

29	Alternative Programs/KECSAC		
KDE Contact (Data Steward)	Sherri Clusky (502) 564-4772	Updated	11/04/2016
Description	<p>This standard details requirements for students being served by the local school district who have been placed by a state agency and are receiving KECSAC funds. Districts must have a Memorandum of Agreement with KECSAC to receive these funds for services provided to state agency placed students.</p> <p>These students may be enrolled in an A6: KECSAC school, an A5/A6: District alternative/KECSAC Blended Program or within an existing A1: elementary, middle or high school.</p>		
Data Standard Reg sites, data use, etc.	<ul style="list-style-type: none"> • 704 KAR 19:002 Alternative Education Programs • 505 KAR 1:080 Kentucky Educational Collaborative for State Agency Children • KRS 158.135 Reimbursement for schools services for state agency children • Reference Alternative Programs - Out of District Standards • KECSAC Membership Report • Reference Student Records Transfer Data Standard • Reference KECSAC website for additional resources 		
How is data used	<ul style="list-style-type: none"> • 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 		
Noted Changes for current year	<p>Calendar set up to include Extended Days (210 day) – OPTIONAL KDE RECOMMENDATION</p> <p>KY IPI – KECSAC Individual Plan of Instruction – OPTIONAL USE IN INFINITE CAMPUS</p>		
Available Ad-Hoc & Reports	KECSAC Membership Report via KY State Reporting KDE Reports KECSAC Child Count Reports via Ad-hoc Reporting State Published		
Available Training	Various trainings are posted via KDE's Alternative Education Program website		

29A	KECSAC Tab
Campus Path:	Student Information ILPA General KECSAC tab
	
<p>Status Date: Defaults to the date the record is created (no requirement to change)</p> <p>Status Time: Defaults to the time the record is created (no requirement to change)</p> <p>NOTE: Two KECSAC tab records cannot exist with the same status date and time. (If you receive an error message when attempting to save a record that warns a record already exists with this date and time, close the error message, adjust the time of the record you are entering and click Save again.)</p> <p>Start Date: Enter the date the student enrolled in the state agency program or when a state agency placed the student in an A1 school. The district or school begins receiving KECSAC funds for the student on this date.</p> <p>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.</p>	

Classification for SAC Eligibility: Select from the drop list one of the five 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

Abbreviations for state agency placement:

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

➤ **Click Save** 

29B

Team Members Tab

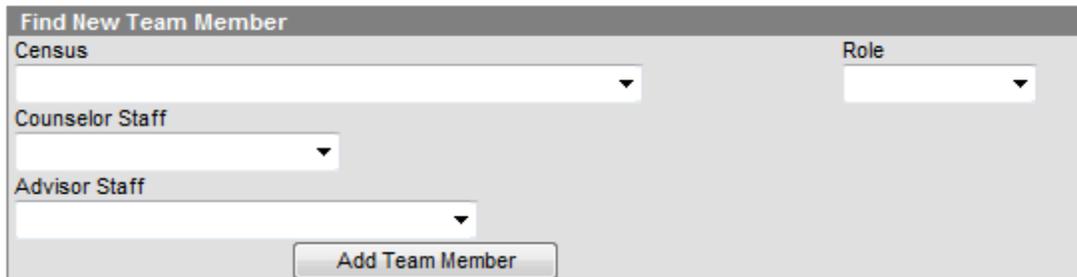
Campus Path: Student Information | ILPA | General | Team Members Tab

The Team Members Tab data will populate the Team Meeting information within the IPI editors.

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

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



The 'Find New Team Member' form contains four dropdown menus: 'Census', 'Counselor Staff', 'Advisor Staff', and 'Role'. An 'Add Team Member' button is located at the bottom right of the form.

Census: Use this drop list to select team members from database census

Counselor Staff: This drop list will contain staff designated as counselor via **Census | People | District Assignments tab*

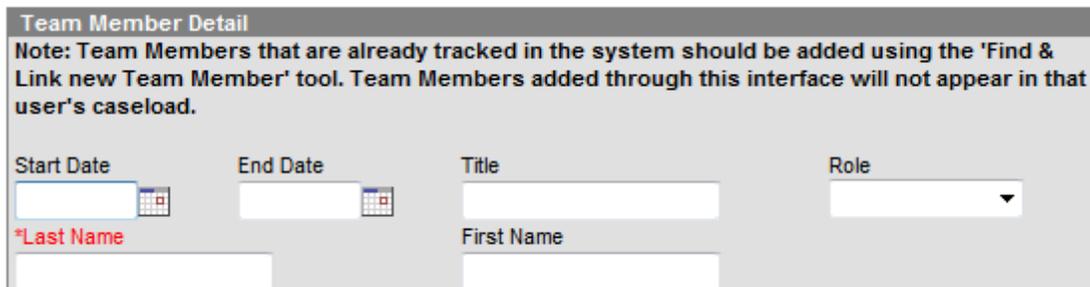
Advisor Staff: This drop list will contain staff designated as advisor via **Census | People | District Assignments tab*

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

*Reference [ILPA Team Member District Assignment Instruction](#)

➤ **Click Add Team Member** 

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



The 'Team Member Detail' form includes a note: "Note: Team Members that are already tracked in the system should be added using the 'Find & Link new Team Member' tool. Team Members added through this interface will not appear in that user's caseload." Below the note are fields for 'Start Date', 'End Date', 'Title', and 'Role'. At the bottom, there are fields for '*Last Name' and 'First Name'.

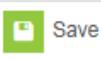
Start Date: Enter the date in which specified member is added to the team

End Date: Enter the date in which 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 Save** 

Campus Path: Student Information | ILPA | General | Documents Tab

KDE recommends that the Individual Plan of Instruction (IPI) that is required for all state agency children be completed in the student record of Infinite Campus via the ILPA module.

- Click **New Document**



- Select **Create New Plan** indicator
- Select **KY IPI** (for KECSAC students)
- Click **Create Document**

Create New Document Wizard

Please select one of the following documents:

Create New Plan:
Goals and Objectives, Transition Information, and Other Information

KY ILPA

KY IPI

DOCUMENT SELECTED FOR CREATION: KY IPI

Create Document Cancel

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



While editing the plan, these buttons are available.

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

Plan Information Editor

KECSAC Individual Plan of Instruction

*Date Implemented: 10/17/2016

*Review Date: []

Last School Attended: []

Disability (if applicable): []

Date Implemented: Enter the date the IPI starts

Review Date: Enter the date the IPI is to be reviewed as determined upon implementation of the IPI

Last School Attended: Enter the student's last known district and school of enrollment; enter the official name of the district and the official name of the school

Disability (if applicable): Select from the drop list the student's disability as determined by the active IEP

Student Information Editor

Student Information
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 6: White	Federal Race(s) White	Race, Ethnicity (state) White	
Birthdate 12/18/2001	Birth City	Gender M	
Student Address			
School Name	School Phone	Student Number	Grade 07

Click the **Refresh Student Information** button to refresh all student information from the most recent enrollment of the student.

Assessment Editor

Click [New Assessment](#)

Assessment Editor

*Name of Test: Date:

Score/Results

Reading:

Math:

Language Arts:

Grade Equivalent:

Strengths:

Needs:

Name of Test: Enter the name of the test, Slossan or TABE, in which scores should be documented

Date: Enter the date of test taken

Reading: Enter the Score/Results for the reading portion of the assessment, if applicable

Math: Enter the Score/Results for the math portion of the assessment, if applicable

Language Arts: Enter the Score/Results for the language arts portion of the assessment, if applicable

Grade Equivalent: Enter the student's grade as of the date the test was taken

Strengths: Enter the student's strengths (academic, vocational, behavior)

Needs: Enter the student's needs (academic, vocational, behavior)

Educational Goals and Objectives Editor (to include academic, vocational, behavior)

Educational Goals and Objectives (to include academics, vocational, behavioral)

Long Term Goals:

Short Term Goals:

Long Term Goals: Enter the student's long term goals and objectives (academic, vocational, behavior)

Short Term Goals: Enter the student's short term goals and objectives (academic, vocational, behavior)

Review/Recommendations Editor

Review/Recommendations

Review/Recommendations: Document additional reviews or recommendations discussed during the planning meeting

Revisions Editor

Revisions

Revisions: Enter the date of the revision and document any revisions made to the plan after initial implementation

Team Meeting Editor

Click **New Team Meeting**



Team Meeting Editor

Print In Plan

Meeting Time *Meeting Date

Meeting Location Invite Date

Comments:

Team Meeting Attendance Editor

Invited	Attended	Name	Title
<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	School Principal (ADVISORSTAFF)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	Social Worker (ADVISORSTAFF)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	High School Classroom Instr (ADVISORSTAFF)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	(STUDENT)

Print in Plan: Indicates if user wants the team meeting information printed in the IPI. Recommend to select to obtain signatures of attendees.

Meeting Time: Enter time of meeting

Meeting Date: Enter the date of meeting

Meeting Location: Enter the location of the meeting

Invite Date: Enter the date the invite was sent to the attendees

Team Meeting Attendance Editor: The list of attendees is generated from the *Team Members tab*. Select indicator of those **invited** and those who **attended**.

Attachments Editor

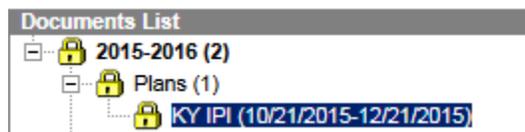


List any attachments that should be referenced when reviewing the IPI. The attachments can be uploaded via the documents tab to ensure they stay with the student record.

Save Document

From the documents tab the ILPA must be **LOCKED** for student records transfer and synching to the state and for reporting purposes.

- Select Documents Tab
- Select specified KY IPI
- Click the Lock/Unlock button



If student exits program and returns within the same academic year, the Copy feature can be used instead of the district creating a new IPI upon re-entry.

29D

Copy Feature

(use upon re-entry in alternative program within same academic year)

Campus Path: Student Information | ILPA | General | Documents Tab

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

- Select student's previous IPI



- Click the **Copy** button  Copy
- Click **OK** when the warning appears

Plan Copy Wizard

Select from the drop list, the plan you wish to copy data into. Enter the start and end dates of the new plan. Select Copy if you wish to proceed or cancel if you wish to discontinue the copy process and return to the document tab. After copying, the original plan end date will: 1) end one day before the new plan starts if the two plans overlap. 2) stay the same if the new plan starts after the original plan ends.

KY IPI (10/21/2015-12/21/2015)

*New Plan Type

*Start Date

*End Date

- **New Plan Type:** default is KY IPI
- **Start Date:** Enter the start date of the new IPI (date in which revised plan will begin)
- **End Date:** Enter the end date of the new IPI
- Click **Copy**

This step will do the following:

- ✓ Create an unlocked copy of the previous IPI
- ✓ End date the previous IPI one day less than the start date of the new IPI
- ✓ Previous IPI will remain locked
- Open the new IPI and make appropriate updates to student’s goals and objectives for the current stay in the KECSAC program.
- When complete, **lock** the new IPI

29E

Calendar Setup

Campus Path: System Admin | Calendar | Calendar

KDE Recommendation

Facility 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).

Facility 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:

Day Detail

Date	Day #	
05/24/2016	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
<input type="text"/>	<input type="text"/>	<input type="text" value="0"/>
<i>The duration field will be calculated automatically</i>		
Comments		
<input type="text"/>		

Day Events

Type	Duration	Inst. Minutes
<input type="button" value="Add DayEvent"/>		

Complete instruction on calendar set up and using the calendar wizard can be found on KDE’s School Calendar [website](#). A direct link to the Calendar Set up and Using the Calendar Wizard document can be found [here](#).