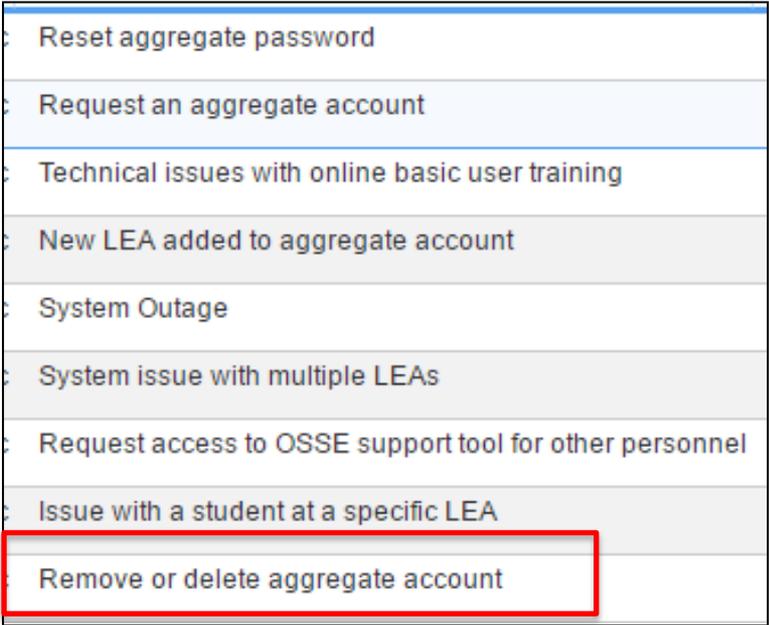
Deactivating SEDS Accounts

Please alert OSSE of any SEDS aggregate account users who are no longer employed at your nonpublic school.

- If a former employee continues to have access, this violates FERPA privacy laws.
- Aggregate accounts must be deactivated at the state level.

- Please use the OST to submit these requests:

Use the *Remove or delete aggregate account* issue option when creating a ticket.



Reset aggregate password
Request an aggregate account
Technical issues with online basic user training
New LEA added to aggregate account
System Outage
System issue with multiple LEAs
Request access to OSSE support tool for other personnel
Issue with a student at a specific LEA
Remove or delete aggregate account



Accessing Students in SEDS

SEDS Aggregate Accounts

Access to Individual Students in SEDS

Resolving Access Issues

SEDS Aggregate Accounts

- A **SEDS Aggregate Account** allows a user to access multiple LEAs' SEDS sites via one central account and login page.
- This type of account can **ONLY** be created at the state level and must be requested via the OSSE Support Tool (OST).
- NP SEDS POCs make these requests on behalf of their staff.

Log Out | **Main Menu** | Users | System | Reports | Imports | Caseloads | Transfer Student | Inactive Users | My Info

Aggregate System **Osse Aggregate**

EASYIEP

Users should contact either the LEA Data Administrator (LDA) or Nonpublic Schools and POCs, please review all resources prior to contacting the state via the OST.

You can log into these systems:

<u>Customer Name</u>	<u>School System Name</u>
dcafltapcs	Academy for Lrng thru the Arts PCS Augustana Lutheran Church
dcacademyhopepcs	Academy of Hope Adult PCS
dcapapcs	Achievement Preparatory Academy PCS
dcatelpcs	AppleTree Early Learning Center PCS
dcbasispcs	Basis DC PCS
dcbridgespcs	Bridges Public Charter School
dcesfpcs	Briya Public Charter School
dccapitalpcs	Capital City PCS
dccripes	Carlos Rosario International
dchrapcs	Cedar Tree Academy PCS
dccentercity	Center City PCS

SEDS Aggregate Accounts

- NP SEDS POCs are responsible for obtaining a SEDS aggregate account for themselves and all relevant nonpublic staff.
- Even if a staff member only needs access to one LEA's SEDS site, an aggregate account should still be created:
 - A new student from a different LEA could potentially be placed at the nonpublic and added to the staff's caseload.
 - LEAs are not responsible for managing nonpublic SEDS account. They only manage nonpublic access to specific students.
- NP SEDS POCs should **never ask the LEA** to create a SEDS account for a nonpublic staff member.
 - However, the NP SEDS POC will reach out to the LEA for access to specific students once the staff has an account set up.

SEDS Aggregate Accounts

Select the issue type **Request an aggregate account** in the OST, and provide the required information shown below. Create a **separate ticket for each staff member** who needs an account.

OSSE Support Request

Directions:
Use this form to request support for SEDS.

Issue Type *
Nonpublic

Issue Option Name
Request an aggregate account

Status Sub-Category: *
Request an aggregate account

Include in **the comments box** any additional information, such as whether or not the user has a pre-existing SEDS account under a former last name or a variation of the name (Kathy vs. Katherine), or a former account with a different school.

Important to include **List of LEAs** to which the user requires access (because they serve students from those LEAs)

User Type (this is one of the standard user types in SEDS, not necessarily their title or position)

User Account Requests

User First Name*

User Email Address*

Select the LEA(s) that the user will need access to:

Achievement Preparatory Academy PCS

Basis DC PCS

Briya PCS

User Last Name*

User Type

AppleTree Early Learning PCS

Booker T. Washington PCS

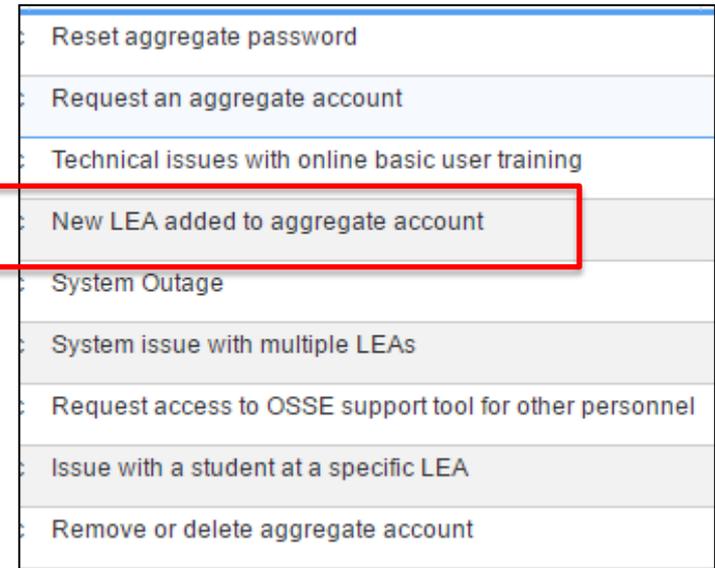
Capital City PCS

SEDS Aggregate Accounts

If a staff member begins serving a new student from an LEA that is NOT on the staff member's aggregate account, the NP SEDS POC must submit a separate ticket for this staff member, requesting that **this additional LEA SEDS site** be added to the staff member's SEDS aggregate account.

- Use the *New LEA added to aggregate account* issue type in the OST.

NOTE: OSSE cannot grant access to **specific students** within an LEA's SEDS site. **The NP SEDS POC must contact the LEA Special Education POC** to request this access (after OSSE has added the LEA in general to the user's aggregate account).



Reset aggregate password
Request an aggregate account
Technical issues with online basic user training
New LEA added to aggregate account
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System issue with multiple LEAs
Request access to OSSE support tool for other personnel
Issue with a student at a specific LEA
Remove or delete aggregate account

Access to Individual Students in SEDS

Nonpublic staff member now has a SEDS Aggregate Account, but still needs access to specific students in SEDS. NP SEDS POC makes request to LEA SE POCs on behalf of staff.

LEA SE POCs must complete the following steps in order to grant access to the nonpublic staff members serving students placed by LEA.

Step 1: LEA SE POC updates Student Information System (SIS) to reflect the NP as the student's attending school

Step 2: LEA SE POC associates the NP user with the specific NP school within the SEDS respective LEA site*

Step 3: LEA SE POC confirms and/or updates the NP user type (i.e. special education teacher)

Step 4: LEA SE POC selects the appropriate "can provide(s)" designation for select users such as service providers

Step 5: LEA SE POC should then contact NP SEDS POC once aforementioned steps have been completed in SEDS

***The school selected should be the nonpublic campus, not the LEA school or campus.**

Once these steps are completed by the LEA SE POC, the NP SEDS POC is now able to assign students to their staffs' caseloads.

Resolving Access Issues

If you are not able to see one of your students in SEDS, there are typically three resolution paths:

1. Confirm with the LEA SE POC that the student is listed in the LEA's **Student Information System (SIS)** as attending your nonpublic school campus, with the appropriate school code shown in SEDS.
2. Confirm with the LEA SE POC that your **SEDS User Profile** for their LEA has your nonpublic school checked off.
3. Confirm that the student you are trying to access has not **transferred to an new LEA**. If the student is attending another LEA you will need to confirm nonpublic placement and funding through the new LEA.



SEDS Resources

SEDS Trainer Resources

OSSE Trainings for SEDS Trainers

Resources for New SEDS Users

SEDS Trainer Resources

NP SEDS POCs are responsible for training all staff who utilize SEDS. This can be done through three different methods:

- **Method 1: Facilitation**

- Guide new users through basic resources, including the [SEDS Basic User Online Course](#) and the [SEDS Basic User Guide](#).
- Select appropriate video modules and user guide chapters based on the user's role (Special Education Coordinator, teacher, related service provider, etc.) by referencing the [SEDS Basic User Course Suggested Agenda](#).

- **Method 2: Demonstration**

- Demonstrate the basic features of the system along with the features that relate to your trainees' responsibilities in SEDS.
- Utilize a [SEDS training account](#), instead of a user's personal account.

SEDS Trainer Resources

- **Method 3: Hands On Participation**
 - Assign each trainee a SEDS training account. Guide trainees through various features of the system, depending on what is relevant to their job role.
- **Policies and Procedures**
 - In addition to training users on how to navigate SEDS, NP SEDS POCs are also responsible for ensuring all nonpublic staff SEDS users adhere to:
 1. State level special education policies
 2. LEA level special education policies
 3. LEA level SEDS procedures

SEDS Trainer Resources

SEDS training resources, including login information to training accounts, is housed on the SEDS Resource Site, under the tab “SEDS Trainings.”



Method I: Facilitation

Review the [online basic user course](#) and determine which modules your trainees should complete. As the LEA SE POC, you are responsible for guiding your trainees through the online course and making sure the user has a complete understanding of the concepts discussed in the course.

Method II: Demonstration

Demonstrate the basic features of the system along with the features that relate to your responsibilities in SEDS. Choose one of the accounts listed below to log into the system using your personal account to train your users. Please use the training URL and a training account.

Training URL: <https://osse.pcgeducation.com/docsdcc>

Method III: Hands On Participation

Trainees will have an opportunity to explore the system. Each trainee will have an account on the training site. As the LEA SE POC, you are responsible for determining which features of the system will be trained. The training accounts are listed below. If you are denied access to any of the training accounts listed below, sign into the account listed below to reset the password.

<i>Username</i>	<i>Password</i>
<i>New Trainer1300</i>	<i>Password!2016</i>
<i>New Trainer1301</i>	<i>Password!2016</i>
<i>New Trainer1302</i>	<i>Password!2016</i>
<i>New Trainer1303</i>	<i>Password!2016</i>
<i>New Trainer1304</i>	<i>Password!2016</i>

<https://sites.google.com/a/dc.gov/seds-help-resources/home>

OSSE Trainings for SEDS Trainers

SEDS Train-the-trainer

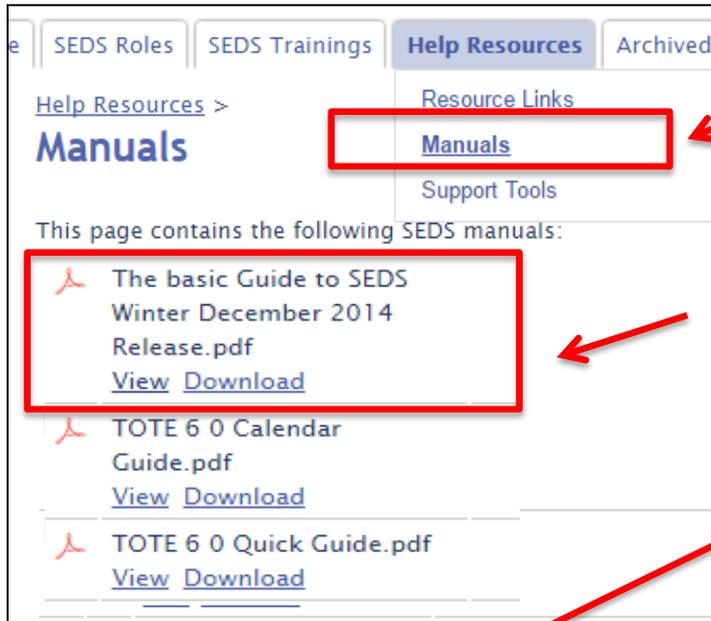
- This course showcases how to do a hands-on training for your staff, and explores some of the more complex SEDS issues.
 - Friday, Oct. 14 & Oct. 28, 2016, 12:30-3:30 p.m.

Related Services Provider SEDS Train-the-trainer

- NP SEDS POCs may choose an experienced RSP to attend this training, who then will return to the nonpublic to train his/her colleagues.
 - Nov. 3, 2016, 12 – 3 p.m.

All training registrations are listed on the [OSSE Data Systems Training Registration Page](https://octo.quickbase.com/db/bj339wdcr): <https://octo.quickbase.com/db/bj339wdcr>

Resources for New SEDS Users



The screenshot shows the 'Help Resources' section of a website. The 'Manuals' link is highlighted with a red box. Below it, a list of SEDS manuals is shown, with the first item, 'The basic Guide to SEDS Winter December 2014 Release.pdf', also highlighted with a red box. Red arrows point from the text on the right to these highlighted elements.

SEDS Roles | SEDS Trainings | **Help Resources** | Archived

Help Resources >
Manuals

Resource Links
Manuals
Support Tools

This page contains the following SEDS manuals:

-  The basic Guide to SEDS Winter December 2014 Release.pdf
[View](#) [Download](#)
-  TOTE 6 0 Calendar Guide.pdf
[View](#) [Download](#)
-  TOTE 6 0 Quick Guide.pdf
[View](#) [Download](#)

The **SEDS Basic User Guide** is a valuable resource for beginners. It provides step-by-step instructions, with screen shots, for each task in SEDS.

This document is found under “Manuals” on the SEDS Resource Site.

The **SEDS Basic User Training Course** is a series of short video modules demonstrating tasks in SEDS. (NOTE: Videos only viewable on Internet Explorer Browser.)



The screenshot shows the 'SEDS Trainings' section of a website. The 'SEDS Trainings' link is highlighted with a red box. Below it, the breadcrumb trail and the title 'SEDS Basic User Training Course' are visible. The 'Directions' section is also shown, providing instructions on how to use the course. Red arrows point from the text on the right to these elements.

SEDS Roles | **SEDS Trainings** | Help Resources | Archived Materials

[SEDS Trainings](#) > [SEDS Videos](#) > [December 2011 Webinar](#) > [Fall 2012 Release Questions](#) >
SEDS Basic User Training Course

Directions: This course should be used as a learning tool. This page hosts the introductory section. Below the video, you will find links to all other modules. If you are a new SEDS user, please contact your LEA SEDS Trainer prior to taking this course. We recommend you also view the [SEDS User Manual](#) for additional information on the system.



SEATS & SQUIRE Database Systems

Special Education Attendance
Tracking System (SEATS)

Staff Qualification Information
Repository (SQUIRE)

SEATS – Attendance Collection Process

The **Special Education Attendance Tracking System (SEATS)** is a web based attendance collection tool for Nonpublic Programs, LEAs, and State users. Nonpublics should use SEATS to:

- Enter daily attendance codes, student supporting documents, and comments throughout the month.
- Record attendance on Wednesdays and Fridays.
- Submit attendance the last day of the current month.
- Recall and edit data up to the 5th working day with timely submissions.
 - NOTE: Submitted attendance data is locked from edits after the 5th working day.
- Request to unlock (change request) data (done by LEA administrators).

SEATS Data can be viewed in SLED by LEA and OSSE staff.

What's New in SEATS?

- Use the keyboard 'UP' and 'DOWN' arrow keys to add codes vertically in the attendance grid.
- After clicking the 'SUBMIT' button, if any codes are missing, the student name and day will be listed to help you identify the empty cell.

What's New in SEATS?

The accrual of consecutive absences renders a new progression of flag colors within the attendance grid:

- Seven consecutive absences renders a **PINK** flag
- Eight and nine consecutive absences renders a **GOLD** flag
- Between 10 and 14 consecutive absences renders an **ORANGE** flag
- 15 consecutive absences or more renders a **RED** flag

SEATS – New Users Request an Account

Access SEATS at: <https://seats.osse.dc.gov>.

Request a user account by emailing: cory.cole@dc.gov.

Please include the first name, last name, email, title, and phone number of the individual.

For technical assistance contact the OSSE Call Center at (202) 719-6500.

- Technicians are standing by Monday through Friday from 8:00 a.m. – 5:00 p.m.

SQUIRE – Upload Certificate and License Copies

Staff Qualification Information Repository (SQUIRE)

SQUIRE is a web-based Quickbase Module composed of fields found in the Staff and Related Service Provider Qualification Table, used by OSSE Nonpublic Monitoring team. In addition to those fields, SQUIRE also collects eight additional fields that support OSSE's Medicaid claiming requirements including the National Provider Identifier number (NPI) field.

Remember to enter National Provider Identifier numbers and upload scanned copies of teacher and related service provider credentials (licenses and certificates) into the SQUIRE system.

For technical assistance contact:

Cory Cole at Cory.Cole@dc.gov or (202) 724-7892.

SQUIRE and Medicaid Claims

Eight additional fields supporting Medicaid claiming requirements:

- Employment Start Date
- Employment End Date
- License Issue Date (license start date)
- Supervision Start Date
- Supervision End Date
- NPI (National Provider Identifier Number)
- Sanctioned Provider Start Date
- Sanctioned Provider End Date

Related Service Provider NPI Number Requirement

What is a National Provider Identifier (NPI)?

- The NPI is the standard unique 10-digit number identifier for health care providers.
- The NPI is mandated by the Health Insurance Portability and Accountability *Act of 1996 (HIPAA)*.
- The Affordable Care Act (ACA) set a federal requirement that a National Provider Identifier (NPI) be included on all claims submitted for Medicaid reimbursement.

Why is this required now and not in the past?

- The Affordable Care Act (ACA) reinforced the 1996 HIPAA requirement that certain providers obtain an NPI, making the NPI requirement universal.
- The use of the NPI will also limit fraud, abuse, and waste within the Medicaid program.

Related Service Provider – NPI Number Requirement

How do I obtain a National Provider Identifier?

- In order to accurately conduct Medicaid claiming, OSSE is strongly recommending that all School Based Health Service (SBHS) providers attain an NPI number. Providers may verify their existing NPI or obtain an NPI for the first time online at <https://nppes.cms.hhs.gov/NPPES>. Included on the NPPES website are the NPI application instructions, information required for individual providers, and information required for organizations.

Any questions or concerns please contact OSSE:

Cory Cole

Business Program Analyst

Cory.Cole@dc.gov

(202) 724-7892



Training Tips

Medicaid Consent

Logging Services in SEDS

Using SEDS Reports to Monitor Service Provision

Medicaid Consent

Requirements for LEAs in obtaining parental consent are described in OSSE's [Medicaid Reimbursement Guidelines for Participating LEAs](#), p.7.

III. Ensuring LEA Compliance with Medicaid Documentation Requirements

1. *Parental Consent*

In addition to obtaining informed written parental consent for an initial evaluation, re-evaluation, and provision of services via an IEP, federal law requires that LEAs obtain informed written parental consent from the parent or guardian of a student prior to disclosing personally identifiable information from education records, including health information, for the purposes of claiming for Medicaid reimbursement. OSSE has issued a new Consent for Medicaid Reimbursement form that LEAs must use to comply with this requirement (see Appendix A).

Please note that if at any point new services are added to a child's IEP, or the IEP team decides to increase the scope or frequency of services in the IEP a "new" parent consent for billing form will be required.

The original signed copies of all parental consent forms for students should be maintained by the LEA in SEDS as part of the student's educational records. Medicaid will not reimburse for services if LEAs fail to provide the necessary consent forms for each eligible student receiving SBHS.

Signed Medicaid consent forms must be kept in SEDS as part of the student's educational records.

Medicaid Consent

The OSSE Medicaid Parental Consent Form and Cover Sheet can be accessed through the **Documents tab** in SEDS.

Create a **draft cover sheet**, and later a final cover sheet. **NOTE:** Only a **FINAL cover sheet** will result in a successful fax transmission of the consent form into SEDS.

Documents:

- Additional Participant Consent - No Response Form
- Age Out
- Assessment Accommodations Tool Cover Sheet
- Blank Consent to Evaluate
- EasyFAX Historical IEP Cover Sheet
- EasyFAX IFSP Cover Sheet
- Eligibility Cover Sheet
- Transfer IEP Cover Sheet
- EasyFAX Private School ISP Cover Sheet
- Extended Timeline Cover Sheet
- Graduation with Diploma
- HOD/SA/IEE Documentation Cover Sheet
- IEP Amendment Proposed Services Change Form
- Miscellaneous Cover Sheet
- OSSE Medicaid Parental Consent Form Cover Sheet**
- Procedural Safeguards Documentation Cover Sheet
- School Based Health Services Authorization Form Cover Sheet
- Service Tracker
- Statewide Alternate Assessment Participation Criteria CoverSheet
- Statewide Alternate Assessment Plan Cover Sheet

Letters: (No Letters Available)

Create Draft (will be saved for 30 days)

Create Final Document (will be saved)

Medicaid Consent

1. Click the [link](#) to download a PDF copy of the **actual consent form**.
2. Have the parent sign the consent form.
3. Input the **Consent Signature Date**, the **Consent Begin Date**, and the outcome of requesting consent.
4. Create the **FINAL cover sheet**, and use this cover sheet to fax the signed consent form into SEDS. The form will appear on the **Documents tab** for the student.

Create Final document

The following information is required before you can create this Final Document

OSSE Medicaid Parental Consent Form Cover Sheet

[OSSE Medicaid Parental Consent Form](#)

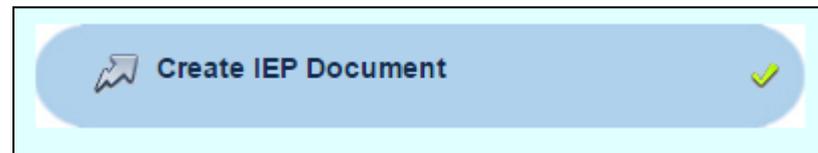
Consent Signature Date:  Consent? ▼

Medicaid Parent Consent Begin Date: 

Medicaid consent response will only be captured on the student history page after the OSSE Medicaid Parental Consent Form is faxed into the system behind a Final Medicaid Parental Consent Form Cover Sheet. FAXING IN A DRAFT MEDICAID PARENTAL CONSENT FORM COVER SHEET WILL NOT CREATE AN EVENT. Note: By default, the begin date will be the same as the consent date. To capture retroactive consent, enter the date in the past on which consent began.

Medicaid Consent

- As part of the annual IEP process, LEAs are required to provide notice of Medicaid consent with the parent (or adult student).
- This provision of notice is documented on the last page of the IEP process in SEDS.



Notice of Medicaid Consent	
OSSE recommends that Medicaid Consent is provided to the parent or Adult Student on a yearly basis. Has the LEA provided annual notice of Medicaid Consent with the parent or Adult Student?*	Yes ▼

Medicaid Consent

Visit the [OSSE Medicaid Recovery Unit page](#) to find additional resources and guidelines.

Please contact

Medicaid.OSSE@dc.gov

for questions.

Submit a ticket in the OST for issues with faxing Medicaid consent forms into SEDS.

Reference **Section 11.5** of the [SEDS Basic User Guide](#) for more information on Medicaid consent in SEDS.

Medicaid Recovery Unit

The Medicaid Recovery Unit (MRU) is responsible for Interagency Coordination to facilitate Medicaid claiming in local education agencies (LEAs). The unit provides oversight and monitoring of the statewide vendors and participating LEAs so that they in turn ensure that their providers (clinical and educational practitioners) meet all of OSSE's licensure, certification and other criteria to qualify as Medicaid providers of the individualized education program (IEP) services for which Medicaid reimbursement is claimed.

The unit also provides technical assistance to LEAs with respect to Medicaid claiming.

- [Frequently Asked Questions - Random Moment Time Study](#)
- [LEA Certification for Release of Medicaid Claim File](#)
- [Local Education Agency \(LEA\) Medicaid Guidelines](#)
- [Medicaid and School Based Administrative Claiming Guide](#)
- [Medicaid and School Health: A Technical Assistance Guide](#)
- [Notice to Local Education Agencies \(LEAs\) - Medicaid Recovery Unit](#)
- [Random Moment Time Study \(RMTS\) Brochure](#)

Logging Services in SEDS

- Logging Wizards will only appear for Related Service Providers who are authorized in SEDS to provide those services
- Services are expected to be logged within five business days of providing a related service
- Users should log services **twice** if:
 - Service was not originally rendered as scheduled (1st Log)
 - Attempted: student unavailable, or
 - Not attempted: provider unavailable
 - Later service was delivered as a make up service (2nd Log)

Logging Services in SEDS

Service Type dropdown box options include:

- Direct Service
- Consultation
- Student Absent
- Student Unavailable
- School Closure
- Provider Unavailable

Service Delivery dropdown box options include:

- Attempted
- Delivered
- Not Attempted

The screenshot shows a service logging form with the following fields and annotations:

- Header:** (from IEP Meeting: 02/27/2015 Begin: 02/27/2015 End: 01/28/2016)
- Metadata:** Begin/End Date: 01/29/2015..01/28/2016 Time Spent: 3 hr/mon, Provider: Judith Adams Location: Outside General Education, Parental Consent to bill for Medicaid Services: 02/04/2014 (unknown)
- Date of Service:** [Calendar icon] *
- Service Type:** [Dropdown menu] * (Circled in red)
- This is a make-up Service.
- Service Delivery:** [Dropdown menu] (Circled in red)
- Duration of Service:** Hours: [Input] Minutes: [Input] *
- Group Size:** [Dropdown menu] *
- Progress Report:** [Dropdown menu] 2 *
- Comments:** [Text area] * (with 'abc' icon)

Red arrows point from the text boxes on the left to the 'Service Type' and 'Service Delivery' dropdown menus in the form.

Provide explicit notes in comments box as to why a service was not rendered (if missed). These comments are helpful in compliance monitoring processes.

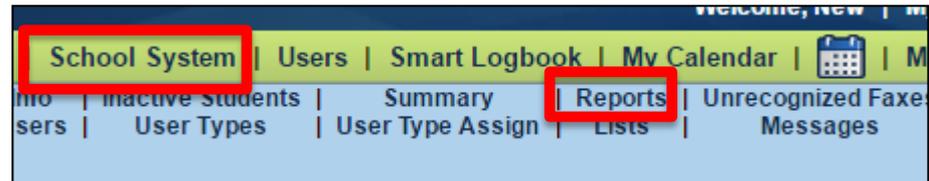
Logging Services in SEDS

- Related service providers (RSPs) should be fully licensed prior to providing services.
- In the case that a **graduate student** is assisting in service provision (to fulfill professional hours as prerequisite to obtain a full license), this requires the supervision of a **fully licensed practitioner** who oversees, reviews, and signs off on the therapy sessions.
- SEDS accounts are for fully licensed providers only and not for a graduate student/intern.
- The supervisory licensed provider should document the involvement of the graduate student/intern in provision of services in the **comments box** of the Service Logging Wizard.

Related Services Management Report (RSMR)

Accessing the report

- Select the **School System** tab, then the **Reports** tab.
- All report tools available to the user will appear.
- The available reports will be different based on the SEDS account user type.
- Click on the **Related Services Management Report (excel)**



A screenshot of a web page titled 'Scheduled Reports'. The page has a light blue background and contains a list of report links arranged in two columns. The link 'Related Services Management Report (excel)' is circled in red. Other links include 'DC Meeting Status Report', 'Overdue Meetings', 'IEP at a Glance', 'Table Verification Report', 'Table Verification Report (TXT)', 'DC Message Board', 'User All', 'EasyFax Compliance Report', 'Usage', 'Services Prescribed Vs. Delivered', 'DC Assessment', 'DC Active Student Report', 'All Students Roster', 'DC- Transportation', 'ESY (pdf)', 'DC State Assessment Accommodations Spreadsheet', 'DC State Assessment Participation Report', 'Transportation Changes', 'BJ - Rate of Timeliness Report - IEP', 'BJ - Rate of Timeliness Report - IEP (RAW)', 'SmartLogbookReportDTLS', 'Related Services Management', 'Related Services Management (Yearly)', 'EasyFax Page Count Report', 'Related Service Management ESY (excel)', 'Related Services Management ESY', 'Assessment Timeliness Report (xls)', 'Assessment Status Report (PDF/Excel)', and 'Assessment Status Report (xls)'.

Scheduled Reports	
DC Meeting Status Report	DC State Assessment Accommodations Spreadsheet
Overdue Meetings	DC State Assessment Participation Report
IEP at a Glance	Transportation Changes
Table Verification Report	BJ - Rate of Timeliness Report - IEP
Table Verification Report (TXT)	BJ - Rate of Timeliness Report - IEP (RAW)
DC Message Board	SmartLogbookReportDTLS
User All	Related Services Management Report (excel)
EasyFax Compliance Report	Related Services Management
Usage	Related Services Management (Yearly)
Services Prescribed Vs. Delivered	EasyFax Page Count Report
DC Assessment	Related Service Management ESY (excel)
DC Active Student Report	Related Services Management ESY
All Students Roster	Assessment Timeliness Report (xls)
DC- Transportation	Assessment Status Report (PDF/Excel)
ESY (pdf)	Assessment Status Report (xls)

Purpose of the RSMR

- The RSMR is a report that compares the amount of time a related service is **prescribed** on a student's IEP to the amount of time the service is actually **provided**.
- The RSMR is based on data entered by the service provider via the **Service Logging Wizard** in SEDS.
- This report assists school leaders and managers in:
 - Determining if providers are delivering services as prescribed on the IEP (e.g., duration, frequency, setting, etc.)
 - Managing caseload assignments,
 - Managing service provider resources, and
 - Addressing any discrepancies in services to students.

Contents of the RSMR

The RSMR pulls together data from SEDS, including:

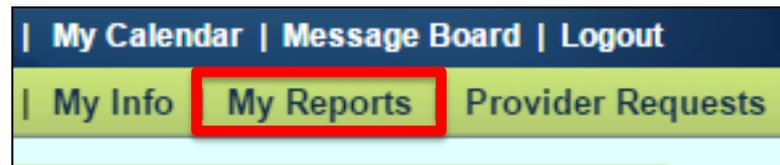
- Student names and demographic info
- Amount and types of services prescribed on IEP
- Amount and types of services provided over a set time period
- The providers assigned on the IEP and/or who delivered the services (if different)
- Amount of missed services and reasons for missed services

The report also includes calculations generated from the raw data:

- Percent of services prescribed that were completed
- Productivity percentage for providers

Report Access and Display in SEDS

It may take several minutes for the report to become available. You will receive an email when the report is ready. Generated reports can be found under the **'My Reports'** tab.



The first part of the report will display school and provider information, and demographic info for the student.

	A	B	C	D	E	F	G	H	I	J	K	L	M
	School Category	School	School	Assigned			Data	Student	Last	First		Date Of	
1	/Cluster	Code	Name	Provider	Logged Provide	Discipline	Review	ID	Name	Name	Grad	Birth	Age
2	Sample School	777	Test School	Eight Provider	None	Behavioral Support Services		8888888	Test1	Student1	10	12/1/1985	17
3	Sample School	777	Test School	Three Provider	None	Behavioral Support Services		8888890	Test2	Student2	11	12/1/1985	17
4	Sample School	777	Test School	Three Provider	Provider, Three	Behavioral Support Services		8888892	Test3	Student3	10	12/1/1985	17
5	Sample School	777	Test School	Three Provider	None	Behavioral Support Services		8888894	Test5	Student5	10	12/1/1985	16
6	Sample School	777	Test School	Three Provider	None	Behavioral Support Services		8888895	Test6	Student6	11	12/1/1985	17
7	Sample School	777	Test School	Three Provider	Provider, Three	Behavioral Support Services	*	8888896	Test7	Student7	10	12/1/1985	16
8	Sample School	777	Test School	Three Provider	None	Behavioral Support Services		8888896	Test7	Student7	10	12/1/1985	16
9	Sample School	777	Test School		None	Behavioral Support Services		8888900	Test10	Student10	10	12/1/1985	16
10	Sample School	777	Test School	Eight Provider	None	Behavioral Support Services		8888902	Test12	Student12	9	12/1/1985	16
11	Sample School	777	Test School	Three Provider	Provider, Three	Behavioral Support Services		8888903	Test13	Student13	11	12/1/1985	14
12	Sample School	777	Test School	Three Provider	Provider, Three	Behavioral Support Services		8888904	Test14	Student14	10	12/1/1985	15

Report Access and Display in SEDS

The report displays what is prescribed on the student's IEP, the amount of services provided, the percentage of services completed, and the provider's productivity.

It also displays the amount of time logged as missed services for each category of missed service.

O	P	Q	R	S	T	U	V	W	X
IEP Date	Prescribed Services (IEP)	Prescribed Services (Min)	Delivered Services (Min)	% Services Complete	% Productivity	Student Absent (Min)	Student Unavailable (Min)	School Closed (Min)	Provider Unavailable (Min)
9/27/2010	30 min/wk	30	0	0	0	0	0	0	0
9/10/2010	30 min/wk	30	0	0	0	0	0	0	0
1/15/2010	1 hr/wk	60	5	8	8	0	0	0	0
9/30/2010	60 min/wk	60	0	0	0	0	0	0	0
9/30/2010	30 min/wk	30	0	0	0	0	0	0	0
9/27/2010	30 min/day	180	30	17	17	0	0	0	0
9/27/2010	30 min/wk	180	0	0	0	0	0	0	0
1/11/2010	60 min/wk	60	0	0	0	0	0	0	0
9/17/2010	30 min/wk	30	0	0	0	0	0	0	0
8/31/2010	30 min/wk	30	30	100	100	0	0	0	0
9/29/2010	60 min/wk	60	30	50	50	0	0	0	0
9/24/2010	1 hr/wk	60	0	0	0	0	0	0	0

Report Access and Display in SEDS

The RSMR can also be displayed in 'student view' which shows all details about each student separately. This is in PDF format only.

Data Review	Student ID	Student Name	Grade	Related Service	IEP Date	Prescribed Services (IEP)	Prescribed Services (Min)	Delivered Services (Min)	% Delivered	Assigned Provider
	1234567890	Jane Doe	KG	SLP	06/11/2008	60 min/wk	240	120	50 %	
Logged Provider	Direct Service (Min)	% Productivity	Student Absent (Min)	Student Unavail. (Min)	School Closed (Min)	Provider Unavail. (Min)				
Pamela Provider	120	75 %	60	0	0	0				

Similarly, a PDF report can be generated in 'provider view' which lists all of the students to whom a provider has been assigned, the total time as prescribed on all student IEPs, and the total time the service was delivered.

OSSE Special Education Data System (SEDS)
 Related Services Management Report - Provider View
 Date Range: From 11/01/2008 to 11/30/2008
 # School Days Counted: 17

REPORT CRITERIA:

School Category/Cluster: Cluster 1

School: Default

Services: ALL

Provider: Default

School Category/Cluster: Cluster 1

School: Garfield ES

Data Review	Student ID	Student Name	Gr.	Related Service	IEP Date	Prescribed Services (IEP)	Prescribed Services (Min)	Delivered Services (Min)	% Delivered	% Productivity	Student Absent (Min)	Student Unavail. (Min)	School Closed (Min)	Provider Unavail. (Min)
Provider Name: Candi Peterson														
*	1234567	Jane Doe	5	BSS	02/15/2008	1 hr/wk	240	1005	419 %	419 %	0	0	60	0
*	1234567	John Doe	5	BSS	10/09/2008	30 min/wk	120	0	0 %	50 %	0	60	0	0
	1234567	Jimmy Doe	5	BSS	04/18/2008	30 min/wk	120	120	100 %	150 %	0	60	0	0
TOTALS:							480	1125	234 %	259 %	0	120	60	0

Related Services Management Report (RSMR)

Resources for understanding and utilizing the RSMR:

- [Guidance Document](#): This document provides detailed instructions on generating the RSMR in SEDS
- [Video](#): This video* shows users how to generate the RSMR

Additional resources:

- [Related Service Providers Training](#): This video* helps users understand and manage related service provider access in SEDS

**Videos only viewable using Internet Explorer Browser*

Related Services Management Report (RSMR)

How does OSSE use the RSMR?

- The RSMR is a data source for LEA and nonpublic on-site monitoring and the monitoring team pulls RSMR data for student file reviews.
- The monitoring team will use RSMR data to compare services prescribed in the IEP versus what was delivered.
- OSSE uses the RSMR to ensure that LEAs are adequately monitoring the delivery of services to their students.
- For more information on how OSSE uses the RSMR for monitoring related service delivery and documentation compliance, please view this webinar:
<http://osse.dc.gov/node/1023502>.

Services Documentation Report

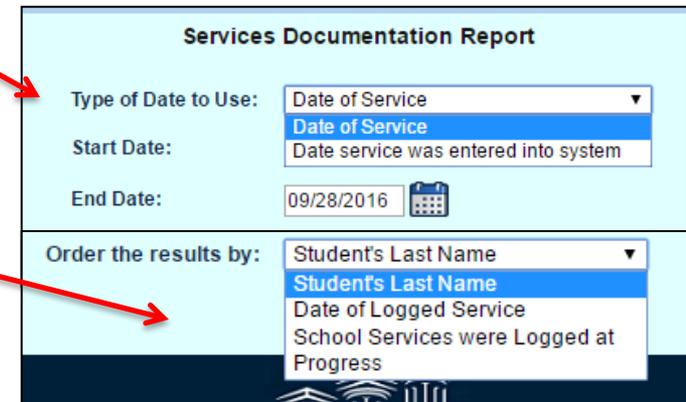
Services Documentation Report

Allows the provider/user to easily drill down to a **specific provider** over a **customized date range**.

User can either select the date of service or the date service was logged.

The report can be organized by student name, date of service, school location, or type of progress made.

This report is **not generated in Excel** format. Rather, the user can instantly drill down to view specific logs.





Reminders & Announcements

SEDS Account Password Reset

All SEDS users have the ability to **reset their own password** using the link on the login page.

- User must have correct email
- User must have security question set up

EasyIEP™ Ver. 12.2
for
OSSE Aggregate

Name:

Password:

Login

[Forgot Your Password?](#)

Users can update this information on the **“My Info”** page within their aggregate account.

E-Mail Address:

Log Out Main Menu Users System Reports Imports Caseloads Transfer Student Inactive Users **My Info**

NOTE: This saves the NP SEDS POC from having to submit a ticket in the OST to reset the password!

2016-17 School Year Statewide Assessment Dates

Test	Proposed Dates
WIDA ACCESS	Feb 27 – April 25
MSAA (tentative)	March 6 – May 12
PARCC Window 1	April 10 – May 26*
PARCC Window 2	April 24 – June 5
DC Science	April 24 – June 9

** Includes five days of school vacation for a spring break*

Alternate Assessment Eligibility Timeline

Participation Criteria and Forms

All District of Columbia students participate in District-wide assessments in one of three ways:

1. The general assessment
2. The general assessment with accommodations
3. **The alternate assessment based on alternate achievement standards (AA-AAS)**

If an IEP team determines that a student has a significant cognitive disability that prevents them from participating in the general assessment, even if provided with accommodations and/or modifications, the student's LEA may apply for the student to participate in the DC Alternate Assessment.

The timeline for determining participation in DC Alternate Assessments for the 2016-17 school year is as follows:

Task	Deadline
OSSE sends LEAs rosters of Confirmed Alternate Assessment Eligible Students (Alt-Confirmed) in: <ul style="list-style-type: none">• The Multi-State Alternate Assessment (MSAA) in English Language Arts/Literacy and Mathematics in grades 3-8 and 11 and/or• DC Science Alternate Assessment Portfolio in grades 5, 8, and High School Biology	Oct. 21, 2016
LEAs complete Alternate Assessment Eligibility Application(s) For New Alternate Assessment Applicants:	Nov. 14, 2016

The 2016-17 school year information for Alternate Assessment eligibility decisions can be found at:

<http://osse.dc.gov/service/participation-criteria-and-forms>

- Includes timeline for finalizing participation on IEP, submitting appeals to OSSE, etc.
- Includes copies of eligibility criteria forms and guidance documents.

Alternate Assessment Eligibility Training

OSSE Assessment Team will host a one-hour webinar on students' participation in the alternate assessments and their eligibility requirements.

The webinar will cover:

- Case profiles of students with significant cognitive disabilities taking alternate assessments
- Alternate assessment participation guidelines and documentation requirements
- Eligibility timeline for school year 2016-17, including appeals
- MSAA and DC Science Alt test administration dates and brief test preparation tips

Two broadcast dates: **Sept. 29, 12-1 p.m.; Oct. 12, 1-2 p.m.**

[Register here:](https://attendee.gotowebinar.com/rt/5812431158155438594)

<https://attendee.gotowebinar.com/rt/5812431158155438594>

School Year Housekeeping

Throughout the 2016-17 school year:

- Inform OSSE if you are the new NP SEDS POC by emailing Edgar.Stewart@dc.gov with your contact information
- Inform OSSE of any changes in staff positions at your school by emailing Edgar.Stewart@dc.gov
- Provide 2016-17 calendar updates to LEAs and OSSE (include unplanned closures, PD days, holidays, etc.)
- Request SEDS aggregate accounts for new staff members
- Provide SEDS training to new staff members
- Request deactivation of SEDS accounts for former staff



Conclusion

Training Survey for Participants

- Thank you for joining us today. We will now ask you **5 short survey poll questions** about this webinar training.
- Following the short survey, we will stay online to answer any additional questions in the chat box.
- If you are unable to participate in the survey now, we encourage you to provide feedback and training suggestions via the OSSE Support Tool, or by emailing OSSE.DARtraining@dc.gov.

Survey Evaluation

Poll Questions: 1 = strongly disagree, 5 = strongly agree

1. This webinar addressed all of my questions regarding the topics discussed.
2. The OSSE Support Tool is a sufficient method of getting support from OSSE.
3. The presenters discussed information relevant to my needs as the NP SEDS POC.
4. As a result of this training, I feel more knowledgeable about my role as NP SEDS POC.
5. What additional content, resources, or support do you need from OSSE to perform your role as NP SEDS POC? **(Type your answer in the chat box)**

Thank you for your participation!

For questions, please access the OSSE Support Tool or email OSSE.DARtraining@dc.gov.

The next 2016-2017 NP SEDS POC Bimonthly Webinar will be held Wednesday, Nov. 30, 2016, 10-11 a.m.

Register here:

<https://attendee.gotowebinar.com/register/5399712975640800516>