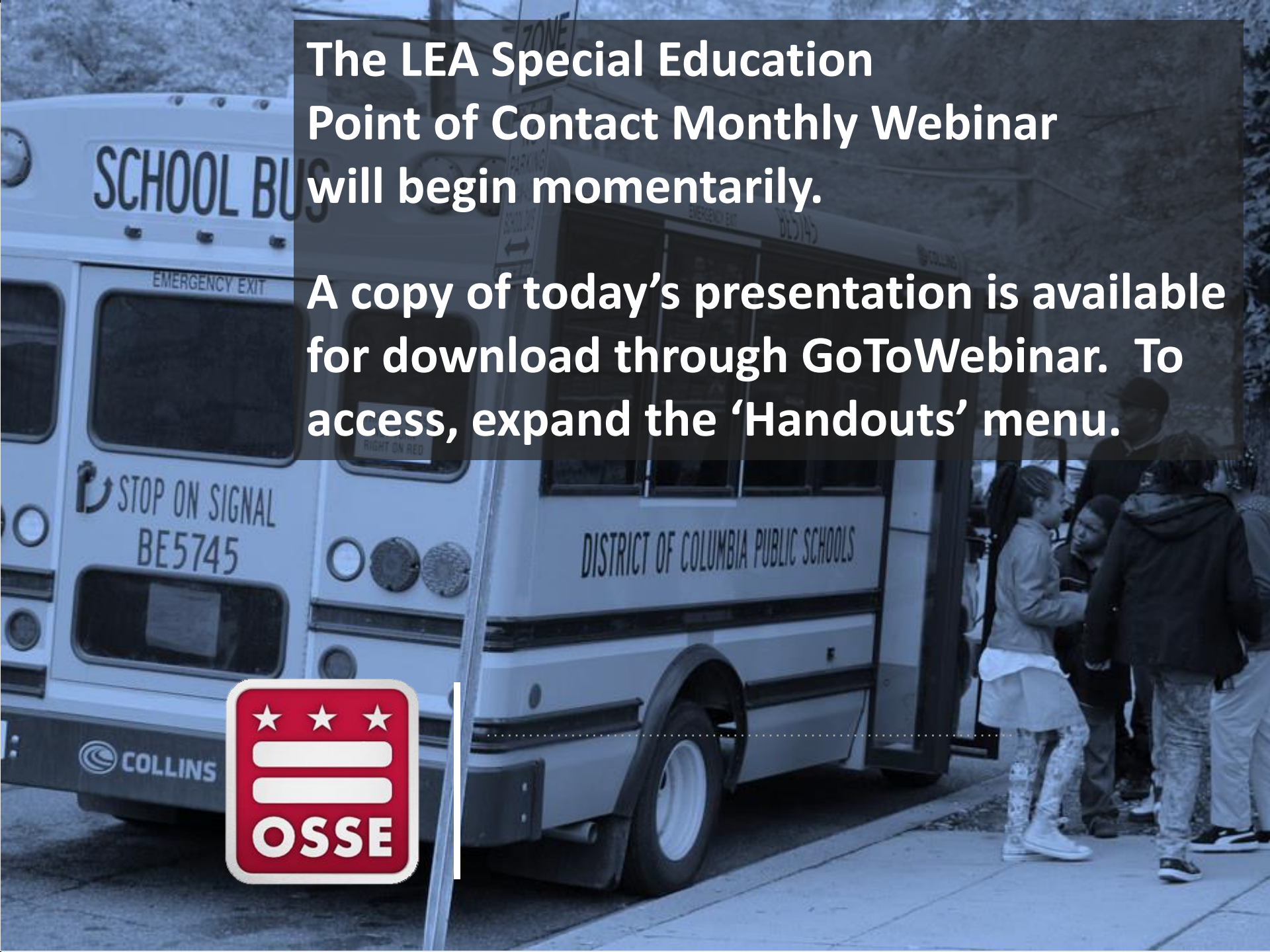The LEA Special Education
Point of Contact Monthly Webinar
will begin momentarily.

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

Nov. 15, 2017

OSSE Division of Data, Assessment, and Research

OSSE Division of K-12 Systems and Supports

OSSE Division of Teaching and Learning

Agenda

- Data Privacy and SEDS Access

- Best Practices in LEA Oversight of Nonpublic Services

- Oversight of Related Service Provision

- Alternate Assessments Application Process Reminders

- Reminders and Announcements

Data Privacy and SEDS Access

- Personally Identifiable Information
- Periodic SEDS User Audits
- Limiting SEDS Access by Campus
- Nonpublic Staff SEDS Access

Protecting Personally Identifiable Information

Personally Identifiable Information (PII) is data that alone, or in combination, can be linked to a specific student, including but not limited to:

- Name or address of student, parent or other family members
- Social Security number, USI, date/place of birth, mother's maiden name

LEAs should not send PII to OSSE over email.

LEAs should submit PII over secure means, such as the **OSSE Support Tool** or **OSSE's secure File Transfer Protocol (FTP) upload site:** https://upload.dc.gov/ossedata/nclb.

Additional information on data privacy, and instructions for gaining access to and using the secure upload site: https://osse.dc.gov/publication/using-secure-data-transfer-protect-student-privacy.
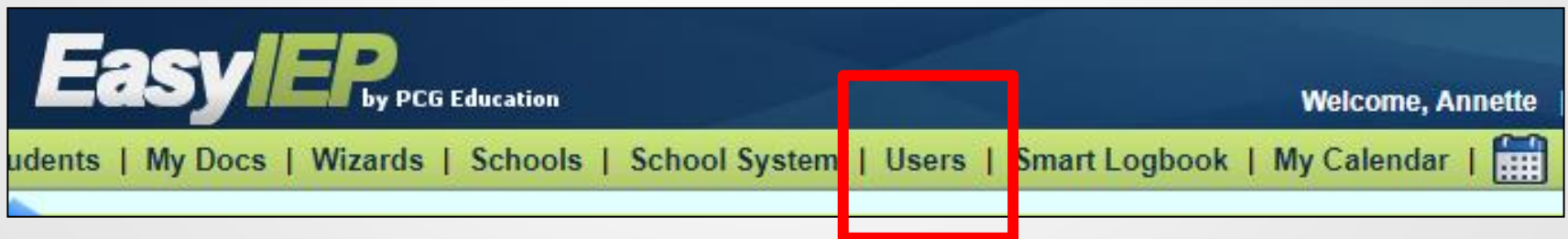
Periodic SEDS User Audits

LEA SE POCs are responsible for **protecting the privacy** of student information by controlling access to student files in SEDS.

Conduct periodic SEDS user audits to search for:

1) Users who no longer work at the LEA, school, or nonpublic

2) LEA users who no longer need access to student files

3) Nonpublic users who no longer need access to student files

STEP 1: Open the 'Users' tab in SEDS

STEP 2: Select **all** LEA and school-level roles. **TIP:** Unselect all state-level roles (**never** change profiles for OSSE staff user accounts).

STEP 3: From the list of users, identify accounts that need to be inactivated.

Del	IM	CP	Cal	Name	School(s)	Students	Title	User Type
☐	👤	🔴	📅	Administrator 1295	-All-	7, 14	LEA Data Administrator	LEA Data Administrator
☐	👤	🔴	📅	Administrator 1296	-All-	3, 11	Special Education Coordinator	LEA Data Administrator
☑	👤	🔴	📅	Administrator 1297	-All-	5, 7	Special Education Coordinator	LEA Data Administrator
☑	👤	🔴	📅	Administrator 1298			Coordinator	LEA Data Administrator
☐	👤	🟢	📅	Administrator 1299			Coordinator	LEA Data Administrator
☐	👤	🔴	📅	Dummy Account				LEA Data Administrator
☑	👤		📅	Lea Admin91	-All-	0, 0	LEA Data Administrator	LEA Data Administrator
☐	👤		📅	Lea Admin92	-All-	0, 0	LEA Data Administrator	LEA Data Administrator

TIP: Clicking on a column header will sort the list alphabetically by that column type.

Check the box in the "Delete" column, then click "Inactivate Selected Users."

Inactivate Selected Users

Inactivating a user account does **NOT** permanently delete the account.

Inactivated accounts can be **reactivated** at any time.

- Go to the "School System."
- Click on "Inactive Users."
- Search for user by name.
- Reactivate user.

School System | Users | Smart Logbook | My Calendar |

Welcome, Annette

| Assign Schools | Inactive Students | User Types | Unr
| Assign Teachers | Inactive Users | User Type Assign | Man

Criteria for Selecting Inactive Users to View

User Last Name:		☐ Exact Match
User Code:		☐ Exact Match
Sort List By:	User's Last Name ▾ ✻

View Inactive Users ✻

Date Terminated: 08/09/2017

Update the Database

Re-Activate this User in the Database

9

Limiting SEDS Access by Campus

SEC/RSP
Pre-Training Account Access
RSP Supervisor *
Transportation Coordinator *
LEA View Only Administrator *
LEA Data Administrator *
State Special Education Staff *
Special Education Supervisor *
Special Education Specialist
Occupational Therapist
Physical Therapist
Speech/Language Pathologist
Psychologist
Social Worker
Art Therapist
Audiologist
Adapted PE Teacher
Related Service Provider- Vendor
School Leader *
RSP Program Coordinator *

When creating or editing user accounts, select the user type very carefully.

User types with an asterisk (*) automatically grant access to all campuses (both LEA and nonpublic).

User Type: | RSP Program Coordinator * ▼ | ✱

Note: Associations with Schools -- User Types can be set up with automatic School associations.

To select the appropriate School associations for a new user:

- If you select a User Type in the dropdown list above with no symbol after it, the system will associate the user with each School you choose below.
- If you select a User Type that is followed by an asterisk (*) (All Schools), the new user is automatically associated with every School.

Ensure the user only has access to the school campus where he/she serves students.

To do a quick check of campus-level access, pull up a list of current users and look at the "School(s)" column.

For example, this OT provider has access to 17 campuses.

School(s)	Students	Title	User Type
TMS	0, 1	Occupational Therapist	Occupational Therapist
RSMCTG	0, 1	Occupational Therapist	Occupational Therapist
LC	0, 1	Occupational Therapist	Occupational Therapist
KDAA, KDATA, KDCCA, KDCP, KDCSA, KDCVA, KDDA, KDGA, KDKA, KDLA, KDNA, KDPA, KDQA, KDWA, KHA, KIPPL, LC	0, 38	Occupational Therapist	Occupational Therapist
IS	0, 1		Occupational Therapist
IS	0, 0	Occupational Therapist	Occupational Therapist
IS	0, 0	Occupational Therapist	Occupational Therapist
HRAOB	0, 1	Occupational Therapist	Occupational Therapist
-none-	0, 0	Occupational Therapist	Occupational Therapist

Nonpublic Staff SEDS Access

Case Scenario: Nonpublic program hires a new related service provider (RSP) who needs access to Student A and Student B, who are enrolled at two different LEAs in DC.

STEP 1: RSP needs a **SEDS aggregate account**, which allows RSP to access multiple LEAs' SEDS sites via one common login page.

- LEAs should **NEVER** create a SEDS account for a nonpublic staff.

- OSSE is responsible for creating nonpublic SEDS aggregate accounts.

- Nonpublic SEDS POC makes request in **OSSE Support Tool (OST),** including list of LEAs with students whom the RSP serves.

EasyIEP™ Ver. 12.6
for
OSSE Aggregate

Name: Sally Speech
Password: ••••••••••

Login

You can log into these systems:

Customer Name	School System Name
dcacademyhopepcs	Academy of Hope Adult PCS
dcapapcs	Achievement Preparatory Academy PCS

STEP 2: RSP has access to LEAs' SEDS sites, but still cannot see her students in SEDS. **Each LEA SE POC** must update the RSP's user profile to include access to students who attend the nonpublic.

- Open up RSP's user profile.

- **ONLY** check the box for the RSP's nonpublic campus.

- **NEVER** check the box for a LEA campus, as this will violate **FERPA** by granting access to **ALL students** at that LEA campus.

NOTE: Although OSSE created the RSP's account, it is not appropriate for OSSE to grant access to specific students.

Schools:

Check All   Check None   Reset

☐ Acadia Healthcare Millcreek of Arkansas (Fordyce, AR)

☐ Accotink Academy Therapeutic Day School (Springfield, VA)

☐ Chelsea School (Hyattsville MD)

☑ Childrens Guild - Prince George's (Chillum, MD)

☐ Devereux Georgia Treatment Network (Kennesaw, GA)

☐ E L Haynes PCS – Middle School

☐ E.L. Haynes PCS – Elementary School

☐ EL Haynes PCS High

☐ Episcopal Center for Children (DC)

Scenario: Nonpublic RSP still cannot see her students in SEDS, nor log services, even though she has a SEDS account for the LEA.

Step 1: LEA SE POC asks registrar to double check Student Information System (SIS) to ensure the nonpublic is listed as the **student's attending school campus.**

Step 2: LEA SE POC updates the RSP's user profile to ensure the **nonpublic campus box** is checked under "Schools."

Step 3: LEA SE POC confirms and/or updates the **RSP's user type** (e.g., speech pathologist).

Step 4: LEA SE POC selects the appropriate **"Can Provide"** designations on the RSP's user profile.

Step 5: LEA SE POC **checks current IEPs** to ensure the correct related services are prescribed.

Step 5: Nonpublic SEDS POC, SEC, or LEA SE POC correctly assigns students to the **RSP's caseload.**

Related Services	
Services:	**Can Provide**
Audiology	☐
Behavioral Support Services	☑
Occupational Therapy	☐
Orientation and Mobility	☐

LEA SE POCs who follow these steps and still cannot resolve the issue should **submit an OST ticket.**

Best Practices in LEA Oversight of Nonpublic Services

LEAs should have a **process in place** for oversight of services provided to students enrolled in the LEA who are attending nonpublic programs:

- Annual IEP updates

- Reevaluation

- Parent communication

- Related service provision

- Documentation of service provision in SEDS EasyIEP

Develop a **memorandum of agreement (MOA)** with the nonpublic school to delineate the specific activities and responsible staff in serving students' individualized education program (IEP) needs.

MOA Development: Areas to Consider

Data systems (SEDS, SEATS, DC CATS, TOTE, etc.)

– OSSE points of contact

– Access

– Users

– Training

IEP Coordination

– IEP meetings

– IEP document upload

IEP Development & Implementation

– Drafting of present levels of performance sections

– Related service delivery

Documentation

– Progress reports

– Service trackers

– Incident reports

– Attendance and truancy (i.e., reviewing absences and notifications, attendance intervention plans, holding placement meetings)

> **TIP:** For additional information on developing MOAs with nonpublic programs, view the January 2017 Nonpublic MOA webinar recording: https://osse.dc.gov/multimedia/january-2017-nonpublic-seds-point-contact-webinar.

MOA Development: Areas to Consider

Emergency Behavioral Interventions

- Reporting incidents involving the use of physical restraint or seclusion
- Uploading of incident reports into the student's permanent record
- Parent, LEA, & other agency notification
- IEP meeting follow-up

Reevaluation

- Parental consent for evaluation
- Conducting triennial evaluation(s) or any other evaluation needed
- Analyzing existing data

Consideration of LRE Annually

Statewide Assessment

- Preparation & training
- Test administration

Secondary Transition

- IEP documentation
- Planning & assessments
- Services

> **TIP:** For additional information on developing MOAs with nonpublic programs, view the January 2017 Nonpublic MOA webinar recording: https://osse.dc.gov/multimedia/january-2017-nonpublic-seds-point-contact-webinar.

Other areas to consider in MOA development:

- Nonpublic SEDS POC & LEA SE POC collaboration and communication

- Orientation to LEA processes and policies for new nonpublic staff Data systems access and training

- Notification of changes in nonpublic staff throughout the year

- Verification of appropriate nonpublic staff in place to serve students' IEP needs

- Caseload setup and assignments

- Missed services and makeup services

- Use the **Qlik Related Services Management Report (RSMR)** to monitor related service delivery and flag gaps in service delivery and/or documentation to the nonpublic school in writing

- Routinely check the student documents tab to ensure **service trackers are generated in SEDS** on at least a monthly basis

- Review quarterly **progress reports** in SEDs

- Review **attendance logs** in SEATS through SLED on a monthly basis

- Monitor student IEPs for needed updates and amendments

- Consult with OSSE when compliance concerns arise regarding related service delivery and documentation, truancy, or student safety

Ensure nonpublic staff have received training and have access to required data systems as appropriate.

Nonpublic Staff	Title/Role	Trained/has access to:		
		SEDS	SEATS	SQUIRE
John Smith	Education Director/NP SEDS POC	Yes/Yes	Yes/Yes	Yes/Yes
Jane Doe	Clinical Director	N/A	Yes/Yes	Yes/Yes
Bill Jones	Social Worker	No/No	N/A	N/A
Mary Green	SLT/Supervisor	Yes/Yes	N/A	N/A
Kelly Brown	Teacher	Yes/No	Yes/Yes	N/A

Oversight of Related Service Provision

Oversight of Related Service Provision

LEAs are responsible for ensuring that service providers implement and document all instances of actual and attempted service delivery.*

- Includes service provision at both LEA and nonpublic campuses

- Train related service providers (RSPs) to correctly log services for both **delivered and missed** service sessions

- Ensure RSPs generate **service trackers** in SEDS on at least a monthly basis

*OSSE Related Services Policy, p.10, https://osse.dc.gov/publication/related-services-policy-final-january-5-2010.

Q: When is a service log required?

A: Related service providers (RSPs) must create a **separate service log** for each student for:

--Each session when a service was **delivered** to a student

--Each session when a service was **scheduled to occur, but was missed**

--Each **makeup session** where a service was delivered to a student

Q: What is the deadline to create each service log?

A: RSPs must create service logs in SEDS **within five business days** of the delivered (or missed) service date.

Service Logs vs. Service Trackers

Q: What is the difference between a service log and a service tracker?

Service Log:

- Data entry tool in SEDS

- Captures details about a specific service session

- Must be created within five business days of the delivered (or missed) service session

Service Tracker:

- PDF document

- Sometimes referred to as a "service ticket"

- Combines information from multiple service logs all into one document

- Provider can designate what date range of service logs are shown (e.g., show all service logs for month of November)

- Provider can print off and physically sign this document*

- Must be generated in SEDS **at least once a month***

Service tracker signature and frequency requirements discussed on later slide

Using SEDS to Document Services

RSPs will use the **"Wizards"** section of SEDS to document service provision through service logs, service trackers, and progress reports.

LOGS: Create **service log** using logging wizard (within **five business days** of each session).

TRACKERS: Generate **service tracker** (LEA determines how often this is done, e.g., weekly or monthly).

PROGRESS REPORTS: Complete **progress report** (at end of progress reporting period).

Wizards | School System | My Calendar | 📅 | My

Available Wizards ✉ New Mail!

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

Caseload Administration Wizard

Frequency: Service trackers must be generated **at least once a month** for each student for each related service area.

- LEAs can require more frequent service tracker generation.

Signature: OSSE does **not** require a physical signature (generating a PDF service tracker constitutes the "electronic signature" of the provider).

- **Exception:** Interns and assistants must have trackers signed by fully licensed supervisor, then uploaded into SEDS.
- LEAs can choose to require a physical signature by all providers.

Check for Completion: LEA SE POCs should routinely check a student's document tab to ensure service trackers are generated regularly.

	Documents created for Adele Adult1221 (School Year: 2017-2018)				
Doc ID	Date Generated	Document		Batch	Received
44364	11/14/2017	Speech-Language Pathology - Service Tracker	PDF	☐	☐
44159	10/17/2017	New Eligibility Determination	PDF	☐	(Draft)
44117	10/12/2017	Speech-Language Pathology - Service Tracker	PDF	☐	☐
44116	10/12/2017	Physical Therapy - Service Tracker	PDF	☐	☐
43921	09/26/2017	Speech-Language Pathology - Service Tracker	PDF	☐	☐
43920	09/26/2017	Speech-Language Pathology - Service Tracker	PDF	☐	☐

Service Trackers & Nonpublic Payment

Beginning January 2018, the OSSE Nonpublic Payment Unit must verify that service trackers are complete and accurate **prior to approving payment** for related services charges invoiced to OSSE by nonpublic schools.

Due to this increased oversight of nonpublic service provision and documentation, LEAs may see an increase in nonpublic requests for:

- Related service provider access to student files in SEDS*

- Assistance troubleshooting issues in accessing specific student files in SEDS

- Copies of Qlik Related Services Management Report (RSMR) reports showing nonpublic campus data

*As a reminder, LEAs should **never** create new SEDS accounts for nonpublic staff. Nonpublic SEDS POCs should request **SEDS aggregate accounts** on behalf of nonpublic staff using the **OSSE Support Tool.**

Related Services Management Report

Access to the Related Services Management Report (RSMR) in Qlik

- All LEA SE POCs listed in eSchoolPLUS should have access

- Service providers at LEA campuses: Estimated time frame is January 2018

- Campus-level special education coordinators/administrators: Estimated time frame is January 2018

- Service providers at nonpublics: Estimated time frame is January 2018

Prior to full access for all service providers, the LEA SE POC should routinely share RSMR data with the appropriate campus-level staff:

- **Filter** data to the campus level using the "Introduction" sheet

- **Export** data to a shareable format

- Share data using a **secure method** (contains sensitive student information)

Generating and Exporting a Report

- The RSMR provides the ability for the LEA SE POC to select specific dimensions on the sheets.

- After the selections have been completed, close the page and right click to export data to generate an excel spreadsheet.

- Below is an example of a selection that is helpful if the POC wants to monitor service provisions at a nonpublic campus and view all information requested by all providers for all students at the campus.

Alternate Assessments
Application Process

DC Alternate Assessment Eligibility Timeline

Activity	Date
IEP teams complete Alternate Assessment Eligibility **worksheet** and upload into SEDS	Up until Oct. 23, 2017
LEAs complete Alternate Assessment Eligibility Application(s) **electronic form in SEDS (only if worksheet not current)**	Oct. 23 – Nov. 17 2017
OSSE reviews eligibility applicant(s) and applicant documentation in SEDS	Nov. 24 – Dec. 15, 2017
OSSE sends eligibility determinations to LEAs in SEDS	Dec. 21, 2017
LEAs may appeal eligibility determinations by submitting additional evidence to OSSE in Quickbase	Dec. 22, 2017 – Jan. 12, 2018
LEAs receive final eligibility determinations from OSSE in Quickbase	Jan. 22, 2018
MSAA Test Window	March 19 – May 4, 2018

For the 2017-18 school year, schools will complete the DC Alternate Assessment Participation Decisions Documentation Form in SEDS for ALL students that IEP teams have determined a need to participate in ANY alternate assessment.

- Students that were Alt-Confirmed for the 2016-17 school year will need a current PDF eligibility worksheet upload or electronic form in SEDS

DC Alternate Assessment Application for Participation

Applicant Information

Student Name: Student USI:

Date of Birth: Student Grade:

Disability Category:

Did the student participate in the DC Alternate Assessment last year?
- ☐ Yes
- ☐ No

Please indicate **ALL** assessments in which the student participated in the last year assessed?
- ☐ PARCC
- ☐ DC Science
- ☐ Multi-State Alternate Assessment (MSAA)
- ☐ DC Science Alternate Assessment Portfolio (DC Science Alt)
- ☐ Other State's Assessment *(indicate state and name of assessment)*:
- ☐ N/A: Student is in Grade 3
- ☐ Other *(please specify)*:

Alternate Assessments Application Process

Regardless of whether student is new applicant, or was eligible in previous year, required elements include:

- ✓ IEP is current and finalized in SEDS

- ✓ IEP indicates "Alternate Assessment" selected by IEP team

  - *If the IEP does not indicate "alternate assessment,"* ***an IEP amendment is needed***

- ✓ Complete the "DC Alternate Assessment Participation Decision Documentation Form" SEDS

  - *PDF worksheet prior to Oct. 23, 2017, or electronic SEDS form after Oct. 23, 2017*

- ✓ Ensure all supporting documentation is uploaded in SEDS

Reminders and Announcements

Qlik Unified Data Errors

- Issue: "separate school" is flagged as an error

- Resolution: OSSE is aware of the issue and are working towards a resolution.

Restorative Practices

Restorative Practices is a culture and set of practices that engage a community in building relationships and repairing harm through mutual, inclusive dialogue, understanding, and cooperation.

Circle Keeping Workshop
Friday, Nov. 17, 2017, 8:30 a.m.—4 p.m., at the DC Armory

Restorative Schools Overview
Friday, Dec. 1, 2017, 8:30 a.m.—4 p.m. at the DC Armory

Restorative Practices Community of Practice
December Session: Trauma Awareness, Mindfulness, and Self-Care
Tuesday, Dec. 12, 2017, 9-11 a.m.

Additional OSSE Trainings

Response to Intervention: Foundations

Thursday, Nov. 16, 2017, 9 a.m.—12 p.m. [Register here.](#)

The Nuts and Bolts of Secondary Transition

Wednesday, Dec. 20, 2017, 8:30 a.m.—12 p.m. [Register here.](#)

Nonviolent Crisis Intervention

Wednesday, Dec. 6, 2017, 8:30 a.m.—3:30 p.m. [Register here](#) .

LEA Look Forward Newsletter

Weekly newsletter containing important information and announcements:

- Start of school updates

- Updates to relevant laws and policies

- Grant opportunities

- Reminders of key dates & deadlines

- Professional development opportunities

LEA leaders and POCs are expected to review each week's publication and pass along relevant content with LEA staff.

Subscribe to receive the weekly newsletter via email each Wednesday by sending a request to OSSE.Communications@dc.gov.

View recent versions on OSSE home page under "Newsletters" www.osse.dc.gov or www.osse.dc.gov/newsroom/newsletters

| Press Releases | Newsletters | Testimonies | Advisories | Statem |

19 JUL LEA Look Forward for July 19-25, 2017
View the LEA Look Forward for July 19-25, 2017.

12 JUL LEA Look Forward for July 12-18, 2017
Reminder: Don't Forget to Register for the Start of School Summ

5 JUL LEA Look Forward for July 5-11, 2017
View the LEA Look Forward for July 5-11, 2017.

28 JUN LEA Look Forward for June 28 - July 4, 2017
View the LEA Look Forward for June 28 - July 4, 2017.

21 JUN LEA Look Forward for June 21-27, 2017
View the LEA Look Forward for June 21-27, 2017.

Thank you!

Statewide assessment questions:
OSSE.Assessment@dc.gov

Policy questions:
OSSE.DSEpolicy@dc.gov

All other questions:
OSSE Support Tool

NEXT WEBINAR:

Wednesday, Dec. 13, 2017, 10—11 a.m.

(second Wednesday in December)