THE EL DORADO SELPAs
Data Update

July 2023 Data Newsletter

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Important Updates

District Level User (DLU) Personnel Changes

If your SEIS District Level User (DLU) has or will be changing this academic year, please notify the SELPA right away. SELPA sends various correspondence and updates throughout the year, and your LEA (local educational agency) must be kept abreast of changes in SEIS and receive the latest updates from the SELPA. SELPA also provides SEIS training and resources that new DLUs would need to ensure a successful start to the new academic year.

Summer Office Hours

The SELPA Program Technicians will be operating on a 4-day per week schedule from June 5- July 21, 2023. Office hours will be 7:00-6:00, with only one technician available on Mondays and Fridays.

Timelines and Due Dates

The Personnel Data Reports (PDR) are due Friday, June 9th.

Data submitted must reflect personnel as of October 5, 2022, CALPADS-Fall 1 and 2 Census Day.

EOY Certification

SELPA is requesting LEA approval by July 14, 2023.

Per CALPADS Flash #249: The EOY certification deadline is July 28, 2023.

LEAs are expected to approve their EOY 1 - 4 submissions by this date. Special Education Local Plan Areas (SELPAs) are strongly encouraged to approve the EOY 3 and 4 submissions by July 28, 2023.

To allow for time for SELPA review the SELPA is recommending LEAs approve their EOY 3 and EOY 4 by July 14, 2023.

Suggested Milestones

EOY 2022-2023

	Date	Description
	Now – 5/8	Complete Data Population in local SIS
	Now – 6/23	Submit and post files. Review Validation errors and reconcile as needed
	6/26 – 7/14	Resolve certification errors. Review snapshot reports and update records as needed
	7/17 – 7/21	Send reports to local data stewards, site leaders and administrators for approval
	7/24 – 7/28	Certify by Certification Deadline (EOY 3 & 4 should be SELPA Approved)
	7/29 – 8/25	Amendment Deadline (EOY 3 & 4 require SELPA Approval)

Did You Know…

Tips for Starting the New Academic Year

- Exit all students in SEIS who will not be attending your LEA for the 2023-24 school year. Process transfers out requests within five business days of the request.

- Review students going into 18 – 22 transition programs. These students should be coded as grade level12+/transition.

- It will be easiest to change your case managers and service providers once the students have moved to their new grade levels and school sites.

- Remember to begin grade level rollovers at the highest grade level and roll over each grade level of students one grade level at a time.

- Avoid Duplicates when adding students – be creative and thorough when searching for new students in other SEIS districts. Use the SSID

(Statewide Student Identifier), spelling variations (i.e., Katherine and Catherine), hyphens and spaces for multiple surnames.

- Adding or removing schools in SEIS – contact the SELPA office.

- Ensure that Teachers/Site Administrators/Psychologists/Related Service Providers changing sites or areas of responsibility are properly assigned.

- Adding new SEIS users – Remember to assign appropriate user level and permissions.

- Review your list of existing users and remove those who are no longer with your organization. If users have not utilized their account in some time (you can view the last login date) determine if they need continued access to SEIS. Maintaining student confidentiality is a priority when staff and roles change.

- When updating providers for the new school year, consider previous providers, school site, grade level, and services. All of these may help you determine the new provider to be assigned.

Bulk Updating Student Grade Levels

Before Bulk Updating any grade levels, please ensure that you have exited all graduating seniors AND any students who will not be returning this academic year.

Student Grade levels can be bulk updated using the Bulk Change option. Always begin with the highest Grade level and work down.

- Current SEIS Grade 12 (that will continue in special education) = 12+/Transition or Ungraded
- Current SEIS Grade 11 = Update to 12

- Current SEIS Grade 10 = Update to 11

- Continue this process through all grade levels
- TK Kindergarten = Update to Kindergarten
- Preschool = Update to TK (turns 5 between Sept 1st and April 2nd) or Kindergarten

To bulk update Grade levels:

1. Under the Searches section of the upper navigation bar, click on New Search
2. In the Criteria section, click Add, then select the Search Filter Grade Level = [select the Grade level you want to update]
3. Make sure the filter Student Exited = No
4. Click the Search button
5. Once you have your results, select Make Bulk Changes from the drop down.
6. Select the students that should be included in the Bulk Update
7. Click the Go button
8. Check the box next to the Grade Level field and select the Grade level that the students will be updated to.
9. Check the box that says "I acknowledge that I will be updating XX students"
10. Click the Update button

The bulk update has been completed. You will complete the same process for the remaining Grade levels, starting with the next highest Grade level.

Removing District and Teacher Level Users in SEIS

When users leave your district at any time of the year, change the password and email on the user account and remove all user permissions. Consider adding in a step to any personnel checklists you have regarding staff separation. **Do not delete the user in the system until you have reassigned the provider's caseload.**

Once all students have been assigned to other providers (using the Bulk Update Providers in the Search for Students feature), you can delete the user from SEIS.

Go through your list of Shared Teachers and check to see which ones are still working with students in your district. Remove any who are no longer needed. This will shorten the provider list that everyone must scroll through in SEIS.

Desired Results Developmental Profile (DRDP)

Using the DRDP for Children with IEPs in Transitional Kindergarten

Beginning Fall 2023, the California Department of Education, Special Education Division, is requiring the completion of the Desired Results Developmental Profile ([DRDP (2015) Preschool Fundamental View](#)) for all children with Individualized Education Programs (IEPs) enrolled in Transitional Kindergarten (TK).

Requirements for the DRDP In Transitional Kindergarten

Children with IEPs will be assessed each fall and spring. The child must have a signed IFSP/IEP and receive special education services by:

- **November 1 for the fall assessment**
- April 1 for the spring assessment

Training is required for special educators who assess children with the DRDP. Special educators access courses at the [Desired Results Access Project's Learning Center](#) and are encouraged to complete training prior to assessment.

SELPAs are responsible for ensuring that all staff who administer the DRDP complete this training.

Resources

Resources, including brief tutorials, assessment support, and an extensive video library, are found on the [Desired Results Access Project's website.](#)

Next Steps

- Special Education Teachers and Case Managers who will be responsible for assessments should participate in the mandatory virtual (self-paced) training by creating an account on https://draccesslearn.org and selecting the following module:

- Once this course is complete, another course will populate titled "Benny Having a Snack". This course is also required.

Best Practices

Roles and Responsibilities

Know your SPED (Special Education) Data Team:

SEIS Management: Who oversees the daily maintenance of transfer requests, teacher requests and monitoring of the Meeting Alerts for compliance?

SEIS to CALPADS Submissions: Who is submitting SEIS transactions/data to CALPADS through the API and correcting the validation errors?

CALPADS Coordinator: Who is this at your LEA (Local Educational Agency)? They are responsible for the assignment of users and training of all LEA staff accessing CALPADS.

Data Stewards: Who is reviewing the data?

SELPA Program Technician: Who is your SELPA Program Technician? We are here to support you.

Resources

Visit our Events and Training site to see what is in store for 23/24!

[Click here to view the SELPAs Professional Learning Catalog.](#)

The El Dorado SELPAs Video Training Library

Please visit and subscribe to our YouTube Channel. We have updated content and have created SEIS user level playlists to address commonly asked questions.

Click here to view the SELPAs Video Training YouTube Channel

New Program Technician Help Request

The El Dorado Charter SELPA is launching a new Program Technician Service Request process. Not only will the new service request provide you with easier, on-the-fly access to the support you need, but it will also allow us to gather data based on your submission in order to assess and address needs (i.e. creation of targeted resources and training) in order to provide you with the absolute best customer service experience. These requests will be routed to the program technician that supports your LEA.

Click here to Access the PT Service Requests

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