00:00:01.770 --> 00:00:08.880
Welcome to the federal reporting office hours afternoon session Thank you
for joining.

00:00:08.880 --> 00:00:19.074
We welcome any questions that you may have regarding federal reporting.
So, feel free to unmute your mic, or submit your question in the chat.

00:00:19.614 --> 00:00:27.625
And as we are waiting for questions to come in, I will go over some
updates and reminders regarding federal reporting.

00:00:29.370 --> 00:00:42.179
During this afternoon's session, I will be covering various federal
reporting preparation tips with the focus on the federal personnel survey
and the upcoming April child.

00:00:42.179 --> 00:00:48.659
Let's start with some updates on the federal personnel survey.

00:00:52.409 --> 00:01:01.560
The federal personnel survey is used to collect data required by the
office of special education programs.

00:01:01.560 --> 00:01:11.969
So, it requires state education agencies to report the amount of time
spent of staff serving students with disabilities, regardless of how
they're funding, how they're funded.

00:01:13.049 --> 00:01:26.969
The data and the personnel survey must reflect the personnel providing
services to students with disabilities ages 3 through 21, who were
reported in the December 2021 child count.

00:01:26.969 --> 00:01:37.920
You will notice that the survey has been revised and combines the related
service workforce survey with the federally required personnel data.

00:01:37.920 --> 00:01:46.980
This additional information helps to provide a more clear view on factors
that may contribute to step in capacities, such as recruitment and
retention.

00:01:46.980 --> 00:01:54.060
And as a reminder, the federal personnel survey is due on the close of
business on March 14th.

00:01:55.439 --> 00:01:59.400
You can access the federal personnel.

00:01:59.400 --> 00:02:06.150
Survey along with the training resources from the cats reporting website.

00:02:08.099 --> 00:02:19.979

Once you access the federal personnel survey, you can click the link to instructions for resourceful information, such as FTE calculation tips.

00:02:19.979 --> 00:02:24.750
The data needed to complete the survey, and if they queue.

00:02:27.960 --> 00:02:34.379
In preparation for completing the survey it is important to 1st prints.

00:02:34.585 --> 00:02:49. 884
A PDF copy of each section to be completed in the survey and you can access blank copies of the survey section from the federal personnel survey training PowerPoint that's located on the ECATS reporting website.

00:02:50.155 --> 00:02:54.235
And once you access the PowerPoint, you'll see.

00:02:54.539 --> 00:03:04.889
A screenshot of each section in the survey along with a link to a PDF copy of that section that you can print.

00:03:04.889 --> 00:03:15.180
This may assist with the process of collaborating with others or other departments to collect the data that you need to complete the survey.

00:03:19.860 --> 00:03:25.020
Here are some reminders about completing the personnel serving.

00:03:26.159 --> 00:03:37.349
When you're reviewing the personnel data, remember that this is not a comprehensive count of all types of personnel who provide services to children with disabilities.

00:03:37.349 --> 00:03:42.360
Only report data on the personnel types, listed in the survey.

00:03:42.360 --> 00:03:45.780
Which is what OSEP requires for federal reporting.

00:03:45.780 --> 00:03:57.150
Personnel data should be based on services, provided to students with disabilities who were included in the MP December 2021 child. Now.

00:03:58.199 --> 00:04:05.370
Let's talk about the columns, License, not license, and certified.

00:04:06.389 --> 00:04:12.780
Certification is a subset of licensed or not licensed personnel.

00:04:12.780 --> 00:04:23.100
So, for example, if your district has 3 special education teachers, and they all have a license in special education, general curriculum.

00:04:23.100 --> 00:04:29.668

1 of them is nationally board certified so how you would document that in the survey.

00:04:29.668 --> 00:04:36.329
Is for the number of licensed staff in this role, you would document 3.

00:04:36.329 --> 00:04:42.718
And of the license staff in this role number certified, you would document as 1.

00:04:42.718 --> 00:04:48.809
To represent that 1 teacher out of the 3 who was nationally board certified.

00:04:50.309 --> 00:04:55.978
Another example, could be, let's say you have 4 P, teachers.

00:04:55.978 --> 00:05:31.829
All have license in health and physical education, and they all provide adapted physical education services. 2 of the 4 P, teachers are certified adapted physical educators. So, to document this in the personnel survey in the column, the number of licensed staff in his role, you would document S4. And in the column of the license tab in this role number certified, you would document 2 to represent those 2 P. E teachers that are also certified adapted PE.

00:05:31.829 --> 00:05:54.413
Certified a depth of physical educators. There is an auto say feature enabled for the survey responses. So, if you need to stop with documenting this survey and come back at a later time. If you close the survey midway and open it in a new browser, the survey starts from where it was left.

00:05:54.803 --> 00:05:59.843
So, the information documented in the survey will remain and to use.

00:06:00.149 --> 00:06:09.329
The MIT, they completed survey other tips to remind us about the personnel survey.

00:06:09.329 --> 00:06:21.389
When you get to the columns, lowest salary or hourly wage or highest salary or hourly wage do not enter commas or decimals in those.

00:06:21.389 --> 00:06:31.019
In those columns, so this made display an error message when trying to advance to the next survey section, or when trying to submit the survey.

00:06:31.019 --> 00:06:37.408
So just want to reiterate when you get to those 2 columns in the survey, the lowest salary.

00:06:37.408 --> 00:06:45.358

Or hourly wage, or the other column highest salary, or our hourly wage do not intercom or.

00:06:46.829 --> 00:06:58.678
If you have questions about FTE or need to make corrections to a survey that you've already submitted, you need to go back and make a correction feel free to send me an email.

00:06:58.678 --> 00:07:04.829
And I can send you a link that will allow you to go back to your survey and make corrections.

00:07:04.829 --> 00:07:12.209
Rather than having to start all over if you have questions about the personnel role, or who.

00:07:12.209 --> 00:07:17.129
Or how to count the personnel please contact the appropriate consultant.

00:07:17.129 --> 00:07:24.418
And you can access a copy of this contact list from the personnel survey training, PowerPoint.

00:07:24.418 --> 00:07:29.428
And from the link to instructions, that's located within the personnel survey.

00:07:32.399 --> 00:07:38.189
Before we move forward to the active child, count the April child count.

00:07:38.189 --> 00:07:41.548
Let me pause and see, are there any questions.

00:07:41.548 --> 00:07:46.048
Feel free to unmute your Mike or send your question and the question field.

00:07:46.048 --> 00:07:52.019
In the chat field? No questions in the tech. Okay.

00:07:52.019 --> 00:07:59.668
Okay, wonderful. So, let's talk about the April child count.

00:08:03.449 --> 00:08:09.059
The April child count opens April 1st and closes April 22nd.

00:08:09.059 --> 00:08:18.088
It captures reporting data on students receiving special education as of April 1st and is used to generate state funds.

00:08:18.088 --> 00:08:25.319
It is expensive that ISI directors certify April child count on, or before April 22nd.

00:08:25.319 --> 00:08:28.949
If the easy director does not certified account.

00:08:28.949 --> 00:08:32.519
A sign and scanned verification form must be submitted.

00:08:32.519 --> 00:08:42.719
And do you know that once the April child count certification window
opens, you will see the updated verification form in.

00:08:47.339 --> 00:08:55.828
The childcare report is available for you to check your data now so you
do not have to wait until April 1st to access the child count report.

00:08:55.828 --> 00:09:00.629
You can run your child count report now and check your data.

00:09:00.629 --> 00:09:10.438
To access the child count report from the main menu, you want to go to
reporting to the reporting drop list and select standard reports.

00:09:10.438 --> 00:09:14.249
Scroll to the scheduled reports section.

00:09:14.249 --> 00:09:19.168
Click the special ed tap, then click the child count link.

00:09:19.168 --> 00:09:24.089
This will direct you to the chow count.

00:09:24.089 --> 00:09:27.509
Query chatbot report query screen.

00:09:27.509 --> 00:09:36.899
From the report query screen, you want to lead the data source option
selected to transactional Ed plan.

00:09:36.899 --> 00:09:43.288
This option displays data as it currently exists in.

00:09:43.288 --> 00:09:47.548
You want to select the account period as April 2022.

00:09:47.548 --> 00:09:51.149
Let's talk about the schools section.

00:09:51.149 --> 00:09:58.918
To view, the child count data at the district level, do not select any
schools and do not select the option.

00:09:58.918 --> 00:10:04.259
Check if there is a situation in which the school assignment.

00:10:04.259 --> 00:10:07.649

Was cleared from a student record and you select it.

00:10:07.649 --> 00:10:14.818
A particular school, or do you select a check all? You will not be able
to view that student data.

00:10:14.818 --> 00:10:18.839
For that student will not appear in that report.

00:10:19.979 --> 00:10:23.759
Let's talk about include exceptions. Validations.

00:10:23.759 --> 00:10:27.599
It is very important to select.

00:10:27.599 --> 00:10:30.719
That check box include exceptions validations.

00:10:30.719 --> 00:10:39.658
This is the only way that you will be able to view any exceptions,
whether it's errors or warnings in your child count report.

00:10:39.658 --> 00:10:47.759
So, it's very important to select the include exceptions/validations
checkbox before you click generate report.

00:10:48.899 --> 00:10:55.109
After you click generate report, you will receive a message that your
report is being generated.

00:10:58.048 --> 00:11:06.418
Once your report is available to view it, you would go to the reporting
drop list, select my reports.

00:11:06.418 --> 00:11:10.889
You will see your child count report display in the list.

00:11:10.889 --> 00:11:16.708
Simply click the link, and the report will download as an Excel
spreadsheet.

00:11:17.849 --> 00:11:30.234
Once you access that Excel spreadsheet, you'll see 2 tabs you'll see the
child count tab and you see the exceptions tab. The exceptions tab is
what display is the warnings and errors in the child count report.

00:11:30.354 --> 00:11:37.974
But before we take a closer look at exceptions, let's 1st, review the
child count tab and the child can't report.

00:11:41.548 --> 00:11:51.298
I want everyone to get into the practice of reviewing the child count tab
and the report and creating column filters to check.

00:11:51.298 --> 00:12:02.249
To check your child count, data, creating column, filters and report is a
quick way to check the accuracy of your data. So, let's get into the
habit of viewing that tab.

00:12:03.958 --> 00:12:08.938
When you're reviewing the child count tab columns to pay attention to.

00:12:08.938 --> 00:12:13.288
Our age as of count, period, end date.

00:12:13.288 --> 00:12:17.308
Race raid and category.

00:12:18.688 --> 00:12:21.958
Taking a look at the column race.

00:12:21.958 --> 00:12:25.769
If you see the code M.

00:12:25.769 --> 00:12:33.658
As a category under rate, you will need to work with the power school
data manager to update this in power school.

00:12:33.658 --> 00:12:38.519
In Paris school, the code M may indicate multiple, multi-race.

00:12:38.519 --> 00:12:44.249
However, the code M is not 1 of the federally approved codes for race.

00:12:44.249 --> 00:12:55.168
If the student is identified as multi race, the Paris school data manager
must update power school by selecting each race of the student.

00:12:56.339 --> 00:13:07.979
After the updated race or races transfers to be sure to update the
student level report view to correct the data and the child count report.

00:13:09.239 --> 00:13:14.458
Let's take a look at the age as of count, period in date column.

00:13:14.458 --> 00:13:19.229
If you see any student under the age 3.

00:13:19.229 --> 00:13:24.178
Any child count report, check the date of birth document and power
school.

00:13:24.178 --> 00:13:30.928
If the students date of birth was documented correctly, and the student
is, in fact, under the age 3.

00:13:30.928 --> 00:13:34.379
The student must be excluded from.

00:13:34.379 --> 00:13:39.359
Child countless only include students aged 3 through 21.

00:13:41.158 --> 00:14:03.058
Now, let's take a look at the great column. If you see a child, if you
see a student record in the child count report, and they have a grade
code such as OR, this must be corrected impossible to one of the valid
grade codes.

00:14:03.058 --> 00:14:07.739
Be sure to work with the power school data manager to update this in
power school.

00:14:07.739 --> 00:14:14.489
Now, that the grade level is updated in Paris school, and the current
information transfers into.

00:14:14.489 --> 00:14:21.658
You'll need to update the student love report view to also pull that
corrected information in the child count report.

00:14:23.999 --> 00:14:32.844
Still looking at the gray column, you want to make sure that the age of
students enrolled and Pre K are ages 3 through 5.

00:14:33.024 --> 00:14:41.813
so if you see students any student records over the age of 5, and they
are assigned to the Pre K grade.

00:14:42.089 --> 00:14:47.129
This will create an error and it will need to be corrected.

00:14:47.129 --> 00:14:55.708
In power school, you want to check to make sure that the student is
enrolled in the correct rate or if the student has the correct age.

00:14:55.708 --> 00:15:03.749
If they are enrolled in Pre K, let's take a look at the exception
category column.

00:15:03.749 --> 00:15:11.849
He wants to confirm that the age of students identified as the
developmental delay or not over the age. 7.

00:15:11.849 --> 00:15:23.099
If you see student records over the age, 7, with the exception out
functionality, category, developmental delay, this indicates an error
that must be corrected.

00:15:23.099 --> 00:15:29.788
Or the student must be excluded from child count and we will cover this
in more detail in the next few slides.

00:15:33.359 --> 00:15:44.278
Before we move forward with some of the common exceptions that you may
see in the child count report. Let me take a moment to check. Are there
any questions.

00:15:44.278 --> 00:15:47.578
Feel free to unmute your Mike or.

00:15:47.578 --> 00:15:50.818
Send your question or comment, and the.

00:15:50.818 --> 00:15:59.428
Chat no questions or comments as of yet.

00:15:59.428 --> 00:16:10.708
Okay, thank you. All right. So, so common exceptions that display in the
child count report, include potential duplicates and sending age not
appropriate.

00:16:10.708 --> 00:16:17.849
Right now these are warnings, so there's no correction needed for these
exceptions.

00:16:17.849 --> 00:16:23.339
Is duplicated this is an error that must be corrected.

00:16:23.339 --> 00:16:29.428
This occurs when the same student ID exists in another public school
units, child count.

00:16:29.428 --> 00:16:40.078
And to resolve this, the public school unit in which the student is
enrolled, as of April 1st includes the student and their able channel
count.

00:16:40.078 --> 00:16:50.698
The public school unit in which the student is not enrolled as of April
1st must exclude the student from there April child.

00:16:52.469 --> 00:16:57.719
P. K. great check. This is also a common error that needs to be
corrected.

00:16:57.719 --> 00:17:03.568
And this arrow occurs when a student is under age 5 and enrolled in
kindergarten.

00:17:03.568 --> 00:17:09.538
Or the student is over age 5 and enrolled in Pre-kindergarten.

00:17:09.538 --> 00:17:16.949
So, this error must be resolved in power school, be sure to verify the
student grade and update the data and power school.

00:17:19.439 --> 00:17:24.028
Let's look at developmental delay age not appropriate.

00:17:24.028 --> 00:17:35.398
This error occurs, this is a common air that does occur, and it occurs
when the student is age 8 or older, and still has the developmental
delay.

00:17:35.398 --> 00:17:39.088
Categories selected as their primary disability.

00:17:40.169 --> 00:17:49.348
So the student record must have a finalized eligibility determination
with the new primary disability on or before April. 1st.

00:17:49.348 --> 00:17:55.618
And be sure to check the timestamp of the finalized eligibility to
determination.

00:17:55.618 --> 00:18:01.919
With the that has the updated primary disability as well as the timestamp
of the.

00:18:02.483 --> 00:18:16.523
And you'll see in a screenshot in this example, you'll see that the was
finalized prior to finalizing the new eligibility determination. So, this
would indicate an error that displays in a report because the.

00:18:17.818 --> 00:18:21.778
Fill displays DD as exceptionally a category.

00:18:21.778 --> 00:18:28.618
Even though there is a new eligibility that had been completed, it was
just finalized after the.

00:18:31.618 --> 00:18:40.888
In the event that the eligibility, the termination that has the new
disability was finalized after the.

00:18:40.888 --> 00:18:50.699
You will need to finalize a new IAP with the same information from the
that was created along with that eligibility determination.

00:18:50.699 --> 00:19:03.749
And you'll notice that, once you document, finalize that new, it will
display the correct eligibility of the category in that.

00:19:03.749 --> 00:19:08.939
And once you finalize that new, you will need to delete the.

00:19:08.939 --> 00:19:14.818
That was finalized prior to finalize that new eligibility determination.

00:19:17.068 --> 00:19:26.189

After this correction has been made, you want to update the student level report view to pull that corrected information in the child count report.

00:19:26.189 --> 00:19:30.808
And to update the student level report view from the.

00:19:30.808 --> 00:19:35.669
Main toolbar at the top, you will go to the student information, drop list.

00:19:35.669 --> 00:19:40.374
Select student level, report view from the report. Do you screen?

00:19:40.374 --> 00:19:54.594
You would select the report type reporting, period and that will display the detailed report you screen once that detail report view screen displays you would just scroll down to the bottom and click update exception.

00:19:54.624 --> 00:19:58.824
And this will pull in the corrected information into the child count report.

00:20:02.278 --> 00:20:11.159
Let's say that no new eligibility determination was completed to update the student's primary disability from development of the lane.

00:20:11.159 --> 00:20:16.648
And the event of this, you will need to exclude the student from the child count.

00:20:16.648 --> 00:20:20.818
And to do that, you will go back to the student level report for you.

00:20:20.818 --> 00:20:25.078
So, like, you know, April child can as a report type.

00:20:25.078 --> 00:20:34.108
Once the detail report, view, screen displays, then you select that check box, exclude the student.

00:20:34.108 --> 00:20:40.078
Once you select that check box, exclude the student, you will scroll down to the bottom of the screen.

00:20:40.078 --> 00:20:50.759
Click the update exception check box. Excuse me? It's not a check boxes a button. You will scroll down to the bottom of the screen and click the update exception button.

00:20:50.759 --> 00:20:54.328
And then click update report. So this will.

00:20:54.328 --> 00:21:03.568

Exclude the student from the child count and it will update the child count report. So be sure to click those 2 buttons when you exclude a student.

00:21:03.568 --> 00:21:15.568
From the chat count, now, let's take a look at some reminders when you're preparing for the child count.

00:21:15.568 --> 00:21:19.739
We're students who we have completed the initial placement process.

00:21:19.739 --> 00:21:25.169
And it will be included in the April channel count. There are a few things to check.

00:21:25.169 --> 00:21:32.878
You want to make sure you submit the consent response from the process screen.

00:21:32.878 --> 00:21:38.368
What tends to happen is after the consent forms are signed.

00:21:38.368 --> 00:21:46.558
Users will upload a copy of the signed documents the documents create, which is a correct practice.

00:21:46.558 --> 00:21:56.699
However, what is being missed is going back to the easy process consent screen and then documenting and submitting the response.

00:21:56.699 --> 00:22:04.348
That screen the consent response screen is what creates the event on the student history screen.

00:22:04.348 --> 00:22:11.249
The events on a student history screen is what populates data for the child count reports.

00:22:11.249 --> 00:22:17.608
So, it is very important to get into the habit of not only uploading.

00:22:17.608 --> 00:22:26.398
A copy of the sign into the habit of not only uploading a signed copy of the of the consent forms.

00:22:26.398 --> 00:22:34.858
To the document screen, but also documenting and submitting the response from that consensus.

00:22:36.594 --> 00:22:47.243
So this is the screenshot of the process consent screen, then you would, you know, document the consent to evaluate response. If that applies in that process.

00:22:47.483 --> 00:22:56.634
And you will also need to document and submit the consent for services is
very important, especially for including students in active.

00:22:57.594 --> 00:23:12.324
As well, as indicator 11, in addition to confirming that the consent
response events display on the student history screen, you'll see it in
that that top.

00:23:12.598 --> 00:23:21.298
Screenshot is also important to confirm that a copy of the sign consent
to evaluate if it applies in the consent force.

00:23:21.298 --> 00:23:24.358
Services has been uploaded to documents, so.

00:23:24.358 --> 00:23:33.838
The uploaded copy, the uploaded sign copy of the consent forms is what's
needed for policy monitoring reviews.

00:23:33.838 --> 00:23:41.578
They submit it consent responses is what's needed where the students to
be included in the active child count.

00:23:46.199 --> 00:23:55.019
Let's say you run your child count report and you've noticed that there
are some students missing from the child count report.

00:23:55.019 --> 00:24:00.028
So here are some things that you can quickly check on the student history
screen.

00:24:00.028 --> 00:24:07.048
1st, take a look at the student enrollment is the student enrollment
event they want to before April. 1st.

00:24:07.048 --> 00:24:16.558
Take a look at the plan, the, I, whether it's an prod school services
plan or a comparable services plan.

00:24:16.558 --> 00:24:20.969
1st, look at the event date is the event date on, or before April 1st.

00:24:20.969 --> 00:24:25.949
Then look at the surfaces began date. Is that on or before April 1st.

00:24:25.949 --> 00:24:32.038
And look at the end date, you want to make sure that the end date is
after April 1st.

00:24:32.038 --> 00:24:35.999
These are some factors to confirm to.

00:24:35.999 --> 00:24:39.509

Make sure your student can be included in the child count.

00:24:40.588 --> 00:24:47.009
Another thing to check on the student history screen is the provision of services, parental consent event.

00:24:47.009 --> 00:24:53.699
This event, the provision of services principles fit the event that populates from.

00:24:53.699 --> 00:24:57.749
They can sit for services response.

00:24:57.749 --> 00:25:08.729
So, as that emphasize the importance of going to the easy process, consent screen to document and submit your consent for services response.

00:25:08.729 --> 00:25:15.388
This is what creates that provision of services parental consent event.

00:25:15.388 --> 00:25:22.499
You want to make sure that the event date is on or before April. 1st. So these are some things to check.

00:25:22.499 --> 00:25:26.759
If you're missing some students from the April chat now.

00:25:26.759 --> 00:25:37.318
And if they need to be included before we move forward to other tips and reminders, I want to check. Are there any questions.

00:25:39.419 --> 00:25:44.189
Feel free to unmute your mic or send your question or comment in the chat.

00:25:50.098 --> 00:25:53.368
Okay.

00:25:53.368 --> 00:25:58.769
Okay, thank you. So, just some quick reminders.

00:26:00.028 --> 00:26:06.148
It's very important to review the data managers contacts directory.

00:26:06.148 --> 00:26:18.689
We know that there are times where staff change throughout the school year and so it's important to keep this information updated. This is.

00:26:18.689 --> 00:26:27.269
The resource that districts have access to if they need to contact another district. So.

00:26:27.384 --> 00:26:35.513

Make sure you review this contact directory. It is. It opens up in a Google document and it is editable.

00:26:36.173 --> 00:26:43.344
So make sure you review the document if there are any changes or any additions.

00:26:43.588 --> 00:26:47.729
That needs to be documented in in the form.

00:26:47.729 --> 00:26:55.108
Or your district, your charter state operating program, or traditional be sure to do. So.

00:26:56.818 --> 00:27:11.159
I also want to give a reminder on the reporting website. There. We have these section federal reporting office hours. This is where you can access any of the previous federal reporting.

00:27:11.159 --> 00:27:19.439
Office hours presentations, recorded webinars as well as transcripts and this is a screenshot.

00:27:19.439 --> 00:27:41.219
Of the site once again, you can go to the reporting website, click the federal reporting office hours link and it will direct you to the links for you to access the, any of the previously held presentations and a record of webinars.

00:27:43.229 --> 00:27:47.788
So, are there any questions so far.

00:27:48.838 --> 00:27:55.318
Feel free to unmute your mic or in your question in the chat.

00:27:59.034 --> 00:28:13.794
Okay, I want to thank everyone for your attention today and participation. Um, if there are any questions that you have feel free to send me an email and I hope everyone enjoy the rest of your afternoon.

00:28:13.854 --> 00:28:15.262
Thank you so much.