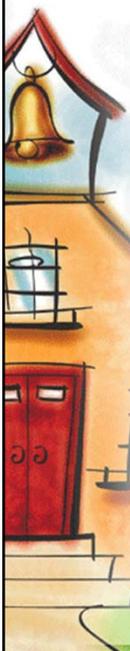




*SPECIAL EDUCATION
TRAINING FOR
END OF YEAR
(2012-2013)
DATA REPORT*

April, 2013



Introduction

The **End of Year Data Report** collects information on activities and changes that occurred over the school year:

- Updated information about students,
- Information on students who started special education services in a district,
- Students who exited special education services in a district, and
- Summary information on several special education services activities in a district.

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Responsibility for Reporting

- This report must be completed by district staff. This may include:
 - superintendent,
 - special services director,
 - special education teacher(s), and
 - superintendent's secretary, etc.
- Varies by the type of school in which the child is enrolled, the type of enrollment, and the type of district reporting.
- Suggestion: Have a "District Special Ed Data Manager" identified.

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Steps to Complete Report

1. Update the **Child Count** data by
 - a. uploading from SEAS, **OR**
 - b. entering directly in the Child Count System.
2. Complete the **End of Year** summary tables which are found in the **District Reporting Site**.
3. Print reports to review data for **accuracy**.
4. Superintendent will **certify** that the Child Count information is accurate and true before the deadline date.

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Changes for 2012-2013 End of Year Data Report

- Data system will be open earlier and longer.
- Will open Friday, May 3, 2013.
- Will close Friday, July 5, 2013, at NOON.
- New **login** procedures.
- Fewer items to enter on the *Child Page*.
- New layout for some items and tables.
- New assistance for **calculating FTE**.

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Student Data Needed

Make sure you have all the data you need for the students:

- **STN** (Student Testing Number).
- Demographic information.
- **ECO** if under six.
- **Indicator 13 Checklist** completed.
- Discipline information.
- Assessment type.
- Exit information.
- And any other data on the Child tab.

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STN (Student Testing Number)

- **MUST have the STN for all students.**
- Get the STN from your district enrollment staff.
- This would be a good time to check if all students on an IEP are marked on your **Student Information System (SIS)** and/or the **WAVE**. Also, check that the STN is on **SEAS**.
- **All students must have an assigned STN.**

There should be few exceptions to this!

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Summary Data Needed

Before entering any data, make sure you have all the data you need:

- Paraprofessional and Other Personnel FTE information,
- Discipline for number of general education (without disabilities),
- Early Intervening Services for student with and without IEPs,
- Evaluation/Eligibility timelines, and
- Transition from Part C/SoonerStart to Part B.

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Login to Single Sign On

Begin by accessing the Oklahoma State Department of Education website:
<http://www.ok.gov/sde/>

From the home page click on the link in blue labeled **Single Sign On** to access your account

Single Sign On - A resource for administrators and educators to access the Oklahoma Educator Credentialing System (O ECS) and The WAVE. It is used for management, reporting and the exchange of information. This is a secured Web site requiring a username and password to access the systems within the Single Sign On system.

Website A-Z Guide
 Welcome to the new Oklahoma State Department of Education Website. Parts of this Website are still under construction. If you have trouble navigating the new site, or if you have suggestions as to how we can better improve the website, [please contact us](#).

SDE Contact Information

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Logging into the system

Enter your username and password to log into the system.

ent of E

Home / Applications
 About This Site
 Help Page
 Sign In

Username:
 Password:
 Sign In

[Are you a new user? Click here to create an account.](#)
[Username problems? Click here to recover your username.](#)
[Password problems? Click here to recover your password.](#)

Notice the help resources under the Sign In box.

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Logging into the system, 2

OKLAHOMA State Department of Education

Single Sign On 2
Welcome Fran Ferrant - Sign Out

Home / Applications

Applications

- Early Intervention - Sooner Start
- Special Education - Child Count**
- Special Education - Child Count

- SDE Administrator
- SDE User Administrator

- You will see the applications associated with your log in.
- Pick **Special Education – Child Count**

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Logging into the system. 3

OKLAHOMA State Department of Education

Single Sign On 2
- Sign Out

Home / Applications

Applications These are your current applications

- Allocation Notices System FY 2012-2013
SDE View Only
- ARRA Quarterly Reporting (\$25K Vendors)
SDE Administrator
- Grants Management and Expenditure Reporting**

- For your financial reporting, you will pick **Grants Management and Expenditure Reporting**

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Starting to work in the Child Count System

Go to the District Profile Tab

Enter 2013 for Fiscal Year

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Make Edits on Child Tab

Go to the Child Tab

Review and make any necessary changes or corrections.

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Make Edits on Child Tab, 2

Summer Program
(For Multi Disabilities Only)

LEP

Extended School Year

Out of Home Placement

Participates in:

- Regular Assessment, Oklahoma Core Curriculum Test (OCCT) without Accommodations
- Regular Assessment (OCCT) with Accommodations
- Oklahoma Modified Alternate Assessment Program
- Oklahoma Modified Alternate Assessment Program
- Oklahoma Alternate Assessment Program
- Regular Assessment (OCCT) without Accommodations
- Regular Assessment (OCCT) with Accommodations and Oklahoma Modified Alternate Assessment Program
- Regular Assessment (OCCT) with Accommodations and Oklahoma Modified Alternate Assessment Program
- Regular Assessment (OCCT) without Accommodations and Oklahoma Modified Alternate Assessment Program

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Make Edits on Child Tab, 3

Disability Information

Primary Dis.:

Suspected Dis.:
Suspected Disability is required if Primary Disability is not selected.

Secondary Disability for Related Services:

Program code:

REMEMBER: Students who have turned nine years old should not have Developmental Delay as a primary category.

REMEMBER: Secondary Disability should not be related to the Primary Disability.

REMEMBER: Program codes are AGE SPECIFIC! EC codes are for students who are three-five years old. Once a student turns six, the code should change.

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Make Edits on Child Tab, 4

Discipline:

#Times	#Days	
0	0	Unilaterally removed to an interim alternative educational setting by s
0	0	Unila This is for any discipline actions taken throughout the 2012-2013 school year
0	0	Unila tational setting by s
0	0	Unila tational setting by s
0	0	Rem ing based on a HEA
0	0	Suspended OUT-OF-SCHOOL (Total)
0	0	Suspended IN-SCHOOL (
0	0	Number of days expelled All Exiting Information must have an exiting reason and the date.
<input type="radio"/> Yes	<input checked="" type="radio"/> No	Were services received
0	0	Total removed from educ

Exiting Information

Exiting Code:

Exiting Date:

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Make Edits on Child Tab, 5

Early Childhood Outcomes

Early Childhood Entry **

4/23/2012 Early Childhood Entry Date (MM/DD/YYYY)

3	Positiv	(1-7)
5	Acquitt	
3	Taking	

Early Childhood Exit ***

Early Childhood Exit Date (MM/DD/YYYY)

Positive Social-Emotional Skills (including social relationships) (1-7)

Yes No Has the child shown any new skills or behaviors related to positive summary?

Acquiring and Using Knowledge (1-7)

Yes No Has the child shown any new skills or behaviors related to acquiring

Taking Appropriate Action to Meet Needs (1-7)

Yes No Has the child shown any new skills or behaviors related to taking a

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Make Edits on Child Tab, 6

Postsecondary Goals
Yes No N/A

1. Is there an appropriate measurable postsecondary goal or goals that cover the student's needs?
 - Can the goal(s) be measured after the student leaves school?
 - Will the goal(s) be based on the student's interests, does (do) the parent/guardian agree to the goal(s)?
 - Based on the student's assessment results, does (do) the parent/guardian agree to the goal(s)?
 - If yes to all questions then select Yes OR if no then select No.
2. Is (are) the postsecondary goal(s) updated annually?
 - Was(were) the postsecondary goal(s) addressed/updated in conjunction with the student's annual IEP meeting?
 - If yes then select Yes OR if the postsecondary goal(s) was(were) not updated then select No.
3. Is there evidence that the measurable postsecondary goal(s) were based on the student's assessment results?
 - Is the use of transition assessment(s) for the postsecondary goal(s) measurable?
 - If yes then select Yes OR if no then select No.

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REMEMBER!

Be sure to click
“Save”
for changes on
each child.

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Uploading from SEAS

- SEAS will be sending information on how to download the Child Count data if you are working on their system.

**COMPUTER AUTOMATION
SYSTEMS INC.™**

PO Box 590 • Mountain Home, AR 72654 • Toll Free: (877) 221-7327 • Fax: (870) 425-6968 • e-mail: seas@computerautomation.com • www.computerautomation.com

Oklahoma Special Education Child Count Guidance

According to OSDE, you may begin uploading child count and working on your data report as of June

- Once you have downloaded the file from SEAS onto your computer, upload it to the Special Education Child Count System.

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Uploading from SEAS, 2

The screenshot shows the SEAS system interface with a navigation menu at the top containing 'Search', 'Upload', 'Data/APR', 'Enrollment', and 'Admin'. The 'Upload' tab is highlighted. Below the menu, there is a message: 'Do not attempt to upload a valid file to upload. If you have already uploaded your child count records online, you DO NOT need to upload.' Below this is a success message: 'A file successfully uploaded on 10/10/2012 8:55:00'. Another message states: 'An upload has been successful. Uploading again will cause any errors.' Below these messages is an 'Upload Form' with a 'File:' field, a 'Browse...' button, and an 'Upload' button. At the bottom of the form is a link: '2012 Upload File Format Specification'. Two red callout boxes provide instructions: one points to the 'Upload' tab in the menu with the text 'Go to the Upload Tab', and the other points to the 'Browse...' button with the text 'Find the file you have downloaded from SEAS. Then click Upload. Use the Browse button to help.'

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Uploading from SEAS, 3

Do not attempt to upload unless you have a valid file to upload. If you have already updated you child count records online, you DO NOT need to upload.

Message from webpage

Choose OK.

 STOP!! Existing data will be wiped out and replaced by the file you are importing.

Do not use this function unless you have a Special Education Child Count file to import.

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Uploading from SEAS, 4

Search **Upload** **Data/APR** **Enrollment** **Admin**

Hopefully, you will see this message. If not, a list of errors will be available to review. Open that link and make your corrections in SEAS. Repeat previous steps and upload again.

you have a valid file
dated you child count
need to upload.

A file successfully uploaded on 10/10/2012 8:55:00

An upload has been successfully completed for the current f
Uploading again will cause any records in the database to be

Upload Form

File:

[2012 Upload File Format Specification](#)

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Completing End of Year Summary Tables

Oklahoma State Department of Education
Special Education Child Count System

[Welcome](#) | [District Profile](#) | [Child Reports](#) | [Search](#) | [Upload](#) | [Data/APR](#) | [Enrollment](#) | [Admin](#)

Child Count: Certified (10-14-2011) | Data/APR: Uncertified

Go to the End of Year Tab

District Profile For

Fiscal Year: _____

County: _____

District: _____

Current Month no _____

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Paraprofessionals

You will only have to enter the total FTE for each cell.

Table: Paraprofessionals serving students

	(1) FTE - QUALIFIED	(2) FTE - NOT QUALIFIED	(3) TOTAL FTE
SPECIAL EDUCATION PARAPROFESSIONALS FOR AGES 3 – 5			calculated
SPECIAL EDUCATION PARAPROFESSIONALS FOR AGES 6 – 21			calculated
TOTAL FTE	calculated	calculated	calculated

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Other Personnel

Table: Other personnel serving students

Update << friendly

You will only have to enter the total FTE for each cell.

RELATED SERVICES PERSONNEL	FTE - FULLY CERTIFIED	FTE - NOT FULLY CERTIFIED	(3) TOTAL FTE
1. AUDIOLOGISTS			calculated
2. SPEECH-LANGUAGE PATHOLOGISTS			calculated
3. INTERPRETERS			calculated
4. PSYCHOLOGISTS			calculated
5. OCCUPATIONAL THERAPISTS			calculated
6. PHYSICAL THERAPISTS			calculated
7. PHYSICAL EDUCATION TEACHERS AND RECREATION AND THERAPEUTIC RECREATION SPECIALISTS			calculated
8. SOCIAL WORKERS			calculated
9. MEDICAL/NURSING SERVICE STAFF			calculated
10. COUNSELORS AND REHABILITATION COUNSELORS			calculated
11. ORIENTATION AND MOBILITY SPECIALISTS			calculated
			27

Other Personnel, 2

Some items to consider:

- Enter service providers employed or contracted who are serving special education children.
- For professional staff, be sure to prorate time spent.
- For other staff, only include staff who **EXCLUSIVELY** serve children in special education.

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How to Calculate FTE

Hours per Week	FTE
40	1.00
35	0.88
30	0.75
25	0.63
20	0.50
15	0.38
10	0.25
5	0.13

For each type of personnel, figure the FTE then add for each cell.

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Discipline

Table: Number of children with long-term suspensions/expulsions (totalling > 10 days) ?

	Of this number, how many are classified as special education as reported on the October 1 Child Count?		Number of children classified as special education with long-term suspensions	
Accreditaion Report, October 1 District Total Enrollment	0	(1a) 246	(2a) 0	(2)/(1) x 100: 0.00
Accreditaion Report, October 1 District Total Enrollment	0	(1b) -246	(2b)	(2)/(1) x 100: <input type="text"/>

You will only have to enter the total for the general education students with long-term suspensions.

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Evaluation/Eligibility Timelines

The numbers in the yellow cells should add up to Total Referrals		Number Of evaluations
Total Referrals		6
1. Evaluations completed within 45 school days		3
2. Evaluations not completed within 45 school days:		
a. Child changed districts prior to eligibility determination		1
b. Parent failed or refused to produce the child		1
c. Parent refusal to sign consent for evaluation caused delays in evaluation or initial services		0
d. All other late evaluations		1
For all evaluations not completed within 45 school days, please indicate the MAXIMUM number of days BEYOND the 45th day needed to complete the most tardy evaluation.		15
Reasons why evaluations not completed within 45 days (Must select all that apply for late evaluations)		
1. LEA failure to follow appropriate process		
1. Multidisciplinary Evaluation and Eligibility determination required and additional data was necessary		
1. Lack of appropriate resources		
1. Breaks in school calendars		31
1. Staff not on contract		
This must be complete if there are any late evaluations. Do not forget to answer the reasons for late evaluations too.		

Three-Year Reevaluations

Table: Three-year Reevaluation

Table 5
Three-Year Reevaluation

	(1)	(2)	(3)
Total number of three-year reevaluations completed during the school year	Number of three-year reevaluations completed <i>NOT</i> requiring additional data	Number of three-year reevaluations completed <i>Requiring</i> additional data	Of those in (1) and (2), number that met the three-year timeline
6	0	6	6

(1) Reevaluation completed without further evaluation through review of existing data and completion of an IEP Review.
 (2) Reevaluation completed with further evaluation and completion of a MEEGS or IEP Review.
 (3) Figure completion of three-year reevaluation from date of previous reevaluation.

This should be the total of (1) and (2).

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Early Childhood Transition

Type of Transition:	Number of Children
Total referred directly from SoonerStart (# of children who have been served in SoonerStart and referred for eligibility determination):	
1. Determined not eligible for Part C services prior to their third birthday (# of children determined not eligible for Part C services prior to their third birthday)	# of those determined not eligible for Part C services prior to their third birthday
2. Number of Students referred for Part C services on or after their third birthday (# of children referred for Part C services on or after their third birthday)	
3. Parent refused consent or declined services (# of children for whom parent refusal to provide consent caused delays in evaluation or initial services)	
4. Number of children who were referred to Part C less than 90 days before their third birthday (# of children determined to be eligible for early intervention services under Part C less than 90 days before their third birthdays).	
5. IEP not completed on 3rd birthday and not included in above groups	
For all eligibility determinations and IEPs not completed by the 3rd birthday, indicate the maximum number of days beyond the 3rd birthday to implement the most tardy IEP.	
Reasons why evaluations not completed within 45 days (select all that apply)	
1. LEAs' failure to follow appropriate procedures	
2. Multidisciplinary Evaluation and/or IEP team decided additional data was needed	
3. Lack of appropriate resources	
4. Breaks in school calendars and/or holidays	
5. Late referral from SoonerStart	

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Early Intervening Services

For districts with **Project Code 623 (Early Intervening Services or EIS)** budgets:

- Indicate the number of children **WITHOUT IEPs** who received EIS this year, **and**
- Indicate the number of children **WITH IEPs** who received EIS anytime in the past two years.

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Early Intervening Services

Total Count	Description and instructions
	<p>Total number of children receiving CEIS under the IDEA in the LEA/ESA during SY 2012-13.</p> <p>Report the total number of children who received CEIS under IDEA at any point during the course of the reporting year. This is an unduplicated count. This count should include children who received CEIS regardless of whether the Part B funds to support the services were required to be set aside or voluntarily set aside. A child should be included in this count whether the child received CEIS and was later determined to be eligible for special education and related services during the same or subsequent reporting year or was not determined eligible for special education and related services.</p>
	<p>Total number of children who received CEIS under the IDEA anytime in the past two school years (including SY 2010-11, SY 2011-12, and SY 2012-13) and received special education and related services in SY 2012-13.</p> <p>Report the total number of children who received CEIS under IDEA anytime in the past two school years (including SY 2010-11, SY 2011-12, and SY 2012-13) and received special education and related services in 2012-2013. This is an unduplicated count.</p>

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Data Accuracy

Before the report is certified by the district superintendent, check the data for accuracy.

Under the Reports tab, you can print copies of results to review. Also, look through the summary tables again.

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Certify the End of Year Data Report

The district superintendent must login and **certify** that the data being submitted is accurate and true. The certify button is on the **District** tab

REMEMBER, this must be done before the deadline, **Friday, July 5th at Noon**, for closing the Child Count System. **Any activities, late entries, or corrections will be reflected in not meeting the target of 100% for this data submission.**

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SDE Contact Information

- **Cynthia Valenzuela**, Executive Director of Compliance, Data & Finance, (405) 521-4872
- **Fran Ferrari**, Director of Data Analysis, (405) 521-2198
- **Janet Felton**, Data Specialist, (405) 522-1578
- **Anita Eccard**, Director of Finance, (405) 521-4865
- **Karen Howard**, Finance Specialist, (405) 521-3587
- **Carole Tomlin**, Finance Specialist, (405) 521-2335
- **Felica Denton**, Finance Specialist, (405) 521-4857

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SEAS Contact Information

- **Toll FREE:** (877) 221-7327
- <http://www.okseas.com>
- District contact persons:
 - jill.burroughs@seasweb.net
 - jeni.robison@seasweb.net
 - judy.steele@seasweb.net
 - tracy.hoover@seasweb.net

OMES Contact Information

If you are having trouble **signing in** or other assistance please contact the **OMES Help Desk** at (405) 521-2444 or at (866) 521-2444.

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Attendance

April 16, 2013 - <https://www.surveymonkey.com/s/CLJ87TY>

April 18, 2013 - <https://www.surveymonkey.com/s/C7VPTGH>

April 23, 2013 - <https://www.surveymonkey.com/s/C7SW6SQ>

April 25, 2013 - <https://www.surveymonkey.com/s/C972NOG>

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