

00:00:02.004 --> 00:00:08.005

Welcome to the federal reporting office hours morning session Thank you for joining.

00:00:08.425 --> 00:00:18.024

We welcome any questions you may have regarding federal reporting so feel free to unmute your mic or submit your question in the chat.

00:00:18.298 --> 00:00:28.829

As we are waiting for questions to come in, I will go over some updates and reminders regarding federal reporting.

00:00:28.829 --> 00:00:43.140

For today's session, I will be covering various federal reporting preparation, tips, and reminders with the focus on the federal personnel survey and the upcoming April child count.

00:00:44.460 --> 00:00:48.960

So, let's talk about the federal personnel survey.

00:00:50.789 --> 00:01:08.549

The federal personnel survey is used to collect data required by the office of special education programs that requires state education agencies to report the amount of time.

00:01:08.549 --> 00:01:16.319

Bit of staff serving students with disabilities, regardless of how they are funded.

00:01:20.010 --> 00:01:34.920

So, data in the personnel survey must reflect the personnel services to students with disabilities ages 3 through 21, who were, who were reported in the December child count.

00:01:35.185 --> 00:01:45.655

You'll notice that the survey has been revised and combines the related service workforce survey with the federal required personnel data.

00:01:46.075 --> 00:01:55.859

This additional information helps to provide a clearer view of factors that may contribute to staffing capacities, such as recruitment and retention.

00:01:55.859 --> 00:02:04.049

And as a reminder, the federal personnel survey is due by close of business on March 14.

00:02:06.390 --> 00:02:14.340

You can access the federal personnel survey along with the training resources from the reporting website.

00:02:17.879 --> 00:02:35.909

Once you access a federal personnel survey, you can click the link to instructions for resourceful information such as FTE calculation tips and data needed to complete the survey.

00:02:39.539 --> 00:02:49.949

In preparation for completing the survey, it is important to 1st, print a PDF copy of each section to be completed.

00:02:49.949 --> 00:03:02.430

You can access blank copies of the survey sections from the federal personnel training PowerPoint, which is also located on the reporting website.

00:03:02.430 --> 00:03:12.990

You see, in the personnel training, PowerPoint, a screenshot of each section in a survey along with the.

00:03:12.990 --> 00:03:25.349

Linked to a PDF copy of the section that you can print. So this may assist with the process of collaborating with others to collect the data needed to complete the survey.

00:03:28.530 --> 00:03:33.180

Here are some reminders about completing the personnel survey.

00:03:33.180 --> 00:03:47.909

When you are, and when you are reviewing the personnel data, remember that this is not a comprehensive count of all types of personnel who provide services to children with disabilities.

00:03:47.909 --> 00:03:55.289

Only report data on the personnel types, listed in the survey, which is what requires.

00:03:55.289 --> 00:04:07.770

Or federal reporting personnel data should be based on services, provided to students with disabilities who were included in the December 2021 child count.

00:04:07.770 --> 00:04:39.538

In terms of certification, certification is a subset of licensed or not licensed personnel. For example, there are 3 special ed teachers, all have license in special education, general curriculum and 1 of them is nationally board certified. So, the number of license staff in this role will be documented as 3. And, in the column of the license staff, in this role, the number certified will be documented as 1.

00:04:39.538 --> 00:04:47.069

So, a 2nd example that clarifies license and certified.

00:04:47.069 --> 00:04:59.098

So, in this other example, there are 4 physical education teachers, all have license in health and physical education, and they all provide adaptive physical education services.

00:04:59.098 --> 00:05:11.908

2 of the 4 have are certified adapted physical educators. So, in the personnel survey, you would document the number of licensed staff in this role.

00:05:11.908 --> 00:05:19.139

As for the other column, of the license staff in this role, number certified would be to.

00:05:19.139 --> 00:05:26.369

So, these are 2 general examples to help clarify, licensed, not licensed.

00:05:26.369 --> 00:05:35.668

And certified also want to mention there is an auto say feature enabled for the survey responses.

00:05:35.668 --> 00:05:44.069

So, if you close the survey midway and reopen it in a new browser, the survey starts from where it was left.

00:05:44.069 --> 00:05:49.288

So, the information document it will remain until you submit the completed survey.

00:05:52.468 --> 00:06:07.048

Other reminders and tips do not intercom us or decimals in the lowest salary, hourly wage or highest confusing or highest salary hourly wage columns.

00:06:07.048 --> 00:06:12.569

So, make sure those 2 columns, the lowest salary or hourly wage column.

00:06:12.569 --> 00:06:25.769

Or the highest salary or hourly wage columns do not answer commas or decimals. So, this may display an error. We're trying to advance to the next survey section or when you're trying to submit the survey.

00:06:25.769 --> 00:06:45.959

If you have any questions about or need to make corrections or to submit the survey, send me an email, and if you have questions about the personnel role, or who, or how to count personnel, please contact the appropriate consultant.

00:06:45.959 --> 00:06:58.949

And you can access a copy of this contact list from the personnel survey training, PowerPoint, and also from the link to instructions located in the personnel survey.

00:07:00.538 --> 00:07:09.178

So, before we move to active child count, let me pause and ask. Are there any questions.

00:07:12.959 --> 00:07:16.468

None in the chat right now.

00:07:16.468 --> 00:07:23.069

Okay, thank you. All right so active child count.

00:07:26.189 --> 00:07:33.658

The April child count opens April 1<sup>st</sup> and closes April 22nd.

00:07:33.658 --> 00:07:40.108

It captures reporting data on students receiving special education as of April. 1st.

00:07:40.108 --> 00:07:43.769

And is used to generate state funds.

00:07:43.769 --> 00:07:52.228

It is expected that ISI directors certify April child count 1 or before April 22nd.

00:07:52.228 --> 00:08:01.199

If the easy director does not certify the count a sign and scan verification form must be submitted.

00:08:03.869 --> 00:08:16.528

The chatbot report is available for you to check your data and address any possible errors that must be corrected before you certify the child count.

00:08:16.528 --> 00:08:26.369

To access the child count report, you can navigate to the reporting drop list, select standard reports.

00:08:26.369 --> 00:08:30.329

Then click the child count, report link.

00:08:33.448 --> 00:08:37.259

From the report query screen.

00:08:37.259 --> 00:08:42.599

You want to leave the dataset option defaulted to transactional ad plan.

00:08:42.599 --> 00:08:50.489

A transactional Ed plan data source, displays data, as it currently exists in.

00:08:50.489 --> 00:08:55.318

Select the count period as April 2022.

00:08:56.369 --> 00:08:59.698

To you child count data at the district level.

00:08:59.698 --> 00:09:05.068

Do not select any schools and do not select the option check. Oh.

00:09:05.068 --> 00:09:18.359

If there's a situation in which the school assignment was cleared from a student record the soon it will not appear in the report. So be sure to leave the school.

00:09:18.359 --> 00:09:22.589

Selections blink when you want to view.

00:09:22.589 --> 00:09:33.899

The child count data at a district level for the check box include exceptions. Validations be sure to select that check box.

00:09:33.899 --> 00:09:42.839

Before you click generate report, once you click generate report, you will receive a message that the report is being generated.

00:09:45.178 --> 00:09:49.859

Once the report is available to view the report.

00:09:49.859 --> 00:09:56.548

Go to the reporting drop list, select my reports to download the report.

00:09:56.548 --> 00:10:00.688

So the report was download as an Excel spreadsheet.

00:10:00.688 --> 00:10:14.759

The exceptions tab is what displays the warnings and errors in the child count report. Well, before we look at those exceptions, let's 1st review the child count tab in the child count report.

00:10:17.788 --> 00:10:27.658

So, get into the practice of re, viewing the child count tab in the report in creating column filters to check the data.

00:10:27.658 --> 00:10:34.078

Creating column filters in a report is a quick way to check the accuracy of your data.

00:10:34.078 --> 00:10:37.769

When you're reviewing the child count tab.

00:10:37.769 --> 00:10:41.879

The columns to pay attention to are the following.

00:10:41.879 --> 00:10:45.389

Age as of count, period, end date.

00:10:45.389 --> 00:10:49.649

Race great an exception category.

00:10:50.698 --> 00:10:55.349

If you see the code M as a category under race.

00:10:55.349 --> 00:10:58.528

You will need to work with the power school data manager.

00:10:58.528 --> 00:11:04.649

To update this in power school in power school the code M.

00:11:04.649 --> 00:11:08.999

Indicates multi-race, however, the code.

00:11:08.999 --> 00:11:12.599

It's not 1 of the federally approved codes for rights.

00:11:12.599 --> 00:11:22.499

If the student is identified as multi-race, the power school data manager must update parent school, selecting each race of the student.

00:11:22.499 --> 00:11:33.089

After the update, a race transfers to be sure to update the student love report view to correct the data in the child count report.

00:11:35.278 --> 00:11:40.048

If you see any student under the age 3.

00:11:40.048 --> 00:11:45.749

In the child count report, check the data Berg document in power school.

00:11:45.749 --> 00:11:49.649

If the students date of birth.

00:11:49.734 --> 00:12:01.224

Has been documented correctly in power school and the student is, in fact, under the, the student must be excluded from the child count. Count.

00:12:01.254 --> 00:12:05.183

Must only include students age 3 through 21.

00:12:07.168 --> 00:12:10.168

Let's take a look at the column raid.

00:12:10.168 --> 00:12:17.278

If you see in the child count report under the great column codes, such as O. S.

00:12:17.278 --> 00:12:24.568

Or this must be corrected in power school to 1 of the valid rate codes.

00:12:24.568 --> 00:12:38.578

After it'd be sure to work with the parent school data manager to update this information and powerful and added a great level is updated in Paris school and the correct information transfers.

00:12:38.578 --> 00:12:43.769

To cats, you will need to update the student love report to, you.

00:12:43.769 --> 00:12:49.499

For the sooner record for the corrected information to display in the child count report.

00:12:51.479 --> 00:12:54.839

Then reviewing the great columns.

00:12:54.839 --> 00:13:03.178

With a great column, make sure the age of the students enrolled and Pre K are ages 3 through 5.

00:13:03.178 --> 00:13:09.568

If you see student records over the age 5, and enrolled in Pre K.

00:13:09.568 --> 00:13:18.298

This indicates an error that must be corrected. Let's look at the exceptionality category column.

00:13:18.298 --> 00:13:27.899

You know, once you confirm that the age of students identified as developmental delay or not over the age 7.

00:13:27.899 --> 00:13:37.739

If you see student records over the age, 7, with the exception Allie category development of delay, this indicates an error that must be corrected.

00:13:37.739 --> 00:13:41.548

Or the student must be excluded from child count and we'll cover.

00:13:41.548 --> 00:13:46.019

Uh, this in more detail, uh, within the next few slides.

00:13:47.908 --> 00:13:51.418

Let's talk about some common exceptions.

00:13:51.418 --> 00:14:04.859

That display in the child count report. Some of those common exceptions include the following potential duplicates setting age appropriate is duplicated. P. K. great check.

00:14:04.859 --> 00:14:10.859

Potential duplicates and setting age not appropriate. These are warnings.

00:14:10.859 --> 00:14:16.708

So, there's no correction needed for the exceptions.

00:14:16.708 --> 00:14:21.658

Is duplicated this is an era that needs to be corrected.

00:14:21.658 --> 00:14:29.668

This occurs when the same student ID exists in another public school units.

00:14:29.668 --> 00:14:38.668

And to resolve this duplicate error, the public school unit in which the student is enrolled as of April 1st.

00:14:38.668 --> 00:14:47.879

Includes the student in their April channel count and the public school unit in which the student is not enrolled as of April 1st.

00:14:47.879 --> 00:14:54.058

Excludes the student from their channel count let's talk about great check.

00:14:54.058 --> 00:14:57.808

This is also a common era that needs to be corrected.

00:14:57.808 --> 00:15:03.448

This error occurs when the student is under age 5 and enrolled in kindergarten.

00:15:03.448 --> 00:15:17.249

Or the student is over age 5 and enrolls and Pre K, this error must be resolved in power school to be sure to verify the student grade and update the data in power school.

00:15:18.778 --> 00:15:31.918

Another common error, or another comment, you know, exception that displays and the child account is developmental delay age. Not appropriate. Before I move forward with that. Let me pause and and see, are there any questions.

00:15:31.918 --> 00:15:44.759

That needs to be addressed. Yes, 1 question was in there, but it was answered about when the, um.

00:15:44.759 --> 00:15:47.879

Verification form will be available.

00:15:47.879 --> 00:15:54.869

Um, he said the December form is still on the, but it was answered and said it was, um.

00:15:54.869 --> 00:15:58.288

They will make sure they posted before 8. 1.

00:15:58.288 --> 00:16:14.219

Go ahead. Yeah, that is correct. As of April 1, whenever the April child count certification window opens you will see the April checkout verification form and you can.

00:16:14.219 --> 00:16:23.369

Okay, the other comment on here 1 slide says it can't say for grade, but next is.

00:16:23.369 --> 00:16:27.749

Is okay, I guess they just need clarification.

00:16:33.058 --> 00:16:38.849

Okay, if that person unmute there might yeah, the other 1.

00:16:38.849 --> 00:16:42.149

If you go up to the slide above that.

00:16:42.149 --> 00:16:48.958

I see that you had highlighted. I'm sorry I'm new at this. I haven't even been here a month.

00:16:48.958 --> 00:16:53.969

Like, that would be fixed or you just saying that's because of the 8.

00:16:53.969 --> 00:17:08.128

Just make sure not right like that. Right? So this is an example of things to check in your, the child count tab of a child count report.

00:17:08.128 --> 00:17:16.013

So, you know, 1st thing is to make sure you have your filters on your column header so you can quickly check some of this information.

00:17:16.223 --> 00:17:43.433

So, if you're looking at grade, and let's say you filter the grade to all your students. So, if you fill to the grade by Pre K, and look at all your students and Pre K and if you look at the age, you should not see a student and prepay age 12.

00:17:43.763 --> 00:17:52.824

so I highlighted on this tab. Just give you a quick snapshot of. Okay, wait a minute this chapter, 12 and Pre. K something is off.

00:17:53.038 --> 00:18:01.078

So that's 1 thing to check and to follow with the next slide.

00:18:01.078 --> 00:18:14.453

What I was mentioning about that is this is an error that occurs in the child count and it, the arrow occurs is if if you have a student who's under age 5, but they're enrolled in Pre K. that's Pre. K.

00:18:15.084 --> 00:18:19.344

um, excuse me, the 2 students under age 5 enrolled in kindergarten

00:18:19.709 --> 00:18:32.788

That's a Pre K grade check error. If the student is over 5 and row them. Pre K then that is a Pre K grade check here. Okay. Thank you. For that.

00:18:32.788 --> 00:18:36.838

Got it sure. Okay. All right. Any other questions.

00:18:36.838 --> 00:18:43.048

No, not on the chat, but I think someone needs to meet.

00:18:43.048 --> 00:18:48.239

Yes, I would like to politely request.

00:18:48.239 --> 00:18:56.969

That everyone on the call, please mute just to make sure that we can eliminate any background noise.

00:18:58.199 --> 00:19:05.848

Thank you so very much. All right so, let's take a look at developmental delay age. Not appropriate.

00:19:05.848 --> 00:19:14.848

This error occurs when a student is age 8 or older, and still has dB selected as the primary disability.

00:19:15.624 --> 00:19:30.294

To address this, the record must have a finalized eligibility determination with the new primary disability 1 or before April. 1st and I want to bring to your attention. It is important to check.

00:19:30.568 --> 00:19:34.709

The timestamp of the finalized eligibility of the termination.

00:19:34.709 --> 00:19:43.348

With the updated primary disability and a timestamp of the, the annual review, whether it's an annual review or denim.

00:19:43.348 --> 00:19:48.898

In this example, you'll see that the was finalized before.

00:19:48.898 --> 00:19:55.979

Finalizing the new eligibility determination, so that new still has a DD category.

00:19:55.979 --> 00:20:01.378

Even though the new eligibility has a new eligibility category.

00:20:01.378 --> 00:20:04.618

So, how do we address.

00:20:04.618 --> 00:20:13.134

This if the eligibility determination with the new disability was finalized after the,

00:20:14.034 --> 00:20:23.634

you will need to finalize a new IAP with the same information from the that was created along with that eligibility termination.

00:20:23.939 --> 00:20:33.328

And you will see that once you finalize the new with that same information, it will now pull in the correct.

00:20:33.328 --> 00:20:39.598

Eligibility category once you have finalized that new with the correct information.

00:20:39.598 --> 00:20:47.699

Go back and delete the, that was finalized prior to finalizing the eligibility and determination.

00:20:50.878 --> 00:20:59.128

Once you have made that correction, you want to update your student love report view. So the correct information will pull into count.

00:20:59.128 --> 00:21:09.239

To get to the student level report view from the main menu navigation bar, you will go to the student information, drop list.

00:21:09.239 --> 00:21:15.028

The like, student level report view, select the report type reporting period.

00:21:15.028 --> 00:21:24.118

Why don't you do that? The, the detail report views frame will display and you will scroll down to the bottom of the screen and click update report.

00:21:26.699 --> 00:21:37.229

What happens if there was no new eligibility determination completed to update the student's primary disability from developmental delay.

00:21:37.229 --> 00:21:43.169

In this case, you'll need to exclude the student from child count and update the student low report view.

00:21:43.169 --> 00:21:51.239

And to do that, you would go back to the student information, drop list, select student, love report view.

00:21:51.239 --> 00:22:01.769

Select the report type reporting period once the detailed report view displays, you would select the exclude this student checkbox.

00:22:01.769 --> 00:22:05.969

Then scroll down and click update exception.

00:22:05.969 --> 00:22:13.229

Then click, update report, this is what you will need to do to exclude the student from the.

00:22:15.989 --> 00:22:21.388  
Want to go over a few child count reminders.

00:22:22.284 --> 00:22:27.354  
And looking at students who have completed the initial placement process,

00:22:27.354 --> 00:22:30.354  
and they are included in the April child count,

00:22:30.354 --> 00:22:40.374  
here are a few things to check and confirm that the information is there submit the consent response from the process consent screen.

00:22:40.614 --> 00:22:43.403  
This is what creates the consent. You met.

00:22:43.709 --> 00:22:49.469  
All the student history screen a lot of times in.

00:22:49.854 --> 00:22:58.163  
Once a user uploads a copy of the signed consent to the document screen. That is a great practice.

00:22:58.403 --> 00:23:08.993  
However, it is very important to go back to the process consent screen document and submit the consent response.

00:23:09.239 --> 00:23:13.558  
This is, this is what creates the event.

00:23:13.558 --> 00:23:22.528  
On the student history screen and information from the student history screen pulls into the child count reports.

00:23:22.528 --> 00:23:35.278  
So, I want to emphasize that that is very important to submit the consent response. Whether it was consent to evaluate and or consent for services.

00:23:35.278 --> 00:23:40.378  
Submit the consent response from the process consent screen.

00:23:40.378 --> 00:23:55.104  
And as I had mentioned, in addition to, you know, I had mentioned that once you submit the response from the consent screen, it creates an event on the student history screen.

00:23:55.523 --> 00:24:22.108  
So, in addition to confirming that a consent response event, displays on a student history screen, it is also very important to confirm that a copy of the signed consent to evaluate if it applies and the signed

consent for services have been updated. Or upload it to the documents screen. This is needed for policy monitoring.

00:24:22.108 --> 00:24:27.868  
Reviews, so what if.

00:24:27.868 --> 00:24:39.989  
You run or review your child can't report and you see there are students missing from the report. So here are a few things to check on the student history screen.

00:24:39.989 --> 00:24:45.598  
You want to see is the student enrolled on or before April 1st.

00:24:45.598 --> 00:24:54.989  
Does the student have a finalized plan whether it's school services plan, or a comparable services plan?

00:24:54.989 --> 00:24:58.048  
Is the event date on it before April? 1st.

00:24:58.048 --> 00:25:01.858  
Is the services began date on or before April 1st.

00:25:01.858 --> 00:25:06.298  
And does the end date is the is the end date after.

00:25:06.384 --> 00:25:07.403  
April 1st,

00:25:08.874 --> 00:25:09.804  
also,

00:25:10.013 --> 00:25:12.804  
you want to ensure that the provision of services,

00:25:12.834 --> 00:25:15.413  
parental consent event date is on,

00:25:15.413 --> 00:25:18.683  
or before April 1st and this event,

00:25:18.683 --> 00:25:22.673  
the provisional surfaces parental consent comes from.

00:25:22.949 --> 00:25:29.489  
Submitting the consent response on the consent screen. That is what creates.

00:25:29.489 --> 00:25:33.808  
That event, so those are some things to check.

00:25:35.094 --> 00:25:48.953

To see, if you have any students to missing from your child count report, but do know that in the on the menu screen and the resources section, there are training resources that provide.

00:25:49.229 --> 00:25:57.179

Uh, more information in terms of the criteria that includes students in the, at the channel.

00:25:57.179 --> 00:26:02.548

At this point, I want to pause and see are there any questions.

00:26:03.898 --> 00:26:08.459

Feel free to unmute your mic or are there any questions in a chat?

00:26:08.459 --> 00:26:13.739

None in the chat. All right.

00:26:13.739 --> 00:26:17.278

So other reminders and tips.

00:26:18.144 --> 00:26:27.923

It is very important to check the data manager's contact directory. We all know that there are staff changes throughout the year.

00:26:28.074 --> 00:26:36.023

So it is very important to review the contact directory, make any changes or additions needed.

00:26:38.243 --> 00:26:47.604

And I also want to bring your attention to the reporting website. Do you know that the federal reporting office hours sessions?

00:26:47.604 --> 00:26:56.034

The recorded sessions along with the PowerPoint and transcripts are posted to the reporting website.

00:26:56.034 --> 00:27:02.634

So, this is a screenshot giving you all a reminder how to access the federal reporting office hours site.

00:27:03.209 --> 00:27:06.628

I want to thank everyone for.

00:27:06.628 --> 00:27:15.568

Your attention today and just want to see are there any questions before we leave.

00:27:15.568 --> 00:27:26.159

From this morning session feel free to unmute your mic or send your question in a chat.

00:27:30.203 --> 00:27:44.183

Once again, thank you everyone for joining. I want to thank the other consultants that we're in attendance today. Thank you so much for joining and I hope that everyone enjoy the rest of your day. Thank you so much.