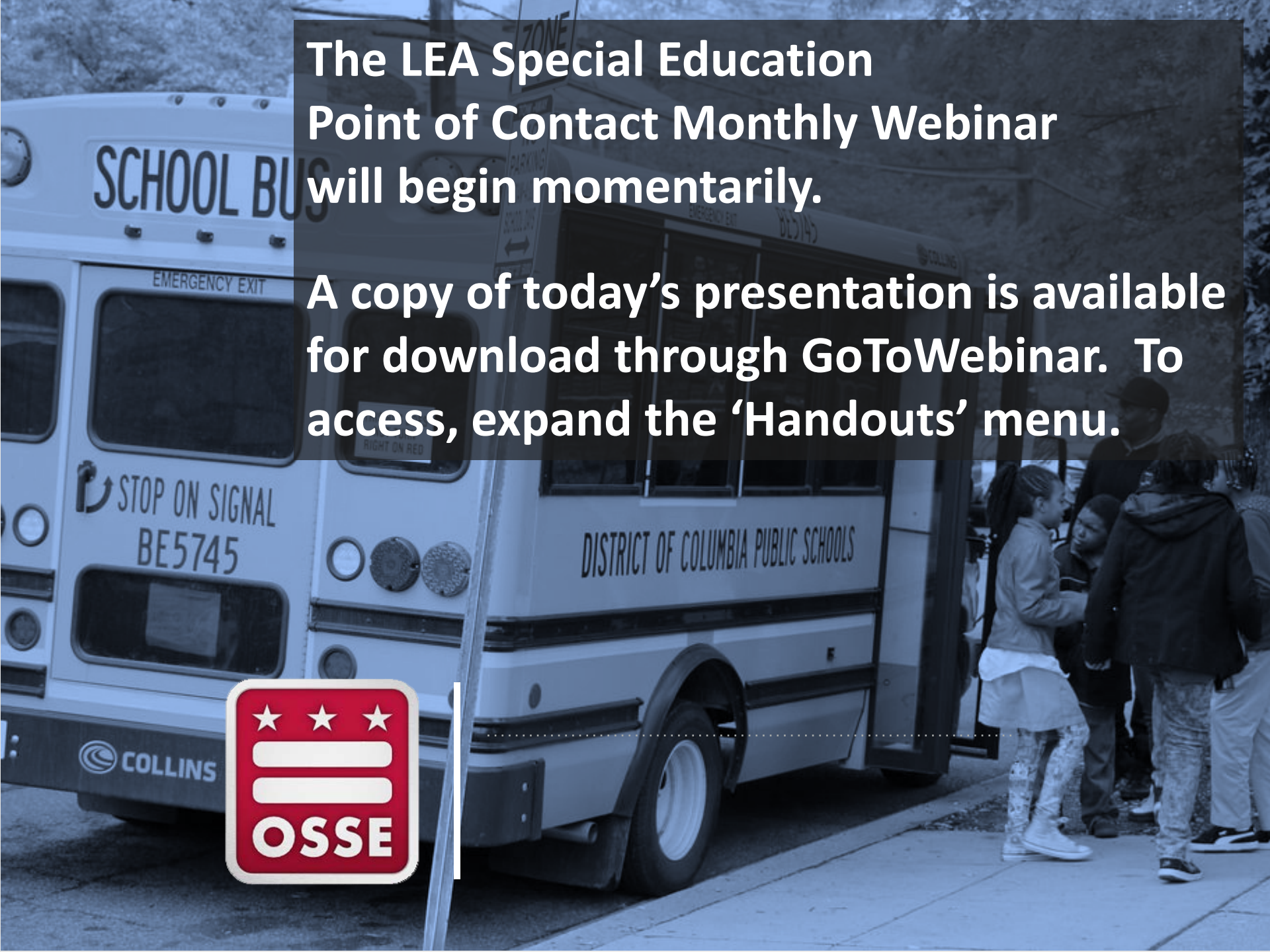


**The LEA Special Education
Point of Contact Monthly Webinar
will begin momentarily.**

**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

Sept. 20, 2017

OSSE Division of Elementary, Secondary, and
Specialized Education

OSSE Division of Data, Assessment, and Research

OSSE Division of Student Transportation



10—10:15 a.m. Announcements and Reminders

- Qlik access expansion plan
- Outstanding Transportation Request Forms (TRFs)
- LEA Reimbursement Policy for student transportation
- Qlik updates for viewing student transportation details

10:15—11 a.m. Mandatory Child Count Training



Recap of August 2017 Webinar

Important start of school topics covered in Aug. 16, 2017 webinar:

- Inactivating SEDS accounts for former staff
- Nonpublic staff SEDS account setup
- Nonpublic staff access to specific students in SEDS
- **Upcoming SEDS universal password reset on Oct. 20, 2017**
- Transfer of student records in SEDS for new students
- Troubleshooting issues with access student records in SEDS
- **Summer 2017 updates to SEDS**
- Training related service providers to correctly log a service
- IEP amendments to fix Child Count errors

Access the recording and slides for this webinar:

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

Announcements & Reminders



- Qlik access expansion plan
- Outstanding Transportation Request Forms (TRFs)
- LEA Reimbursement Policy for student transportation
- Qlik updates for viewing student transportation details



Qlik Access Expansion Plan

OSSE will distribute the additional tokens to eSchoolPLUS Points of Contact (POCs) and Related Service Providers in four phases

- **Phase I:** By **Sept. 22** all **Priority eSchoolPLUS POCs** (LEA Data Manager, LEA SE POC, Enrollment Audit POC, Homeless Liaison, Transportation POC, LEA/School Approver, and Registrar) will receive a token, if they **were** listed in eSchoolPLUS by **Sept. 8**.
- **Phase II:** LEA Data Managers may request for **non-priority eSchoolPLUS POCs** to receive a token by [submitting one ticket in the OST](#) that includes all requested POCs. OSSE will confirm the POC role in eSchoolPLUS and allocate tokens by **Oct. 6**.
- **Phase III: Related Service Providers** will be allocated tokens by **Oct. 27**, if the Related Service Providers email address and school association is complete in SEDS by **Sept. 29**.
- **Phase IV:** Teachers will be allocated tokens by **Nov. 10**, if their information is in eSchoolPLUS by **Oct. 13**.



Updating eSchoolPLUS Contact List

Please ensure your **LEA Data Manager** has the correct **name and valid email address in eSchoolPLUS** for all POCs and relevant special education staff, including service providers.

OSSE relies on this information when determining access to Qlik and other data systems, and when sending out communications.

A screenshot of the eSchoolPLUS web application interface. The browser address bar shows the URL: https://espos33.sungarok1234567.com/eshoolplus/scheduling/setup/staffCatalog. The page header includes the eSchoolPLUS logo, the user name 'sean.josiah', and navigation icons. Below the header is a 'Menu' dropdown and a 'Quick Search' input field. The main content area is titled 'Staff Search' and has 'Simple' and 'Advanced' search mode buttons. There are also icons for adding, deleting, refreshing, and saving. Below this are sections for 'Search Criteria' and 'Search Results'. The 'Search Results' section shows a pagination control for 'Page 1 of 1' with a '100' items per page dropdown, and a 'View 1 - 54 of 54' indicator. A table header is visible with columns for 'Staff Name', 'Staff ID', 'Building', 'Impersonate (TAC)', and a trash icon.

<https://osse.dc.gov/publication/eschoolplus-lea-calendars-and-lea-points-contact>



Determining Students with Outstanding TRFs

Finalized IEPs say “Yes” for transportation eligibility

Adam Apple

Charlie Brown

Bugs Bunny

Barney Dinosaur

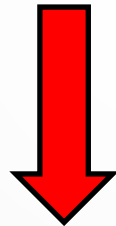
Oscar Grouch

Rudolph Reindeer

Babe Ruth

Sally Student

These students are **missing** their **Transportation Request Forms (TRF)** in TOTE.



ACTION REQUIRED

Completed transportation requests & routes.

Adam Apple

Bugs Bunny

Barney Dinosaur

Oscar Grouch

Rudolph Reindeer

Sally Student

Charlie Brown: If student no longer needs transportation → **Amend the IEP** to change transportation eligibility to **“No.”**

Babe Ruth: If student still needs transportation → **Submit TRF** in TOTE immediately.



TOTE—List of All Eligible Students

From the **‘Students’ tab** in TOTE, users can access the full list of students who are **eligible to receive transportation (“yes” on IEP)**. List is sorted by attending school.

Home Users TOTE Support Requests DCPS SPED LEA DCPS Case Managers LEAs Schools School Contacts Programs School Calendars Calendar Discrepancies Calendar Exceptions Students

Students SY Eligible for Transportation by Attending School (17-18)
SETTINGS REPORTS & CHARTS

+ New Student Eligibility Details

Search these student eligibility details:

Eligibility for Transportation contains 'Yes' AND ...	
Enrolled LEA	Number of Student eligibility details

TOTE Support Line: (202) 576-5520

TOTE Quickstart Guide

<https://osse.dc.gov/publication/transportation-online-tool-education-tote-quickstart-guide>



TOTE—List of Students with Routes

Data & Technology team members in TOTE can view a list of students with assigned routes by selecting the **“Student Transportation Rosters”** tab.

The screenshot shows the TOTE interface. The navigation bar at the top includes tabs for 'My Apps', 'Incident/Injury Report', 'OSSE Help Desk', 'OSSE DOT Staffing', 'ACT Audit and Completion...', 'Special Ed Transportation', and 'OSSE DOT Routing Reports'. The 'Student Transportation Rosters' tab is highlighted with a red box. Below the navigation bar, the 'Student Transportation Rosters' section is visible, featuring a search bar and a table of route change history. The table has columns for Student Name, USI, DOB, Age (Years Old), School Name, AM Route, AM Pick Up Time, AM Address, PM Route, PM Drop Off Time, and PM Address. The first row of data is for Cameron Jave Bronner at Accotink Academy Alternative Learning Center.

Student Name	USI	DOB	Age (Years Old)	School Name	AM Route	AM Pick Up Time	AM Address	PM Route	PM Drop Off Time	PM Address
Bronner, Cameron Jave	7214505390	08-17-2000	17.1	Accotink Academy Alternative Learning Center	317	6:56 am	1322 45th PI NE Apt #3 Washington DC 20040	317	4:21 pm	1322 45th PI NE Apt #3 Washington DC 20040

LEA Reps and **School Reps** in TOTE can view this same roster by selecting the **“Schools”** tab, then selecting a specific campus.

The screenshot shows the TOTE interface with the 'Schools' tab selected in the navigation bar, highlighted with a red circle. Below the navigation bar, the 'Schools' section is visible, featuring a dropdown menu for selecting a specific campus. The selected campus is 'Accotink Academy Alternative Learning Center'.



New Qlik App for Student Transportation

WHAT: New app in Qlik will show student-level transportation details, such as pickup/drop-off times and addresses.

WHO: Qlik users who are listed as the LEA SE POC or Transportations POC in eSchoolPLUS will have automatic access to this app.

WHY: New app will streamline consistent and updated student-level transportation details (route numbers, service times, etc.) all in one place for LEA-level and school-level transportation points of contact.

WHEN: App will be released in the near future.



LEA Reimbursement Policy

- **NEW POLICY:** If a LEA, at no fault of its own, is unable to arrange transportation through OSSE DOT for the start of the school year for an eligible student, the LEA may provide such transportation directly, or through its agent or contractor, and submit a request to OSSE DOT for reimbursement for the transportation for up to the first 20 school days.
- **PURPOSE:** To ensure transportation is secured for all eligible students for the start of school.
- **FULL POLICY DETAILS:** <https://osse.dc.gov/service/student-transportation-osse-dot>.



Understanding and Preparing for Child Count



Goals for This Session

- Review the **Child Count timeline for 2017**
- Overview of the **Child Count Process**
- **Highlight what's new** for the 2017 audit process
- Discuss Common Issues and Errors
- Discuss the **Unified Data Errors app** in Qlik
- Share tips on how the **LEA SE POC** can support the **LEA Enrollment Audit POC** with his/her responsibilities
- Provide planning time for LEA teams to strategize for start of school success



2017 Child Count Timeline

Aug. 4, Sept. 20

- LEA Attend Training

Oct. 17-Nov. 17, 2017

- LEA Access, Review, and Resolve all Child Count Data Anomalies

Oct. 13, 2017

- LEA Sign Enrollment Audit and Anomalies Acknowledgement Form

Nov. 20, 2017

- LEA Signs Data Certification Form

Dec. 15, 2017

- LEA Signs Final Enrollment Audit and Child Count Acknowledgment Form



Overview of Child Count Process

- Child Count is a federally mandated activity as per, see 34 CFR 300.641(a), that is reported annually and serves as the official special education enrollment number for the District of Columbia.
- In accordance with the Individuals with Disabilities Education Act (IDEA) and all applicable District of Columbia laws and regulations, each Local Education Agency (LEA) is required to certify the accuracy and reliability of its data to the State Education Agency (SEA), the Office of the State Superintendent of Education (OSSE).



Overview of Child Count Process

- Accuracy of special education data impacts funding for Special Education.
- All of the data to be reviewed for Child Count comes through the Special Education Data System (SEDS).
- If any of the student special education information is inaccurate, the data must be corrected in the source system, SEDS.

Student Population:

- Students enrolled as of Oct. 5, 2017
- Must have Current IEP and Current Eligibility
- IEP Amendments must be completed by 5 p.m. Nov. 17, 2017



Student Populations Included in Child Count

Only students that have a current IEP and eligibility status will be included in Child Count:

IEP	Eligibility	Receiving Services under IDEA	Included in Child Count?
Current	Current	Yes	Yes
Expired	Current	Yes	Yes
Current	Expired	Yes	Yes
Current	No Eligibility	Yes	Yes
Expired	Expired	No	No
No IEP (IEP not finalized)	Current	No	No



What's New for the 2017 Child Count

- Streamlined process for Child Count
 - LEAs must review and update data in the respective source system.
- No appeal process
 - For the 2017 Child Count, all data will be certified through the Enrollment Audit and Child Count application, therefore OSSE will not hold an appeals process as we have previously.
- Additional certification timelines

In all cases, where there is an identified data discrepancy, LEAs must resolve the errors in a manner that complies with all IDEA procedural requirements.



Common Issues and Errors

Sped Error: Student has an Expired IEP, Active Eligibility

Suggested Resolution: Please hold an IEP meeting and update and finalize the IEP in SEDS.



Common Issues and Errors

Sped Error: Active in SEDS, but withdrawn in SIS.

Suggested Resolution: The LEA should ensure that the appropriate exit code was used. If the appropriate code was used, the LEA should follow the process in SEDS to have the student administratively exited from the LEA roster.



Common Issues and Errors

Sped Error: Educational Environment – Age

Suggested Resolution: The LEA should review the student's DOB to ensure that the age is accurate. If the age is not accurate, then the LEA should enter the student's DOB in the LEA SIS. If the age displayed in the EA/CC data is accurate, then the LEA will need to select an age appropriate Educational Environment in SEDS by completing an IEP amendment.



Common Issues and Errors

Sped Error: Student turned age 6.

Resolution: OSSE logic takes account for those student turning age 6 five days prior to the Nov. 17 certification those student are excluded from the error pulls based on date of birth.



Common Issues and Errors

Sped Error: Specialized Instruction and/or Missing Services

Suggested Resolution: Please review the current finalized IEP, and confirm the hours are accurately reflected. If any correction needs to be made, please complete and finalize an IEP Amendment or hold an Annual IEP meeting to review and update the student's eligibility or service hours.



Common Issues and Errors

Sped Error: Developmental Delay

Resolution: If the student has reached age 8, the LEA should conduct a re-evaluation to determine the appropriate category and finalize the IEP. If the student's date of birth is inaccurate, the LEA should correct it in the LEA SIS.



Common Issues and Errors

- When searching for students in SEDS, searching for students with disabilities by filtering by “Special Ed” will not include students who:
 - **Have Expired IEP's**
 - **Record are not fully transferred**
- If the Special Education level is incorrect:
 - Confirm the service start and end dates are correct, and
 - Confirm in the **Least Restrictive Environment percentage** and checkboxes are appropriately marked.
- The educational environment will be pulled from the most recent IEP in SEDS and displayed in SLED. If the educational environment is not accurate, it may be appropriate to complete an IEP amendment to make this correction.



Child Count Summary of Actions

Data Type	Examples	Action required
Demographic	<ul style="list-style-type: none">• Name• DOB• Race• Ethnicity	<ul style="list-style-type: none">• Review• If accurate, no action required• If inaccurate, make update in source system (eSchoolPLUS, PowerSchool, ASPEN, SchoolForce , ProActive, etc.)
Special Education*	<ul style="list-style-type: none">• Disability*• IEP date• Educational Environment• Dedicated Aide	<ul style="list-style-type: none">• Review Disability: If accurate, no action required; If inaccurate, make update in source system (SEDS)• Review IEP Date: If accurate, no action required; If inaccurate, make update in source system (SEDS)• Review Environment: If accurate, no action required; If missing or inaccurate, update in source system (SEDS)• Review/update dedicated aide information to ensure accuracy.• If inaccurate, make update in SEDS



Child Count Preparation for Certification

- Be sure all students listed were enrolled as of **Oct. 5, 2017**.
- Ensure all demographic and special education information is accurate for all students.
- Be sure the educational environment indicated is accurate.
- Review and resolve all data anomalies, no later than **Nov. 17, 2017**, to be considered timely.



Reviewing Anomalies

- In the **Unified Data Errors Qlik App**, the Special Education errors and the suggested resolution path are provided.
- All LEA Special Education POCs have access to the Unified Data Errors Qlik App.
- If you need access, submit an OSSE Support Tool ticket.



Data Systems that Impact Child Count

LEA Membership Tracker

- If the student has a demographic conflict, the demographic conflict must be corrected in order to be included on the roster.

Qlik Unified Data Errors

- If the student has Special Education related errors, the errors must be corrected in order for the student to be included in Child Count.

SEDS

- If the student has errors related to Eligibility, IEP, Services or Education Environment, these errors must be corrected in SEDS. All IEP Amendments must be completed and finalized in SEDS prior to Nov. 17, 2017.

Exit Management

- If the student exited the LEA and is not coming off the LEA roster, check that the appropriate exit code was used.



OSSE Resources for Child Count

- Each LEA has an assigned OSSE LEA Liaison.
- DAR LEA liaisons can assist with matters related to Start of School, Enrollment Audit, Child Count and other OSSE Data Collections activities throughout the year.



Thank you!

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

Policy questions:
OSSE.DSEpolicy@dc.gov

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

NEXT WEBINAR:

Wednesday, Oct. 18, 2017, 10—11 a.m.