

The background of the slide is a composite image. The top left shows a line of yellow school buses with "SCHOOL BUS" written on their fronts. The bottom left shows a classroom with blue walls, decorated with colorful balloons and framed pictures. Several white desks and chairs are arranged in the room.

End-of-Year Training SPED Data and Reporting

*Kentucky Department of Education (KDE)
Office of Special Education
and Early Learning (OSEEL)
Spring 2023*

Agenda

- Welcome
- General Reminders
- Reporting
 - *Indicator 12*
 - *Indicators 11 and 13*
 - *Personnel/Placement*
 - *Behavior*
 - *Exiting*
 - *Child Count*
- New look for special ed forms, known as “Elements”

Reminders

- [Data Standards](#)
- [Special Education Data Standards](#)
- [Special Education Reporting Manual](#)

Resources

- [Dashboard](#)
- [Public Reporting](#)
- [Special Education Resources for Using Infinite Campus \(IC\)](#)

Reporting

Upcoming Submission Dates

Due Date	Report	Data Location
June 1	Personnel Data	Submit in GMAP
June 30	Indicators 11, 12, 13 Data	Spreadsheet sent to district (KY State Reporting > KDE Reports > SpEd_Evaluation_Detail report helps find students for Indicator 11)
June 30	Safe Schools Report	KY State Reporting > Safe Schools
July 31	Special Education Exiting Data	Data Check: KY State Reporting > Special Ed Exit Report
TBA	Dec. 1 Child Count Data	Kentucky State Reporting > Individuals with Disabilities Education Act (IDEA) Dec. 1 Count Extract

Indicators 11 & 13

Indicator 11 & 13 Spreadsheet

- Sent on 4/26/2023
- Tabs
 - Cover Sheet
 - Instructions
 - Assurances
 - Indicator 11
 - SAMPLE Indicator 11
 - Indicator 13

Indicator 11

- Percent of children who were evaluated within 60 days of receiving parental consent for initial evaluation or, if the state establishes a timeframe within which the evaluation must be conducted, within that timeframe.
- Kentucky's timeframe is 60 school days.

Indicator 11 (2)

To create the Indicator 11 report in Infinite Campus:

1. Go to *KY State Reporting*;
2. Click on *KDE Reports*;
3. Click *SpEd_Evaluation_Detail*;
4. Click *Generate Report*.
5. **Note:** This report is ONLY for your use to provide a list of students from which to choose a random 10% of students to put on the report you will send the KDE.

Notes on SpEd_Evaluation_Detail


- If Date of Consent for Initial Evaluation column says, “*Missing Consent Date,*” enter the Date of Consent for Initial Evaluation in the Consent for Evaluation document.


Notes on SpEd_Evaluation_Detail (2)


- It is **NOT** a concern if the Eligibility Determination Date column says “*Missing Eligibility Date*” if an Initial Evaluation/Eligibility Determination document dated after the Date of Consent for Initial Evaluation has **NOT** been completed and locked.
- See next slide for screenshot.


Screenshot of Consent Header Editor


Consent Header Editor

***ARC Date** 

***Evaluation Type** 

Date of Consent for Initial Evaluation 

Date of Consent for Reevaluation 

Date of Revocation of Consent for Evaluation 

Reason for Revocation of Consent for Evaluation:

More Notes

- If a student has left the district, the column labeled “Enrollment End Date” will have a date. Filter these students out.
- Preschool days will not be accurate. Districts will need to calculate those.

More Notes ⁽²⁾

- Include students from the previous year who were not in the district long enough to have eligibility determined.
- Also include students from this school year who were in the district long enough after the Date of Consent for Initial Evaluation to have eligibility determined.

Indicator 11 Examples

999	Reason(s) for Exceeding Timeline Please select the best reason for not meeting timeline and PROVIDE DETAILS in a CONCISE manner. (See tab named "Sample Indicator 11")								
School	Evaluation Consent Date	Eligibility Determination Date	60 School Day Timeline Met	# Days Over Timeline (If applicable)	Availability of Evaluation Personnel <i>(example: shortage of school psychs)</i>	Excessive Student Absenteeism <i>(example: student was absent 12 out of 60 days)</i>	Parental Factors <i>(example: parent rescheduled ARC 3 times)</i>	Difficulty Obtaining External Evaluation Components <i>(example: never received evaluation from medical professional)</i>	Other
Hogwarts			N	4	shortage of school psychologist; 1 for whole district				
Hogwarts			N	6		student absent 15 out of 60 days			
Hogwarts			N	12			5 documented attempts to contact parent. No show		
Hogwarts			N	2					2 days over timeline due to not including NTI days in 60 day.

Indicator 13

- For Indicator 13, run the Detail report for KY State Reporting > KDE Reports > QA SPED. Then filter for all students who are aged 16 and older.
- [Compliance Record Review Document](#)
- Below is a screenshot of the required regulations.

K	L	M	N	O	P	Q	R	S	T
320.7.1	320.7.2	320.3.4 Consent from Outside Agency	320.3.4 Input from Outside Agency	320.2.6	320.5.14	300.4.21	320.3.4 Student Invited	320.4.3	320.4.4

End-of-Year Indicator Reports

- Spreadsheets have been emailed (4/26/2023)
- SpEd_Evaluation_Detail report
- QA SPED Detail report
- Submit file through [DoSE Secure File Transfer](#)

Indicator 12

SPP/APR Indicator 12

- This compliance indicator measures the percentage of children:
 - Referred by Part C prior to age 3
 - Who are found eligible for Part B
 - Who have an Individualized Education Program (IEP) developed and implemented by their 3rd birthday

Measurement for Indicator 12

- a. Number of children who have been served in Part C and referred to Part B for Part B eligibility determination.
- b. Number of those referred determined to be NOT eligible and whose eligibility was determined prior to their 3rd birthdays.

Measurement for Indicator 12 (2)

- c. Number of those found eligible who have an IEP developed and implemented by their 3rd birthdays.
- d. Number of children for whom parent refusal to provide consent caused delays in evaluation or initial services or to whom exceptions under 34 CFR §300.301(d) applied.
- e. Number of children who were referred to Part C fewer than 90 days before their 3rd birthdays.

New Method of Data Collection

Old Method:

- Google Form
- Complicated
- State Student Identifiers (SSIDs) requested AFTER survey

New Method:

- [Survey](#)
- SSIDs must be READILY available in case they are requested

Personnel and Placement

Personnel

- All special education teachers, paraprofessionals and related service providers employed or contracted to work with children with disabilities (Individuals with Disabilities Education Act) who were ages 3 through 21.

Personnel Categories

- Special Education Teachers
 - *Fully Certified/Not Fully Certified*
 - *Preschool/School Age*
- Special Education Related Services Personnel
 - *Fully Certified/Not Fully Certified*
- Special Education Paraprofessionals
 - *Qualified/Not Qualified*
 - *Preschool/School Age*

Personnel Full Time Equivalency (FTE)

Report by FTE

- Percentage of time each person works specifically with students with disabilities receiving special education and related services
- Rounded to the nearest hundredth of a decimal place
- If a teacher works with both students with disabilities and students without disabilities, report only the portion of the FTE spent with students with disabilities

Personnel – FTE Example

- **Teacher 1:** Works with students with disabilities for three hours out of a six-hour day
 - *Report 0.50 FTE*
- **Teacher 2:** Works with students with disabilities for four hours out of a six-hour day
 - *Report 0.67 FTE*
- District employs both Teacher 1 and Teacher 2 above
 - *Report $0.50 + 0.67 = 1.17$ FTE*

Personnel – Report

Count of Special Education Teachers	FTE
For preschool children who are Fully Certified in Special Education	
For preschool children who are Not Fully Certified in Special Education	
For children in grades K-14 who are Fully Certified in Special Education	
For children in grades K-14 who are Not Fully Certified in Special Education	
Total	-

Personnel – Report (2)

Count of Related Service Providers for Ages 3-21	FTE
Audiologists	
- Fully Certified	
- Not Fully Certified	
Speech-Language Pathologists	
- Fully Certified	
- Not Fully Certified	

Placement

Used for Private School Proportionate Amount Data and Calculations

<i>Private School Proportionate Amount Data and Calculations</i>	Ages 3 through 21	Ages 3 through 5
<p>1. Report as of the most recent Child Count date, the count of children or youth who reside in or receive services from the district and who:</p> <p>a. For the Basic IDEA program are ages 3 through 21 AND have been determined eligible for special education by an Admissions and Release Committee (ARC)</p> <p>b. For the Preschool IDEA program are ages 3 through 5 AND have been determined eligible for special education by an Admissions and Release Committee (ARC)</p>		
<p>2. Report the count of students included in question 1 who are enrolled in a private, parochial, or home elementary or secondary school:</p> <p>a. for the Basic IDEA program report the count who are in grades K through 12, regardless of whether or not the student is receiving special education or related services.</p> <p>b. for the Preschool IDEA program the count who are in grade K or above, regardless of whether or not the child is receiving special education and related services.</p>		

For the above cells, enter students by age, not grade.

To be entered in these cells, students must be in Kindergarten or above. Do not include Pre-K students.

Behavior/Safe Schools

Safe Schools Report

- KY State Reporting > Safe Schools

- ▶ Assessment

- ▶ System Administration

- ▶ FRAM

- ▼ KY State Reporting

- ▶ KDE Reports

- ▶ KDE Reports

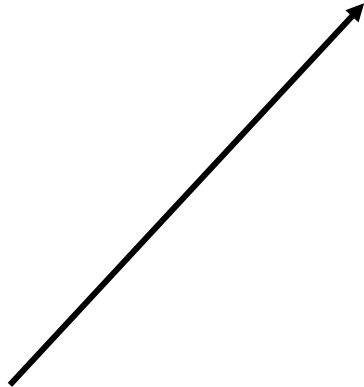
- IDEA Dec 1 Count Extract

- Preschool Enrollment Count

- Safe Schools**

- Safe Schools - Historical

- Special Ed Exit Report



Safe Schools Report

The Safe Schools Report outputs as CSV (Comma Separated Value) file. The report contains behavioral information on students collected from schools and districts in Kentucky.

Enter dates to find incident which occurred during a date range, leaving the date range blank will find all incidents which occurred during the date range of the selected calendar(s).

Extract Options

Extract Type:

Format:

Date Range: --

Filter By: Calendar District

Report Selection All Reports

SS1: Assault or Violence
 SS2: Possession of Guns or Other Deadly Weapons
 SS3A: Possession/Use or Distribution of Drugs
 SS3B: Possession/Use or Distribution of Alcohol
 SS3C: Possession/Use or Distribution of Tobacco Products
 SS4: Bullying or Harassment
 SS5: State Resolutions not reported in SS1 - SS4

Select Students

Grade Ad Hoc Filter

Active Special Ed at Time of Incident

The selection of Run Extract will produce a validation report to identify potential data issues. Submit to Batch will bypass the validation report and is the only generation option when the report is run by Select Districts.

Select Calendars

Which calendar(s) would you like to include in the report?

- active year
- list by school
- list by year

- 19-20
- (HeadStart) 19-20 Hayes Lewis
- (HeadStart) 19-20 MountainView
- (HeadStart) 19-20 Stinnett
- (HeadStart) 19-20 W B Muncy
- 060 19-20 Northern Elementary
- 061 19-20 Phillip Sharp Middle
- 070 19-20 PENDLETON COUNTY
- 080 19-20 SOUTHERN ELEMENTA
- 19-20 HUNTERTOWN PRE SCHO
- 19-20 NORTHSIDE PRE SCHOOL
- 19-20 A B Chandler Elementary
- 19-20 A M Yealey Elementary Sc
- 19-20 A5/A6 Beaumont Middle
- 19-20 A5/A6 Bryan Station High
- 19-20 A5/A6 Bryan Station Mid
- 19-20 A5/A6 Crawford Middle
- 19-20 A5/A6 Edythe J Hayes Mid
- 19-20 A5/A6 Frederick Douglass
- 19-20 A5/A6 Henry Clay High
- 19-20 A5/A6 Jessie Clark Mid
- 19-20 A5/A6 Lafayette High
- 19-20 A5/A6 Leestown Middle
- 19-20 A5/A6 Lexington Trad Mag
- 19-20 A5/A6 Morton Middle
- 19-20 A5/A6 PL Dunbar High
- 19-20 A5/A6 Southern Middle
- 19-20 A5/A6 Tate Creek High
- 19-20 A5/A6 Tate Creek Middle
- 19-20 A5/A6 Winburn Middle

CTRL-click or SHIFT-click to select multiple

Run the Safe Schools Report

- Be sure you are in the correct calendar year
- Click “Active Special Ed at Time of Incident”
- Highlight schools on the right
- Click “Run Extract”

State Resolution Codes

- SSP1 – Expelled with Services
- SSP2 – Expelled without Services (not used for a student with an Individual Education Program (IEP))
- SSP3 – Out-of-School Suspension
- SSP5 – Corporal Punishment

State Resolution Codes ⁽²⁾

- SSP7 – Physical Restraint
- SSP8 – Seclusion
- INSR – In-school removal
- INDR – In-district removal
- IAES1 – Unilateral Removal by School Personnel
- IAES2 – Unilateral Removal by Hearing Officer

Behavior Data Collection

- Definition of “*In School Removal*” (INSR) expanded to include removals during non-instructional time, i.e., lunch, recess, study periods
- In District Removal (INDR): “*In District Removal*” should be mapped to local resolutions involving a student’s removal to a location other than the school where the student regularly attends, such as an offsite alternative program or another school within the district.
- [Behavior Data Standards](#)

Reporting Special Education Discipline Data

- KDE reports the following categories of discipline data:
 - In-School Removals (*Unduplicated Count of Students*)
 - *Up to 10 Days*
 - *Greater than 10 Days*
 - Out-of-School Removals (*Unduplicated Count of Students*)
 - *Up to 10 Days*
 - *Greater than 10 Days*
 - Count of removal events (*Unduplicated Count of Events*)

Removal Codes

- In-School
 - INSR: In-School Removal
 - SSP8: Seclusion
- Other
 - IAES1
 - IAES2
- Out-of-School Removals
 - SSP1: Expelled with Services
 - SSP2: Expelled without Services
 - SSP3: Out of School Removal
 - INDR: In-District Removal

How is a Student Included?

- Removal length must be greater than zero
- ResolutionStateCode must be one of the codes listed in the previous slide
- Demographic data for a student is obtained from the child count report
- If the student was not on the child count report, use the demographic information from the final record in Safe Schools.

How are Removals Calculated?

- Students must be cumulatively removed a total of a half day or more.
- Every removal one hundredth of a day or longer (in-school, out-of-school or IAES) is a removal.
- For removals involving unduplicated counts of students, calculate the sum of lengths of all removals in each category separately. A student may be included in both counts.
- For total removals, calculate the number of resolutions involving either in-school or out-of-school removals.

Verifying Safe Schools Report

- Tableau Data Visualization
- IEP at Time of Incident
- Verify at: [Verification Survey for 2022-2023 Special Ed Discipline](#)

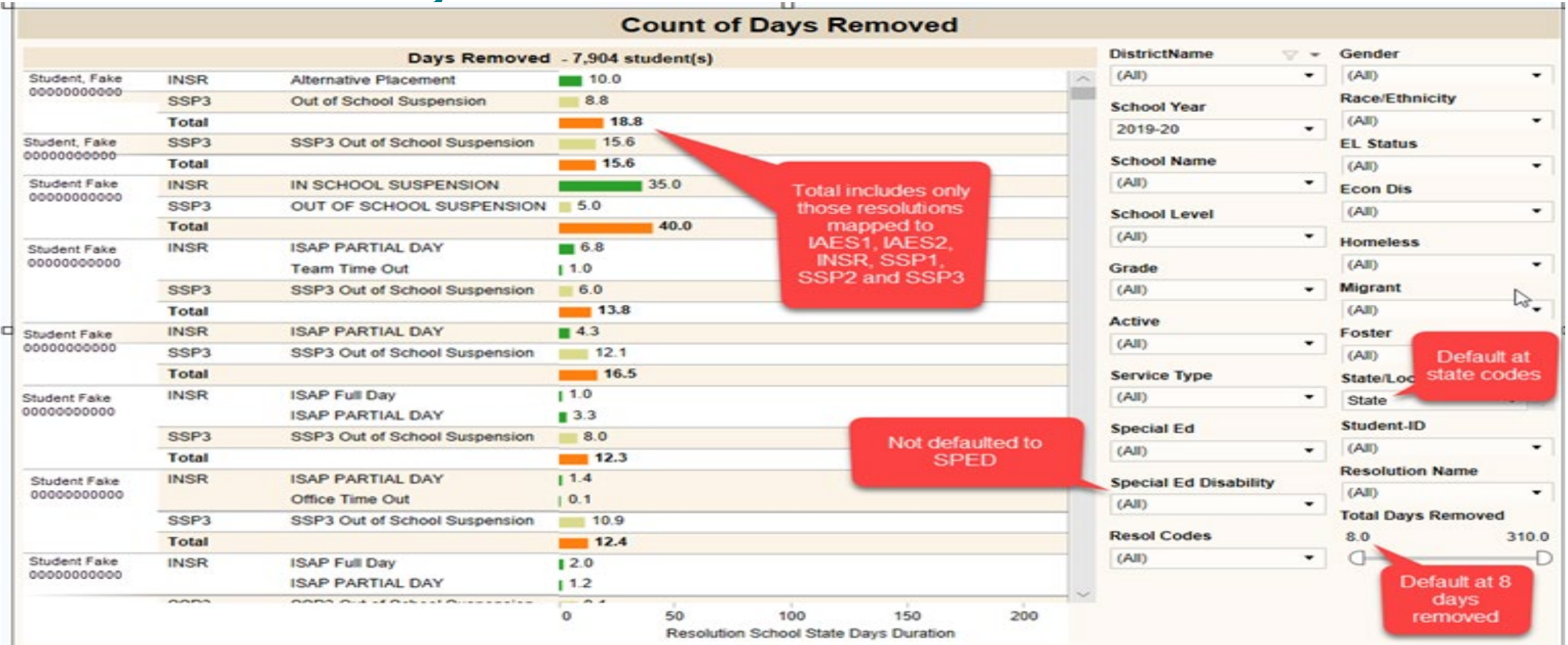
Data Visualization in IC

- Tableau Behavior Visualizations
- [KDE Data Visualization Info](#)
- Very limited licenses - talk to your Kentucky Student Information System (KSIS) Administrator

Things to Look for in Safe Schools

- Long restraints or suspensions
- Overlapping or duplicate resolutions
- Unreasonable data (multi-day restraints, extremely long suspensions, etc.)

Count of Days Removed



Behavior Reporting

- All resolutions of **INSR** and **INDR** will be included in the Safe Schools Report.
- *School Report Card* will aggregate the records for these two codes and report them together.
- **INSR** or **INDR** resolutions with a length of less than a half day will not be included in the *School Report Card*.

Interim Alternative Educational Setting (IAES)

- In the *Safe Schools Report*, check all students with a resolution of **IAES1** or **IAES2**.
- Be sure all students with these resolutions have IEPs.
- Be sure all students with these resolutions have appropriate reasons for the *Interim Alternative Educational Settings* (drugs, weapons, or serious bodily injury).

Exiting

Special Education Exiting Data

- Reports
 - *KY State Reporting > KDE Reports > SPED Exit Detail Report*
- Resources
 - [Special Education Processes Data Standard](#)
- Verify at: [Verification Survey for 2022-2023 Special Ed Exiting](#)

Exit Report Validation

- To be included on the report:
 - The student must be age 14 – 21 on the Dec. 1 prior to exiting
 - The student must have been enrolled on or before Oct. 1
 - Student must one of the following during the current school year:
 - Special Ed Exit Status
 - Special Ed Exit Date
 - KDE Determined SPED Exit Status
 - KDE Determined SPED Exit Date



Kentucky Department of
E D U C A T I O N

KY Special Education in Infinite Campus “Elements”

From “4.0” to “Elements”

- Infinite Campus is updating the look and feel of the user interface.
 - IC refers to their current interface as 4.0 and the new interface as Elements.
- Members from the Special Education Advisory Group for Infinite Campus (SEAGIC) and The Office of Special Education and Early Learning (OSEEL) met with IC to discuss, and vet proposed changes to Kentucky’s special education documents within IC.

What **IS NOT** changing?

- No changes to most printed documents.
 - There will be minor changes/corrections made to the Learner Characteristics Inventory section of the KY IEP.
- No data entry validations are being removed.

What **IS** changing?

- There will be a new look to the data entry screens (editors).
- “Yes/No” checkboxes will be changed to dropdown menus.
- Each document will have a “landing page.”
- There will be “status pills” for all editors:
 - Not started (black)
 - In progress (blue)
 - Completed (green)
 - Not needed (green)

What **IS** changing? ⁽²⁾

- All editors must be marked as either “completed” or “not needed” before a document can be locked.
- Buttons will be moved to the bottom of the screen.
- Required fields will be labeled with an asterisk instead of red text.

KY Special Education Documents

- KY Referral
- KY Consent for Evaluation
- KY Conference Summary
- KY Evaluation/Eligibility Determination
- KY IEP

Editor Home

NAME	STATUS	MODIFIED BY	COMPLETED BY
Referral Header	IN PROGRESS	Caitin Jacobsen 12/01/19 11:10 AM	
Student Information	NOT STARTED		
Enrollment Information	IN PROGRESS	Caitin Jacobsen 12/01/19 11:10 AM	
Parent/Guardian Information	IN PROGRESS	Angie Salo 12/15/19 1:00 PM	
Summary of Interventions	NOT STARTED		
Summary of Interventions Data	NOT STARTED		
Major Areas of Concern	NOT STARTED		
School Information	NOT STARTED		
Physical Functioning and Summary of Support	NOT STARTED		
Documentation of Student Progress	NOT STARTED		

Student Information

NOT STARTED

When an Evaluation is generated, a snapshot of the student's information is taken from Census. Click Refresh to retrieve a new copy of data.

Last Name <read only>	First Name <read only>	Middle Name <read only>	Suffix <read only>
Gender <read only>	Birthdate <read only>		
Race, Ethnicity <read only>			
Address <read only>		Student Number <read only>	State ID <read only>
Primary Mode of Communication of the Student <input type="text"/>			

Case Manager Information

Name <read only>	Title <read only>
Phone <read only>	

Save



Refresh

Cancel

Complete




Print

Editors

< Previous

Next >

Multiple Users

- Only one user at a time can actively work on an editor.
- A person with a padlock icon  displays in the Editors side panel, Editor Home and List Screen of list editors indicating which editors currently have users working on them. Hovering over the icon displays the name of the user who has checked out the editor, including the current user (you).

Multiple Users (2)

- Editors that are currently being edited are read only for all other users. The name of the person working on the editor displays in the header. Once the editing user navigates away from an editor, that editor becomes available to work on.

Questions?

Contact Information

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