

1

00:00:03.294 --> 00:00:17.964

And I'm going to welcome everyone to the federal reporting office hours afternoon session. My name is Khalilah O'Farrow-Boulware from the special programs and data section. I will be facilitating the afternoon session. Today.

2

00:00:18.295 --> 00:00:23.425

We also have Jamie Davis from the special programs and data section.

3

00:00:23.574 --> 00:00:33.594

Jamie will be assisting me with monitoring the chat to look at some of the questions that our company coming in this afternoon.

4

00:00:34.225 --> 00:00:39.865

Once again, I want to thank everyone for joining the afternoon session.

5

00:00:40.314 --> 00:00:54.534

We welcome any questions that you may have regarding federal reporting and let me just take a moment to acknowledge some of the other consultants on the call.

6

00:00:54.534 --> 00:00:59.274

If you'd like to just take a moment to mute your mind and introduce yourselves. That'd be wonderful.

7

00:00:59.695 --> 00:01:12.295

This is Patty.

8

00:01:12.594 --> 00:01:15.474

I'm a monitor in northwestern and western region.

9

00:01:18.120 --> 00:01:24.959

Thank you for joining.

10

00:01:31.379 --> 00:01:40.260

All right, once again, I want to thank some of the additional consultants that are on the call with us today. Um, once again.

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00:01:40.260 --> 00:01:54.540

If you have any questions, feel free to unmute your Mike or submit your question in the chat. And as we are waiting for questions to come in, I will go over some updates and reminders regarding the federal reporting.

12

00:01:55.795 --> 00:02:07.644

During this session, I will be covering various federal reporting updates and preparation tips with the focus on the upcoming federal personnel survey.

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00:02:07.944 --> 00:02:16.764

The April child count and indicator 11. So, let's talk about a little bit about the federal personnel survey.

14

00:02:17.875 --> 00:02:25.585

The federal personnel survey is used to collect data required by the office of special education programs.

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00:02:25.944 --> 00:02:32.485

So requires state education agencies to report the full time equivalency,

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00:02:32.664 --> 00:02:35.034

or amount of time spent of staff,

17

00:02:35.034 --> 00:02:36.895

serving students with disabilities,

18

00:02:37.104 --> 00:02:41.935

regardless of how they are funded the data in the personnel survey,

19

00:02:41.935 --> 00:02:48.294

must reflect the staff providing services to students with disabilities ages 321,

20

00:02:48.294 --> 00:02:51.085

who were reported in the December child count.

21

00:02:51.085 --> 00:02:55.974

This personnel survey has been revised to combine data from the.

22

00:02:58.110 --> 00:03:05.694

A data collected from the related service workforce survey to streamline the process of data collection.

23

00:03:06.145 --> 00:03:16.675

So, this survey includes reporting of personnel count, personnel, vacancies, salary and other helpful staffing information.

24

00:03:17.724 --> 00:03:30.955

So, this survey the personnel survey is due is due by close of business on March 14th and access to the survey will be, um, open mid-February.

25

00:03:32.935 --> 00:03:47.215

So be sure to save the date and Mark your calendars, um, the online training or the updated federal personnel survey will be next Wednesday, February 9th there will be a repeat 1 hour session.

26

00:03:48.625 --> 00:03:53.544

Oh, the 1st session is going to be at 10 and then the repeat session will be at 20 P. M.

27

00:03:53.544 --> 00:04:06.474

there's no registration required and then link to this training session and these training sessions will be the same link that you use to access the federal reporting office hour session.

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00:04:06.474 --> 00:04:18.295

Um, if you're unable to attend, either of these sessions, they will be recorded and posted to the reporting office hours website before moving forward.

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00:04:18.295 --> 00:04:26.245

Are there any quick questions about the federal personnel survey? If so, feel free to unmute your mic or send your question in the chat.

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00:04:33.298 --> 00:04:40.889

All right, so let's take a look at some tips and reminders about the upcoming April child count.

31

00:04:41.754 --> 00:04:46.463

The April child count opens April 1st and closes April 22nd.

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00:04:46.463 --> 00:04:57.533

The April child count captures reporting data on students receiving special education as of April 1st and issues to generate state funds.

33

00:04:57.533 --> 00:05:05.603

It is expected that the ISI director certified, the April child count on, or before April 22nd.

34

00:05:07.853 --> 00:05:19.733

You can start looking at your April child count data. Now, the federal reporting training video on child count is accessible from the main menu resources section.

35

00:05:20.483 --> 00:05:27.713

They are also training resource documents available in from the main menu resources section.

36

00:05:30.413 --> 00:05:35.543

As I mentioned, you can start looking at your April child count data now.

37

00:05:36.144 --> 00:05:46.913

So, you can go to the child count reports to view the child count report from the main menu you're going to go to the reporting drop list, select standard reports.

38

00:05:47.189 --> 00:05:50.459

Scroll to the scheduled reports section.

39

00:05:50.459 --> 00:05:56.129

Click the special ed tab, then click the child count link.

40

00:05:56.129 --> 00:06:02.788

That will open up the child count report, query screen to run the report.

41

00:06:02.788 --> 00:06:04.584

For the data source option,

42

00:06:04.613 --> 00:06:08.783

you're going to leave a default to transactional Ed plan for the count,

43

00:06:08.783 --> 00:06:18.983

period you're going to select April 2022 to view the district label level data do not select options under schools and do not select check all.

44

00:06:18.983 --> 00:06:26.663

If it is a situation in which the school assignment for the student record was cleared, then the student will not re.

45

00:06:28.139 --> 00:06:36.119

You know, will not display in the report if you select schools or if you click check out other schools.

46

00:06:36.119 --> 00:06:49.288

It is very important to select the checkbox include exceptions and validations by selecting that check box. That will allow you to view. Um, the exceptions in the report.

47

00:06:49.288 --> 00:07:03.658

Once you have once you have clicked or selected these options, click, generate report and once you click generate report, you will see a message that your report is being generated.

48

00:07:04.314 --> 00:07:17.184

So, once the report is available to view it, you want to go back to the reporting drop list this time, select my reports and click to download the child count report.

49

00:07:18.113 --> 00:07:32.363

So, they child count report that, um, downloads as an Excel spreadsheet, and you should see 2 tabs, you should see the child count tab in the exceptions tab. If you do not see the exceptions tab.

50

00:07:32.634 --> 00:07:42.144

That is an indication that they include exceptions/validations checkbox was not selected, so it is important for you to select that check box.

51

00:07:42.384 --> 00:07:48.053

That will allow you to see any of the potential errors or it allows you to see.

52

00:07:48.689 --> 00:07:59.968

The exceptions and that report we, we'll take a closer look at exceptions but but 1st, let's review the child count tab.

53

00:07:59.968 --> 00:08:13.228

When the child count tab within the report, I want everyone to get into the habit of creating column filters as a quick way to check the accuracy.

54

00:08:13.228 --> 00:08:20.069

Of the child count data so thanks to where the columns to pay attention to.

55

00:08:20.069 --> 00:08:23.759  
Our age as account, period end date.

56  
00:08:23.759 --> 00:08:26.999  
Race great and category.

57  
00:08:26.999 --> 00:08:38.849  
So, looking at race, if you see, em, as a category under race, you will need to work with the power school data manager or coordinator to update this in power school.

58  
00:08:38.849 --> 00:08:52.078  
M, empower school indicates multiple race, or multi race however, M, is not 1 of the federally approved codes or race. So, if the student is considered multi-race.

59  
00:08:52.078 --> 00:09:07.073  
In the parent school data manager, or a coordinator must select each race of a student and after this information is updated in power school and transfers to cats, be sure to update the student level report view.

60  
00:09:07.408 --> 00:09:13.168  
N. E cats to pull in the corrected data in the child count report.

61  
00:09:14.874 --> 00:09:18.053  
Taking a look at age as of count,

62  
00:09:18.053 --> 00:09:18.413  
period,

63  
00:09:18.413 --> 00:09:31.644  
end date if you see any student under the age of 3 in the child can't report check power school to confirm if the student's date of birth has been documented correctly.

64  
00:09:32.274 --> 00:09:41.783  
If the student's date of birth has been documented correctly, and the student is in fact, age 2, then the student must be excluded from the child count report.

65  
00:09:42.144 --> 00:09:47.484  
So the child count report must only include students ages 3 through 21.

66

00:09:50.308 --> 00:09:53.908  
Okay, so let's take a look at grade.

67  
00:09:53.908 --> 00:09:58.739  
If you see great codes such as O. S and E. E.

68  
00:09:58.739 --> 00:10:11.183  
Pulled into the child can't report. This must be corrected in power school to 1 of the valid grade codes. So be sure to work with the power school data manager or coordinator to update this in power school.

69  
00:10:11.543 --> 00:10:24.744  
And once the grade level is updated in power school. And transfers to once again, you will need to update the student level report view to pull in the corrected data into the child count report.

70  
00:10:26.879 --> 00:10:30.599  
Now, in terms of the great level, Pre K.

71  
00:10:31.224 --> 00:10:46.073  
There should only be students ages 3 through 5, enrolled in Pre K in this example, you'll see that there is a student age 12 enrolled in Pre. K. so that is a discrepancy that must be corrected.

72  
00:10:46.823 --> 00:10:51.563  
So, this 1 needs to be corrected in power school, making sure the student is.

73  
00:10:51.869 --> 00:11:02.879  
Enrolled in the correct grade level once this has been corrected in Periscope and it updates into you want to update your student level report view.

74  
00:11:04.104 --> 00:11:18.323  
Also, it's great to great habit or great practice to filter the data by exception. Now, exception now, the category specifically looking at the exception category, developmental delay.

75  
00:11:18.533 --> 00:11:23.423  
So, you want to look at the age of the students and their exception now, the category.

76  
00:11:23.604 --> 00:11:37.464

So, if you see any students over the age, 7, with the exception ality category, developmental delay, that will present an error in the child count report that must be corrected.

77

00:11:37.673 --> 00:11:44.514

And we're going to take a look closer at that type of error in a few more slides.

78

00:11:46.438 --> 00:11:53.249

So, let's take a look at some of the common exceptions that you will see in the.

79

00:11:53.249 --> 00:12:01.288

Child count report looking at the exception, the exceptions tab. Some of the comment exceptions that will display would be.

80

00:12:01.288 --> 00:12:11.158

Potential duplicates and setting age, not appropriate. These 2 exceptions are warnings. So, there is no correction needed for these exceptions.

81

00:12:11.158 --> 00:12:25.739

Is duplicated is an error that must be corrected. This occurs when the same student exists in another district's count to resolve this the district in which the student is enrolled.

82

00:12:25.764 --> 00:12:37.974

As of April 1st includes the student in their child count in the district in which the student is not enrolled as of April 1st, excludes student from their child count.

83

00:12:38.933 --> 00:12:45.774

So, let's take a look at Pre K, great check. This is also an error. That must be corrected before you can certify your data.

84

00:12:46.589 --> 00:12:52.288

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

85

00:12:52.374 --> 00:13:07.313

Or the student is over age 5 and enrolled in Pre. K. so this error must be corrected in power school and once the Infor wants to correct the information transfers to update the student level report view.

86

00:13:07.678 --> 00:13:13.048

Let's take a look at developmental delay age, not appropriate.

87

00:13:13.048 --> 00:13:24.298

So, this error occurs when these students is age 8 or older, and still has the development of delay exceptionally category selected.

88

00:13:24.298 --> 00:13:37.379

So, with this, the student record must have a finalized eligibility determination with the new primary disability 1, or before April. 1st.

89

00:13:37.379 --> 00:13:43.553

Of whenever you are reviewing your data, you want to be sure to check the timestamp.

90

00:13:43.583 --> 00:13:57.803

You want to be sure to check the timestamp of the eligibility determination with the updated primary disability and the timestamp of the, whether the is in annual review or addendum.

91

00:13:58.913 --> 00:14:13.614

So, in this example, you will see that the eligibility determination was finalized after the. So that means that the most recent or the current has the D.

92

00:14:13.614 --> 00:14:19.403

D category still displaying, which pulls that into the child count and that.

93

00:14:19.918 --> 00:14:27.928

That created the error in the child count report. So how do you resolve something like this?

94

00:14:29.394 --> 00:14:35.754

If the eligibility determination with the new disability was finalized after the,

95

00:14:36.923 --> 00:14:46.703

you will need to finalize a new with the same information from the that was created along with the eligibility determination.

96

00:14:47.183 --> 00:14:50.903

And you'll notice that in the new the correct.

97

00:14:51.239 --> 00:14:56.938  
Disability will display once you finalize that new.

98  
00:14:56.938 --> 00:15:06.418  
Then you will need to go back and delete the, that was finalized prior to that eligibility determination.

99  
00:15:06.533 --> 00:15:16.524  
And following that correction, you want to update your student local report view to pull in the corrected information and the child count report.

100  
00:15:16.583 --> 00:15:23.634  
And so this slide goes over the process of how to update your student love report view from the main menu,

101  
00:15:23.634 --> 00:15:25.464  
you're gonna go to the student information,

102  
00:15:25.464 --> 00:15:26.303  
drop list,

103  
00:15:26.484 --> 00:15:27.803  
select student level,

104  
00:15:27.803 --> 00:15:31.884  
report view from the report view screen,

105  
00:15:31.884 --> 00:15:34.734  
you're going to select the April child count report.

106  
00:15:35.068 --> 00:15:45.298  
Once the detailed report view, screen displays, you're going to scroll to the bottom of the screen and click update report to include that correction in the child can't report.

107  
00:15:46.528 --> 00:15:58.078  
Now, if it is the situation in which no new eligibility determination was completed to update the student's primary disability from development of delay.

108  
00:15:58.078 --> 00:16:07.104

You will need to exclude that student from child count and update the student love report view and to do that you're going to go to the student level report view.

109

00:16:07.254 --> 00:16:07.644

So,

110

00:16:07.644 --> 00:16:10.043

from the student information drop list,

111

00:16:10.344 --> 00:16:11.153

select student,

112

00:16:11.153 --> 00:16:12.413

loved report view,

113

00:16:12.683 --> 00:16:18.234

select the April child count report this time on the detailed report view screen,

114

00:16:18.264 --> 00:16:20.453

you're going to select the check box,

115

00:16:20.484 --> 00:16:27.024

exclude the student and scroll down and be sure to click update exception.

116

00:16:27.354 --> 00:16:35.183

Then click update report, this will exclude the student and update the child can't report data.

117

00:16:38.874 --> 00:16:53.033

If you notice that there are students missing from your child count report, here are a few things to check on the student history screen. So, starting with the student enrollment is a student enrollment 1 or before April.

118

00:16:53.033 --> 00:16:56.183

1st then you want to look at these students.

119

00:16:57.083 --> 00:17:11.723

It can be a private school services plan, or comparable services plan you want to see is the event date order before April 1st, is the begin date on or before April 1st and it's the end date after April. 1st.

120

00:17:11.999 --> 00:17:24.269

Also, you want to confirm that the provision of services, parental consent event date is on, or before April. 1st. So, these are just a few quick checks.

121

00:17:24.269 --> 00:17:28.048

To on the student history screen to see.

122

00:17:28.048 --> 00:17:37.138

Or, to ensure that these students are being included in the child count, but I do want to bring your attention back to the.

123

00:17:38.429 --> 00:17:49.528

1 of the documents that you can access from, the cat's main menu, the student record review checklist that goes into more detail information about.

124

00:17:49.528 --> 00:17:56.068

What criteria will ensure students to be included into the active check out.

125

00:17:56.068 --> 00:18:01.769

So, at this point, I want to pause and see are there any questions.

126

00:18:01.769 --> 00:18:06.689

About the April child count before we move forward.

127

00:18:14.519 --> 00:18:22.888

Okay, if there are no questions, then let's look take a look at the indicator at 11 reminders and tips.

128

00:18:22.888 --> 00:18:28.828

And I am going to pause for a moment to allow.

129

00:18:28.828 --> 00:18:33.449

Patty to share some helpful information for everyone.

130

00:18:36.028 --> 00:18:48.834

Um, I'm on and I think that's all Kelly on Kelly works on this a lot. Um, and so she may have some ideas to add as well.

131

00:18:49.134 --> 00:18:52.344

Um, and so I don't want to speak over her.

132

00:18:53.398 --> 00:18:59.189

If she has some, some information to add, um.

133

00:19:30.088 --> 00:19:33.269

Um, and, um.

134

00:19:33.534 --> 00:19:43.163

Because of the nature of staying ahead of it when you look at the number of initial referrals that are processed in this date each year,

135

00:19:43.973 --> 00:19:49.463

it is a huge elephant and the only way to eat it is to chew at 1 bite at a time.

136

00:19:49.824 --> 00:20:04.403

So that we can make sure that we are where we need to be as a state that you're where you need to be as a district. Because this is a compliance indicator, which means that it has to be 100%.

137

00:20:04.403 --> 00:20:06.683

That's the goal that's the target.

138

00:20:06.683 --> 00:20:09.534

And if it's not 100%,

139

00:20:09.534 --> 00:20:15.923

there is 2 layers of corrective action that goes along with that the 1st layer,

140

00:20:15.923 --> 00:20:18.203

being what we call the prone 1,

141

00:20:18.203 --> 00:20:19.554

where any child delayed,

142

00:20:19.554 --> 00:20:28.644

regardless of reason we have to go back and verify that that child that referral has been resolved.

143

00:20:31.409 --> 00:20:34.979

Um, 1 way or the other, um.

144

00:20:34.979 --> 00:20:38.969

We, we have to make sure that that process is finished.

145

00:20:38.969 --> 00:20:51.568

Um, usually we try to work on that behind the scenes we can go into and check. Um, but as many of, you know, we have to reach out to you and say, hey, we gotta, we have to finish this.

146

00:20:51.568 --> 00:21:01.288

And so we come knocking at your door and we give you a student number and say this needs to be finished. something's going on here.

147

00:21:01.288 --> 00:21:08.638

Usually here lately, the biggest action that has been required has been.

148

00:21:08.638 --> 00:21:21.179

Recording and uploading the consents. Um, I told the morning group this morning, you know, 8 cats has not learned how to read yet. Um.

149

00:21:21.179 --> 00:21:33.269

The sign consent has to be uploaded for us as monitors, um, whether it's for a program compliance review, whether it is.

150

00:21:33.269 --> 00:21:42.298

Um, investigating a state complaint, um, due process, or something like that. We need to see the sign signature.

151

00:21:42.298 --> 00:21:46.888

For that part, um, can't read that.

152

00:21:46.888 --> 00:21:54.088

So, a cat to stop, the timeline has to have that data entry part.

153

00:21:54.088 --> 00:22:02.094

Of recording the consent response and recording the day and that's what's going to stop that timeline.

154

00:22:02.094 --> 00:22:10.493

So, we have to have both of those pieces complete and that's been really, um, a large percentage.

155

00:22:10.769 --> 00:22:19.199

Of the things that we find, and it's a matter of habit. It was a change of process when we started with cats.

156

00:22:19.284 --> 00:22:30.834

And, um, you know, we switched to and encoded hit and so it was a lot to learn, um, all at 1 time. And so we're still catching up with that.

157

00:22:30.864 --> 00:22:39.023

Um, but we need to make it a habit to fix that, because it affects everything, including your chunking out.

158

00:22:39.413 --> 00:22:54.054

Um, and so for our data managers, and our case managers and our directors to maintain, you know, a sense of sanity and not be overwhelmed all at 1 time, we need to make this a routine process.

159

00:22:54.683 --> 00:23:04.644

Um, and that process starts with running that standard report. Um, for indicator, 11, this will help you on on multiple levels.

160

00:23:04.949 --> 00:23:09.778

If you will go to that student detail page.

161

00:23:09.778 --> 00:23:16.409

Um, and and look, I printed out, um, an example as a screenshot.

162

00:23:16.409 --> 00:23:20.759

If you look at the referral, we saved by school day.

163

00:23:20.759 --> 00:23:31.108

Then look next to the eligibility and enter the initial placement date. Each of these I filtered these out. Each of these have.

164

00:23:31.108 --> 00:23:45.838

Placement and this is from a variety of districts. Each of these children have initial placements that are well within the 90 days but if you look, they are still showing that they are delayed.

165

00:23:45.838 --> 00:23:51.598

That's not a glitch. It's not an error of it's it's just that.

166

00:23:51.598 --> 00:24:04.798

Cats doesn't know how to read each. The, the data entry piece was not completed the case manager probably got the sign consent.

167

00:24:04.798 --> 00:24:16.019

To serve their serving the child, they have an in place, but they didn't go back and record the response and the date.

168

00:24:16.019 --> 00:24:22.318

To stop the timeline so if, if you can run this report each month.

169

00:24:22.763 --> 00:24:26.844

Look at that if you see an initial placement day,

170

00:24:26.874 --> 00:24:29.304

and those consent fields are empty,

171

00:24:29.753 --> 00:24:30.413

um,

172

00:24:30.534 --> 00:24:37.163

don't just go out and put a delay reason and let's get the consent date in 1st,

173

00:24:37.193 --> 00:24:38.723

get it recorded.

174

00:24:38.963 --> 00:24:47.903

See, if it truly is delayed before we start putting in delay reasons. Um, if you put that consent date in.

175

00:24:48.594 --> 00:24:54.503

Run an updated report, and it says it's still delayed and it truly is then yes, absolutely.

176

00:24:54.503 --> 00:25:06.324

Put in a delay reason, but let's get those consents in 1st that will, you know, make your head count. Correct and it'll get kids on head count.

177

00:25:06.773 --> 00:25:19.253

Um, that should be on head count because the consent is required for that. It will make your indicator submission easier next time coming up.

178

00:25:19.558 --> 00:25:27.898

It will allow us to verify placement of children, you know, when we send you the dates, we're working off of.

179

00:25:27.898 --> 00:25:31.618

The last submitted, um.

180

00:25:32.999 --> 00:25:41.878

Indicator report so the ones that we've been sending you dates off of are the 920 submission. We're cleaning that up.

181

00:25:41.878 --> 00:25:52.318

We now have to do the 2nd, layer of corrective action on that, which is the prompt 2. so we have to go through and find a period of time where your district is 100%.

182

00:25:52.318 --> 00:26:00.449

Um, so we're looking on your at your current referrals if we have delays in there, because there's no consent.

183

00:26:01.499 --> 00:26:07.288

Recorded, we can't find that period. That is a 100%.

184

00:26:07.288 --> 00:26:11.249

So, we can't mark you as being.

185

00:26:11.249 --> 00:26:22.318

Fully corrected, um, and we have to get to that point within 1 year. Otherwise that is a is another issue we have to report.

186

00:26:22.318 --> 00:26:32.574

Federally, and we don't want to have to do that. So staying on top of this each month, allows us to kill many birds with 1 stone.

187

00:26:32.993 --> 00:26:38.333

Um, it allows us to avoid a lot of issues on a lot of fronts.

188

00:26:38.723 --> 00:26:48.114

Um, and it certainly will alleviate a lot of stress for, um, directors for a lot of stress for data managers.

189

00:26:48.328 --> 00:26:54.749

And for your case managers, because if you get in the habit of doing it.

190

00:26:55.044 --> 00:27:09.173

Each month and checking that eventually it will become, you know, muscle memory for your case managers. They'll just automatically remember they have to go back and do that.

191

00:27:10.344 --> 00:27:19.794

Carla and Kelly have worked so hard and cats and looking at that history.

192

00:27:20.334 --> 00:27:31.733

Um, and they know innately how the numbers should fall and I know they've got some slides provided, you know, for you on how that should look. So I'm gonna shut up and let them talk.

193

00:27:32.183 --> 00:27:35.334

Um, because they're the gurus on that.

194

00:27:37.584 --> 00:27:50.064

Well, thank you so much Patty for sharing information. I'm sorry Kelley. Did you have something to say? I was just going to follow up say, thank you to Patty and also just let folks know that.

195

00:27:50.064 --> 00:28:04.463

If they would lie, if they are running this indicator, ll report and need assistance, getting it filtered this way. So that they can see these, um, these particular students who are placed and are missing a delay reason Carla.

196

00:28:04.463 --> 00:28:07.973

And I would be happy to show you how to do that also. Um.

197

00:28:08.604 --> 00:28:18.413

1 of the things that we see often is that when you get this error that you're missing a delay reason, sometimes the data manager or folks will just go in and enter a delay reason.

198

00:28:18.413 --> 00:28:27.773

And so then you're, you're double whammying yourself because you're not getting credit for a student that you actually placed on time and you're marking.

199

00:28:28.048 --> 00:28:31.858

As, you know, delay reason for whatever reason. So, um.

200

00:28:31.858 --> 00:28:38.699

We're happy to assist in any way we can to support you to identify these records and get them corrected.

201

00:28:38.723 --> 00:28:39.233

Thank you,

202

00:28:41.334 --> 00:28:43.854

thank you to both of you for sharing this,

203

00:28:43.884 --> 00:28:46.493

this very important information and,

204

00:28:46.493 --> 00:28:49.733

as they were both saying that in those situations,

205

00:28:49.763 --> 00:28:50.604

where,

206

00:28:50.814 --> 00:28:51.084

you know,

207

00:28:51.084 --> 00:28:53.663

the student records will display that missing delay,

208

00:28:53.663 --> 00:28:54.503

reason error.

209

00:28:54.534 --> 00:29:06.503

And in truth, the student is not, you know, the process was not delayed that occurs because the consent for services event is missing from the student history screen.

210

00:29:06.749 --> 00:29:16.888

So, here, you'll see on the, um, the, this slide what you'll need to do is go to the process consent screen. And this is where you'll need to.

211

00:29:16.888 --> 00:29:26.128

Document and submit the consent response. So, it's fine. It's great that you upload a copy of the signed consent.

212

00:29:26.128 --> 00:29:37.913

We do need to see that, but you also need to go to the process consent screen document and submit the consent response by clicking that submit button.

213

00:29:37.943 --> 00:29:47.513

It creates the event on the student history screen and, you know, the child count report pulls data from those events. On the student history screen.

214

00:29:47.848 --> 00:30:02.608

So, when you're reviewing the student history screen, it is important to confirm and to see the provision of services, parental consent event. You see that highlighted on the screen that event.

215

00:30:02.608 --> 00:30:09.804

Occurred because you can sit screen the response was documented and submitted,

216

00:30:09.953 --> 00:30:14.753

which created this event also upload,

217

00:30:14.784 --> 00:30:22.163

sign copy of the consent to evaluate if it applies in the consent for services document to the document screen.

218

00:30:22.463 --> 00:30:27.144

This is needed. This is necessary for policy monitoring reviews.

219

00:30:28.973 --> 00:30:34.044

Just a quick a few more things to check in a student record as you're preparing for indicator.

220

00:30:34.044 --> 00:30:34.703

11,

221

00:30:35.064 --> 00:30:39.294  
if the student transfer it to your district with a referral event,

222

00:30:39.324 --> 00:30:42.594  
that was initiated in the previous district,

223

00:30:42.653 --> 00:30:47.723  
be sure to exclude that referral event from the student level report  
view,

224

00:30:47.993 --> 00:30:56.273  
this will cut down on the occurrence of the duplicates errors that may  
display in the indicator 11 report.

225

00:30:56.759 --> 00:31:09.509  
Also, uh, once you get to exclude the student, you gonna go to a student  
level report view, click, exclude this record, click update exception and  
then click update report.

226

00:31:09.509 --> 00:31:15.148  
Also, some things to check and the student record is to make sure.

227

00:31:15.148 --> 00:31:30.148  
That the easy documents are finalized in the correct order. You 1st,  
start with a referral, then you finalize the consent to evaluate and, you  
know, you submit that response. If it applies, you finalize the  
eligibility determination.

228

00:31:30.148 --> 00:31:37.193  
Finalize the then finalized or submit the consent for services response  
blast.

229

00:31:37.223 --> 00:31:47.094  
So, it's very important to finalize the ISI process documents in the  
correct order. This will cut down on.

230

00:31:47.548 --> 00:31:53.429  
Any errors any additional errors that may display in the indicator level  
report.

231

00:31:53.429 --> 00:32:03.808  
Are there any questions about the information we just covered regarding  
indicator? 11 feel free to unmute your Mike or send your question in the  
chat?

232

00:32:32.278 --> 00:32:40.949

This link will take you to a Google Docs that's open. Is it editable Google form?

233

00:32:40.949 --> 00:32:47.034

Uh, for you to check, confirm your data there, any changes go ahead and, um, correct.

234

00:32:47.034 --> 00:33:00.713

Those changes this is very helpful, especially when you're, um, especially during the child count if it's a situation where a district needs to contact another district, they can go to this context directory and contact the person listed.

235

00:33:00.713 --> 00:33:05.003

So, if there are any changes, please update the information in the contact directory.

236

00:33:06.173 --> 00:33:14.423

Also want to remind everyone on the, the website, the federal reporting office hours page.

237

00:33:14.814 --> 00:33:26.243

This will go to, um, this page you can access the previous federal reporting office hour sessions, the recorded sessions and the PowerPoint.

238

00:33:26.243 --> 00:33:34.284

So just wanted to remind everyone about that um, today's sessions, today's recording sessions will be posted.

239

00:33:34.614 --> 00:33:46.253

Um, hopefully, the best case scenario is if it's posted by the end of the week, if not in the early part of next week. So just wanted to remind everyone about that.

240

00:33:46.344 --> 00:33:57.173

And once again, are there any questions about any information that we've covered today? Please mute your mic risks and your question and the question in the chat field.

241

00:33:59.183 --> 00:34:13.884

No questions. Wonderful. Okay. Well, I want to thank everyone for attending this afternoon session and your participation. Um, during today's session I hope everyone enjoys the, uh, rest of the day.

242

00:34:13.884 --> 00:34:16.614

And once again, thank you so much, have a great day. Bye.

243

00:34:16.978 --> 00:34:23.789

Hello, somebody did just put in there where you put the address in the chat again.

244

00:34:23.789 --> 00:34:27.628

Yes, for the.

245

00:34:28.679 --> 00:34:32.548

They didn't say, um, so they didn't say which.

246

00:34:34.349 --> 00:34:38.518

If Jennifer is still on, she can unmute to ask it.

247

00:34:40.409 --> 00:34:43.648

Okay, so here is.

248

00:34:43.648 --> 00:34:47.668

The link to.

249

00:34:47.668 --> 00:34:51.748

Yeah, she said that's it so okay.

250

00:34:51.748 --> 00:34:58.318

All right. Okay, so that's the link to the federal reporting office hours.

251

00:34:59.458 --> 00:35:03.389

Hopefully, that was received.

252

00:35:03.389 --> 00:35:15.688

All right wonderful. Thank you. Everyone. I hope everyone enjoys the rest of your afternoon. Thank you so much.