

1

00:00:02.698 --> 00:00:10.829

Good afternoon. Everyone welcome to the federal reporting office hours afternoon session Thank you for joining.

2

00:00:10.829 --> 00:00:17.158

My name is over there over there, I will be facilitating this.

3

00:00:17.158 --> 00:00:24.989

Session this afternoon, I want to welcome everyone before we begin. Um, just like to introduce.

4

00:00:24.989 --> 00:00:31.500

Other consultants on the call, so if you would like to mute your mic and introduce yourself, that'd be great.

5

00:00:34.380 --> 00:00:44.609

Hello, this is Glenda Hagen and I'm 1 of the monitors, uh, in the sand hills region and with, um, and non public schools.

6

00:00:44.609 --> 00:00:47.850

Thanks for joining.

7

00:00:47.850 --> 00:00:53.009

Hey, this is Kelly boss. I am the idea technical consultant.

8

00:00:54.240 --> 00:01:02.100

Thank you for joining everybody this is to stone the monitoring consultant for the North Central region.

9

00:01:02.100 --> 00:01:16.739

Awesome Thank you for joining. And we also have Don MySQL. Um, 1 of the early.

10

00:01:16.739 --> 00:01:21.689

The early childhood learning consultants for the state that will.

11

00:01:21.689 --> 00:01:25.650

Be assisting with any additional calls if.

12

00:01:25.650 --> 00:01:28.799

I mean, any questions if needed, thank you.

13

00:01:29.125 --> 00:01:42.415

For joining I want to take a few moments to go over some logistics to enable closed captioning. Please, you can click the Webex assistant icon that looks like the blue robot.

14

00:01:42.444 --> 00:01:53.605

Um, next to it it is the CC icon, which is for closed captioning. So, you can click that to enable it on your screen. This session is being recorded.

15

00:01:53.939 --> 00:02:01.349

And we'll be posted on the federal reporting section of the website.

16

00:02:01.349 --> 00:02:15.629

Once again, thank you for joining we welcome any questions you may have regarding federal reporting. So feel free to unmute your Mike or submit your question in the chat.

17

00:02:15.629 --> 00:02:25.650

During this session, I will be covering various federal reporting preparation tips, which will focus on the active child count indicator. 7.

18

00:02:25.650 --> 00:02:29.550

X account indicator, 11 and indicator 12.

19

00:02:29.550 --> 00:02:36.900

So, let's start with the active child, count the focus on the December child count coming up.

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00:02:38.310 --> 00:02:44.520

The federal reporting training, video on child count is accessible from the cat's main menu.

21

00:02:44.520 --> 00:02:50.370

Resources section, when you get to the resources section, be sure to click the federal reporting tab.

22

00:02:50.370 --> 00:02:57.539

It is expected that directors or coordinator, certify the child count by the due date.

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00:02:57.539 --> 00:03:04.560

The December count is scheduled to open December 1st, and scheduled to close on December 20.

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00:03:04.560 --> 00:03:12.539

The integrity of the data is always at risk when must finalize the data for your district.

25

00:03:12.539 --> 00:03:21.090

So, it is imperative that the easy director or coordinator reviews, and satisfies the child count data on time.

26

00:03:21.090 --> 00:03:30.150

If someone other than the easy director or coordinator certifies the active child count, the child count verification form must be completed.

27

00:03:30.150 --> 00:03:41.009

And submit it by the eastern director or Eastern coordinator, and the December child count verification form will be posted on the main menu resources section and.

28

00:03:43.979 --> 00:03:52.889

There are also federal reporting, training, resources on child count that are accessible also from the main menu resources section.

29

00:03:55.259 --> 00:04:09.300

The channel count report is available for you now to check your data and address any possible errors that must be corrected before you certify in December to access the child count report, you're going to.

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00:04:09.300 --> 00:04:15.780

Navigate to the reporting, drop list from your main menu, then select standard reports.

31

00:04:15.780 --> 00:04:24.269

On the schedule reports section of that screen, you want to click this special ed tab and simply click now.

32

00:04:25.439 --> 00:04:29.728

That will take you to the report query screen.

33

00:04:31.168 --> 00:04:39.298

So, from the report query screen, you want to leave the data source option default to transactional ad plan.

34

00:04:39.298 --> 00:04:46.858

The transactional ad plan, data, source, option, displays data, as it currently exists in.

35

00:04:46.858 --> 00:04:52.259

Also lead the count period default to December 2021.

36

00:04:52.259 --> 00:05:02.848

To view, chat, count data at the district level, do not select any options under schools and do not select the option check all.

37

00:05:02.848 --> 00:05:08.579

if there's a situation that the school assignment was cleared from a student record

38

00:05:08.579 --> 00:05:18.689

the student will not appear in the report if you select a particular school or if you click the option check all to select all schools

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00:05:19.434 --> 00:05:34.134

So just leave the school section blank. You also need to select the checkbox include exceptions. Validations. This is what creates that 2nd tab in the spreadsheet that shows you the exceptions.

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00:05:34.348 --> 00:05:38.728

Including the warnings and errors that may exist in your child count data.

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00:05:38.728 --> 00:05:44.488

So be sure to click that checkbox and then click generate report.

42

00:05:44.488 --> 00:05:51.778

And once you click generate report, you will receive a message that the report is being generated.

43

00:05:52.978 --> 00:06:04.439

Once the report becomes available to view the report, you going to go back to your reporting drop list and select my reports and look for the child count report link.

44

00:06:04.439 --> 00:06:10.588

Once you click to access the report is what? A download as a Microsoft Excel spreadsheet.

45

00:06:10.973 --> 00:06:13.434

And once you open the Excel spreadsheet,

46

00:06:13.463 --> 00:06:21.204

click the exceptions tab to display any of the warnings and errors and or errors,

47

00:06:21.624 --> 00:06:21.894

now,

48

00:06:21.923 --> 00:06:26.184

if you open the report and you only see a child count tab,

49

00:06:26.213 --> 00:06:28.194

you do not see the exceptions tab.

50

00:06:28.434 --> 00:06:33.954

That is an indication that include exceptions. Validations was not selected.

51

00:06:34.199 --> 00:06:39.658

Before you generated the report, so be sure to run the reporting hand and select that check box.

52

00:06:41.934 --> 00:06:53.994

So, let's go over some of the common exceptions that display in a child count report. This includes potential duplicates and setting age not appropriate. These are warnings.

53

00:06:54.053 --> 00:06:57.113

So there's no correction needed for these exceptions.

54

00:06:57.389 --> 00:07:09.689

Is duplicated is an error that needs to be corrected, or that must be corrected. This occurs when the same student ID exists in another public school units child count.

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00:07:09.689 --> 00:07:20.009

To resolve this to the public school unit in which the student is enrolled as of December. 1st, includes the student in their December child.

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00:07:20.009 --> 00:07:26.009

And the public school unit in which this student is not enrolled as of December. 1st.

57

00:07:26.009 --> 00:07:36.928

Excludes the student from their child now, let's take a look at grade check. This is an error that also needs to be corrected.

58

00:07:36.928 --> 00:07:43.288

This error occurs when the student is under age 5, and enrolled in kindergarten.

59

00:07:43.288 --> 00:07:52.709

Or the student is over age 5, and enrolled in Pre kindergarten. So this era must be resolved in powerful.

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00:07:52.709 --> 00:07:57.988

I need to verify the student grade and update the data and power school.

61

00:08:00.269 --> 00:08:05.848

Another common exception is developmental delay age not appropriate.

62

00:08:05.848 --> 00:08:16.559

This error occurs when a student is age 8 or older, and still has the developmental delay selected as a primary disability.

63

00:08:17.124 --> 00:08:25.644

So the student record must have a finalized eligibility determination with the new primary disability on or before December.

64

00:08:25.644 --> 00:08:38.994

1st, it is important to check the timestamp of the finalized eligibility determination with the updated primary disability and the timestamp of the annual review or addendum.

65

00:08:39.989 --> 00:08:45.839

And in this screenshot, you will see an example of the.

66

00:08:45.839 --> 00:08:56.364

Using documents to be finalized out of order. So, in this example, you'll see the was finalized before the eligibility determination.

67

00:08:56.724 --> 00:09:06.624

So this will still display the DB category, whereas the eligibility determination has the new primary disability.

68

00:09:07.048 --> 00:09:10.408

So, how do we resolve this.

69

00:09:10.408 --> 00:09:16.349

If you are in a situation where you see the was.

70

00:09:16.349 --> 00:09:21.089

Finalized prior to the eligibility determination.

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00:09:21.323 --> 00:09:33.083

You will need to finalize a new with the same information from the iPad created with that eligibility determination.

72

00:09:33.533 --> 00:09:39.114

So do note that the new will display the new primary disability.

73

00:09:39.714 --> 00:09:52.793

Once you finalize the new with that same information, then you would then delete the that was finalized prior to finalizing the eligibility determination.

74

00:09:53.153 --> 00:10:00.203

So, in other words, you're just be, you would just be created another. So it will fall in line after.

75

00:10:00.479 --> 00:10:10.168

The finalization of that eligibility determination. So that's another reason why it's important to be mindful of finalizing your documents in order.

76

00:10:13.734 --> 00:10:20.183

Once you make the correction, you want to update the student level report view.

77

00:10:20.183 --> 00:10:34.344

So that correction would then go into child count and to update the student level report view, you're going to use your drop list and select student information and go to student level report view.

78

00:10:34.854 --> 00:10:41.303

On the report V screen, you're going to select the app on the active child count December and the reporting period.

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00:10:41.548 --> 00:10:46.198

Once the next screen opens up, you just want to scroll down to the bottom and click.

80

00:10:46.198 --> 00:10:59.484

Update report now, if you're reviewing your report and you see that there are some students missing from the December child count.

81

00:10:59.484 --> 00:11:08.214

Here are some things to check on the student history screen you want to check to see was the student enrollment on, or before December. 1st.

82

00:11:08.489 --> 00:11:19.619

Does the student have a finalized IAP private school services plan, or comparable services plan with the event date? 1 or before December 1st.

83

00:11:19.619 --> 00:11:28.438

Are the programs in services begin date for the or CSP on on before December 1st.

84

00:11:28.438 --> 00:11:34.349

And the program, the services end date after December. 1st, so they.

85

00:11:34.349 --> 00:11:43.528

I want to make sure the student has a current that begins owner before December. 1st, and does not expire on them before.

86

00:11:43.528 --> 00:11:50.158

December 1st, and that's the or comparable service plan. Csp.

87

00:11:50.158 --> 00:11:59.158

You also want to ensure that the student history screen displays, the provision of services, parental consent event.

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00:11:59.158 --> 00:12:02.938

1, or before December. 1st, so that's also.

89

00:12:02.938 --> 00:12:06.778

Another reason why it's important to, um.

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00:12:06.778 --> 00:12:17.879

Document and submit the consent for services responsible and the consent screen, as I had mentioned in previous federal reporting office hours, you know, once you.

91

00:12:17.879 --> 00:12:27.178

Document or, you know, create a consent services document, you need to go back and put it go back to the consent screen to submit the response.

92

00:12:27.178 --> 00:12:38.818

so that also that only does that affect indicator eleven also affects the active child count so you want to check to make sure the student has a provision of services parental consent event on the student history screen

93

00:12:39.899 --> 00:12:45.389

Now, before we move on to indicator 7 tips, I want to pause and see are there any questions.

94

00:12:46.408 --> 00:12:53.278

Once again, you can unmute your and share your question or type your question in a chat feel.

95

00:12:55.288 --> 00:12:59.399

Right now there's no questions in the chat. Okay. Thank you.

96

00:12:59.399 --> 00:13:04.168

All right, so let's talk about some indicator 7 tips.

97

00:13:05.698 --> 00:13:12.028

In preparation for the next indicator. 7 here are some things to check each month.

98

00:13:12.293 --> 00:13:23.453

1st, I want to mention charter schools. Charter schools should also review the indicators 7 report to identify those kindergarten students who transfer with data.

99

00:13:23.994 --> 00:13:36.144

So, if it's a situation where the charter school has a kindergarten student that briefly transferred, and the student is missing the exit coast of data by reviewing the indicator several report periodically.

100

00:13:36.418 --> 00:13:46.828

The charts will will have an opportunity to communicate or contact the previous for the exit coast of data to be entered and finalizing.

101

00:13:46.828 --> 00:13:54.808

I also want to check is a student between the age 3, and less than 86 as of the cost of exit date.

102

00:13:55.854 --> 00:14:10.822

As a student received easy services in Pre K or Pre kindergarten for at least 6 months and this is at least 6 months of services from the active in Pre K services start date and the active and prepay services completion date.

103

00:14:11.219 --> 00:14:24.119

You also want to check to see if the student has an exit coast of events between the begin dates, and the end date of the reporting period. And that would be July 1st, through June 30th.

104

00:14:24.119 --> 00:14:36.028

And also want to check that the student level report view, displays all 3, total outcome ratings and we'll cover more detail about this in the next slide.

105

00:14:38.759 --> 00:14:45.119

Here on this slide, you will see a screenshot of a student level report view.

106

00:14:45.119 --> 00:14:51.119

And noticed that 1 of the total outcome ratings is blank.

107

00:14:51.354 --> 00:14:51.683

So,

108

00:14:51.714 --> 00:14:57.894

a blank rating by the total outcome category on the student level report view,

109

00:14:58.224 --> 00:15:03.504

indicates a discrepancy in the exit progress rating,

110

00:15:03.923 --> 00:15:07.403

and to resolve this discrepancy in the progress rating.

111

00:15:07.764 --> 00:15:18.504

You'll need to create a new exit with the corrected information and delete the existing exit with the incorrect information and many of,

112

00:15:18.504 --> 00:15:19.163

you know,

113

00:15:19.163 --> 00:15:27.774

or have experience that you cannot finalize another exit when there is an existing verified exit.

114

00:15:28.558 --> 00:15:35.604

Or finalized exit coaster, so these next few slides demonstrate what to do in this situation.

115

00:15:35.933 --> 00:15:49.283

So, what you need to do is, 1st, go to the document screen and download a PDF copy of the existing finalized exit. So, you'll have the data to document in the new exit code.

116

00:15:49.708 --> 00:15:56.219

And also from the document screen, you want to create a draft so you're going to select.

117

00:15:56.219 --> 00:16:02.219

The child outcome, summary form option, and then click the button create drafts.

118

00:16:03.203 --> 00:16:17.663

Do you have done that you will update the progress response on the draft exit along with the other required fields for each of the 3 outcomes you want to answer the progress details

119

00:16:17.994 --> 00:16:19.403

if the response is?

120

00:16:19.433 --> 00:16:20.274

Yes.

121

00:16:20.578 --> 00:16:28.438

And then you're going to click save once you complete that, which you have completed documenting the corrected exit.

122

00:16:30.509 --> 00:16:37.168

Then you gonna navigate to the student history screen and select the exit Co events.

123

00:16:37.168 --> 00:16:40.918

And then delete that exit coast of events.

124

00:16:42.328 --> 00:16:49.259

Unless you delete that exit coast of event from a student history screen, you will then be able to.

125

00:16:49.259 --> 00:16:56.428

Finalize a new exit, so to navigate back to the document screen.

126

00:16:56.428 --> 00:17:00.958

And now you'll be able to create a final exit cost of document.

127

00:17:04.019 --> 00:17:07.858

I do want to mention there's a a great resource.

128

00:17:08.423 --> 00:17:22.854

On the early childhood, technical assistant center, this website provides an interactive resource entitle converting costs data to progress categories summary calculations.

129

00:17:23.334 --> 00:17:24.983

So this interactive tool.

130

00:17:25.288 --> 00:17:37.558

Allows you to confirm the progress rating that you will be documenting in the exit and that's based on the zip category rules. So that's also a, uh.

131

00:17:37.558 --> 00:17:47.729

A resource that you can do checks and balances to make sure that the rating that the progress rating is selected correctly.

132

00:17:51.239 --> 00:17:55.499

Before we move on to exit count tips. Are there any questions.

133

00:17:56.784 --> 00:18:10.104

Hey, Kayla, we do have a question, and it's 1 when we've been working on from this morning, it says if the student has a current CSP on December. 1st, but it's past a 90 day timeline for an eligibility determination.

134

00:18:10.493 --> 00:18:15.443

Are they still fundable or should that student be included? Maybe I don't know if you're on.

135

00:18:15.838 --> 00:18:20.909

Do you want to? I am yeah. Okay.

136

00:18:20.909 --> 00:18:28.588

So, if the student has a current, but the 90 day timeline from the either.

137

00:18:28.588 --> 00:18:34.048

Enrollment date or date of discovery has expired they should not be counted on.

138

00:18:34.048 --> 00:18:43.288

Child cam. Okay, thank you. For that. Clarification.

139

00:18:43.288 --> 00:18:56.519

You're welcome, I ask a clarifying question. They will still be included on the important we need to manually exclude them or will be automatically be withdrawn from the report.

140

00:18:56.519 --> 00:19:03.088

So, we've just been having that discussion as well. I'm thinking.

141

00:19:03.088 --> 00:19:07.949

Um, you have to exclude them manually.

142

00:19:07.949 --> 00:19:12.449

Okay, because the CSP is reading from.

143

00:19:12.449 --> 00:19:16.979

That's just reading that it's got an active, so.

144

00:19:16.979 --> 00:19:23.009

Um, it's always fun to find out how these things are actually working so we will work on it.

145

00:19:23.009 --> 00:19:26.009

Thank you.

146

00:19:27.118 --> 00:19:32.459

Thank you for that clarification. Do we have any other questions?

147

00:19:38.788 --> 00:19:47.548

Okay, so I'm going to move on with the ex account tips and what scan if you have any questions feel free to unmute. I think that's the I see a hand raised.

148

00:19:47.548 --> 00:19:54.838

Kelly, how should be able to unmute? Yes, I am.

149

00:19:54.838 --> 00:20:01.378

Can you hear me? Yes. Okay. I'm sorry. I was trying to type and I couldn't type before you were moving on. So I was just right now.

150

00:20:01.378 --> 00:20:12.449

I, and if the student is, um, within the 90 days for an out of state transfer, but the, that has transferred with them has expired. Are those students also excluded.

151

00:20:14.844 --> 00:20:22.824

Yes, they have to come in with a current and the has to be current at the time of child count. Okay.

152

00:20:22.824 --> 00:20:32.814

Well, we're just getting a lot of those, I guess, because of code it in school closures and so we've gotten, it seems like more expired out of state things than normal but okay.

153

00:20:33.148 --> 00:20:38.459

Yep, yep. Um, and and I think that everybody's feeling that pain.

154

00:20:39.689 --> 00:20:51.269

And just a little tip on entering the CSP. It it, it would help if, when you put the end date, you use your 90 day and end date and that way.

155

00:20:51.269 --> 00:20:54.598

They are no longer going to pull into your child count.

156

00:20:54.598 --> 00:20:58.979

And I know that's a future thing. It doesn't help you for this year. Um.

157

00:20:58.979 --> 00:21:04.048

But that would prevent you from having to go back in and manually, exclude them.

158

00:21:07.439 --> 00:21:10.798

That's a great too. And that's a great tip. Thank you.

159

00:21:12.808 --> 00:21:20.159

All right, let's again, if there are any other questions, feel free to unmute, or send in your question through the chat.

160

00:21:20.159 --> 00:21:23.578

All right, so let's talk about some exit count tips.

161

00:21:23.578 --> 00:21:32.068

In preparation for the next X account here are some things to check each month. 1st, you want to see has a student.

162

00:21:32.068 --> 00:21:41.848

That's the student have an exit school system event between the begin dates, and the end date of the reporting period, which is July. 1st, June 30th.

163

00:21:41.848 --> 00:21:51.868

The student must be exit on the exit date of the reporting period, which is June 30th, and all in North Carolina to be included in the X account.

164

00:21:52.013 --> 00:22:06.624

And also, you want to check the student have 1 of the following special ed, exit events on the student history screen, non eligibility event, which is not going through the initial placement process, pair replication of services event.

165

00:22:06.683 --> 00:22:07.584

Not initial.

166

00:22:07.858 --> 00:22:17.999

Parent consent, the Nile event, not initial and reached the maximum age. So these are some things to check on your student history screen for your exit students.

167

00:22:17.999 --> 00:22:23.308

Also, the student must have a current that does not expire.

168

00:22:23.308 --> 00:22:27.929

Prior to the exit date for them to be included in the exit counts.

169

00:22:28.733 --> 00:22:43.223

So some common exceptions that display in the X account report include setting the students age is invalid for the primary educational setting. This is a warning. So there's no correction needed for this exception.

170

00:22:43.528 --> 00:22:46.588

Exit reason blank, which is the.

171

00:22:46.588 --> 00:22:50.249

Most common exception.

172

00:22:50.249 --> 00:23:02.364

Uh, in this X account report, this is an error that must be corrected. So this occurs when the modified exit reason has not been documented for the exit event that occurred during the reporting period.

173

00:23:02.453 --> 00:23:13.074

So this is another reason why it's important to review the X account report periodically throughout the year to capture those students who exit, or who have an exit, um, school.

174

00:23:13.499 --> 00:23:19.078

System event for you to go in to the.

175

00:23:19.078 --> 00:23:23.638

Pull up the inactive sooner record and document the modified exit reason.

176

00:23:24.653 --> 00:23:34.013

Is duplicated this is an error that also must be corrected and this occurs when the same student ID exists in another ex account to resolve this.

177

00:23:34.013 --> 00:23:42.594

The, with the most recent exit date within the reporting period includes the student in their ex account.

178

00:23:42.838 --> 00:23:51.388

And the, with the older exit date within the reporting, period, excludes the student from their ex account.

179

00:23:52.433 --> 00:24:04.554

Also want to talk about exit reason, not appropriate for age. This is an error that must be corrected and this occurs when the incorrect modified exit reason is selected based on the student's age.

180

00:24:04.794 --> 00:24:15.534

For example, there should be no students under the age of 16 with the modified exit reason dropped out to correct this. You just need to update the modified exit reason.

181

00:24:15.808 --> 00:24:21.023

And update the report from the student level, um, student level report view screen.

182

00:24:21.564 --> 00:24:31.614

So this next slide is a screenshot of what to look for when you're reviewing the student details tab on the ex account report, as you can see, I've highlighted.

183

00:24:31.858 --> 00:24:44.513

Here you'll see the exit reason. Some fields are blank. So this is an indication that I need to document the modified exit reason for these 2 students, and also take a look below.

184

00:24:44.513 --> 00:24:58.884

When you see any time, you see, exit reason deal for dropped out check that against the student age, and this example, you'll see, I have a student who's and a student who's age 9, and they have the modified exit reason dropped out.

185

00:24:59.243 --> 00:25:06.384

So this is a data discrepancy, and it will cause an error. So you want to make sure you correct that within.

186

00:25:07.409 --> 00:25:14.608

And these are some things that you can catch, you know, before the actual certification window.

187

00:25:15.628 --> 00:25:21.209

All right, so before we move on to indicator 11 tips, are there any questions.

188

00:25:24.028 --> 00:25:31.138

Yes, yes, when will the exit report for 2001? 2022 school year be available to run an E.

189

00:25:31.138 --> 00:25:40.074

Yeah, so we've been in communication with Pete with the vendors to have these new reports display in the drop list.

190

00:25:40.314 --> 00:25:47.393

And so once that has been complete, we can send out an update through our weekly communications.

191

00:25:47.608 --> 00:25:51.269

So, stand by, we're working on it.

192

00:25:51.269 --> 00:26:01.078

Any other questions. All right for sake of. Yep, that's it.

193

00:26:01.078 --> 00:26:06.538

All right? All right so now let's talk about indicator. 11 tips.

194

00:26:06.538 --> 00:26:10.348

So, in preparation for the next indicator, 11.

195

00:26:10.348 --> 00:26:16.828

Here are some things to check each month and I keep emphasizing each month so it's.

196

00:26:16.828 --> 00:26:22.673

Things can be a little bit better when it comes to the actual federal reporting certification with them.

197

00:26:23.334 --> 00:26:32.574

So, if the student, if you have a student who transfer to your public school unit with a referral event that was initiated in the previous.

198

00:26:34.259 --> 00:26:38.578

Or public school unit exclude that referral event.

199

00:26:38.578 --> 00:26:41.669

From the student level report view this.

200

00:26:41.669 --> 00:26:50.759

Will cut down the occurrences, uh, this will cut down on the numbers of the duplicate errors. So, in this screenshot, you'll see.

201

00:26:51.413 --> 00:26:52.794

The here,

202

00:26:52.794 --> 00:26:58.253

what does the event says transfer students so this indicates that this is the student who transferred to a new district,

203

00:26:58.523 --> 00:27:00.653

but if you look on a student history screen,

204

00:27:00.834 --> 00:27:02.094

look for the referral,

205

00:27:02.183 --> 00:27:05.423

the referral began in the previous district,

206

00:27:05.693 --> 00:27:08.453

because that referral began in the previous district,

207

00:27:08.723 --> 00:27:16.913

I would exclude that referral event that will cut down on the occurrence of the duplicate error.

208

00:27:35.398 --> 00:27:47.459

Other things to check in the student record, make sure that easy documents are finalized in the correct order. So the order would be the referral.

209

00:27:47.459 --> 00:27:53.489

Followed by the consent to evaluate, you're going to be sending that response if it's applicable.

210

00:27:53.489 --> 00:27:57.088

Followed by the eligibility determination.

211

00:27:57.088 --> 00:28:04.588

Followed by the initial followed by the consent for services, you're going to submit that response for the consent.

212

00:28:04.588 --> 00:28:10.528

So, it is very important to finalize these documents in the correct quarter.

213

00:28:12.144 --> 00:28:26.993

Also you want to check to ensure that assigned copy of the consent to evaluate if applicable and the consent for services documents you want to upload a signed copy of these documents to the document screen

214

00:28:27.084 --> 00:28:30.443

and this is needed for policy monitoring reviews.

215

00:28:34.199 --> 00:28:36.084

Other things to check for,

216

00:28:36.683 --> 00:28:37.463

you want to look at,

217

00:28:37.493 --> 00:28:42.864

you want to make sure the provision of parental services consent event is on,

218

00:28:42.864 --> 00:28:46.253

or after the initial events,

219

00:28:46.733 --> 00:28:48.564

and this screenshot,

220

00:28:48.564 --> 00:28:53.064

it shows that the provisional services proposal consent is after the,

221

00:28:54.413 --> 00:28:55.433

if this was.

222

00:28:55.798 --> 00:29:06.749

A date prior to the event date that will cause an error. So you want to make sure your provision of services. Parental consent is 1 or after the.

223

00:29:08.963 --> 00:29:23.364

Now, in terms of non eligibility determination event, if there is, if on these student history screen, there is a referral, this continuation. There should not be a non eligibility determination event.

224

00:29:23.638 --> 00:29:28.919

The referral this continuation is that initial placement process.

225

00:29:28.919 --> 00:29:37.858

If there is a non eligibility determination event, followed by a referral discontinuation that will create an error.

226

00:29:37.858 --> 00:29:43.259

In the data in the indicator 11 that 1 needs to be corrected. So this is.

227

00:29:43.259 --> 00:29:58.193

Something else you would need to check for also you want to ensure that a new referral not in eligibility determination follows a parent consent denial event. So, if there is a referral.

228

00:29:58.469 --> 00:30:07.858

Followed by a pair consent denial if the team needs to reconvene, then the next you've been that occurs would be a new referral.

229

00:30:07.858 --> 00:30:18.479

So you want to be mindful of that and eligibility determination you should not follow a parent consent denial without a new referral event.

230

00:30:21.929 --> 00:30:27.959

Also things to check in your indicator, 11 report, because you want to focus.

231

00:30:27.959 --> 00:30:40.169

With this screenshot, this is focusing on these details tab or the student details tab you're going to pay attention to the initial placement delay reason and the days delayed. So if.

232

00:30:40.169 --> 00:30:54.413

There was no delay, but there is a document initial play some delay reason. You will need to remove the initial placement delay reason. This creates a discrepancy in the data.

233

00:30:54.953 --> 00:30:56.483

Now, this may occur.

234

00:30:56.848 --> 00:31:03.358

When somewhat it may put in an initial placement delay reason to.

235

00:31:03.683 --> 00:31:13.344

Correct or clear, the initial placement delay recent error, and then later comes back to the student record and puts in the consent for services response.

236

00:31:13.703 --> 00:31:21.443

At that point, you will then need to go back to the data collection screen and remove that initial placement delay reason.

237

00:31:21.503 --> 00:31:30.894

If there is no delay, so this is just a screenshot again the reminder to check these columns check to see are there any delays?

238

00:31:31.523 --> 00:31:37.044

If it's 0 day delay 0 days delayed there should not be an initial place in a delay.

239

00:31:40.019 --> 00:31:43.558

Any questions about indicator 11.

240

00:31:44.939 --> 00:31:52.469

And I appreciate everyone saying on 1, um, I know I'm going over time, but this is valuable information.

241

00:31:56.338 --> 00:32:01.169

All right, so I'm going to move on with some indicator 12 tips.

242

00:32:01.794 --> 00:32:09.743

In preparation for the next indicator 12, there is a way to identify students for indicator 12 and elst.

243

00:32:10.644 --> 00:32:25.463

You're going to run your indicator 11 report in, and in the indicator, 11 Excel spreadsheet you want to add a column next to the date of birth column and label it at age as of referral dates.

244

00:32:27.929 --> 00:32:38.638

They're only going to add a formula, so you're going to answer the formula and the 1st sale under the, the column that you just added.

245

00:32:38.638 --> 00:32:41.729

As of referral dates.

246

00:32:41.729 --> 00:32:46.409

And the 1st referral, if your column headers.

247

00:32:46.409 --> 00:32:50.278

If your column headers in your Excel spreadsheet are letters.

248

00:32:50.278 --> 00:32:56.699

You would you, you will use the 1st formula, but if the column headers in your sales.

249

00:32:56.699 --> 00:33:03.808

Spreadsheet our number is like, in this screenshot, you will use the 2nd formula.

250

00:33:03.808 --> 00:33:10.348

So this formula calculates in years, the difference between the date of birth.

251

00:33:10.348 --> 00:33:15.868

And the referral received by school date, so it's going to calculate that in years.

252

00:33:15.868 --> 00:33:26.308

Once you put in a formula, you're going to get get a number, but and as you see here, if your number displays.

253

00:33:26.308 --> 00:33:35.189

I think this display as in years, you want to change the form you want to format your sale, so you want to just right click.

254

00:33:35.814 --> 00:33:46.403

The sale go to format sales and change the category to number in this screenshot the decimals places has been set to 0,

255

00:33:46.554 --> 00:33:54.624

but you can't add a decimal to incorporate those students who may be age 2.62 years in 6 months.

256

00:33:54.624 --> 00:33:57.624

So, those students are not rounded up into the.

257

00:33:59.398 --> 00:34:04.648

Category, so you may want to keep a decimal place here.

258

00:34:04.648 --> 00:34:09.539

So, after you select your, um, sale format, click. Okay.

259

00:34:11.009 --> 00:34:21.838

And then you're going to copy and paste the formula down the age as of referral date column. Once you do that, you're gonna filter the age as a referral date.

260

00:34:22.583 --> 00:34:32.934

Column results by age 2, and this will help you to identify students who were referred prior to age 3 during the select the reporting period.

261

00:34:32.934 --> 00:34:38.003

So that's a agreed tip that you can use to identify those students and.

262

00:34:38.969 --> 00:34:53.579

Also, it's very important to upload a signed copy of the consent to evaluate if applicable as well as the consent for services documents to the document screen for your student.

263

00:34:53.579 --> 00:34:57.418

This is used for policy monitoring reviews.

264

00:34:58.528 --> 00:35:02.248

Other quick tips and reminders.

265

00:35:02.514 --> 00:35:13.344

Be sure to check the data managers, contact directory we, you know, we all are aware that throughout the school year, throughout the academic year, there may be changes in staff.

266

00:35:13.344 --> 00:35:20.574

There may be changes in data managers, be sure to visit the data manager's contact directory.

267

00:35:20.878 --> 00:35:29.219

And I'll update your information, um, as necessary. This is a, an open and open Google that.

268

00:35:29.219 --> 00:35:37.793

And is editable also, I just want to give reminder about the federal reporting office hours section on the website.

269

00:35:38.184 --> 00:35:46.403

Once you get to the website, you're going to go to the reporting section and click federal reporting office hours.

270

00:35:46.614 --> 00:36:01.043

This is where you can access the federal reporting office hours PowerPoint, that, um, that is presented during these sessions as well as the morning and afternoon recorded sessions along with the transcripts.

271

00:36:01.344 --> 00:36:01.943

So.

272

00:36:02.219 --> 00:36:16.409

This is just a, this is also a reminder that you'll be able to access this information and, um, I would say, give it by the end of the week, or by Monday to be able to access to days.

273

00:36:16.409 --> 00:36:19.949

Recording session as well as the PowerPoint.

274

00:36:19.949 --> 00:36:29.818

So, while I still have your attention and went to pause for a moment and see, are there any questions.

275

00:36:31.708 --> 00:36:36.869

I remember you can unmute your Mike or.

276

00:36:36.869 --> 00:36:41.219

Send your question in a chat? Nothing in the chat.

277

00:36:41.219 --> 00:36:46.978

Okay, well Thank you all so much for your intention and your questions.

278

00:36:46.978 --> 00:36:56.429

Um, if you have any other questions, feel free to send me email once again Thank you everyone. And I hope everyone enjoy the rest of their afternoon. Thank you.

279

00:36:58.528 --> 00:37:03.215

Hello.