Statewide Longitudinal Data System

2009-2010

Maine SLDS Data Quality Training

° Just-In-Time °

Special Education

December 1 Child Count

Help others hear the webinar…

- Please mute your phone by pressing * 6.
- To ask a question, simply push * 6 again, or use the chat box.

Thank you!

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With me today:

- Kathy Fellows – kathy.fellows@maine.gov
- Terry Bailey – terry.bailey@maine.gov
- Dana Duncan – dana.duncan@maine.gov
- Renee Karickhoff – renee.karickhoff@maine.gov

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Session Agenda

- Why is quality data important?
- Security Necessary
- Adding data to include a student in the 12/1 count
- Adding data to exit a student from special education
- Verifying and Certifying 12/1 count data
  - *Fax the **December 1 Special Education Count Certification** report, once accurate and signed by the Special Education Director, to Terry Bailey at 207-624-6651 by January 7, 2009.*
- Staff-related data in MEDMS
- Important Letters of Note
- Wrap-up

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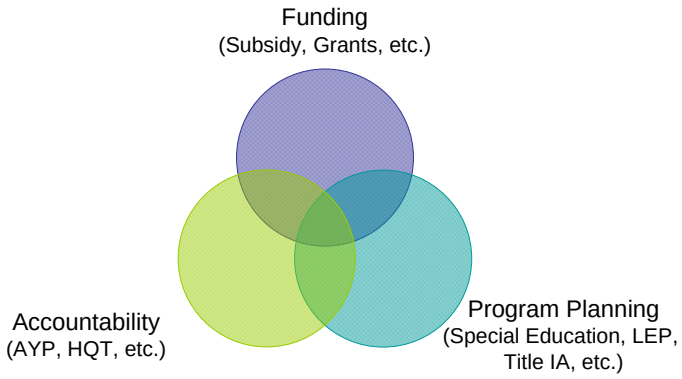
Data is used for many purposes!



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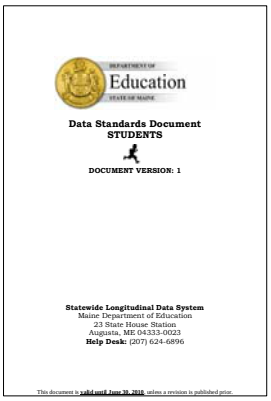
Data Standards Documents

- When determining the accuracy of your data, please refer to the Data Standards Document:
- http://www.maine.gov/education/medms/XMLlinks2Stage.htm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Data Standards Document
STUDENTS

DOCUMENT VERSION: 1

Statewide Longitudinal Data System
Maine Department of Education
23 State House Station
Augusta, ME 04333-0023
Help Desk: (207) 624-6896

This document is valid until June 30, 2010, unless a revision is published prior.

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Security Roles Necessary

- Access to enter/modify/view student enrollments, as well as different reports/downloads, depends on your account permissions
- Check with your local system administrator to discuss your permissions
- For ICSE, your local system admin can call the MEDMS Helpdesk to have an account adjusted, if necessary

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Entering Special Education Data

- Import – ICSE: accomplished via file uploads – for more information visit: http://www.maine.gov/education/medms/XMLlinks2Stage.htm
- Manual Entry – ICDE and ICSE: accomplished through the user interface

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Importing Special Education Data

- Special Education fields now exist in the upload schema.
- When exiting a student from Special Education:
  1. Insert special education exit date and exit reason, and enrollment end date and end status (optional) in the Yes enrollment
  2. (optional) Create a new enrollment no enrollment

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Manual Entry – Std Included in 12/1

- Special Ed Fields required:
  - Special Ed Status = Yes
  - Start Date
  - Special Ed Setting
  - Exceptionality

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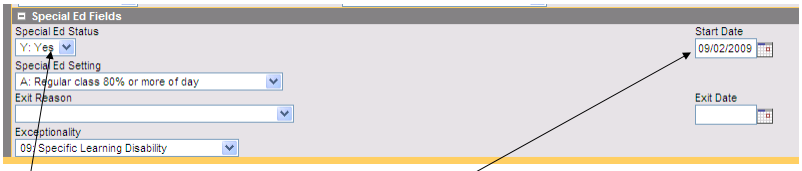
Manual Entry – Std Included in 12/1



If the student had "No" for status previously, you will be prompted to indicate if this is a correction or change.

The Start Date must be < or = 12/01/2009 to be included in the 12/1 count. (It can be the start of this school year, or a previous year.)

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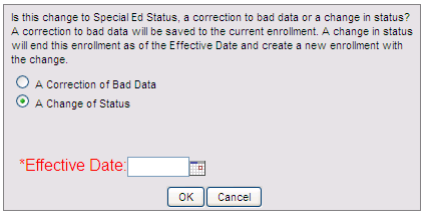
Manual Entry – Std Included in 12/1



Use "**A Correction of Bad Data**" if the Special Ed Status was incorrect previously

Use "**A Change of Status**" if the student started receiving services, and then enter an effective date (Would need to be </= 12/01/2009 to be included this year).

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Manual Entry – Std Exited before 12/1

- Special Ed Fields required:
  - Special Ed Status = Yes
  - Start Date
  - Special Ed Setting
  - <<Exit Reason>>
  - <<Exit Date>>
  - Exceptionality

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Manual Entry – Std Exited before 12/1

Data entered in this way will enable the student to appear correctly on the Special Ed Exit Report.

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Manual Entry – Std Exited before 12/1

- Very specific steps to exit a student:
  1. Enter the required exit data (Exit Reason and Exit Date) on the **Special Ed Status = Yes** enrollment
  2. Click Save
  3. (optional) Change the Special Ed Status to “No”, click Save
  4. (optional) When prompted, select “A Change of Status”, and enter the effective date.
  5. (optional) A new “No” enrollment will be created.

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Verification and Certification of Dec 1 Count Data

- Reports will download in Excel format
- These reports are at the unit level (include all schools combined)

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Verifying Student Data

- ME State Reporting
  - Special Education Reports
    - **December 1 Special Education Students** (used to verify students included in your 12/1 count)
    - **December 1 Special Education Count Certification** (requires the special education director's signature, certifying your 12/1 count.)
    - **Special Ed Exit Report** (used to verify students who have already been exited from services before 12/1) *This report is due near the end of the school year.*

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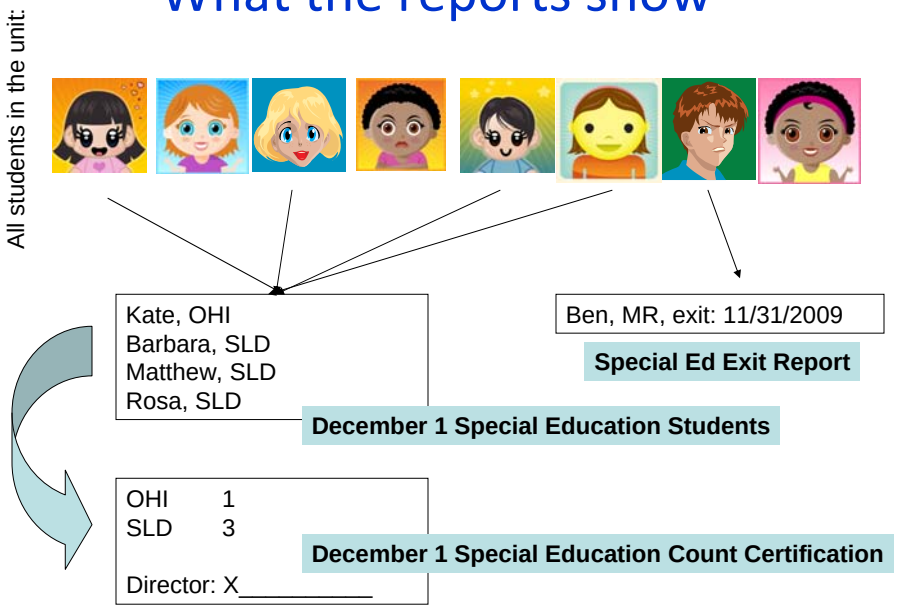
What the reports show



Dec 1 Spec Ed Std Report Notes

- December 1 is a resident count - student counted by
- Parentally Placed in Private School
- Special Ed Setting Cannot Be NULL
- Special Ed Setting Must Be Parentally Placed In Private
- SchoolStudent has a special ed only enrollment - student counted by XYZ
- Student on superintendent agreement - student counted by XYZ
- This student counted by XYZ

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Using Excel to Verify Your Data

- Select the row with column headings
  - Select:
    - Data>Filter>AutoFilter
      - Use the menus to
        - » sort
        - » select
        - » Exclude
- Format>Column>Hide
- Window>Freeze Panes (freezes row/clmn hdg)

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MEDMS – EFS-05 – Part 2

- Section A: Teachers
- Section B: Personnel

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MEDMS – EFS-05 – Part 2; Section A

State of Maine
Department of Education
Report of Services to Exceptional Students
Part II - NUMBER AND TYPE OF TEACHERS (In Full-Time Equivalency of Assignment) EMPLOYED AND NEEDED TO PROVIDE SPECIAL EDUCATION AND RELATED SERVICES TO EXCEPTIONAL STUDENTS IN THE 2009-2010 SCHOOL YEAR.

Choose One: ⦿ I Have Teachers ○ I Have No Teachers

Save

EFS-05 Part 2 Section A: Teachers (Maine Department of Education)

FTE	Employed Highly Qualifed	Employed Not Highly Qualified
Teachers	0.00	0.00
Total Count	**0.00**	**0.00**

Save

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MEDMS – EFS-05 – Part 2; Section B

State of Maine
Department of Education
Report of Services to Exceptional Students
Part II - NUMBER AND TYPE OF TEACHERS (In Full-Time Equivalency of Assignment) EMPLOYED AND NEEDED TO PROVIDE SPECIAL EDUCATION AND RELATED SERVICES TO EXCEPTIONAL STUDENTS IN THE 2009-2010 SCHOOL YEAR.

Choose One: ⦿ I Have Personnel ○ I Have No Personnel

Save

EFS-05 Part 2 Section B: Personnel (Maine Department of Education)

FTE	Contracted Fully Certified/Licensed	Employed Highly Qualified	Employed Not Highly Qualified
Audiologists	0.00	0.00	0.00
Speech and Language Pathologists	0.00	0.00	0.00
Interpreters	0.00	0.00	0.00
Psychologists	0.00	0.00	0.00
Occupational Therapists	0.00	0.00	0.00
Physical Therapists	0.00	0.00	0.00
Physical Education Teachers/Recreation Therapists	0.00	0.00	0.00
School Social Workers	0.00	0.00	0.00
Medical/Nursing Staff	0.00	0.00	0.00
Counselors/Rehabilitation Counselors	0.00	0.00	0.00
Orientation And Mobility Specialists	0.00	0.00	0.00
Educational Technicians I, II, III	0.00	0.00	0.00
Total Count	**0.00**	**0.00**	**0.00**

Save

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Important Letters of Note

- Admin Letter #020, 2009-2010 December 1 Child Count [12/01/2009]
- Info Letter #055, Infinite Campus Enrollment Instructions for Special Education Students in Out of District Placements [12/04/2009]

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Where to get information about the collections

- Use administrative and informational letters:

  http://www.maine.gov/education/edletrs
- The MEDMS webpage:
  - http://www.maine.gov/education/medms/
- The SLDS blog: http://blog.slds.me/
- Maine SLDS on Twitter:
  - http://www.twitter.com/mainesIds

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Session Review

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Session Evaluation

- Thank you for joining us!
- Take attendance…
- Please take a few minutes to complete the evaluation of this session.
  - "Webinar Evaluation" in the DQ Training System (http://moodle.slds.me)

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