# SPECIAL EDUCATION STUDENTS IEP FUTURE FUND (CSV\_CCYY?\_STU\_IEP\_FUTURE\_FUND) REPORT EXPLANATION

**Education Management Information System (EMIS)** 



**Revision Date April 9, 2013** 

Prepared by Office of Information Policy and Management

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## **Revision History**

| Version | Date of   | Who?        | What?                  | Why?                    | Date of        |
|---------|-----------|-------------|------------------------|-------------------------|----------------|
|         | revision  |             |                        |                         | Implementation |
| 2.1     | 2/15/2011 | KKE         | Matched to David's     | Improvements from       |                |
|         |           |             | query sequence         | FY10N were never        |                |
|         |           |             |                        | fully documented;       |                |
|         |           |             |                        | because as new spec     |                |
|         |           |             |                        | because it is radically |                |
|         |           |             |                        | different than DISAB    |                |
|         |           |             |                        | NOT FUNDED              |                |
|         |           |             |                        | specification           |                |
| 1       | 6/20/12   | McKeand     | Revised for FY12N. In  |                         |                |
|         |           |             | the Assigning Errors   |                         |                |
|         |           |             | section, Fiscal years  |                         |                |
|         |           |             | for prior, current and |                         |                |
|         |           |             | future years have been |                         |                |
|         |           |             | eliminated to make it  |                         |                |
|         |           |             | generic.               |                         |                |
| 1       | 4/9/2013  | KKE/Mckeand | Added AIEP to          | Change 938              |                |
|         |           |             | Data Source Table.     |                         |                |
|         |           |             | Added AIEP to Status   |                         |                |
|         |           |             | Message Table.         |                         |                |
|         |           |             | Added AIEP to Special  |                         |                |
|         |           |             | Ed Event               |                         |                |

The revisions to this document listed in the table below.

## **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.

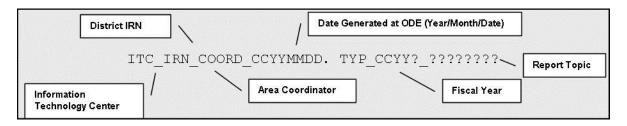
District recipients of this report should share the information with their special education coordinators, making sure that all students listed with a message other than " IEP with valid outcome currently reported for 12/1" have, or will have in the following October (K) reporting period, all required 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.
- 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, EMIS\_STDNT\_STAND, 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<br>Field # | File Name                        | Special Notes |
|---------------------------------|-------------------|----------------------------------|---------------|
| District IRN                    | FS040             | Student Standing                 |               |
| Reporting Period                | FS030             | Student Standing                 |               |
| Fiscal Year                     | FS020             | Student Standing                 |               |
| Effective Start Date            | FS060             | Student Standing                 |               |
| Effective End Date              | FS090             | Student Standing                 |               |
| Attending Building IRN          | FS160             | Student Standing                 |               |
| EMIS Student ID Number          | FS110             | Student Demographic              |               |
| Date of Birth                   | GI070             | Student Demographic              |               |
| State Equivalent Grade Level    | FD090             | Student Attribute-Effective Date |               |
| Disability Condition            | FD130             | Student Attribute-Effective Date |               |
| How Received                    | FS180             | Student Standing                 |               |
| How Received IRN                | FS190             | Student Standing                 |               |
| Legal District of Residence     | FS150             | Student Standing                 |               |
| Effective End Date, may be date | FS090             | Student Standing                 |               |
| of withdrawal                   |                   |                                  |               |
| Period SSID                     |                   | Student Standing                 |               |
| District Relationship           | FS140             | Student Standing                 |               |
| Sent Reason 1                   | FS200             | Student Standing                 |               |
| Sent Reason 2                   | FS230             | Student Standing                 |               |
| Date                            | GE110             | Special Education                |               |
| Date Type                       | GE100             | Special Education                |               |
| Outcome ID                      | GE120             | Special Education                |               |
| Outcome Beginning Date          | GE140             | Special Education                |               |
| Outcome End Date                | GE150             | Special Education                |               |
| Fiscal Year                     | GE020             | Special Education                |               |
| Reporting Period                | GE030             | Special Education                |               |

#### **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 |  |
| А               | 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 the first six months of the prior fiscal year        | 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            |  |
| Н               | TIEP or AIEP date=new IEP due by June but outcome end by April 30 suggests due now | 26            |  |

| Status messages |   |               |  |
|-----------------|---|---------------|--|
| Status-Code     | Status-Message  | Severity-Code |  |
| G               | Event date=new IEP due in June but outcome end May 31 or prior              | 30            |  |
| Ι               | TIEP or AIEP 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            |  |
| Р               | 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            |  |
| М               | Latest IEP is final (FIEP) before grad- no funding but student likely N w/d | 60            |  |
| Т               | 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            |  |
| Х               | 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 >=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 >= "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.

### 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 four, AIEP, 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.

"AIEP" - IEP Completion Date-Amended "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 >= 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 (prior fiscal year)
```

Most recent IEP event date or before- updated IEP needed

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

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

```
If DATE_TYPE = "TIEP" or "AIEP" and OUTCOME END DATE <=5/31 (current fiscal year)
```

TIEP outcome end in May- new IEP may have been done May 31 or prior

```
If OUTCOME END DATE \leq 4/30 (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 (current fiscal year) and Outcome Fundable = "Y"
1 yr IEP meet reg in next FY but fundable outcome ended May 31 or earlier
```

If EVENT DATE <7/1 (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 (prior fiscal year)
```

```
IEP team mtg due in July or August but if done in May- report this FY
If EVENT DATE \leq 12/2 (prior fiscal year)
```

IEP team mtg due Sept-Dec 1 likely report next FY unless met early

```
If OUTCOME END DATE < 7/31 (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 START DATE > 12/1 (next fiscal year)
```

No new IEP required by 12/1 but Outcome start after 12/1- likely date typo If OUTCOME END DATE  $\leq 11/30$  (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

# **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:

| <b>District IRN</b> | 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              |
| 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","I","\*\*\*\*\*\*","NA","NA","2012710" "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","20120710"

