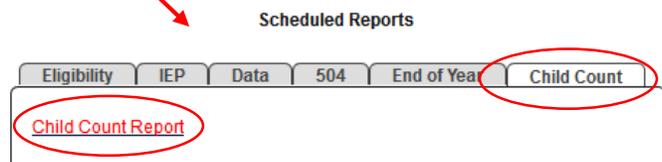
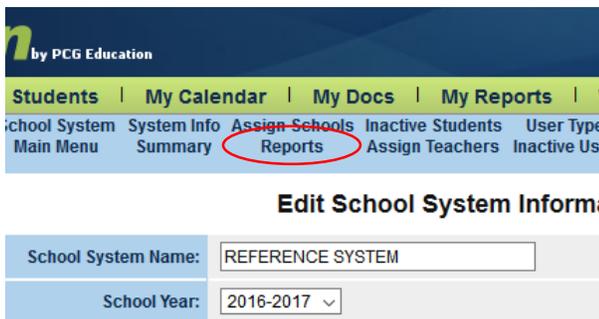
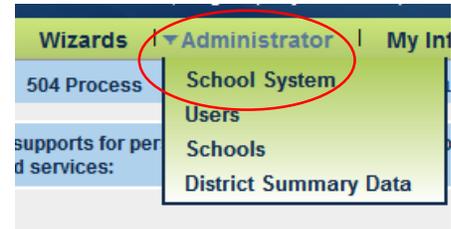


How-To: Child Count in Detail

INTRODUCTION: This document provides detailed introductory instructions for using the **Child Count Report in OK EdPlan**. The **Child Count Report** only displays students who have an **active eligibility (imported through SEAS or newly finalized)** and a **finalized IEP**. *If a known child is missing from this list, check the status of their IEP.*

Step 1: Creating the Child Count Report

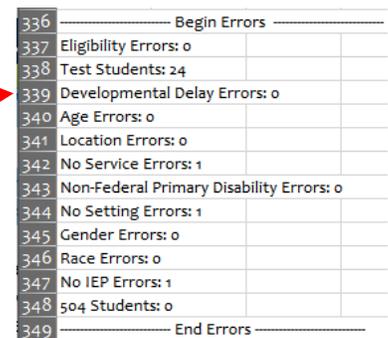
- Log into EdPlan.
- Access "School System" from the Administrator drop-down menu.
- Select the "Reports" page.
- Select the "Child Count" tab under Scheduled Reports.
- Click on the "Child Count Report" option.



- Type today's date in "Date of Report" field. After confirming, you will receive a notice that the report is being generated. Return to your dashboard or the "Reports" page. The report will soon show under Saved System Reports and/or My Reports (you may refresh the Main Menu).
- Open the file in Excel. Select "Yes" when the warning appears. You can open it without concern.

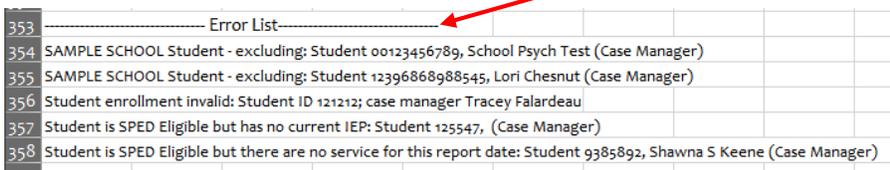
Step 2: Using the Report: Error Review

- The first 300+ rows in the Report give tables of summary information. For the October Child Count, begin by reviewing the error summary that is provided at approx. row 340.
- Then review the list of student-specific errors in the "Error List." You may see a variety of errors to correct.



A screenshot of the 'Error Summary' table in the report. The table lists various error categories and their counts. Row 340 is highlighted. A red arrow points from this table to the 'Error List' table in the next screenshot.

336	Begin Errors	
337	Eligibility Errors: 0	
338	Test Students: 24	
339	Developmental Delay Errors: 0	
340	Age Errors: 0	
341	Location Errors: 0	
342	No Service Errors: 1	
343	Non-Federal Primary Disability Errors: 0	
344	No Setting Errors: 1	
345	Gender Errors: 0	
346	Race Errors: 0	
347	No IEP Errors: 1	
348	504 Students: 0	
349	End Errors	



A screenshot of the 'Error List' table in the report. The table lists student-specific errors. Row 354 is highlighted. A red arrow points from this table to the 'Error Review' section in the next screenshot.

353	Error List	
354	SAMPLE SCHOOL Student - excluding: Student 00123456789, School Psych Test (Case Manager)	
355	SAMPLE SCHOOL Student - excluding: Student 12396868988545, Lori Chesnut (Case Manager)	
356	Student enrollment invalid: Student ID 121212; case manager Tracey Falardeau	
357	Student is SPED Eligible but has no current IEP: Student 125547, (Case Manager)	
358	Student is SPED Eligible but there are no service for this report date: Student 9385892, Shawna S Keene (Case Manager)	

How-To: Child Count in Detail



1. All errors that begin with **"Not an Error"**: These errors can be ignored. In most cases these are present because of a Non-Eligibility event although an IEP is in place. This non-error is listed so that you can verify that the child should be excluded.
2. **"Student age 10 or over has a primary disability of Developmental Delay"**: The student is over age 10 and still has a primary disability of Developmental Delay. Complete an Eligibility Determination and assign a primary disability of a specific category (or make the suspected disability the primary disability). Note: A meeting would be required if parents were not informed that the primary disability would change upon the 10th birthday.
3. **"Student is SPED Eligible but has no current Eligibility Event"**: To correct, complete the Eligibility Determination with data from the MEEGs documentation.
4. **"Student enrollment invalid"**: The "Enrollment Status" on the student's Personal Page needs to be completed.
5. **"Student early childhood placement invalid"**: The student does not have an Early Childhood Environment completed. To correct, go to the Early Childhood Data Collection -> EC Environment tab and complete the placement information.
6. **"Student is SPED Eligible but there are no services for this report date"**: The student does not have services as of the day the report was run. To correct, go to the Services Page and determine the problem by comparing the Student History page and finalized documents. There is no one way to resolve this error since there are many causes.
7. **"Student is under age 2 or over age 23"**: This error is common with students who are SoonerStart referrals or "Child Find" students who have an IEP in the system but who have not turned three by the day the report was run. You may ignore this "error;" these are listed to notify you of students who have been excluded based on age.

Step 3: Preparing the Report

Even if your Error List states that you have zero errors, it is still important to review your report to make sure your district's data is complete and all known active eligible and IEP students have been included. The following sections describe the data review.

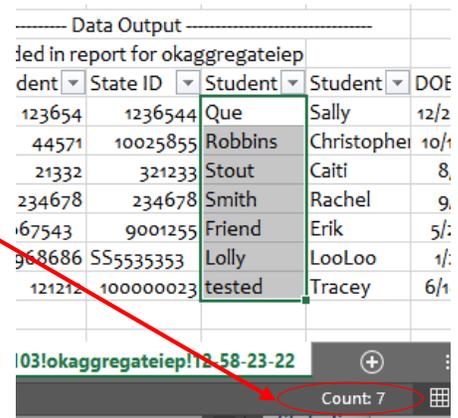
- a) After the Error List, the "Data Output" is displayed. This is a list of all special education students in your district who have active eligibilities and finalized IEPs. The output includes disability, related services, LRE and ECE information.
- b) Underneath "Data Output" you will see a row of column names. Please review these briefly before filtering.
- c) Set your filters. Filters allow you to manage your data more easily. This is most helpful if you have a large number of students. These directions may not apply if you are using a version of Microsoft Excel that is older than version 2007. See page 5 below for very detailed instructions on filtering. Otherwise:
 1. Click the row number to the left of "District Code" to highlight the entire row of column names. You can also highlight the row of column names yourself with your mouse.

How-To: Child Count in Detail

2. Once your row is highlighted, go up to your "Home" tab/menu and click "Sort and Filter."
3. Choose "Filter." You should see a "down arrow" on every column in the row of column names.
4. Click on each arrow to familiarize yourself with the sort/filter options and data values contained in each column.

**Hints:

1. If you see "#####" all down a column, it means that your column is too narrow to show the full number. To fix this problem, widen your column so there is room for the full number. The quickest way to make the column the correct width is to double-click the line between the headings.
2. To see the number of students you have for child count you can select all rows in any single column, such as "Student Last Name." When you do so, in the bottom right you will see "Count:" This is the total number of students listed on this report. This should match your "Number of Students Included in this Report" found in line 332 (approximate).



Student ID	State ID	Student	Student	DOB
123654	1236544	Que	Sally	12/2
44571	10025855	Robbins	Christopher	10/1
21332	321233	Stout	Caiti	8,
234678	234678	Smith	Rachel	9,
167543	9001255	Friend	Erik	5/:
968686	55553533	Lolly	LooLoo	1/:
121212	10000023	tested	Tracey	6/1

Count: 7

Step 4: Using the Report: Student Review

In this section, we describe how to filter your student list to check for missing information in student records.

- a) Verify the Disability Status
 1. To check students with a Primary Disability of DD and no Suspected Disability:
 - i. Filter column M "Primary Disability Name" for "Developmental Delay" only.
 - ii. Filter column O "Suspected Disability Name" for "Blanks" only.
 2. To check for repeated Primary and Secondary Disabilities:
 - i. Filter column M "Primary Disability Name" for a chosen disability type (such as Autism).
 - ii. Open drop-down box in column Q "Secondary Disability Name" and look for the same disability type chosen just previously (e.g., Autism). If that type is listed, select that disability only and click "Ok". If that type is not listed, then there are no repeats for that disability type.

******If the report does not list a suspected disability for students who have a primary disability of DD, or if the report does not show a secondary disability for students who have one, you must:*

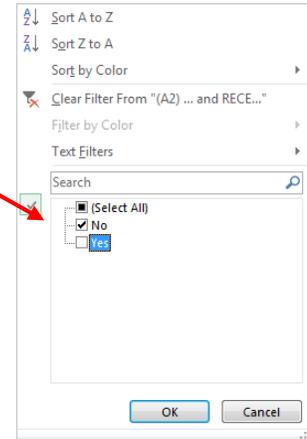
- i. Create a MEEGS document; or
- ii. If you currently have an active MEEGS document on file that identifies a suspected or secondary disability, you may enter that into OK EdPlan and finalize the document.

For more detailed information on checking the disability, refer to pages 6 – 7.

How-To: Child Count in Detail

b) Verify the ECE or LRE Codes

1. ECE Codes are labeled in your report as (A1) through (D2) (in columns U to AC). Use for students who are ages **3-5** (up to their 6th birthday). To check for students who *do not* have an Early Childhood Environment listed:
 - i. Filter column G "Age" to include "3," "4" & "5" only.
 - ii. Filter column U "A1" to include "No" only.
 - iii. Filter column V "A2" to include "No" only.
 - iv. Filter column W "B1" to include "No" only.
 - v. Filter column X "B2" to include "No" only.
 - vi. Filter column Y "C1" to include "No" only.
 - vii. Filter column Z "C2" to include "No" only.
 - viii. Filter column AA "C3" to include "No" only.
 - ix. Filter column AB "D1" to include "No" only.
 - x. Filter column AC "D2" to include "No" only.



*****Any student remaining on the list is missing Early Childhood Environment data in OK EdPlan (see also pages 7-8).

ECE Codes									LRE Codes							
(A1) ... an	(A2) ... an	(B1) ... an	(B2) ... an	(C1) ... sp	(C2) ... sp	(C3) ... sp	(D1) ... an	(D2) ... an	(A) In the	(B) In the	(C) In the	(D) Separ	(E) Reside	(F) Home	(G) Correc	(H) Parent
No	Yes	No	No	No	No	No	No	No								
No	Yes	No	No	No	No	No	No	No								
No	Yes	No	No	No	No	No	No	No								
No	No	No	No	No	Yes	No	No	No								
No	Yes	No	No	No	No	No	No	No	No	No						
No	No	No	No	No	No	No	No	No								

2. LRE Codes are labeled in your report as (A) through (H) (in columns AD through AK). Use for students who are ages **6-21**. To check for students who *do not* have a Least Restrictive Environment listed:
 - i. Filter column G "Age" to include all ages 6 through 21.
 - ii. As for ECE, filter columns AD through AK ("A" through "H") to include "No" only in each column (see image above at 1.i).

*****Any student remaining on the list is missing Least Restrictive Environment data in OK EdPlan, or the student may not be accurately reported through the WAVE, has an inaccurate STN, or the enrollment status on the student's Personal page needs to be updated (see also page 8).

3. A student will not have a "Yes" for both LRE and ECE. There will be only one "Yes" across the 17 columns.

For more detailed information on filtering for ECE and LRE codes, refer to pages 7 – 8.

How-To: Child Count in Detail

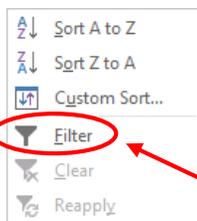
Note: The following pages go over the previous **steps three and four** in much more detail for individuals unfamiliar with Excel. Filtering is covered first, followed by data verification (for disability and LRE/ECE). These directions may not apply if you are using a version of Microsoft Excel that is older than version 2007.

Creating and Using Filters

Filters allow you to manage your data more easily, especially if you have a large number of students in your district. You will be filtering your student list provided in the "Data Output" section of the Child Count Report. This typically starts somewhere between rows 350 and 380.

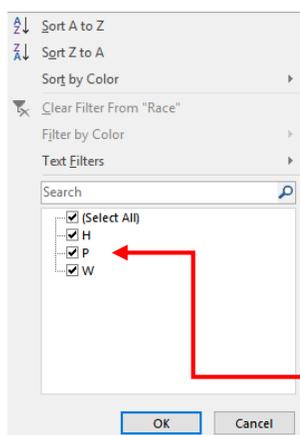
- Underneath "Data Output" you will see a row of column names. Review these briefly before filtering. You can widen the columns to see the full names if you want.
- Set your filters.

358	Student is SPED Eligible but there are no service for this report date: Student 9385892, Shawna S						
359	Data Output						
361	Students Included in report for okaggregateiep						
362	District Code	Student Cod	State ID	Student Last	Student First	DOB	Age
363	RCAPCG01	123654	1236544	Que	Sally	12/25/2008	7 P
364	RCAPCG01	44571	10025855	Robbins	Christopher	10/11/2000	15 H
365	RCAPCG01	21332	321233	Stout	Caiti	8/2/2010	6 W
366	RCAPCG01	234678	234678	Smith	Rachel	9/1/2003	13 W
367	RCAPCG01	CF667543	9001255	Friend	Erik	5/21/1998	18 W
368	RCAPCG01	9968686	SS5535353	Lolly	LooLoo	1/20/2011	5 W
369	RCAPCG01	121212	10000023	tested	Tracey	6/18/2008	8 W



- Click the row number to the left of "District Code" to highlight the entire row of column names. You can also highlight the row of column names yourself with your mouse.
- Once your row is highlighted, go up to your "Home" tab/menu and click "Sort and Filter."
- Choose "Filter."
- Once the filter is in place, you will see a "down arrow" on every column in the row of column names.

358	Student is SPED Eligible but there are no service for this report date: Student 9385892, Shawna S						
359	Data Output						
361	Students Included in report for okaggregateiep						
362	District Code	Student Cod	State ID	Student Last	Student First	DOB	Age
363	RCAPCG01	123654	1236544	Que	Sally	12/25/2008	7 P
364	RCAPCG01	44571	10025855	Robbins	Christopher	10/11/2000	15 H
365	RCAPCG01	21332	321233	Stout	Caiti	8/2/2010	6 W
366	RCAPCG01	234678	234678	Smith	Rachel	9/1/2003	13 W
367	RCAPCG01	CF667543	9001255	Friend	Erik	5/21/1998	18 W
368	RCAPCG01	9968686	SS5535353	Lolly	LooLoo	1/20/2011	5 W
369	RCAPCG01	121212	10000023	tested	Tracey	6/18/2008	8 W



- Click on each arrow to familiarize yourself with the sort/filter options and data values contained in each column. The box shown to the left will appear. This box lists all the values for "Race" shown in the Data Output.
- Using this sort/filter box, you can select/unselect any set of values for any column of data for review.

7. When done with a filter, clear it to conduct other filter functions (see bottom of page 6).

How-To: Child Count in Detail

Verifying Student Disability Types

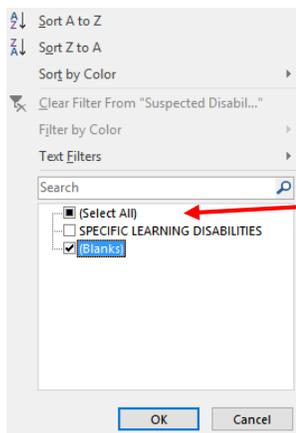
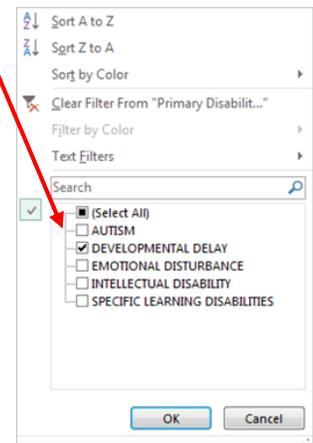
If you are in a DD district, each student must have a declared suspected disability if he or she is under the age of ten.

Checking for students with a Primary Disability of Developmental Delay (DD) and no Suspected Disability:

- First filter column M "Primary Disability Name" for "Developmental Delay" by selecting the appropriate option in the sort/filter box.
- Only students with Primary "Developmental Delay" will now show in your student list. Check that each student has a suspected disability listed in column O.

L	M	N	O
IEPEvent	Primary Disability Name	Primary Disability Code	Suspected Disability Name
445	DEVELOPMENTAL DELAY	7	
465	DEVELOPMENTAL DELAY	7	SPECIFIC LEARNING DISABILITIES

Missing!



- If you have many students with DD as Primary, you may further filter your student list to check for missing data. Click the down arrow to open the sort/filter option box on column O "Suspected Disability Name" and filter for "Blanks" only. This will give you a list of all students who have Primary DD but no Suspected Disability listed on the Child Count Report.

*****If there are any missing Suspected Disabilities for DD students, you must go back into the eligibility determination and add a suspected disability in OK EdPlan.

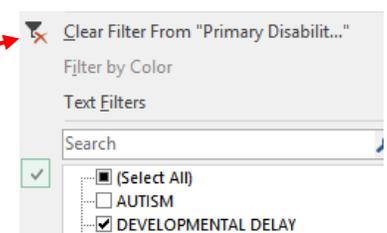
*****All students with DD Primary who turn 10 prior to 10/1/16 must have a new eligibility meeting and finalized eligibility prior to 10/1/16 ((if a conversation with parents did not occur at the previous eligibility meeting to discuss that the primary category would change upon the 10th birthday).

Students cannot have the same disability type listed several times across the Primary, Secondary and Suspected categories. If you have just a few students, you may check this student-by-student in your list. Otherwise, follow these directions:

Checking for students with the same Primary and Secondary/Suspected Disabilities:

- First make sure that all filters are **cleared** from the columns. If a filter exists, this symbol will appear: Primary D 

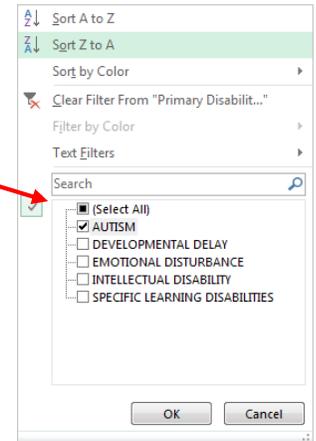
To clear a filter, click on that symbol, select "Clear Filter..." and click "OK" below. All student rows will again show in the Data Output table when the filter is cleared.



How-To: Child Count in Detail



- b) To check for repeated disability type, open the sort/filter box using the down arrow in column M "Primary Disability Name" to filter your list by a selected disability. In this example, we have selected **Autism**. Unselect all other disability types.
- c) Second, do the same for "Secondary Disability Name" in column Q. Select *just* the SAME disability type (if listed). If the type is not listed, then there are no repeats for that disability type.
- d) Repeat the same process for each pair of Primary-Secondary disability types. You want to make sure that no student has the same disability listed in both categories.
- e) Again, repeat the same process for each pair of Primary-Suspected disability types. These are less likely to occur, but should be checked.
- f) And finally, repeat the same process for each pair of Secondary-Suspected disability types. These also are less likely to occur, but should be checked.



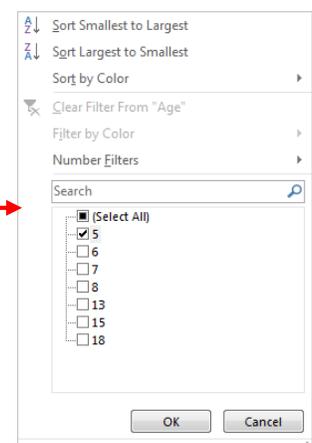
****If you find that students have repeated disability types, you must check the eligibility determination and re-finalize with the correct disability types in OK EdPlan, if the documentation does not match what is finalized in OK EdPlan. If the previous MEEGs documentation included repeating disabilities, this is an error, but an eligibility meeting is still required since there is a change to the existing eligibility agreed upon by the IEP team.

Verifying ECE & LRE Codes

Every student must have a code listed for "Early Childhood Environment" or "Least Restrictive Environment." The ECE and LRE are different ways of representing how often a student is in the regular education classroom. A student will have one OR the other because each is used for a separate age group.

Checking for ECE for students ages 3 through 5:

- a) First, after clearing old filters, click the down arrow on column G "Age" and (in the sort/filter box) check only 3, 4 and/or 5, unselecting all other ages. The ages will only show in the list if your district has students of these ages.
- b) Columns U through AC show the ECE code categories (A1 through D2). If you expand the columns you will see what each code represents. To determine whether each 3 to 5 year-old has an ECE code, you can look across all columns for a single "Yes" per student, or you can filter each column to include only "No." (See specific instructions on page 4, (b).1.) After filters are applied, those remaining on the list are missing an ECE code.

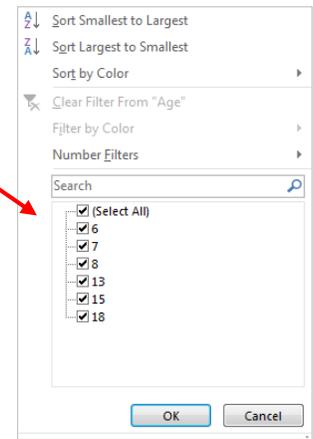


How-To: Child Count in Detail

*****If students are missing an ECE code, you must complete the EC Environments tab on the Early Childhood Data Collection page (part of the IEP Process) in OK EdPlan. This can be updated at any time and does not require re-finalizing the IEP.

Checking for LRE for students ages 6 through 21:

- a) First, click the down arrow on column G "Age" and (in the sort/filter box) to include all ages 6 through 21, excluding 3, 4 and/or 5. The ages will only show in the list if your district has students of these ages.
- b) Columns AD through AK show the LRE code categories (A through H). If you expand the columns you will see what each code represents. To determine whether each 6 to 21 year-old has a LRE code, you can look across all columns for a single "Yes" per student, or you can filter each column to include only "No." (See specific instructions on page 4, (b).2.) After filters are applied, those remaining on the list are missing an LRE code.



*****If students are missing an LRE code, you must review the service dates on each student's Services page in OK EdPlan and/or the Enrollment Status on the student's Personal page. You should also review the student's STN on this data row. It is possible that the student has an enrollment error and the record has not been updated through the WAVE into OK EdPlan. In OK EdPlan, the Student History page lists the sequence of events for the student. If the student had an IEP prior to entering the district, it is possible that the transfer date on the Student History page is wrong. OK EdPlan administrators can edit the date fields in the student history to accurately reflect transfer dates. If you do not have the ability to edit the date field, please contact OSDE for assistance.