

Data Standard Alternative Education Programs - KECSAC (Kentucky Educational Collaborative for State Agency Children)

Rev. 1/2/2024

Ownership and History

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Revision history

January 2, 2024

Updated Data Stewardship

July 21, 2023

Section A – add clarification for end of year KECSAC records

July 3, 2023

Review for 2023-24 School Year

Added Summer School Calendar Set Up link

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Overview

Description

This standard details requirements for students being served by the local school district who have been placed by a state agency and are generating KECSAC funds. Districts must have a Memorandum of Agreement with KECSAC to receive these funds for services provided to state agency placed students.

Regulation citation(s)

- [704 KAR 19:002](#) Alternative Education Programs
- [KRS 160.380](#) Definition of an alternative education program
- [505 KAR 1:080](#) Kentucky Educational Collaborative for State Agency Children
- [KRS 158.135](#) Reimbursement for school services for state agency children

Data use

- This data will be used to determine accountability for state placed students.
- This data will be provided to KECSAC for data analysis and public reporting.
- This data will be reported via the [School Report Card](#).

Resources

- Data Standard [Alternative Education Programs/ILPA](#)
- Data Standard [Alternative Programs - Out of District](#)
- Data Standard [Student Records Transfer](#)
- Reference [ILPA User Security Document](#)
- Reference [ILPA Setup Instructions](#)
- Reference [ILPA Team Member District Assignment Instructions](#)

Reports

- [KECSAC Membership](#) report
- *Alternative Education Programs* report
The purpose of this report is to assist districts and alternative educational programs (AEP) in obtaining data to provide technical assistance and monitoring of students served by off-site and on-site AEPs. Reference the [Quick Reference Card](#).
- *Transient Population Report*
Path: KY State Reporting | KDE Reports | Transient Population
This report can be used to identify transient students currently enrolled in a district and/or school. Students are identified as transient if they have been enrolled in 3 or more schools in the current school year; 5 or more schools in the last 2 school years; or 10 or more schools in the last 5 school years. Reference the [Quick Reference Card](#).

Training

- Various trainings are posted via [KDE's Alternative Education Program website](#).

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Section A – KECSAC Tab

Classic View: Student Information | ILPA | General | KECSAC tab

Search Terms: KECSAC

The screenshot shows a form titled "KECSAC" with the following fields:

- *Status Date**: A date input field with a calendar icon.
- Status Time**: A time input field.
- *Start Date**: A date input field with a calendar icon.
- End Date**: A date input field with a calendar icon.
- *Classification for SAC Eligibility**: A dropdown menu.

Status Date: Defaults to the date the record is created (no requirement to change)

Status Time: Defaults to the time the record is created (no requirement to change)

Start Date: Enter the date the student was placed in the state agency program or when a student from any public school is placed under the care of a state agency. This is the date the district or school begins receiving KECSAC funds for the student.

End Date: Enter the date the student withdrew from the state agency program or no longer generates KECSAC funds for the school in which the student is enrolled.

NOTE: KECSAC records should correspond to student Enrollment records. When a student moves in and out of KECSAC facilities a new record should be created.

When enrollment records are ended as C01: Close of Year, the corresponding KECSAC tab will end date. Districts should create a new KECSAC record corresponding to the start date of the student's first enrollment in the new school year.

Classification for SAC Eligibility: Select from the drop list one of the six classification categories that qualifies the student as state agency eligible.

- 01: Court ordered to attend program
- 02: DCBS-Committed to or in custody of
- 03: DJJ-Committed to or in custody of
- 04: Placed or financed in a private facility agreement w/Cabinet (MHDT and some DCBS)
- 05: Probated
- 06: FAIR Team Referral

Clarification for foster youth: To be considered a KECSAC child, the student must be of school age AND committed to our in the custody of the Cabinet AND placed or financed in a DCBS operated or contracted institution, treatment center, or facility. Traditional foster youth who live in a traditional family home are not considered a state agency student, even though they are committed to or in the custody of the Commonwealth because they are not in an institution, treatment center or facility.

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Abbreviations for state agency placement:

- DCBS: Department for Community Based Services
- DJJ: Department of Juvenile Justice
- MHDT: Mental Health Day Treatment

Section B – KECSAC and Accountability

For a student to be counted as a state agency student for SDRR and accountability, the KECSAC records must match the enrollment start and end dates in the state agency facility (A6 program).

- When a student enrolls into a state agency facility, a KECSAC record should be created with a start date that matches the student's enrollment start date.
- If a student withdraws from the facility, the active KECSAC record should be end dated to match the enrollment withdrawal date.
- If a student returns to a facility, a new KECSAC record should be created with a start date matching the new enrollment date.

ALL state agency enrollment dates must match the KECSAC record dates.

There are occurrences when a student will be enrolled in an A1 or A5 school and the student is placed in state agency care but remains enrolled in the A1 or A5 school (district operated programs). In these cases, the KECSAC start date would be the date the student was placed under the care of a state agency and the end date would be the date the student was removed from state agency care or has a gap in enrollment in which case it would match the end date of the last enrollment prior to the gap. A new KECSAC record would be created for the enrollment after the gap.

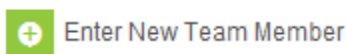
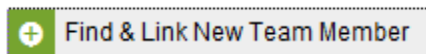
Section C – Team Members Tab

The Team Members Tab data will populate the Team Meeting information within the ILPA (Individual Learning Plan Addendum) editors.

Classic View: Student Information | ILPA | General | Team Members Tab

Search Terms: ILPA Team Members

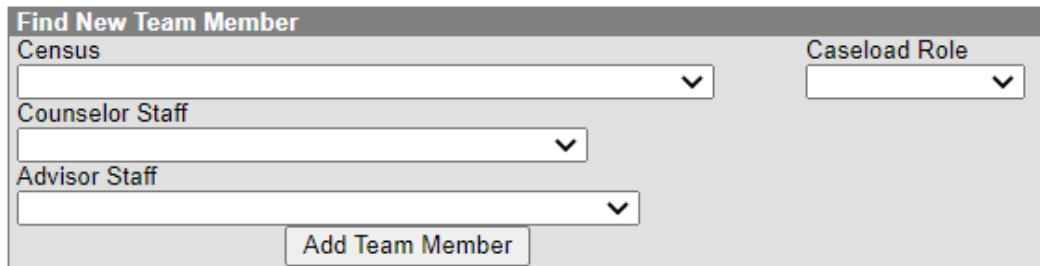
Enter all staff that will be participating in the transition planning process for the specified student.



Team members that are already in the system should be added using the **Find and Link New Team Member** button.

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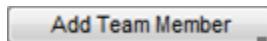
Census: Use this drop list to select team members from the Census portion of the database

Counselor Staff: The drop list will contain staff designated as counselors via **Census | People | District Assignments tab*.

Advisor Staff: The drop list will contain staff designated as advisor via **Census | People | District Assignments tab*.

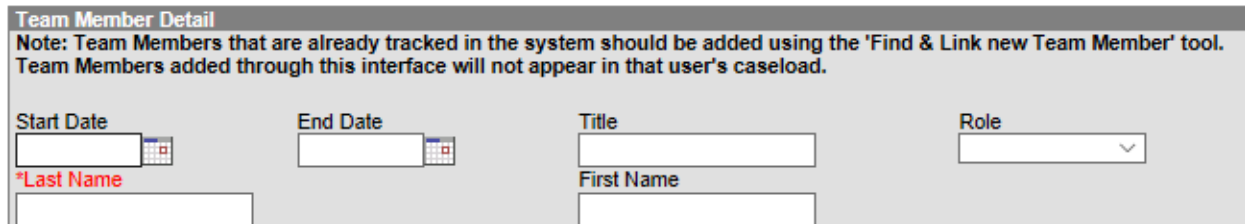
Caseload Role: Select from the drop list the appropriate role for this member.

Click *Add Team Member*



Reference [Team Member District Assignment Instruction](#)

Team members not in the system must be entered using the **Enter New Team Member** button.



Start Date: Enter the date the specified member is added to the team.

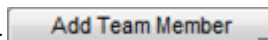
End Date: Enter the date the member was removed from the team, if applicable.

Last Name: Enter the last name of the member.

First Name: Enter the first name of the member.

Role: Select the appropriate role for the member.

Click *Add Team Member*



Section D – ILPA (Individual Learning Plan Addendum)

Students placed long-term in an offsite or onsite alternative education program should be assigned to the specified course sections and must have an active, locked *Individual Learning Plan Addendum* (ILPA). KDE defines long-term placement as 10 or more school days.

Classic View: Student Information | ILPA | General | Documents Tab

Search Terms: ILPA Documents

Click the *New Document* button

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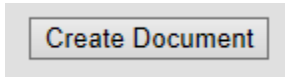


Select the *Create New Plan* indicator

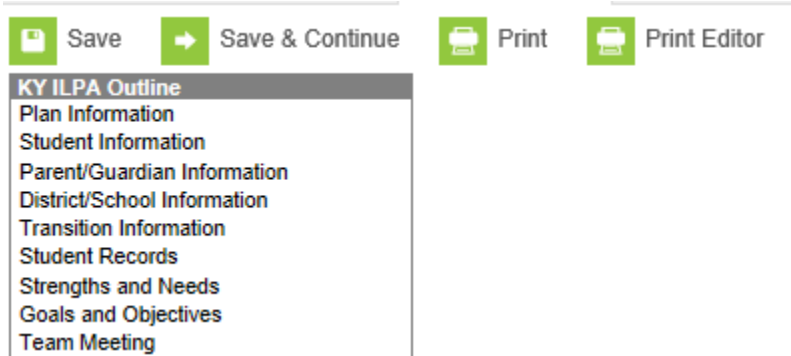
Select *KY ILPA* indicator

A grey rectangular form with two checkboxes. The first checkbox is checked and is followed by the text "Create New Plan: Goals and Objectives, Transition Information, and Other Information". The second checkbox is also checked and is followed by the text "KY ILPA".

Click **Create Document** button



The KY ILPA Outline shows each editor and acts as a navigation tool. Saved editors display in bold.



While editing the plan, the following buttons are available for use:

- **Save:** Select to save the data entered on the current editor
- **Save and Continue:** Select to save the data entered on the current editor and to move to the next editor
- **Print:** Select to print the entire ILPA document (all editors)
- **Print Editor:** Select to print only the current editor

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Plan Information Editor

The screenshot shows a form titled "Individual Learning Plan Addendum" with the following fields:

- *Start Date**: A date input field with a calendar icon.
- *End Date**: A date input field with a calendar icon.
- Withdrawal Date**: A date input field with a calendar icon.
- *Enrollment Date**: A date input field with a calendar icon.
- *Anticipated Date of Transition**: A date input field with a calendar icon.
- *Placement**: A dropdown menu.
- Total Credits Earned To Date**: A text input field containing the number "0".
- Location**: A dropdown menu.
- If Off Site, please specify**: A dropdown menu.
- *Reason for Placement**: A multi-select dropdown menu with the text "Select Values".
- If Other, please specify**: A text input field.
- Team Manager**: A label at the bottom of the form.

Start Date: Enter the Start Date of the plan

End Date: Enter the anticipated End Date of the Plan

Withdrawal Date: Enter the withdrawal date from the student's regular educational setting (previous A1 school)

Enrollment Date: Enter the date of enrollment into the alternative education program

Anticipated Date of Transition: Enter the date team anticipates the student to return to the regular educational setting.

Placement: Select from the drop list Involuntary (school or court ordered) placement; Voluntary (student choice) would not be a selection for KECSAC students

Total Credits Earned to Date: Enter the total credits earned upon enrollment in the alternative education program

Location: Select from the drop list if the student will be in an off-site or an on-site alternative education program

If Off Site, please specify: If applicable select from the drop list the off-site alternative education program

Reason for Placement: Select the reason(s) the student was placed in an alternative education program (multiple reasons can be selected)

- A: Academics
- B: Behavior
- C: Credit Recovery
- E: Socio-Emotional
- O: Other, if selected, specify reason in textbox

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Student Information Editor

Student Demographics
Note: At the point the plan is generated, a snapshot of the student data is taken. To get a fresh copy, click the button below.

Last Name	First Name	Middle Name	Suffix
Federal Designation	Federal Race(s)	Race, Ethnicity (state)	
Birthdate	Birth City	Gender	
Student Address			
School Name	School Phone	Student Number	Grade

Refresh Student Information: Select to refresh the student demographics to the document; data will populate as *read only*

Parent/Guardian Information Editor

Parent/Guardian Information
Note: At the point the plan is generated, a snapshot of the student data is taken. To get a fresh copy of the guardian information, click the button below.

Parent/Guardian comes from the census system and the only people listed here are marked as guardians of the student's current household, or direct guardians to the student through the relationship.

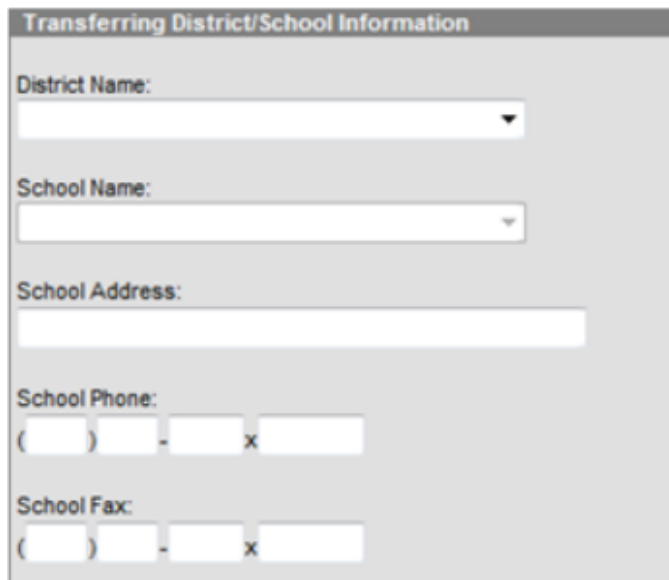
Guardian MOTHER, NATURAL/ADOP	Name	
Work Phone	Cell Phone	Email
Addresses	Home Phone	

Refresh Guardian Information: Select to refresh the student's guardian information to the document; the fields will populate from census as *read only*

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District/School Information Editor



The screenshot shows a form titled "Transferring District/School Information". It contains the following fields:

- District Name:** A dropdown menu.
- School Name:** A dropdown menu.
- School Address:** A text input field.
- School Phone:** A form with three input boxes: the first for the area code in parentheses, the second for the main number, and the third for the extension with an 'x'.
- School Fax:** A form with three input boxes: the first for the area code in parentheses, the second for the main number, and the third for the extension with an 'x'.

District Name: Select from the drop list the district the student is transferring from

School Name: Select from the drop list the school the student is transferring from

NOTE: the school drop list will be auto populated based on the *District Name* selection

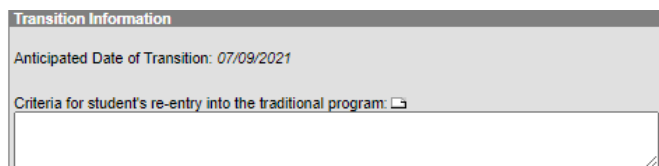
School Address: Enter the address of the school the student is transferring from **OPTIONAL**

School Phone: Enter the phone number of the school the student is transferring from **OPTIONAL**

School Fax: Enter the fax number of the school the student is transferring from **OPTIONAL**

NOTE: Address, Phone and Fax number will populate if school selected is within the same district

Transition Information Editor



The screenshot shows a form titled "Transition Information". It contains the following fields:

- Anticipated Date of Transition:** A text input field with the value "07/09/2021".
- Criteria for student's re-entry into the traditional program:** A text input field with a small icon to its right.

Anticipated Date of Transition: *Read only* field populated from the Plan Information editor

Criteria for student's re-entry into the traditional program: Enter the criteria student must meet in order to be re-enrolled into the student's previous A1 school/regular educational setting.

Template bank can be created by district, via System Administration | ILPA | Template Banks, reference [ILPA Setup Instructions](#).

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Student Records Editor

The screenshot shows a form titled "Student Records" with the instruction "Indicate if the following are available in the student's record (check all that apply)". The form contains two columns of checkboxes. The first column includes: Individual Learning Plan (ILP), 504 Plan, Current Report Card, Assessment Scores, ACT, and Other, please specify: (with a text input field). The second column includes: Individual Education Plan (IEP), Official Transcript, Explore/Plan, MAP, and Other, please specify: (with a text input field).

Indicate availability of items in student's current educational record: check all that apply

Student Strengths and Needs Editor

The screenshot shows a form titled "Student Strengths and Needs" with two main sections: "Academic or Behavioral Strengths" and "Academic or Behavioral Needs". Each section has a large text input area with a scroll bar on the right side.

Academic or Behavioral Strengths: Enter student's academic or behavioral strengths

Academic or Behavioral Needs: Enter the student's academic or behavioral needs

Template bank can be created by district, via System Administration | ILPA | Template Banks, reference

[ILPA Setup Instructions](#)

Goals and Objectives Editor

Click **New Plan Goal** button

The screenshot shows a form titled "Goal Editor". It has a "Goal Name" text input field and an "Area" dropdown menu. Below these is a "Goal" section with a large text input area and a scroll bar on the right side.

Goal Name: Enter descriptive name of goal

Area: Select from the drop list the area for the specified goal

- Academic
- Behavioral

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- Other

Goal: Describe student's goal in specified area

Select Save to save current goal and enter a new goal

Select Save and Continue to save current goal and to move to the next editor

Template bank can be created by district, via System Administration | ILPA | Template Banks, reference [ILPA Setup Instructions](#)

Enter **Goal Objective(s)**

Select appropriate goal in which to add the objective



Click **New Plan Goal Objective** button



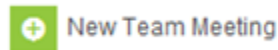
Enter Objective related to selected goal

Multiple objectives can be added to each goal by the repeating these steps

Template bank can be created by district, via System Administration | ILPA | Template Banks, reference [ILPA Setup Instructions](#)

Team Meeting Editor

Select **New Team Meeting** button



Team Meeting Editor

Print in Plan

Meeting Time *Meeting Date

Meeting Location Invite Date

Minutes of Plan Meeting

Print in Plan: Select this indicator to ensure the team meeting data entered will print in the plan

Meeting Time: Enter the time the team meeting occurred

Meeting Date: Enter the date the team meeting occurred

Meeting Location: Enter the location of the team meeting

Invite Date: Enter the date in which the members were invited to the meeting

Minutes of Plan Meeting: Enter the minutes of the meeting **OPTIONAL**

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Team Meeting Attendance Editor

Invited	Attended	Name	Title
<input type="checkbox"/>	<input type="checkbox"/>	[REDACTED]	MOTHER, NATURAL/ADOP (GUARDIAN) (COUNSELORSTAFF)
<input type="checkbox"/>	<input type="checkbox"/>	[REDACTED]	(COUNSELORSTAFF)
<input type="checkbox"/>	<input type="checkbox"/>	[REDACTED]	(ADVISORSTAFF)

This will display all Team Members entered on the Team Members Tab

Select indicator for each member that was invited

Select indicator for each member that attended

Save Document

From the documents tab the ILPA must be **LOCKED** to ensure student records transfer, syncing data to the state and for reporting purposes.

- Select Documents Tab
- Select KY ILPA
- Click the Lock/Unlock button



Section E – Copy Feature (use upon re-entry in alternative program within same academic year)

Upon a student's re-entry into an alternative educational program within the same academic year, a new ILPA is not required; the student's previous ILPA can be copied and updated, as necessary.

Classic View: Student Information | ILPA | General | Documents Tab

Search Terms: ILPA Documents

Select student's previous ILPA



Click the **Copy** button



Click **OK** when the warning appears

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New Plan Type: default KY ILPA

Start Date: Enter the start date of the new ILPA (date in which revised plan will begin)

End Date: Enter the end date of the new ILPA

Click **Copy**

This step will do the following:

Create an unlocked copy of the previous ILPA

End date the previous ILPA one day less the start date of the new ILPA

Previous ILPA will remain locked

Open the new ILPA and make appropriate updates to student's goals and objectives for the current stay in the alternative educational program.

When complete, **lock** the new ILPA

Section F – Progress Report

The progress of the student's goals and objectives should be monitored on a regular basis. KDE recommends monitoring progress of the student's goals and objectives based on the same timeline as progress is reported in the other schools in your district.

Classic View: Student Information | ILPA | General | Documents Tab

Search Terms: ILPA Documents

Select **New Document**



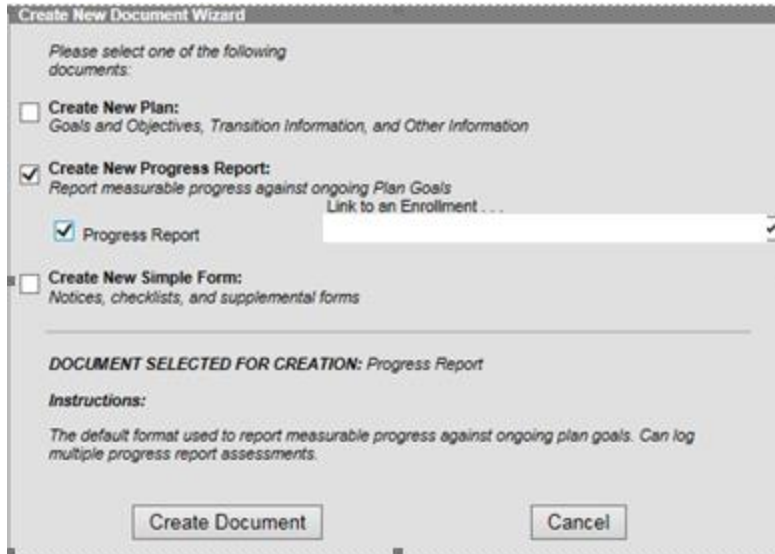
Select *Create New Progress Report*

Select *Progress Report*

Click **Create Document** button

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Progress Report Editor



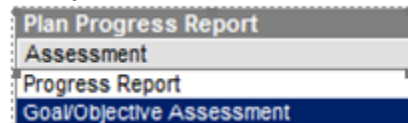
Plan to report on: Select from the drop list the plan to report progress

Report Date: Enter the progress report date

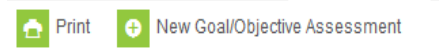
Click the **Save** button

Goal/Objective Assessment Editor

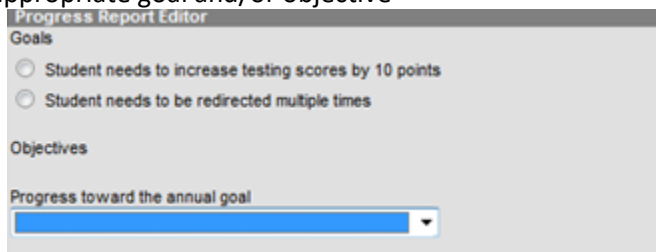
Click Goal/Objective Assessment in the Assessment editor



Click **New Goal/Objective Assessment**



Select appropriate goal and/or objective



Select from the drop list the *Progress toward the annual goal

Note: This drop list must be populated via System Administration | ILPA | Progress Options, reference [ILPA Setup Instructions](#)

Section G – Calendar Setup

Classic View: System Admin | Calendar | Calendar

Search Terms: Calendar information

KDE Recommendation

Facilities in which ALL students enrolled are KECSAC students (strictly A6 facility) can choose to have a separate school calendar that includes the extended days (210-day calendar).

Facilities in which there are district placed and KECSAC students enrolled (blended A6 facility) can choose to add the extended days as a summer calendar. The regular year calendar should have the same end date as the other schools in the district.

Mark the additional days as Regular School Day, Instruction and Attendance as shown below:

The screenshot displays a 'Day Detail' form with the following fields and values:

Date	05/24/	Day #	175
Period Schedule	Regular		
School Day	Instruction	Attendance	
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Start Time	End Time	Duration	
		0	

The duration field will be calculated automatically

Comments

Type	Duration	Inst. Minutes
Add DayEvent		

Complete instruction on calendar set up and using the calendar wizard can be found on [KDE's School Calendar website](#). Reference the direct link to the [Calendar Set up and Using the Calendar Wizard](#) document. Please see the [Summer School Setup](#) on how to create a Summer School calendar.