

**NOT FUNDED SPECIAL EDUCATION STUDENTS
(CSV_CCYYN_STU_IEP_FUTURE_FUND)
REPORT EXPLANATION**

Education Management Information System (EMIS)



Revision Date April 29, 2011

**Prepared by
Office of Information Policy and Management**

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Revision History

The revisions to this document listed in the table below.

Version	Date of revision	Who?	What?	Why?	Date of Implementation
2.1	2/15/2011	KKE	Matched to David's query sequence	Improvements from FY10N were never fully documented; because as new spec because it is radically different than DISAB NOT FUNDED specification	

Report Overview

General Description and Significance

These reports inform a district as to whether or not a student, reported with a disability condition in the current reporting period, has a valid IEP and will be served when funding is being calculated in the next fiscal year. If there are students with disabilities in the district who are not being served on 12/1 of the following year, this will affect, at a minimum, ADM weighted funding for school-age students and ECE unit funding for preschool students.

In the case of a JVSD or a district with contracted vocational students, students will appear on their report if the required reporting district did not submit data. Although they are not responsible for reporting the IEP, their funding is affected and ODE informs them about the situation. In the case of an ESC educating preschool students, students will appear on the ESC reports if the Legal District of Residence did not submit data.

This all-inclusive report provides a list of students reported with a disability during the Yearend (N) reporting period, describing their situation as of December 1 of the following school year, indicating students that are expected to be included the next year's weighted funding or indicating a reason when students will not.

If a student is to appear on the report, that student must be reported in the current yearend reporting period with a disability code. That student must be expected to continue enrollment into the subsequent fiscal year by having an Effective End Date greater than June 30 of the current year.

District recipients of this report should share the information with their special education coordinators, making sure that all students listed with a message other than " IEP with valid outcome currently reported for 12/1" have, or will have in the following October (K) reporting period, all required special education events completed and reported. Doing so will ensure that districts receive their full potential of special education weighted funding in the next school year.

Tips for Reading This Document

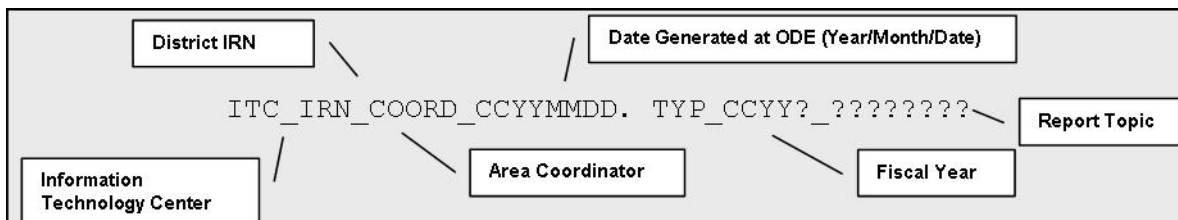
- EMIS data elements are written in **SMALL CAPITAL LETTERS**.
- Report field names are written in **BOLD SMALL CAPITAL LETTERS**.
- Options (values) for each data element are indicated in *ITALICIZED CAPITAL LETTERS* and are enclosed in quotation marks.

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- Record names are displayed in *italicized bold letters*.
- File names are displayed in **CAPITALIZED BOLD LETTERS**.
- CCYYP denotes the century and year and processing period.

Report Name and Timing

The file name for the report is: **ITC_IRN_COORD_CCYYMMDD.CSV_CCYY?_SID_SSID**; its components are described below. This report is produced during the October (K) and Yearend (N) reporting periods, ? will change to name the reporting period for which the data are being accepted.



ODE Processing

Process Description

A report is to be distributed to each traditional public school district (city, exempted village, local), Community School, STEM District, ESC, and JVSD that submits data during the October (K) or Yearend (N) reporting period

Data Source

Student information comes from the ODS_USER STUDENT DEMO, ODS USER STUDENT STANDING, ODS USER STUDENT ATTRIBUTES—EFFECTIVE DATE, ODS USER STUDENT_FD_FS_DATE, and the ODS_USER_SPECED_EVENT tables in the ODS_USER data base. The data in the VMS Audit file and the OEDS data, both flat-file and OEDS-R, must be used. The equivalent of the message table should be created or the messages will have to be hard-coded in the query stream.

For the yearend report, only the reporting period “N” data need to be used since all special education events that occur within the fiscal year should be reported during this time.

Submitted Data Used in Report

Element Name	Record Field #	File Name	Special Notes
District IRN	FS040	<i>Student Standing</i>	
Reporting Period	FS030	<i>Student Standing</i>	
Fiscal Year	FS020	<i>Student Standing</i>	
Effective Start Date	FS060	<i>Student Standing</i>	
Effective End Date	FS090	<i>Student Standing</i> <i>Student Standing</i>	
Building IRN	FS160		
EMIS Student ID Number	FS110	<i>Student Demographic</i>	
Date of Birth	GI070	<i>Student Demographic</i>	

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Element Name	Record Field #	File Name	Special Notes
Gender	GI080	<i>Student Demographic</i>	
Racial/Ethnic Group	GI090	<i>Student Standing</i>	
State Equivalent Grade Level	FD090	<i>Student Attribute-Effective Date</i>	
Disability Condition	FD130	<i>Student Attribute-Effective Date</i>	
How Received	FS180	<i>Student Standing</i>	
How Received IRN	FS190	<i>Student Standing</i>	
Legal District of Residence	FS150	<i>Student Standing</i>	
Admission Date	FS070	<i>Student Standing</i>	
Effective End Date, may be date of withdrawal	FS090	<i>Student Standing</i>	
Period SSID		<i>Student Standing</i>	
Date	GE110	<i>Special Education Event</i>	
Date Type	GE100	<i>Special Education Event</i>	
Outcome ID	GE120	<i>Special Education Event</i>	
Outcome Beginning Date	GE140	<i>Special Education Event</i>	
Outcome End Date	GE150	<i>Special Education Event</i>	
Fiscal Year	GE020	<i>Special Education Event</i>	
Reporting Period	GE030	<i>Special Education Event</i>	

Derived Data Used in Report

This ERROR CODE table establishes the text for the error messages on the report. When determining each situation in the processing logic, a Status and Severity code will be assigned.

Status messages		
Status-Code	Status-Message	Severity-Code
A	No IEP reported for SSID in current or prior yearend reporting	10
U	No new IEP required by 12/1 but Outcome start after 12/1- likely date typo	12
D	Most recent IEP event date in 2009 or before- updated IEP needed	20
E	1 yr IEP meet req w/ latest rpt date = IEP due by April 30 but not reported	22
F	1 yr IEP meet req w/ latest rpt date = IEP due by May 31 but not reported	24
H	TIEP date=new IEP due by June but outcome end by April 30 suggests due now	26
G	Event date=new IEP due in June but outcome end May 31 or prior	30
I	TIEP outcome end in May- new IEP may have been done May 31 or prior	32
K	1 yr IEP meet req in next FY but fundable outcome ended April 30 or earlier	40
N	1 yr IEP meet req in next FY but fundable outcome ended May 31 or earlier	42
J	1 yr IEP meet req w/ latest rpt date = IEP due in June- may have done early	44
S	IEP team mtg since Dec 1 but outcome end by July- confirm outcome dates	46

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Status messages		
Status-Code	Status-Message	Severity-Code
P	IEP team mtg due in July or August but if done in May- report this FY	50
L	Latest IEP is end consent (CIEP)- disab cond should be ** if CIEP is latest	60
M	Latest IEP is final (FIEP) before grad- no funding but student likely N w/d	60
T	IEP team mtg due post Dec 1- rpt outcome code not fundable (PR,NS,DP,39)	60
R	IEP team mtg due Sept-Dec 1 likely report next FY unless met early	70
V	No new IEP req by 12/1 but Outcome end Aug-Nov so new in Fall req for fund	80
X	Student not eligible for weighted funding but if status changes IEP needed	95
Y	Student not eligible for weighted funding but if status changes IEP OK	97
Z	IEP with valid outcome currently reported for 12/1	99

Report Selection Criteria

Determining what student data to use:

Data are selected from the current school year and the current reporting period. The latest records, those with the highest Effective End Date, of the current reporting period are used.

Records are selected when

- .SCHOOL_YEAR = current fiscal year
- .REPORTING_PERIOD = "N"
- EFFECTIVE_END_DATE \geq 6/30/current year, indicating that the student should continue to be reported in the next fiscal year and will need an IEP effective through 12/1
- District is a traditional district, a Joint Vocational School District (JVSD), or an Educational Service Center (ESC)
- Student grade is in ("PS", "KG", "01", "02", "03", "04", "05", "06", "07", "08", "09", "10", "11", "12", "13", "23")
- Student disability code is between "01" and "16"

To determine the GE IRN:

For most students, the match between the student data and special education record will take place using the reporting district IRN. However, in cases related to CTE or when the reporting district is an ESC, the IRN of the special education record will be another IRN on the FS record. The IRN that is used to search for Special Education Event (GE) records is "GE IRN" in the following discussion.

For JVSDs, if the HOW RECEIVED \geq "2", the GE IRN = *STUDENT STANDING*.HOW RECVD IRN.

For traditional districts that have contract career students, if the HOW RECEIVED = "2" or "L", the GE IRN = *STUDENT STANDING*.HOW RECVD IRN.

For ESCs, and JVSDs if the HOW RECEIVED < "2", the IRN to use will be the IRN of the Legal District of Residence. GE IRN = *STUDENT STANDING*.STDNT_RESDNG_DIST_IRN.

For all other students in traditional districts, the GE IRN = Reporting LEA IRN.

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Special Ed Event records

A student should be on the report if the criteria selection determines that the student does not have a currently valid IEP showing that the student is being served. IEP DATE TYPES may be one of the following. The first three, IIEP, RIEP, and TIEP, can be used interchangeably to determine if a student has a currently valid IEP. The "FIEP", which extends the validity of an earlier IEP to the time of the student's graduation, results in its own unique error condition. The CIEP, parent consent withdrawn, results in its own unique error condition.

"IIEP"-IEP Completion Date-Initial

"RIEP"- IEP Completion Date-Periodic review

"TIEP"- Transfer Student IEP Adoption Date

"FIEP" – Final IEP Team Meeting Prior to Graduation

"CIEP"—Parent withdrew consent

Potential Special Education Records to Consider

The process will look for Special Education Event (GE) records where reporting period = "N" in the current and in the prior year and Date Type like "*IEP".

From this set, the process will choose the event from the latest school year, then the event with the minimum DATE TYPE.

For each record in this set, referred to below as IEP RECORD LATEST TO USE, the process sets flags and default values for the Severity and Status codes.

A record will be determined to include Dec 1 if the outcome end date \geq 12/1/current year. A record will be determined to be fundable if the OUTCOME_CODE is between "IE13" And "IE72" but not "IE39".

If the record includes December 1 and is fundable, the process will

set SEVERITY to "99", otherwise set it to "--",

set STATUS to "Z", otherwise set it to "-"

Assigning Errors

Updating SEVERITY and STATUS from IEP RECORD LATEST TO USE. All dates apply in FY11N for ease of understanding in this document. They will be modified in each subsequent year.

By selecting on SEVERITY = "--" and STATUS = "-" the update of the records will not replace a code already updated.

The process will follow the tests of situations in the listed order to ensure that a second instance of an error does not overwrite the first one. This will result in the most critical situation being the one on the district's report.

If DATE_TYPE = "CIEP", error message will be

Latest IEP is end consent (CIEP)- disab cond should be ** if CIEP is latest

If DATE_TYPE = "FIEP"

Latest IEP is final (FIEP) before grad- no funding but student likely N w/d

If EVENT DATE < 1/1/2010 (prior fiscal year)

Most recent IEP event date in 2009 or before- updated IEP needed

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If EVENT DATE <5/1/2010 (prior fiscal year)
 1 yr IEP meet req w/ latest rpt date = IEP due by April 30 but not reported

If EVENT DATE <6/1/2010 (prior fiscal year)
 1 yr IEP meet req w/ latest rpt date = IEP due by May 31 but not reported

If EVENT DATE <7/1/2010 (prior fiscal year) and OUTCOME END DATE <=5/31/2011 (current fiscal year)
 Event date=new IEP due in June but outcome end May 31 or prior

If DATE_TYPE = "TIEP" and OUTCOME END DATE <5/1/2011 (current fiscal year)
 TIEP date=new IEP due by June but outcome end by April 30 suggests due now

If DATE_TYPE = "TIEP" and OUTCOME END DATE <=5/31/2011 (current fiscal year)
 TIEP outcome end in May- new IEP may have been done May 31 or prior

If OUTCOME END DATE <= 4/30/2011 (current fiscal year) and Outcome Fundable = "Y"
 1 yr IEP meet req in next FY but fundable outcome ended April 30 or earlier

If OUTCOME END DATE <= 5/31/2011 (current fiscal year) and Outcome Fundable = "Y"
 1 yr IEP meet req in next FY but fundable outcome ended May 31 or earlier

If EVENT DATE <7/1/2010 (prior fiscal year)
 1 yr IEP meet req w/ latest rpt date = IEP due in June- may have done early

If EVENT DATE <9/1/2010 (prior fiscal year)
 IEP team mtg due in July or August but if done in May- report this FY

If EVENT DATE <=12/2/2010 (prior fiscal year)
 IEP team mtg due Sept-Dec 1 likely report next FY unless met early

If OUTCOME END DATE < 7/31/2011 (current fiscal year) and Outcome Fundable = "Y"
 IEP team mtg since Dec 1 but outcome end by July- confirm outcome dates

If OUTCOMEFUNDABLE = "N"
 IEP team mtg due post Dec 1- rpt outcome code not fundable (PR,NS,DP,39)

If OUTCOME END DATE > 12/1/2011 (next fiscal year)
 No new IEP required by 12/1 but Outcome start after 12/1- likely date typo

If OUTCOME END DATE <= 11/30/2011 (next fiscal year)
 No new IEP req by 12/1 but Outcome end Aug-Nov so new in Fall req for fund

The process then joins the student and the special education information on SSID and GE_IRN = Dist_IRN, ensuring that there is a record for every student that meets the student selection criteria.

An additional determination of possible error conditions is made now that the student data and the special education data are joined together.

If there is a student record but no special education record, the message is

No IEP reported for SSID in current or prior yearend reporting

If STATUS <>"Z" AND STDNT_RECEIV_CODE="6" OR "I" OR "F" OR "X" OR "3"

Student not eligible for weighted funding but if status changes IEP needed

If STATUS = "Z" AND STDNT_RECEIV_CODE="6" OR "I" OR "F" OR "X" OR "3"

Student not eligible for weighted funding but if status changes IEP OK

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Report Sample

CSV File Format, General Information

This Comma Separated Value (CSV) format file contains a record for each district that has submitted data during any of the applicable reporting period.

In basic terms, the CSV file will contain the data element values separated by a comma to denote the end of one data element value and the start of a new one. For example, if you were to take the district IRN, its name, and county and convert it into a CSV file it would look like this:

012345, My District, Franklin

When imported into Excel, this string of comma separated values would be split into corresponding columns:

District IRN	District Name	County Name
012345	My District	Franklin

TIP: When importing data from a CSV file containing a numerical value that starts with a zero, like an IRN, it is important to import that type of data element as text and not a number in Excel. If imported as a numerical value, the first zero will be removed.

Header Information

The following is the header as it appears in the original CSV file. Note: the comma between each element name allows the data to be opened in Excel as a comma-delimited file without any additional formatting on the user's part.

FIELD NAME
DIST-IRN
BLDG-IRN
SSID
SEVERITY-CODE
STATUS-CODE
STATUS-MESSAGE
GE SOURCE IRN
GE SOURCE REPORTING FY
GE EVENT DATE
GE EVENT TYPE
GE EVENT OUTCOME
GE OUTCOME BEGINS DATE

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GE OUTCOME ENDS DATE
DOB
DISAB-COND
GRADE
RESIDENT IRN
DISTRICT RELATIONSHIP
HOW RECEIVED
HOW RECEIVE IRN
SENT REASON 1
SENT REASON 2
STDNT-SUBMIT-DATE

Report Layout/Sample

Dist-IRN,Bldg-IRN,SSID,Severity-Code,Status-Code,Status-Message,GE-Source-IRN,GE-Source-Reporting-FY,GE-Event-Date,GE-Event-Type,GE-Event-Outcome,GE-Outcome-Begins,GE-Outcome-Ends,DOB,Disab-Cond,Grade,Resident-IRN,District-Relationship,How-Received,How-Received-IRN,First-Sent-Reason,Second-Sent-Reason,Student-Submission-Date

```
"000000","010101","AZ1234567","10","A","No IEP reported for SSID in current or prior yearend reporting","000000",,,,"",,"199712
19","15","06","000000","1","*","*****","NA","NA","20100710"
"000000","000000","ZA0987654","10","A","No IEP reported for SSID in current or prior yearend reporting","000000",,,,"",,"199601
23","15","08","044792","1","*","*****","NA","NA","20100710"
```

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