Child Count and Enrollment Audit

October 22 and 24, 2012

Agenda

Purpose: Describe requirements and specific steps in process for FFY 2012 Enrollment Audit/Child Count

- Regulatory Context

- Process Overview

- Process Details

- Help Resources

Regulatory Context

Regulatory Context

- Requirements of Enrollment Audit and Child Count combined to reduce burden on LEAs

- Streamlined process for LEAs to fulfill reporting requirements of each process
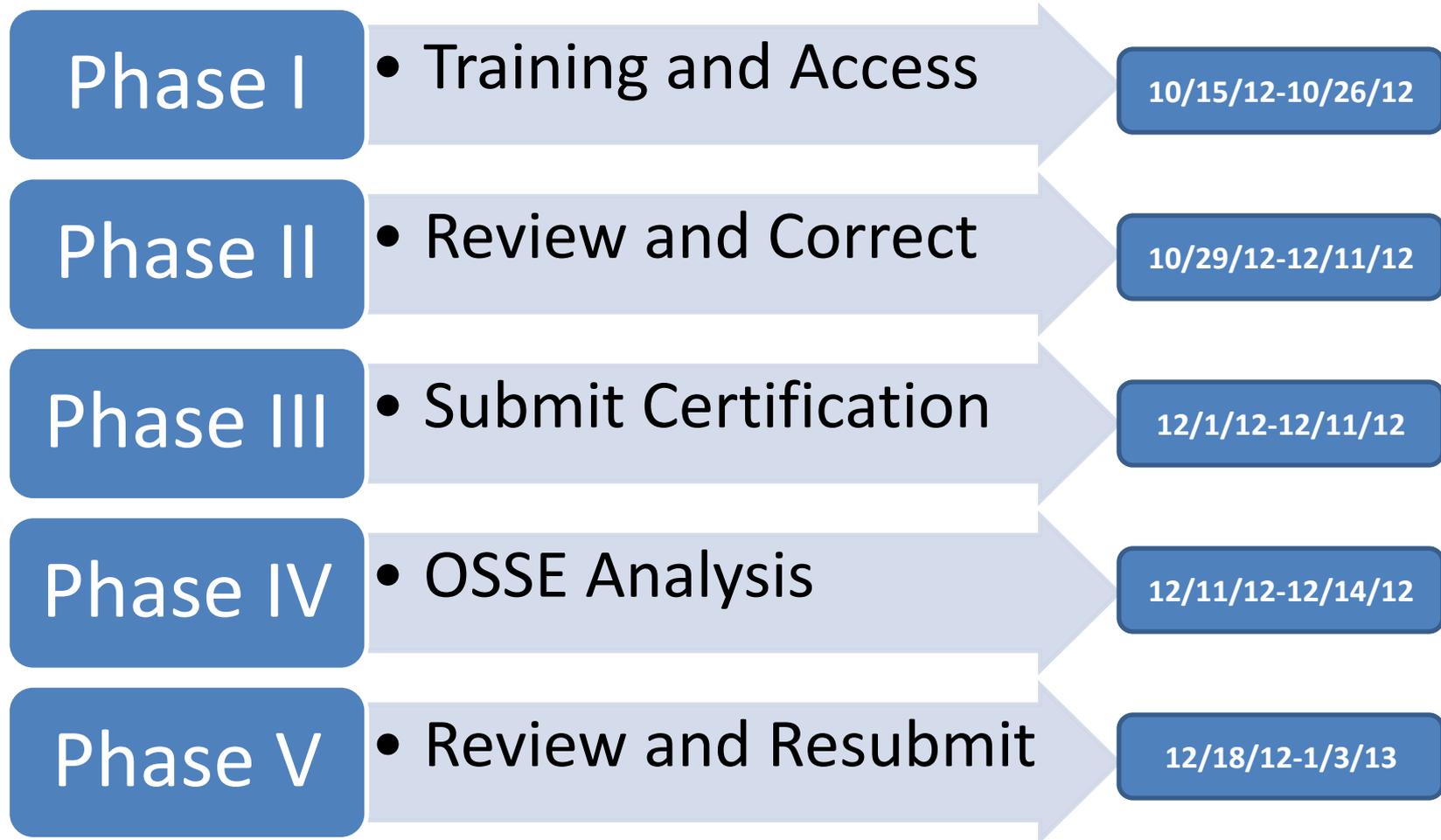
Regulatory Context

	Enrollment Audit	Child Count
Mandate	DCMR (DC Code)	IDEA
Population	•General and special education students •Additional requirements for students receiving services	•Students ages 3 through 21 receiving special education services
Data Reported	•Student count •Service levels •Results of independent audit	•Student count •Educational Environments
LEA Requirement	Verify student count and service levels	Verify student count and Educational Environment
Funding	Local funding formulas	Federal funds

See table on p. 28 of Enrollment Audit Handbook for specific details on funding for special education students:

http://osse.dc.gov/sites/default/files/dc/sites/osse/publication/attachments/Enrollment%20Audit%20Handbook%20-%20SY%2012-13_1.pdf

Process Overview

Process Overview

Phase		Date
Phase I	• Training and Access	10/15/12-10/26/12
Phase II	• Review and Correct	10/29/12-12/11/12
Phase III	• Submit Certification	12/1/12-12/11/12
Phase IV	• OSSE Analysis	12/11/12-12/14/12
Phase V	• Review and Resubmit	12/18/12-1/3/13

Phase I: Training and Access

Gain Access to the Application

- OSSE IDEA*facts* will be used again to support the Child Count process

- The period between October 15, 2012 and October 22, 2012 was an opportunity for LEAs to review the application and ensure that all personnel at their LEA who need access have appropriate account set up

- Recipients are LEA level personnel from OSSE contact list

- Make requests for additional accounts for LEA level personnel via the child count support tool.

Gain Access to the Application

- Receive e-mail

OSSE IDEAfacts - QuickBase Invitation Inbox | X

devaki.kaladishan @ dc.gov (via QuickBase) to me

QuickBase Invitation

Devaki (OSSE) Kaladishan has granted you access to the QuickBase application OSSE IDEAfacts and also sends you this personal message:

OSSE IDEAfacts is an application I created with QuickBase.

OSSE IDEAfacts   >>>

This application invitation is generated by Intuit QuickBase -- the easy, flexible, and affordable way to share information over the web.

Note: If you have trouble using the links above, copy and paste the following Web address into the address bar of your browser:
https://octo.quickbase.com/db/main?a=pv&uid=57129300&pp=bneu9vm9srdt8z27eeajbfg48ntjq&dbid=bev9akgg2
For security reasons, this link will expire in 6 months.

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Gain Access to the Application

Phase I- Training and Access

Register
(new users only)

❶ Register | ❷ Verify | ❸ Sign in

Create a QuickBase Log-in

If you are trying to access an existing QuickBase application, you need to be a registered QuickBase user. Please complete and submit the form on the right to create a user account.

If you are interested in creating your own QuickBase applications, register for a free 30-day trial account by selecting Free Trial from the QuickBase website.

All fields marked with an asterisk (*) are required.

Email address	lori.ludwick@gmail.com
Choose a password*	••••••••
	Must be at least 8 characters.
Retype password*	••••••••
First name*	Lori (Gmail)
Last name*	Ludwick

*☑ **I have read and agree to the QuickBase Terms of Service**

Register

Select tool

octo

Help | Signed in as Lori Ludwick ▼ | octo.quickbase.com
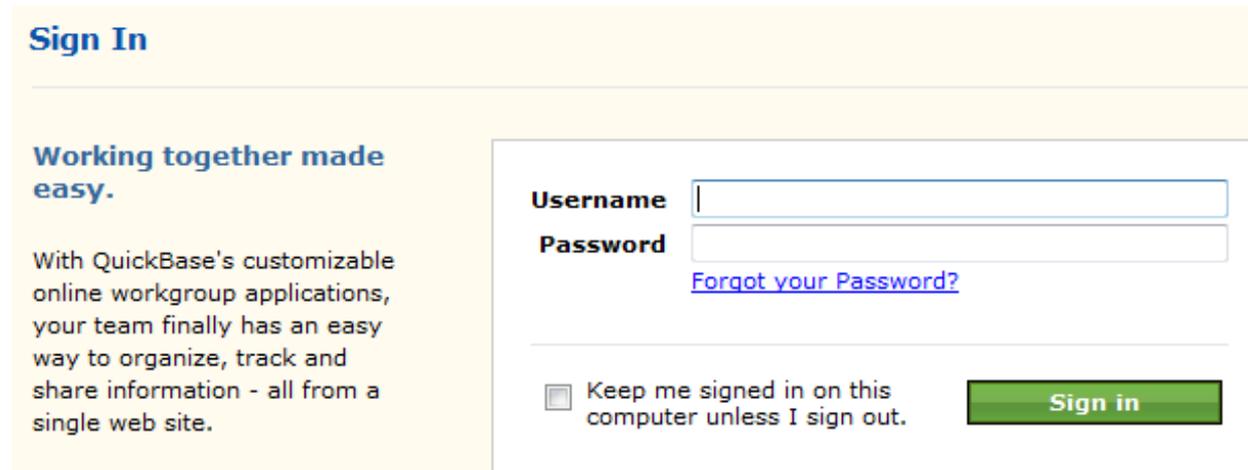
My QuickBase

📧 1 unread alerts

⭐ What's New

| Applications | Home (BETA) |

Create a New Application | DISPLAY ▼ | TOOLS ▼ | SHOW ▼ | Search for an application

Name	▲	Last Visited	Category	Manager
OSSE IDEAfacts	🚩	Today		sohail.ahmed@dc.gov

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Gain Access to the Application

Phase I- Training and Access

- ## Sign-in

Sign In

Working together made easy.

With QuickBase's customizable online workgroup applications, your team finally has an easy way to organize, track and share information - all from a single web site.

Username

Password

Forgot your Password?

☐ Keep me signed in on this computer unless I sign out.

Sign in

- ## Change password

Note: many users already have an account and may just need to change password to gain access.

Learn about the process

Phase I- Training and Access

- ## Participate in live webinar (Special Education Coordinators, Heads of LEAs, LEA Data Administrators)
  - October 22, 2012
  - October 24, 2012

- ## Access webinar on OSSE website as needed

- ## Access IDEA*facts* manual for specific directions (posted within tool)

Phase II: Review and Correct

Data overview

- Data displayed reflects information in source systems (STARS, ProActive, SEDS)

- Data will be refreshed daily (i.e. changes made Tuesday should be reflected in IDEA*facts* Wednesday)

- Students appear in OSSE IDEA*facts* based on a specific set of criteria:
  – LEA/school where currently enrolled (Note: After 12/1 students will continue to appear in LEA/school were enrolled as of 12/1)
  – Must have current eligibility OR current IEP
  – System pulls in information from current IEP (Note: After 12/1, system pulls information from IEP in place as of 12/1 -with exception of select identified amendments)
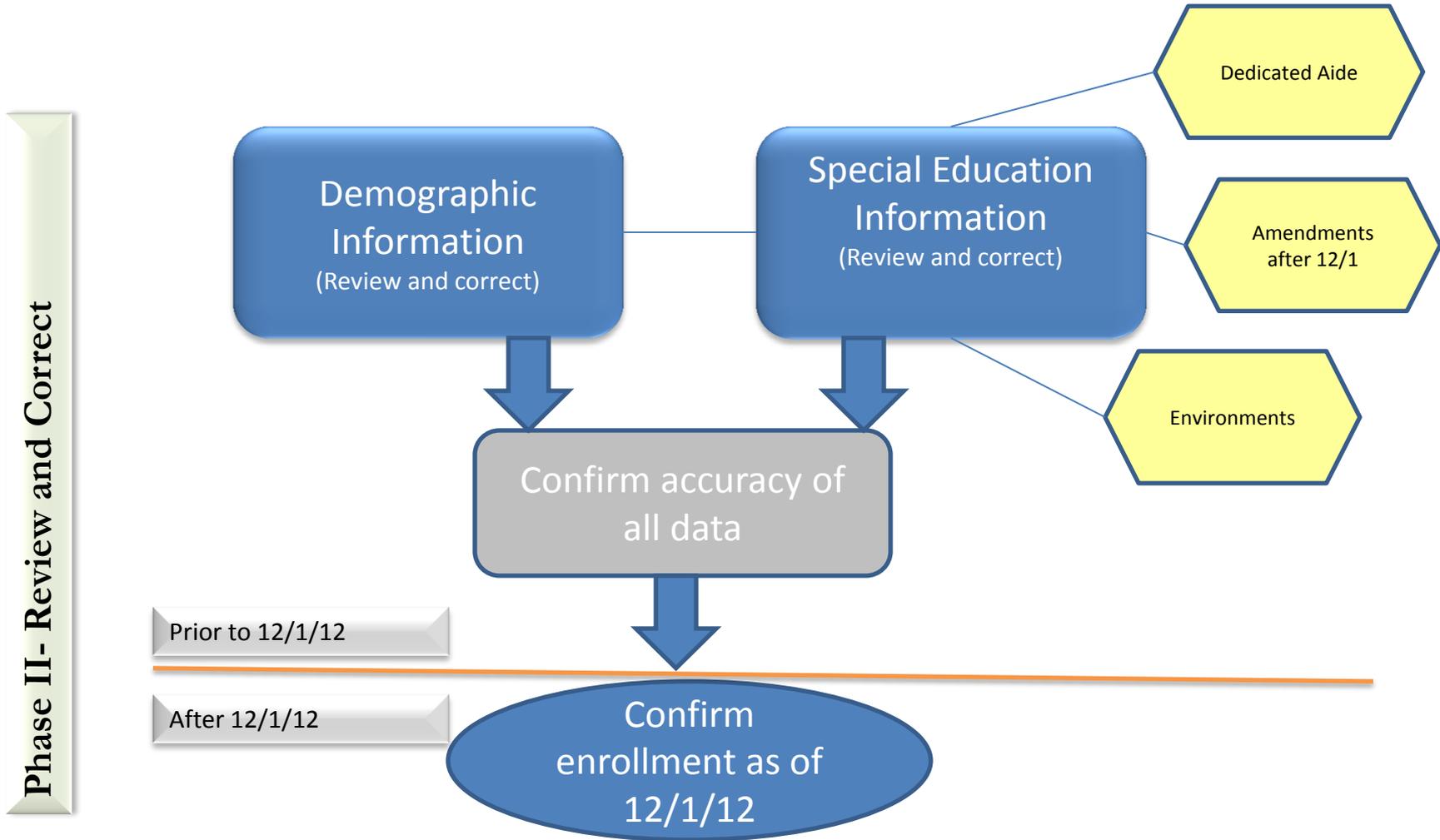
Data overview

Phase II- Review and Correct

- Each student record has several data elements and most come from other systems:
  - Demographic (from student information system)
  - Special Education (from SEDS)
  - Other (entered into IDEA*facts*)

Table 1. 618 Child Count Data

FULL REPORT | EMAIL | PRINT | OTHER ▼

	ACCURATE	STUDENT ID	FIRST NAME	LAST NAME	ELL	PRIMARY DISABILITY	IEP ACTIVE ON 12/1/09 (begin date)	ENVIRONMENT	USER-UPDATED ENVIRONMENT	HOURS OUTSIDE GEN ED SETTING	HOURS IN GEN ED SETTING	TOTAL HOURS	% OUTSIDE GEN ED SETTING	GENDER
NEW! EDIT	Yes	4116485	Ten	Student	N	Emotional Disturbance	3/27/2009				20.5	20.5		M
NEW! EDIT	Yes	3265830	Five	Student	N	Orthopedic Impairment*	10/6/2009	A: 0-20%	Separate School	1	25	26	3	M
NEW! EDIT		1071382	Orange	Student	Y	Specific Learning Disability	10/1/2009	A: 0-20%		2.5	16	18.5	9	M
NEW! EDIT		2073167	Blue	Student	Y	Multiple Disabilities	5/1/2009	A: 0-20%		1	17	18	3	M

Overview of actions

Phase II- Review and Correct

Demographic Information
(Review and correct)

Special Education Information
(Review and correct)

Dedicated Aide

Amendments after 12/1

Environments

Confirm accuracy of all data

Prior to 12/1/12

After 12/1/12

Confirm enrollment as of 12/1/12

Summary of actions

Phase II- Review and Correct

Type data	Examples	Action required
Demographic	•Name •Date of Birth •Race •See manual for full list	•Review •If accurate, no action required •If inaccurate, make update in source system (STARS or ProActive)
Special Education	•Disability •IEP date	•Review •If accurate, no action required •If inaccurate, make update in source system (SEDS)
Special Education (unique fields)	•Environment •Dedicated Aide	•Review/update environment based on definition in manual •Review/update dedicated aide info
Other	•IEP amendment •Enrollment	•Enter information about IEP amendments done on or after 12/1 for Child Count •Enter response about enrollment as of 12/1/12

Using Management Tools

Phase II- Review and Correct

- LEAs may review data at the student level and use system tools to take note of elements that may need correction.

- All corrections/updates to data must be made in source systems (Student Information Systems and SEDS)

- Remember: Data is refreshed daily; changes made in SEDS and Student Information Systems will be reflected the next day

Student Demographic Data Review

Field	Value	INCORRECT?
* STUDENT ID	8885552222	☐
FIRST NAME	Student	☐
LAST NAME	Test	☐
DoB	03-17-2002	☐
AGE ON 12/01/10	8	
GENDER	M	☐
GRADE	3	☐
RACE	Black or African American	☐
ELL	N	☐
LEA	District PA	
SCHOOL NAME	Maple Place Academy	☐

Special Education Data Review

Field	Value	INCORRECT?
PRIMARY DISABILITY	Emotional Disturbance	☐
Most Recent IEP Date	5/23/211	☐
IEP Event ID	84235	
Most Recent Eligibility Date	05-23-2011	☐

Total Service Hours

Field	Value	
TOTAL HOURS OUTSIDE GEN ED SETTING	0.75	☐
TOTAL HOURS IN GEN ED SETTING	3.00	☐

A Closer Look: Environments

Phase II- Review and Correct

- The default Educational Environment for most students will be displayed based on the calculation of hours spent outside/inside general education

- Environment should be entered for specific scenarios that require something other than the default

- There are no default environments displayed for students ages 3-5

618 students | Edit 618 student #85083

SAVE   CANCEL

STUDENT ID 3265830
FIRST NAME Five
LAST NAME Student
ELL N
PRIMARY DISABILITY Orthopedic Impairment*
IEP ACTIVE ON 12/1/09 (begin date) 10/6/2009
ENVIRONMENT A: 0-20%
USER-UPDATED ENVIRONMENT Separate School
HOURS OUTSIDE GEN ED SETTING 1
HOURS IN GEN ED SETTING 25
TOTAL HOURS 26
% OUTSIDE GEN ED SETTING 3
GENDER M
DoB 1/20/1996
GRADE 8
RACE Hispanic
ACCURATE Yes

Owner: Kusula, Naveen
Created: DEC-04-2009 2:59 PM (EST)
Last Modified: DEC-07-2009 8:02 PM (EST) by Ludwick, Lori

SAVE   CANCEL

A Closer Look: Environments

Notes and Tips:

- Values entered in "user updated environment" will be displayed in "environment" field the next day

- Environments that appear in dropdown are age specific (either for 3-5 or 6-21)

- Tip for Independent Charters: Be sure to select "Separate School" as the environment for students placed at nonpublic schools

- Link to full list of educational environments and definitions can be found in the OSSE IDEAfacts manual

A Closer Look: Amendments

Phase II- Review and Correct

- Changes to special education data must be made in SEDS

- Changes may be made via IEP annual review OR IEP amendment process

- If IEP team elects to make changes via IEP Amendment-- must follow requirements of OSSE amendment guidance and be completed in the SEDS Amendment Tab. See SEDS resource site for a video on the IEP Amendment process

618 students | Edit 618 student #85083

SAVE CANCEL

STUDENT ID	3265830
FIRST NAME	Five
LAST NAME	Student
ELL	N
PRIMARY DISABILITY	Orthopedic Impairment*
IEP ACTIVE ON 12/1/09 (begin date)	10/6/2009
ENVIRONMENT	A: 0-20%
USER-UPDATED ENVIRONMENT	Separate School
HOURS OUTSIDE GEN ED SETTING	1
HOURS IN GEN ED SETTING	25
TOTAL HOURS	26
% OUTSIDE GEN ED SETTING	3

IEP Amendment
for Mary Major1

Identify Source of Amendment Request

Create Standard IEP Amendment Form

Document Outcome of Amendment Request

Amend IEP Information

Create Final Documents

A Closer Look: Amendments

- All IEP amendments for corrections to special education data should be made prior to 12/1/12

- If IEP amendments are done <u>after 12/1/12 specifically for the purposes of Child Count</u>, users should document in IDEAfacts tool

- <u>Do not use </u>the *Amendments* section to report amendments done prior to 12/1/12 or amendments done at any point for a change unrelated to Child Count

IEP Amendment

If data from an IEP Amendment completed ON or AFTER 12/1/2011 should be included in the data for Child Count, it MUST be reported here.

Was an IEP Amendment completed ON OR AFTER 12/1/2011 for the purposes of correcting data reported for Child Count?   NO

Amendment Meeting Date

Amendment Event ID

Troubleshooting-roster issues

Phase II- Review and Correct

- Issue 1: Student does not appear in IDEA*facts*

Check the following…	If no, take this next step
Enrolled in STARS or ProActive?	Work with registrar to get student enrolled.
Appears in SEDS?	Submit a request for support to [Child Count Support](#)
Has a current eligibility or current IEP?	Update records in SEDS.
Is IEP is valid as of 12/1/12?	Update records in SEDS

Phase II- Review and Correct

- Issue 2: Student appears in IDEA*facts* but should not

Check the following…	If no, take this next step
Withdrawn from STARS or ProActive?	Work with registrar to get student withdrawn.
Has an event that closes out the record (referral discontinuation, noneligibility, etc.)?	Update record in SEDS.

Troubleshooting-errors in data

Phase II- Review and Correct

- Issue 3: Error in special education data related to IEP (e.g. special educ hrs)

Check the following…	If no, take this next step
Data correct on most recent IEP? (click compliance symbol, then "Details" on dark green line to find info for current IEP)	Follow procedures for IEP amendment.
Data correct in workspace for a recently held meeting?	Finalize most recent event in SEDS.

Troubleshooting-errors in data

Phase II- Review and Correct

- Issue 4: Error in special education data related to Eligibility (e.g. disability)

Check the following...	If no, take this next step
Most recent eligibility held prior to 12/1/12?	No action. Disability as of 12/1/12 will display.
Data correct on most recent eligibility and IEP?	If no, update information in SEDS. If yes, Submit a request for support to Child Count Support)

Troubleshooting-request support

Phase II- Review and Correct

- After following all the troubleshooting steps outlined, if there are questions or issues remaining, please access [Child Count Support](#) to submit your question

Phase II- Review and Correct

- Child Count Issues will be addressed in the same manner as Enrollment Issues were addressed this year
- Access the link to the form - Child Count Support

Phase III: Submit Certification

Prepare for Certification

Phase III- Submit Certification

- Be sure all students listed were receiving services as of 12/1/2012

- Ensure all demographic and special education information is accurate for all students

- Be sure the educational environment indicated is accurate

Generate a roster

- All certification documents MUST be submitted with a roster attached

- Follow directions in IDEA*facts* manual for generating a roster

- Do not hand write corrections to data on roster

Complete Certification form

Phase III- Submit Certification

- Enter name, title, LEA

- Indicate that a copy of roster is attached

- Print name, title, signature, date

- Signed by head of LEA

Local Education Agency (LEA)
Certification of FFY 2012 IDEA*facts* and Educational Environments Data

I, _____ , _____ at _____
Printed name   Title   Name of LEA

certify that the data provided to the Office of the State Superintendent of Education (OSSE) for Federal Fiscal Year 2012 from the OSSE IDEA*facts* are valid and reliable. Furthermore, I certify that the data provided are consistent with the requirements of Part B of the Federal Individuals with Disabilities Education Improvement Act, as found in PL 108-446, and all applicable laws and regulations under the District of Columbia.

I have attached a copy of the data report from the OSSE IDEA*facts* application for students with disabilities for my LEA. ☐

I have confirmed the Least Restrictive Enrivonment (LRE) setting for each student listed in the OSSE IDEAfacts application and can confirm that all LRE settings identified on the attached roster are accurate. Further, I can confirm that the number of students on the attached roster represents the number of students receiving services from the LEA identified above as of December 1, 2012.

BY SIGNING BELOW, I CERTIFY THAT I HAVE THE AUTHORITY TO CERTIFY THE ACCURACY AND RELIABILITY OF THIS DATA FOR MY LEA AND THAT MY LEA WAS PROVIDING SPECIAL EDUCATION SERVICES TO THE STUDENTS ON THE ATTACHED LIST AS OF DECEMBER 1, 2012. OSSE strongly recommends the head of school for the LEA be the authorized representative. However, if the LEA chooses to authorize another individual to certify the submission, the LEA remains fully responsible for the accuracy and timeliness of the submission.

Printed Name   Title

Signature   Date

OSSE must receive this certificate and data report from IDEA*facts* by December 11, 2012 at 5:00pm EST for your data submission to be considered timely. **Fax this form and a copy of your OSSE IDEA*facts* application data to (888)257-4225. Do not use a cover sheet.** Please note, certification forms submitted without attached rosters or with hand written corrections will be rejected. LEAs must comply with the final rulemaking of section 3019, in Chapter 30 (Special Education Policy) of Title 5-E (Education, Original Title 5) of the District of Columbia Municipal Regulations (DCMR), issued on December 4, 2009.

Submit Certification

- Send the following documents via fax to the number listed on the certification form <u>no later than 5:00 pm, Tuesday December 11, 2012</u>:
  - Signed certification document
  - Printed roster from OSSE IDEA*facts*

- Tip: submit certification as soon after 12/1/2012 as possible

Phase III- Submit Certification

- LEAs must submit a timely, complete certification.

- Failure to submit timely could result in:
  - Impact Local Determinations
  - Impact on funding

Phase IV: OSSE Analysis

Analysis

➢ OSSE will review all data submitted to find the following:

➢ Students duplicated across LEAs

➢ Students with missing demographic information

➢ Students that are not ages 3 through 21

➢ Students with primary disability of Developmental Delay older than 7 years old

Report to LEAs

➢ As a result of OSSE analysis, on 12/18/12, LEAs will receive a report of the following:

  ➢ Issues identified in OSSE analysis

➢ LEAs will have an opportunity to make corrections and resubmit a certification with an updated roster from OSSE IDEA*facts* <u>no later than Thursday, January 3, 2013</u>.

Phase V: Review and resubmit

Review and Resubmission

Phase V- Review and resubmit

➢ If the LEA receives one or more issues identified through the analysis process, corrections must be made and the LEA must recertify no later than 1/3/2013

➢ Follow directions for making corrections and submitting certification as outlined in this presentation and in the IDEA*facts* manual

Resources

Help Resources

- Content
  - Recorded webinar: OSSE website

  - IDEA*facts* manual: OSSE website

  - New account requests: [Child Count Support](#)

  - Account problems/troubleshooting: [Child Count Support](#)

  - Issues with demographic data: ProActive or STARS representatives

  - Questions about Educational Environments: [Child Count Support](#)

  - For a full list of resources for specific questions see IDEA*facts* manual