Fall 2024: Managing Child Count

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Agenda

- Current WAVE-EDPlan Issues

- SIS-Wave-EDPlan Flow

- General data quality reminders

- Additional DQ notes

- Child count process review

- Question/answer time

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SIF Upgrade Update

- The Data Information Systems (DIS) team continue to validate object as part of the SIF 2.7 upgrade.

- If you are still having issues sending data to the WAVE, check your district's WAVE homepage for objects that are being sent. You may have to contact your vendor.

- Check the Data Validation Wizard and XSD Validation Wizard for errors.

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WAVE Homepage

District Communication

The Wave is receiving 16 out of 18 objects from your Student Information System.
Click here for a detailed district missing object report.

Excellent

The status above indicates your district's communication level updated every two hours. Each level indicates how many days it has been since the Wave last received a message from your district.
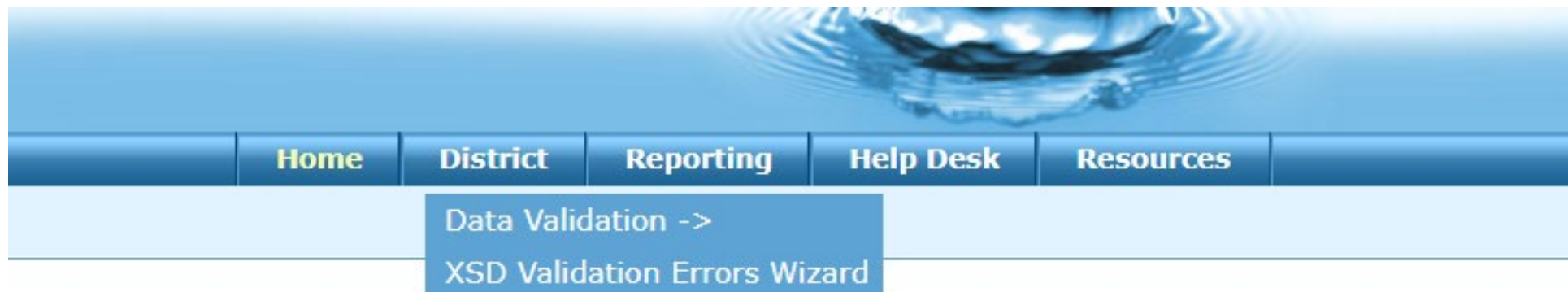
- **Excellent** = 1 day or less
- **Good** = over 1 day, but less than 2
- **Fair** = over 2 days, less than 3
- **Average** = over 3 days, less than 4
- **Below Average** = over 4 days, less than 5
- **Poor** = over 5 days, less than 6
- **No Communication** = Over 6 days without a message

A communication status of Average or above is ideal. Anything below that indicates a potential problem in communication with your district that needs to be addressed as soon as possible.

SylogistEd (formerly Wen-Gage)	Last Communication 9/9/2024 2:20:11 PM

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Data Validation Wizards

Enrollment & EDPlan

Error/Issues	
STN Wizard	3,169
Ownership Wizard	1,420
Data Validation Wizard	363,170
XSD Validation Wizard	19,613

SIS

Wave Database

EDPlan

Last year's data, Site errors, missing data, STN & ownership conflicts, validation errors

Basis of Admission & Exit codes, duplicate records &/or IDs, mis-matched data, conflicts

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SPED Child Count

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

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Child Count Details

October 1, 2024

- 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

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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 1.
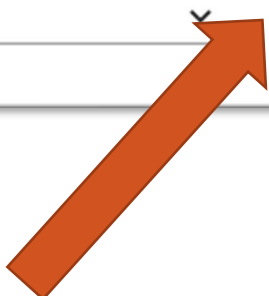
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Enrollment Data Quality Notes

- Students not in the Wave in your district on Oct. 1 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

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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 1

- 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

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Notes on LRE

- 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

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Questions?

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Clearing Your SPED Child Count

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Four Steps…

Review the EDPlan Child Count SY25 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 21 (tentative) for timely status

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Step One:

Review and Clean the EDPlan Child Count Report SY25

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Checking the SY25 Child Count in EDPlan

1

EDPlan Insights

Advanced Reporting with the Business Objects Application

4

> Personal Folders

∨ Public Folders

  ∨ _OK Reports

    ∨ _OK Reports Library

      > Assessment Reports

      Child Count

    > End of Year

    > FFS

    > Monitoring

Public Folders / _OK Rep

	Title
☐	Child Count Report SY21
☐	Child Count Report SY22
☐	Child Count Report SY23
☐	Child Count Report SY24
☐	Child Count Report SY25
☐	Daily Child Count

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

3 Open **_OK Reports Library** folder.

5 Open "**Child Count Report SY25.**"

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Internal Tabs

The <u>Child Count Report</u> tab includes all active, eligible students in EDPlan 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.

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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   Child Count Errors

Child Count Report

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Correcting Errors 1

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.

Contact OSDE-SES	Update on the "Personal" Page of the Stud			
Invalid or Missing STN	School Site Missing or Invalid	Date of Birth Missing	Invalid or Missing Grade	Missing Enrollment Type

- 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

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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*:

> ⌄ **Instructional Time**
>
> 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
> 27 HR   0

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

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Correcting Errors 3

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.

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Correcting Errors 4

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

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Correcting Errors 5

Early Childhood Environment Missing

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

Out of Date IEP

IEP is more than one year out of date.

Not on Child Count

Turns 3 After Oct 1st

Children who are not 3 on Oct. 1 will not be included. You may see this later in the year if you refer to the report to check for errors.
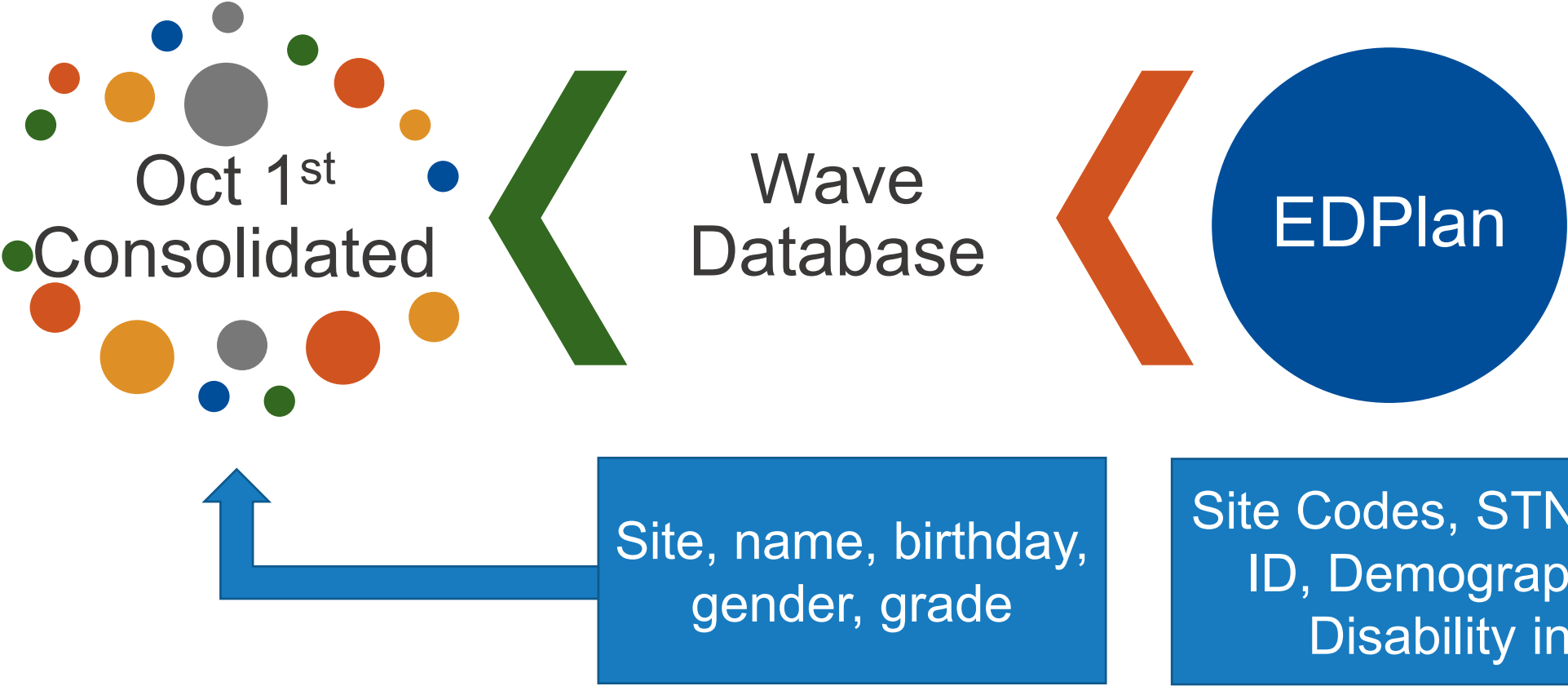
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What if…

- 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 1?
  - Will not be included in the FY25 SPED child count.

- I don't resolve an error prior to October 1?
  - It can be corrected before certifying Oct. 21.

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Step Two:

Verifying the Official Wave List

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EDPlan & Oct 1st Consolidated Report

Oct 1st Consolidated ← Wave Database ← EDPlan

Site, name, birthday, gender, grade

Site Codes, STN, Local ID, Demographics, Disability info

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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: https://sde.ok.gov/october-1-consolidated-report

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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

Your Account ⚠

About This Site
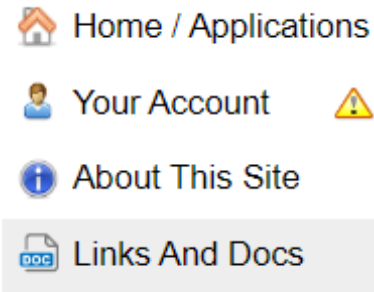
Links And Docs

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
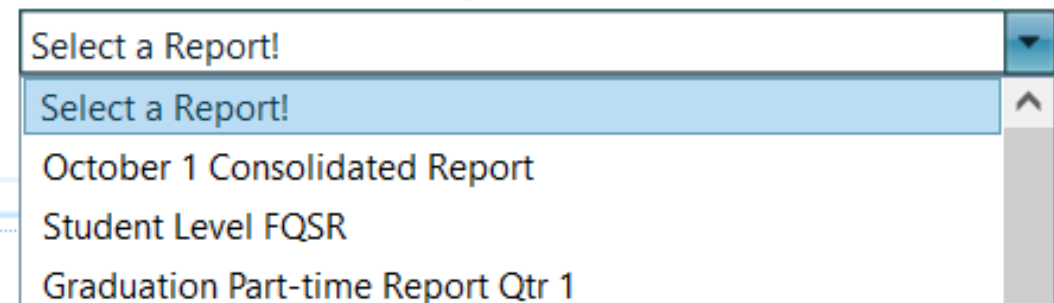- Student Work Permit Form 601

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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

Two Student Lists

State Reporting Certification

State Reporting Home Page

| Site Selector | Final Report | Find Missing Students | Reporting Tools | Special Education | Spec Ed Find Missing Students |

Special Education

Select Site: MOORE HS (705)

Site Status: Not Started

	Local ID	STN	Last Name	First Name	Birth Date	Gender	Grade	ESY for MD	Private	Primary Disab

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"Special Education" List

- Students on this list are confirmed for the SPED Child Count
  - Lists students *without* Wave errors and *without* EDPlan 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

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"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

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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!

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Report Notes

- Can only look at site lists (no district aggregate)

- Fix all EDPlan errors first
  - Will take up to a day 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.

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Questions?

Step Three

Appealing your Child Count List (Tentative)

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Appeals (Tentative)

- The appeal process will be tentative.

- The appeal process allows us to track missing students.

- You should fix any record errors in EDPlan and Wave enrollment first before considering an appeal.

- Corrected records should show in the Special Education list a day after it's fixed.

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Which Students can be Appealed?

- Students missing from:
  - The "Special Education" list in the Wave
  - 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

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Appeal Guidance

- Watch the listserv for how and when to submit appeals.

- A web form to submit an appeal is in development. It will ask for student info such as:
  - Full name (first, middle, last)
  - STN
  - Date of birth
  - Date of enrollment
  - Contact info (Name, email, phone)

- The new appeals process will allow better tracking and communication.

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Step Four:

Certification

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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*

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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"

| Site Selector | Final Report | Find Missing Students | Reporting Tools | Special Education | Spec Ed Find Missing Students |

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Resources

- All child count guidance: https://sde.ok.gov/sde/child-count-collection
  - Presentation information (updated next week)
  - State Aid Weights for Students with Disabilities Memo
  - Appeals process
- General enrollment guidance: https://sde.ok.gov/sites/default/files/documents/files/Enrollment%20and%20System%20Integration%20Guidance%202022_0.pdf
- Enrolling young children: https://sde.ok.gov/sde/sites/ok.gov.sde/files/documents/files/PK3%20BOA%20Code%20Guidance.pdf
- EC Environments: https://ideadata.org/B6tools/decision-tree.html
- Student Information Documents & Guides: https://sde.ok.gov/student-information-documents-and-guides

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Questions & Contacts

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