### Fall 2023: Managing Child Count





#### Agenda

- Current WAVE-EDPlan Issues
- SIS-Wave-EDPlan Flow
- General data quality reminders
- Additional DQ notes
- Child count process review
- Question/answer time



Students Y	MY ACCOUNT 🗸	REPORTS	tools 🗸	admin 🗸	PEPPER	
EXTERNAL SYSTEM	INS IMPORT HISTOR	Y IMPORT	SUMMARY DATA	JNRECOG	NIZED DOCUMENTS	EDIT TRANSLATIONS
ADMIN / SY	STEM MENU					

Import Date/Time	Import Type	<u># Records</u>	# Records Added	# Records Updated	<u># Errors</u>	<u># Warnings</u>	Import File	Import Summary
09/14/2023 6:44 PM	Students		0	0		1	Students-Transfer_September_12_2023_FY2024.txt	via ~okstate
09/14/2023 6:36 PM	Students	6	0	6		1	Students-Exit_September_12_2023_FY2024.txt	via ~okstate
09/14/2023 3:13 AM	Students	1045	0	1039	<u>6</u>	1	Students-PreEnrollment_September_12_2023_FY2024.txt	via ~okstate
09/13/2023 5:05 AM	Students		0	0		1	Students-Exit_September_11_2023_FY2024.txt	via ~okstate
09/12/2023 8:14 PM	Students	1047	1	1040	<u>6</u>	0	Students-PreEnrollment_September_11_2023_FY2024.txt	via ~okstate
09/11/2023 7:01 PM	Students	1048	0	1042	<u>6</u>	0	Students-PreEnrollment_September_08_2023_FY2024.txt	via ~okstate
09/10/2023 8:35 PM	Students	1	0	0	1	1	Students-Exit_September_07_2023_FY2024.txt	via ~okstate
09/09/2023 5:19 PM	Students	1047	0	1041	<u>6</u>	1	Students-PreEnrollment_September_07_2023_FY2024.txt	via ~okstate
09/08/2023 6:24 PM	Students	10	0	9	1	0	Students-Exit_September_06_2023_FY2024.txt	via ~okstate
09/08/2023 5:39 AM	Students	1047	0	1041	<u>6</u>	0	Students-PreEnrollment_September_06_2023_FY2024.txt	
09/05/2023 5:24 PM	Students	3	0	3		1	Students-Transfer_August 31_2023 File 4.xlsx	via ~okstate
09/05/2023 4:59 PM	Students	3	0	<u>3</u>	0	0	Students-Transfer_August 31_2023 File 3.xlsx	via ~okstate
09/03/2023 8:35 PM	Students	2	0	2		1	Students-Transfer_August 31_2023 File 2.xlsx	via ~okstate
09/03/2023 8:20 PM	Students	23	0	20	<u>3</u>	1	Students-Transfer_August 31_2023 File 1.xlsx	via ~okstate
09/03/2023 4:55 PM	Students	1051	0	1046	<u>5</u>	1	Students-PreEnrollment_August_31_2023_FY2024.txt	via ~okstate
09/02/2023 6:19 PM	Students	1054	0	1049	<u>5</u>	0	Students-PreEnrollment_August_30_2023_FY2024.txt	via ~okstate
09/02/2023 9:45 AM	Students	13	0	13		1	Students-Exit_August_31_2023_FY2024.txt	via ~okstate



Error			<u># of</u> <u>Students</u> ?	Display Information by Errors or Students
Student Exists, But Not Enoug	h Data For I	Match	<u>6</u>	by Errors 🗸
		Total Errors:	<u>6</u>	
Student Exists, But N	ot Enou	gh Data For Match		
Student ID State Code Lin	ne Number	<u>Details</u>		
		Student exists, but not enough of the data in this file matches updated manually through the interface.	s the data in the	system. This may represent bad import data and must be
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#### **EDPlan Issue – School Year**





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Last year's data, Site errors, missing data, STN & ownership conflicts, validation errors Basis of Admission & Exit codes, duplicate records &/or IDs, mismatched data, conflicts



#### **Purpose of Child Count**

- Identify the number of students in your district and the state who have disabilities being served under IDEA
- Determine total special education weights to affect district funding through the State Aid formula
- Collect other data required for oversight and reporting through the year



#### **Child Count Details**

- Collects the following for state and federal reporting:
  - Count of children currently served on IEPs/ISPs (snapshot)
  - Primary/secondary/suspected disabilities & related services, as appropriate
  - Student-level LRE (least restrictive environments) & ECE (early childhood environments)
  - Demographics, including gender, race and ethnicity

October 2, 2023



### **Basic Data Quality Requirements**

Every student must have...

- a valid STN and local ID
- an accredited site code
- a valid enrollment type/status
- finalized eligibility and IEP events
- an educational environment code
- complete disability category information (primary, suspected, etc.) and related services
- a valid grade code
- a date of birth

... in their record in EDPlan,

#### AND

must be enrolled in your SIS and in the Wave on October 2.



#### **Enrollment Data Quality Notes**

- Students not in the Wave in your district on Oct.2 will not be counted, nor will students with invalid enrollment codes
- All duplicate records must be resolved
- Demographic data will be pulled directly from the Wave
- Enrollment type must be selected on the personal page:
  - Public School, Residential Facility, Correctional Facility, Home/Hospital, Separate School, or Private School



# **Enrollment Type?**

- This element is not auto-populated in EDPlan because it is not a feature in the Wave.
- Must be fixed manually.
- Determines LRE category.



#### **Special Education Data Quality Notes**

- Students must have finalized eligibility & IEP events by October 2 (due less than one year ago)
- Students who are categorized as DD must have a suspected disability on their current MEEGs
  - No students age 10 or greater can have a disability category of DD
- Students with grade PK must have an updated early childhood environment recorded and saved in the services section
  - Students in Kindergarten, regardless of age, will have an LRE
- Review services for LRE accuracy





- LRE not collected for PK students
- LRE collected for KG and above, regardless of age
  - What can affect it?
    - Total service time: must be less than total hours of instruction
    - Shortened day
    - Enrollment type on personal page
  - LRE collected from services section of finalized IEP, not workspace
    - Must re-finalize to save changes for reporting purposes



# **Using Shortened Day**

- PK students & 3-year-olds: if only coming for services, report day as typical for peers (*no shortened day*)
- School-age students: must mark a reason
  - "Other" should only be used in exceptional circumstances.
    - Transportation is not a standard reason
    - Parents' preferences are not standard reasons
  - "Behavior" should only be used if an FBA and BIP are already in place.
    - Do not use "other" when it is a behavioral reason!
- Update older shortened day reasons that are out of date
- See Special Education SY23-24 Guidance for more detail



#### **Questions?**



15 Special Education Child Count 2023

# Clearing Your SPED Child Count





#### Four Steps..

#### Review the EDPlan Child Count SY24 Report

- · Check the data in the main tab for accuracy
- Fix errors on Error tab

#### Review the Wave October 1 Consolidated Report

- Verify accuracy of the special education list
- Fix errors in the "Special Education-Find Missing Students" tool

#### Submit appeals if missing students

Certify by October 31 for timely status



#### **Step One:**

#### Review and Clean the EDPlan Child Count Report SY24



#### Checking the SY24 Child Count in EDPlan

1	EDPlan Insights
	Advanced Reporting with the Business
	Objects Application

- 2 Will open new browser tab called "BI launch pad." Open \_OK Reports folder.
  - Open \_OK Reports Library folder.

> 🛋 Personal Folders	Public Folders / _OK Rep
✓ I Public Folders	
✓ I _OK Reports	Title
N - OK Paparta Library	Child Count Report SY21
	Child Count Report SY22
> 🖅 Assessment Reports	Child Count Report SY23
> 📑 Child Count	Child Count Report SY24
End of Year	Daily Child Count
> 📧 FFS	
> Interview Monitoring	
> I PCG Development	I







#### Child Count Report

The <u>Child Count Report</u> tab includes all active, eligible students in EDPIan who have an IEP/ISP and no *known* errors.

- This list constitutes your "child count" list.
- Check the accuracy of the information! (especially LRE)

The <u>Child Count Errors</u> tab lists all active, eligible students with an IEP who have...

- Missing/invalid STNs
- Missing enrollment data
- Missing or incorrect SPED data (disability, LRE/ECE)

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



### **Check Accuracy of Student Records**

- Main tab review:
  - School site
  - Age & grade
  - Disability categories
  - Related services
  - LRE & ECE
  - Missing students? Move to Error tab...

Child Count Report Chi

**Child Count Errors** 

#### Child Count Report



Start early! Once an error is fixed in the student's record in the SIS or EDPlan, it will take 24 to 72 hours to show in the Child Count Report and then the Wave report.



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



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\*:

<ul> <li>Instructional</li> </ul>	l Time
Is this student's	instructional week the same length as nondisabled peers?
Yes	Vo No
If no, what is the	e total length of the student's instructional week
HR 27 HR	MIN 0

\*You must re-finalize the IEP to save the information for the report.



Service Time Greater Than Instructional Time This indicates that the student has more service time than instructional time in the finalized IEP. This causes a mis-calculation in the LRE.

 Correct in the Services page in the student's record, and you must re-finalize the IEP to save the information for the report.

NOTE: Errors do not prevent the student being included in report. Ignore for 3-5 in PK.



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

- All these errors must be fixed in the Eligibility Determination 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 the IDEA.

\*You must re-finalize the eligibility determination to save the information for the report.



Early Childhood Environment Missing

IEP is more than one Out of Date IEP year out of date.

Not on Child

Count

Turns 3

1st

ECE error: this indicates that the child does not have an early childhood environment entered on the Services page in EDPlan:

> Enter Early Childhood Educational Environment Data

Children who are not 3 on Oct. 2 will not be included. You may see this later in the year if you refer to the report After Oct to check for errors.



#### What if...

- A child doesn't show up on either tab?
  No IEP, is not enrolled, or is not of age.
- A child is listed who shouldn't be?
  - Has not been inactivated (exited) or dismissed properly.
- I don't have a child's *first* IEP finalized by October 2?
   Will not be included in the FY23 SPED child count.
- I don't resolve an error prior to October 2?
  It can be corrected by Oct. 16 or resolved through appeal.





# **Step Two:**

# **Verifying the Official Wave List**



#### **Special Education in Consolidated Report**

- Review "special education" list in the Wave's Oct 1 Consolidated Report
  - Must have access to review (provided by local superintendent)
- Full general instructions: <u>https://sde.ok.gov/october-1-</u> <u>consolidated-report</u>



# **Getting Access**

- Superintendent must grant access
  - Request: District reviewer role
     for Consolidated Report Access
- Support: see the "Links and Docs" in SSO
  - Can provide additional written guidance if needed

- Home / Applications Links And Docs
- Your Account
- 🚯 About This Site

Links And Docs

#### LINKS

- SDE Home Page
- SDE Service Desk

#### DOCUMENTS

- District Superintendent SSO Manual (pdf)
- District Superintendent Security Form (pdf)
- District Superintendent CNP Certificate of Authority-User Form
- Grants Management User Access Form
- Educator User Guide (pdf)
- Reporting Requirements Document/Calendar
- State User Security Access Form
- Wave Login Guidance (pdf).
- Oklahoma Work Permit Instruction Guide for Schools
- Student Work Permit Form 600
- Student Work Permit Form 601



#### Process

- 1. Log into SSO and the Wave application
- 2. Select "Reporting"
- 3. Select State Reporting Certification
- 4. Open the Oct 1 Consolidated Report
  - "Select a Report!"
- 5. Select a site to review



#### State Level Report Administration:

Select a Report!	-	
Select a Report!	^	
October 1 Consolidated Report		
 Student Level FQSR		
Graduation Part-time Report Qtr 1		



#### **Two Student Lists**

State Reportin	ng Certificat	tion								
State Reporting	Home Page									
Special Educ	cation	nal Report	Find Missing St	tudents	Reporting Tools	Special Educat	ion Spec	Ed Find Mi	issing St	udents
Select Site: MOC Site Status: Not	ORE HS (705) Started		•							
	Local ID	STN	Last Name	First Name	Birth Date	Gender	Grade	ESY for	Private	Primary Disal



#### **"Special Education" List**

- Students on this list are confirmed for the SPED Child Count
  - Lists students without Wave errors and without EDPIan errors
- Pulled exactly as showing in main EDPlan CC report
  No data from the Wave record
- IF you find an error here, it must be fixed in EDPlan



#### "Spec Ed Find Missing Students" List

- Shows students missing from main list due to Wave conflicts
  - Wave-EDPlan conflicts include mis-matched sites, grades, etc., possibly missing from main lists entirely
- Conflicts highlighted in yellow
  - Will have to investigate...no error details provided
- Fix in EDPlan or the Wave, wherever the mis-match is located
- Students on this list will not be counted on Child Count if not resolved



#### What if...

- A student has a yellow error and is not on the Final Report?
  - Check "Find Missing Students" list—indicates a Wave error to resolve.
  - Still missing? Some records will not show on Final Report
- A student is not on either SPED list?

# Students missing from both SPED lists have unresolved EDPlan errors!



#### **Report Notes**

- Can only look at site lists (no district aggregate)
- Fix all EDPlan errors first
  - Will take at least two days for an EDPlan fix to show on Oct 1 Consolidated
- Work with Admin to verify lists are correct
  - Principal or supt. may confirm site report without your review
  - Once you approve your "Special Education" list, notify site principal or supt.



#### **Questions?**



37 Special Education Child Count 2023

#### **Step Three**

# **Appealing your Child Count List**





- The appeal process allows us to track missing students.
- Expect to fix record errors and Wave enrollment first. *If you appeal a student with a known error, we will simply direct you to that and close the appeal.*
- Appealed records may take several days to resolve and show in the Special Education list.



#### Which Students can be Appealed?

- Students missing from:
  - The "Special Education" list in the Wave
  - The SY24 Child Count report in Insights
  - Your EDPlan system
  - The Wave
- Students listed on the Wave Special Education list who should not be there
- Students with Wave-EDPlan conflicts that district can't resolve:
  - duplicate STNs or duplicate records
  - Grade, site, etc., updates to make manually



### **Appeal Guidance**

- Can submit appeals starting September 25.
- Process:
  - Notify Brooks or Travis that an appeal is being submitted.
  - Upload the file to the LEA Document Library in EDPlan.
  - We will review the request and notify you of next steps.
- Follow written guidance on the Child Count Collection website (updated soon)
- The deadline to file an appeal is October 16<sup>th</sup>!





# Certification



42 Special Education Child Count 2023

#### **Completing Confirmations**

- "Confirmation" by site occurs before "Certification"
- Verify accuracy of Special Education list in Oct 1 Consolidated for each site
  - If accurate, notify superintendent
- Superintendent or representative will "confirm" Final Report and Special Education list simultaneously for each site
  - If site is confirmed with remained SPED errors, report site must be "released" and re-verified before it can be confirmed for certification



#### Certification

- Each site must be confirmed as accurate before certification can occur
- It's possible to confirm and certify with missing students in Special Education list, if missing due to EDPlan errors
- State Aid Weights Table in "Reporting Tools"







- All child count guidance: <u>https://sde.ok.gov/sde/child-count-collection</u>
  - Presentation information (updated next week)
  - State Aid Weights for Students with Disabilities Memo
  - Appeals process
- General enrollment guidance: <u>https://sde.ok.gov/sites/default/files/documents/files/Enrollment%20and%</u> <u>20System%20Integration%20Guidance%202022\_0.pdf</u>
- Enrolling young children: <u>https://sde.ok.gov/sde/sites/ok.gov.sde/files/documents/files/PK3%20BO</u> <u>A%20Code%20Guidance.pdf</u>
- EC Environments: <a href="https://ideadata.org/B6tools/decision-tree.html">https://ideadata.org/B6tools/decision-tree.html</a>



#### **Questions & Contacts**

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