Making "Child Count" Count!

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SPED Child Count Reminders

- Annual collection; this year: October 1, 2019
- Collects the following for State and Federal reporting:
  - Count of children currently served (snapshot)
  - Primary, secondary and suspected disabilities, as appropriate
  - Child-level LRE (least restrictive environments) & ECE (early childhood environments)
  - Demographics, including race and ethnicity
- Why?
  - Funding! Both State and Federal aid are determined by the child count.
  - Several annual accountability indicators are also measured at this time.

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Getting Quality Data: The Essentials

Every student must have…

- A valid STN
- finalized eligibility and IEP events
- an educational environment code
- complete disability category information (primary, suspected, etc.) and related services
- a valid grade code

- valid race & ethnicity entries
- ELL status
- a date of birth
- a gender
- an accredited site code
- a valid enrollment status

…in his/her record in EdPlan.

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Additional Data Quality Checks

- Students in DD districts (who are categorized as DD) must have…
  - a finalized eligibility document in OK EdPlan
  - a suspected disability on their current MEEGs
  - no students age 10 or greater with a disability category of DD
- Students no longer present must be exited in your SIS, the Wave and EdPlan with matching exit dates and reasons.

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And… More Data Quality

- Every student must have the correct enrollment status selected on their personal page.
  - Public School, Residential Facility, Correctional Facility, Home/Hospital, Separate School, or Private School
- All demographic data in EdPlan must be changed in the Student Information System record.
- All duplicate records must be resolved.
- Students not in the Wave in your district on Oct. 1 will not be counted.

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Child Count Report

The Child Count Report tab includes all active students in EdPlan who:
- are eligible under IDEA,
- have an IEP or ISP, **and**
- have a valid STN.

The Child Count Errors tab lists all active eligible students with an IEP who have…
- Missing/invalid STNs
- Missing demographics
- Missing SPED data (disability, LRE/ECE)

Note: An error exists if the column has an X for the student.

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Correcting Errors 1

- Once an error is fixed in the student's record, it will take 24 to 48 hours to show in the Child Count Report.

If "X": Not included on Child Count	Demographic information in EdPlan must match data in Student Information System						
Invalid or Missing STN	School Site Missing	Date of Birth Missing	Invalid or Missing Grade	Gender Missing	Race/ Ethnicity Missing	Missing Enrollment Status	ELL Status Missing

- STN issues: Contact SES Data Team or PCG to resolve
- Demographic data: update in your student information system!
- Enrollment status: update on the student's personal page

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Correcting Errors 2

Shortened Week Length Error

This indicates that the child has letters or symbols entered in the number field that records how many instructional hours per week a student receives (if a different amount per week than their peers).

Correct in the Services page in the student's record:

Is this student's instructional week the same length as nondisabled peers?

○ Yes ● No

If no, what is the total length of the student's instructional week? [   ] HR [   ] MIN

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Correcting Errors 3

Primary Disability Missing	DD with No Suspected Disability	DD as Suspected	DD Over 9	MD is Secondary Disability

- All of the following errors must be fixed on the Eligibility Determination page in EdPlan:
  - Primary disability missing
  - Developmental delay errors
  - MD as secondary error: this indicates that the child has Multiple Disabilities listed as their Secondary Disability, which is not allowed by IDEA.

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Correcting Errors 4

Over 21 on Oct 1st	Early Childhood Environment Missing	Active in 2 Districts

- The "Over 21" error is a marker for students that cannot legally be included in child count. This cannot be fixed except by exiting the student.
- ECE missing: this indicates that the child does not have an early childhood environment entered in the Early Child Data Collection in EdPlan.
- Active in 2 districts: The district that is currently providing schooling and services should contact OSDE-SES to resolve this issue.

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What if…

- A child doesn't show up on either tab?
  - He or she has not completed the IEP process.
- A child is listed who shouldn't be?
  - He or she has not been inactivated or determined non-eligible.
- I don't have a child's IEP finalized by Oct. 1?
  - He or she will not be included in the FY19 SPED child count.
- I don't resolve an error prior to October 1?
  - It can be corrected before Oct. 15; otherwise the child will not be counted.

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Certification

- Child count data must be certified by the district superintendent by EOD <u>October 15</u> to be considered *timely*.
- Certification ensures that district leadership has reviewed the data and agrees to its accuracy.
- Superintendents should not certify if they do not believe the district child list is accurate or if they have not reviewed the list.

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Completing Certification

- Go to Single Sign-on, SPED Child Count application starting Oct. 2.
  - A draft child list will be available on Sept. 25 *tentatively*.
- Open the Child List report, selecting "Oct 1", **_NOT_** "Current."
- Review child list and confirm its accuracy.
- If accurate, certify! If not accurate, review the EdPlan AR report and correct any errors.
- Updates to Single Sign-on will be done M/W/F until Oct. 15.

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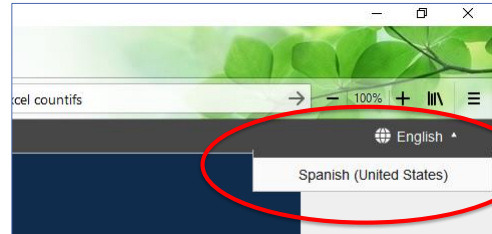CHAMPION EXCELLENCE

Extra Note: Parent Surveys Are All New!

- Survey administrator: TAESE out of Utah State (Center for Technical Assistance for Excellence in Special Education)
- Informational website: https://sde.ok.gov/part-b-parent-survey
  - Brochures and paper surveys
  - Phone numbers and mailing address
  - Survey link (English and Spanish): http://www.surveygizmo.com/s3/5140252/OKi8
- **Do not use old brochures, 'scantron' surveys or phone numbers!**

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Spanish-language Access

- Use the same link!
- To access the Spanish-language version, users must click on a drop-down menu in the top right corner:
- The phone number is different. Please see the informational website.

Questions and Contacts

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