

**Data Standard KECSAC (Kentucky Educational  
Collaborative for State Agency Children)**  
Rev. 7/1/2021

**Ownership and History**

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July 1, 2021

Review for 2021-22 School Year

November 6, 2020

Add link to guidance of KECSAC Membership Report

July 1, 2020

Review for 2020-21 School Year

# Data Standard Alternative Programs/KECSAC

7/01/2021

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## Data Standard Alternative Programs/KECSAC

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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](#)

#### Related ad-hoc filters and reports

- [KECSAC Membership Report](#) via KY State Reporting | KDE Reports
- KECSAC Child Count Reports via Ad-hoc Reporting | State Published

#### Resources

- Data Standard [Alternative Education Programs/ILPA](#)
- Data Standard [Alternative Programs - Out of District](#)
- Data Standard [Student Records Transfer](#)
- Reference [KECSAC website](#) for additional resources

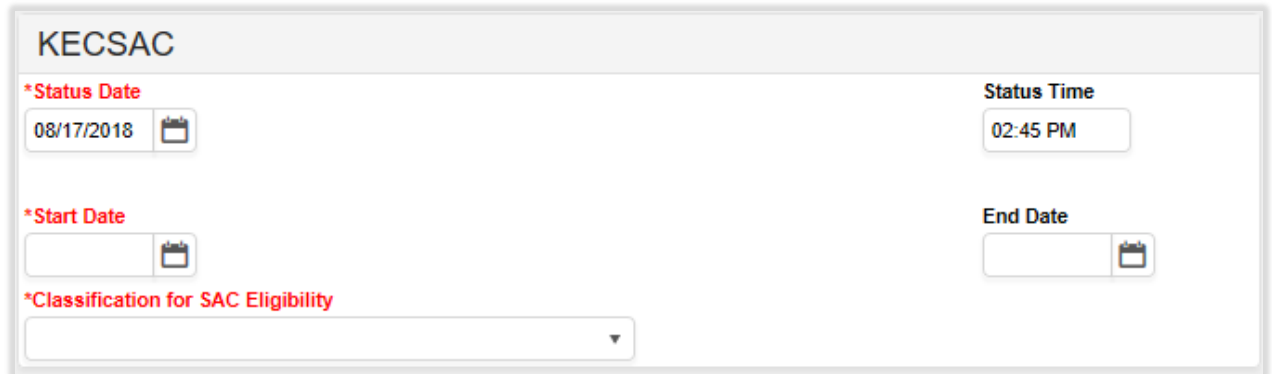
#### Training

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

**Section A – KECSAC Tab**

**Campus Path: Student Information / ILPA / General / KECSAC tab**

- Click the *New Status* button

A screenshot of a web form titled "KECSAC". The form contains several fields: "Status Date" with a date picker showing "08/17/2018", "Status Time" with a time picker showing "02:45 PM", "Start Date" with an empty date picker, "End Date" with an empty date picker, and "Classification for SAC Eligibility" with 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

**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

- Click the *Save* button



Abbreviations for state agency placement:

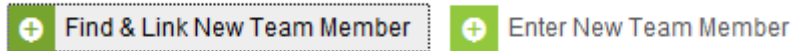
- DCBS: Department for Community Based Services
- DJJ: Department of Juvenile Justice
- MHDT: Mental Health Day Treatment

## Section B – Team Members Tab

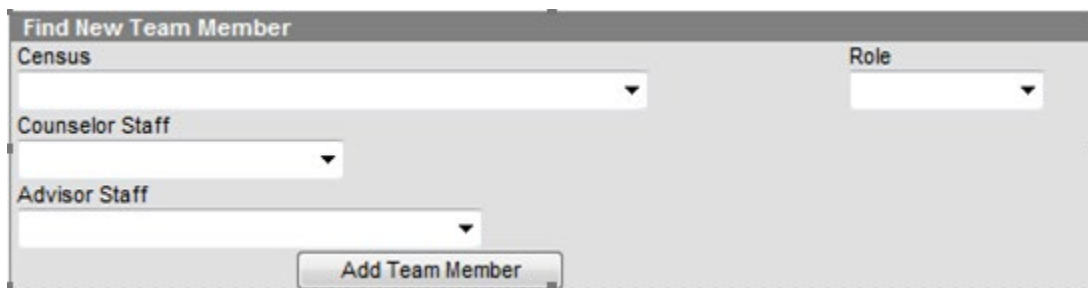
The Team Members Tab data will populate the Team Meeting information within the ILPA (Individual Learning Plan Addendum) editors.

**Campus Path:** Student Information / ILPA / General / Team Members Tab

**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

A screenshot of a web form titled 'Find New Team Member'. It contains three dropdown menus: 'Census' (with 'Counselor Staff' selected), 'Advisor Staff', and 'Role'. Below these is an 'Add Team Member' button.

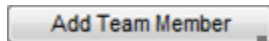
**Census:** Use this drop list to select team members from the Census portion of the database

**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*

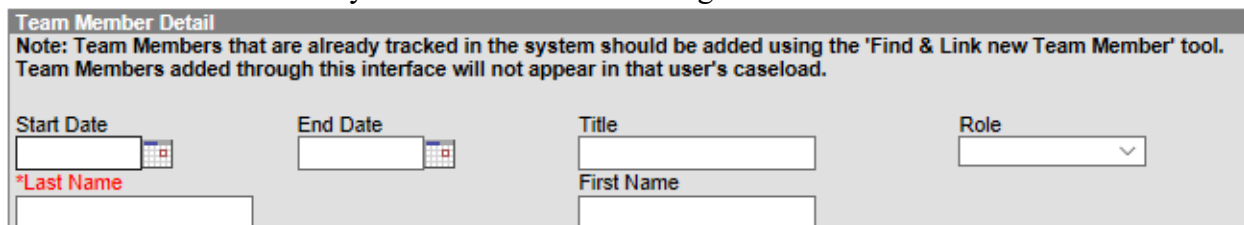
**Role:** Select from the drop list the appropriate role for this member

- **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

A screenshot of a web form titled 'Team Member Detail'. It 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 input fields for 'Start Date', 'End Date', 'Title', 'Role', '\*Last Name', and 'First Name'. The 'Start Date' and 'End Date' fields have calendar icons.

**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

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**Role:** Select the appropriate role for the member

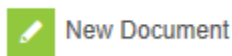
- **Click** *Add Team Member* 

### Section C – ILPA (Individual Learning Plan Addendum)

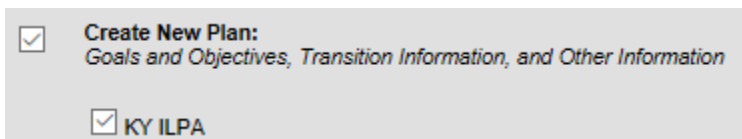
Students placed long-term in an offsite or onsite alternative education program should be assigned to the specified course sections and must have an active, locked *Individual Learning Plan Addendum* (ILPA). KDE recommends long-term placement to be defined as 10 or more school days.

**Campus Path:** Student Information / ILPA / General / Documents Tab

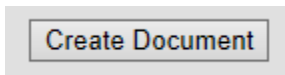
- **Click** the *New Document* button



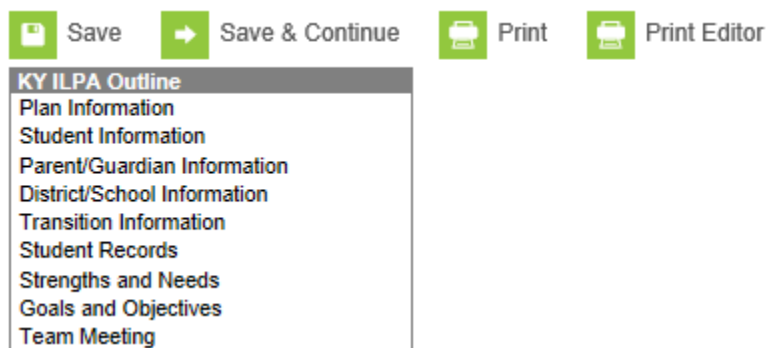
- **Select** the *Create New Plan* indicator
- **Select** *KY ILPA* indicator



- **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)

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- **Print Editor:** Select to print only the current editor

### Plan Information Editor

The screenshot shows a web form titled "Individual Learning Plan Addendum". It contains several input fields and dropdown menus. The fields are arranged in two columns. The left column includes: \*Start Date (calendar icon), Withdrawal Date (calendar icon), \*Placement (dropdown menu), Location (dropdown menu), \*Reason for Placement (text box with "Select Values" button), and Team Manager (text box). The right column includes: \*End Date (calendar icon), \*Enrollment Date (calendar icon), \*Anticipated Date of Transition (calendar icon), Total Credits Earned To Date (text box with "0"), If Off Site, please specify (dropdown menu), and If Other, please specify (text box).

**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.

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

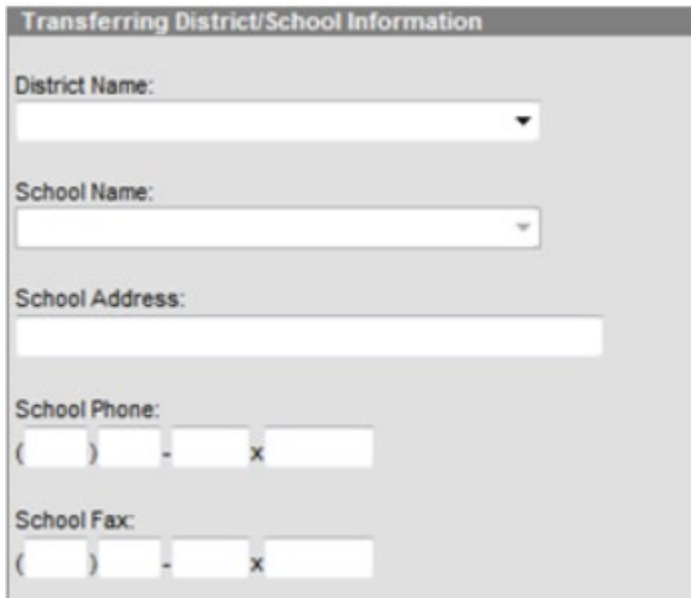
**Refresh Guardian Information:** Select to refresh the student's guardian information to the document; the fields will populate from census as *read only*



## Data Standard Alternative Programs/KECSAC

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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" prefix.
- 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" prefix.

**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

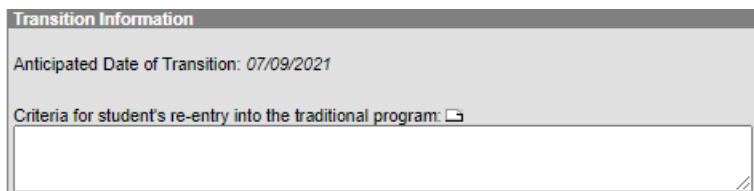
**School Address:** Enter the address of the school the student is transferring from **OPTIONAL**

**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 read-only field displaying "07/09/2021".
- Criteria for student's re-entry into the traditional program:** A text input field with a small icon on the right side.

**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)". It contains two columns of checkboxes for various educational documents and plans. Below the checkboxes are two empty text input fields.

<input type="checkbox"/> Individual Learning Plan (ILP)	<input type="checkbox"/> Individual Education Plan (IEP)
<input type="checkbox"/> 504 Plan	<input type="checkbox"/> Official Transcript
<input type="checkbox"/> Current Report Card	
<input type="checkbox"/> Assessment Scores	<input type="checkbox"/> Explore/Plan
<input type="checkbox"/> ACT	<input type="checkbox"/> MAP
<input type="checkbox"/> Other, please specify:	<input type="checkbox"/> Other, please specify:

\_\_\_\_\_

\_\_\_\_\_

**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 field with a scroll bar on the right side.

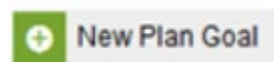
**Academic or Behavioral Strengths:** Enter student's academic or behavioral strengths

**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" with a "Goal Name" text input field and an "Area" dropdown menu. Below these is a "Goal" section with a large text input field 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

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- Academic
- Behavioral
- Other

**Goal:** Describe student's goal in specified area

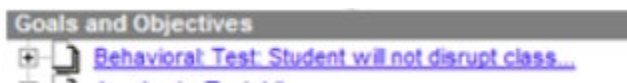
*Select Save to save current goal and enter a new goal*

*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



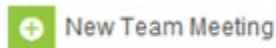
Enter Objective related to selected goal

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



**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

## Data Standard Alternative Programs/KECSAC

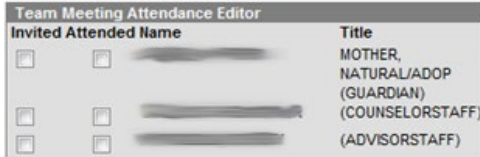
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**Meeting Location:** Enter the location of the team meeting

**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**

### 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]	(ADVISORSTAFF)
<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, synching 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 student's re-entry into 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.

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

Select student's previous ILPA



Click the **Copy** button



Click **OK** when the warning appears

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**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 ILPA (07/11/20 -10/19/20 )**

\*New Plan Type: KY ILPA  
\*Start Date: 07/11/20  
\*End Date: 10/19/20

Copy Cancel

**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.

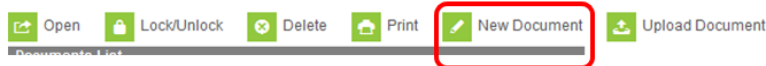
When complete, **lock** the new ILPA

## Section F – Progress Report

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.

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

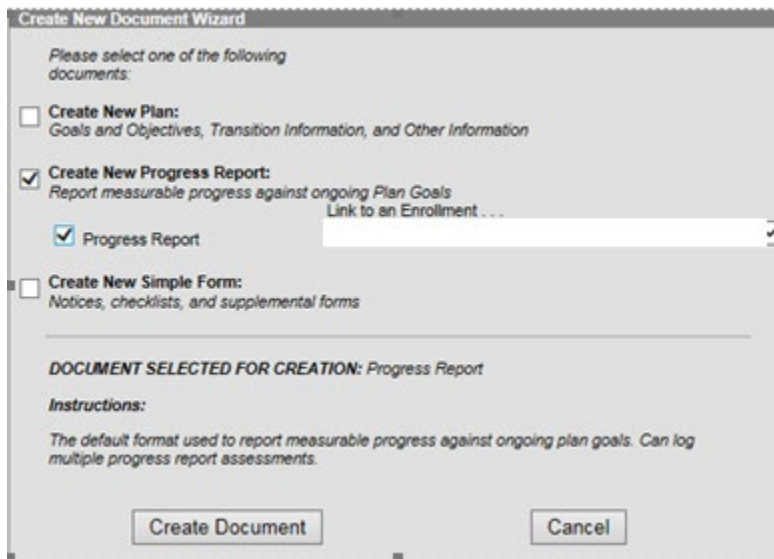
➤ **Select New Document**



➤ **Select Create New Progress Report**

➤ **Select Progress Report**

➤ **Click Create Document** button



### Progress Report Editor



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

**Report Date:** Enter the progress report date

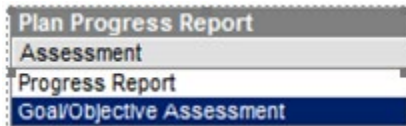
Click the **Save** button

## Data Standard Alternative Programs/KECSAC

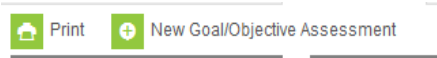
7/01/2021

### Goal/Objective Assessment Editor

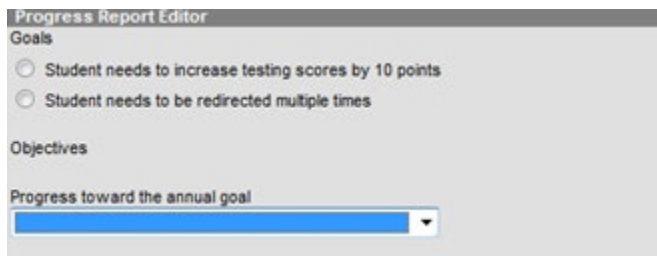
Click Goal/Objective Assessment in the Assessment editor



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

**Campus Path: System Admin / Calendar / Calendar**

### **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:

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The screenshot shows a software interface with two main sections: "Day Detail" and "Day Events".

**Day Detail**

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	
<input type="text"/>	<input type="text"/>	<input type="text" value="0"/>	

*The duration field will be calculated automatically*

Comments

**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](#). Reference the direct link to the [Calendar Set up and Using the Calendar Wizard](#) document.