THE EL DORADO SELPAs
Data Update

September 2023 Data Newsletter

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Important Updates

SEIS Redesign changes are tentatively scheduled for release on September 21, 2023.

Changes for the Case Manager

- **Enrollment Date**
  - It is recommended that case managers include the student's enrollment date when submitting an Add Request.

- **Plan Effective Start Date**
  - All meetings and amendments are required to have a plan effective date. In most cases, this will be the meeting date. This field is on the Educational Setting-Offer of FAPE form.

Plan Effective Start Date

📅 12/16/2022

  - For amendments, the plan's effective start date will be added to the Amendment affirm process. A new field will be added and auto-populate with the amendment date. This date can be updated if needed.

Affirm Amendment

Amendment Date	Amendment Purpose:	**Plan Effective Start Date**
04/05/2023	Transition	📅 04/05/2023

Parent/Legal Guardian/Adult Student Signature on Amendment

○ Yes
○ No
○ Not Applicable

If the date this plan goes into effect is after the Amendment date, please update the date.

[Continue] [Cancel]

- ○ When completing an initial CALPADS affirm for a student transferring into your LEA with a non-SEIS IEP, the Plan Effective Date will be their enrollment date

- ○ **NEW Exit Codes**
  - ○ **86** – IFSP Team Determined No Part B Evaluation Needed
    - ○ This is to be used if the IFSP Team determines that the child does not need to be assessed for IEP services.
  - ○ **87** – Transferred Out-of-State/Country.
    - ○ This is to be used when the student is moving/transferring from CA to another state/country.
  - ○ **85** – Exited SPED Out-of-State
    - ○ If a student was on an active IEP in CA, left CA and was exited from SPED, then returned back to CA.
    - ○ The Exit Date would be the date they were enrolled back in a CA district.

- • **Meeting Alerts**
  - ○ As soon as it has been determined that a meeting will be held or has become late, the Meeting Delay code should be selected on the student record. This will let CALPADS know why the meeting is late. When viewing the past-due notices, a new column has been added to indicate if a delay code has been added to the record.

Meeting Alerts

	Total		Past Due
Next Annual Plan Review	12	/	12
Next Eligibility Evaluation	10	/	10
Initial Evaluations	2	/	2
30-Day Reviews	0	/	0

Next Annual Plan Review	Meeting Delay	Scheduled Meeting Date
08/17/2023	50 - Transfer	09/01/2023

- **Reporting an Exit from Special Education – No Longer Eligible**
  - Exit student with Exit Code 70 – No longer eligible/Returned to regular education
  - Eligibility Evaluation (40) must be selected as the Meeting Type.

- o The combination of Exit Code 70 and Eligibility Evaluation will create the SWDS file needed for CALPADS.
- o DO NOT change the student's status to Ineligible. This is used for an initial IEP in which a student does NOT qualify.

- **<u>Documenting Parent Consent</u>**
  - o Parent consent continues to be required.
  - o IEP plan reports will not be created for submission to CALPADS until parent consent is obtained. You may affirm meetings but will need to follow up by documenting that signature has been received.
  - o Once the parent's signature is obtained, it must be documented through the Unsigned IEP notification on the dashboard.

Follow Up

- **6** Unaffirmed IEPs
- **71** Unaffirmed Amendments
- **3** Unsigned IEPs
- **18** Unsigned Amendments
- **0** Electronic Signatures
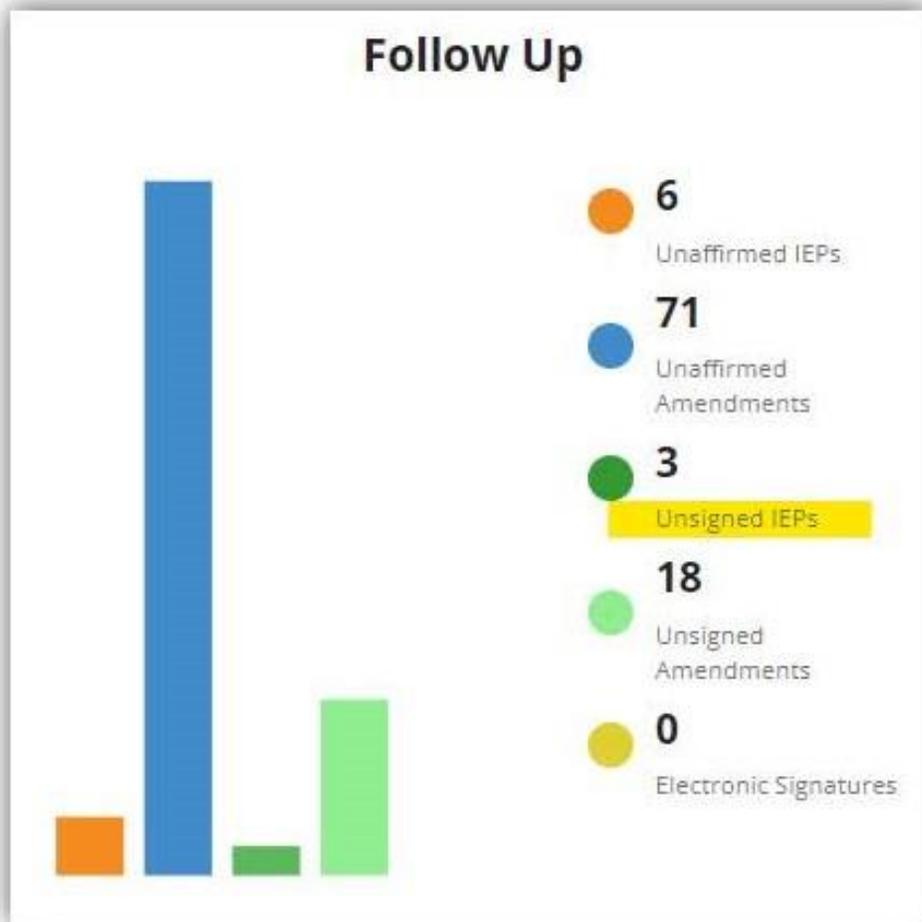
- From the Unsigned IEPs notice, click on the View IEP Icon. Click on the student's current IEP. When updating the Signature from No to Yes, the signature field will be updated to include the date the meeting was signed.

Affirmed Information

Meeting Date: 07/19/2023

Meeting Type: Part B Initial Evaluation

Plan Type: IEP

Attachments: No

Amendments: Yes

Affirmed Date: 07/20/2023

Affirm Remarks:

Signature

To update the Signature for this meeting, click the Edit Icon.

○ Yes ● No

To create/adopt a SPED transaction for a student that transferred into the district, **go to the Transferred Students notice on th**
reportable meeting for the student, which includes Amendments, from the previous district. The last reportable meeting is what :

If a historical IEP needs to be adopted for reporting purposes, click the Preview Transaction link to review the data and create the

Signature

Enter the date the Meeting was signed. 🗎 [   ]

Select Yes for Meeting signed. ● Yes ○ No

Update Cancel

Changes for the SEIS District Level User/Data Reporter

- **District Enrollment Date:**
  - All SEIS student records must have a district enrollment date for the 2023/2024 academic school year. It is recommended that DLUs bulk upload their students' enrollment dates from their Student Information System into SEIS. This enrollment date should align to the date in the SENR file being reported to CALPADS.

Transaction Type	User Requested	Transaction Created	Enrollment Date
Adopted/User Created		08/29/2023 9:32 am	08/22/2023
Affirmed IEP		08/29/2023 2:03 pm	08/14/2023
Affirmed IEP		08/28/2023 12:07 pm	08/24/2023

- **CALPADS Transactions**
  - The Transaction grid will be updated to add the following columns:
    - Plan Effective Start Date
    - Record ID (replacing the previous
    - meeting identifier)Meeting Accepted (new report type)
    - SWD Accepted (new report type)
    - Plan Accepted (new report type)
    - SERV Accepted (new report type)

Meeting Date	Meeting Type	Plan Type	Amendment Date	Plan Effective Date	Enrollment Date	Exit Date	Transaction Type	Transaction Created	User Requested/Created	Last Saved By/On	Record ID	Meeting Accepted	SWD Accepted	Plan Accepted	SERV Accepted

Great News!

The CALPADS Reporting process works the same as before the redesign.

The CALPADS transactions stored in the 2023-2024 filter will become reportable on September 21, 2023.

*It is recommended selecting only some reportable transactions in your first generated report in this new format. There is still a possibility of unknown validation or mapping errors.

Please remember that any error received causes a full file failure, and none of the transactions in your report will be accepted until all errors in the file are resolved.

SEIS now maps specific fields to new CALPADS files.

Submit a ticket to SEIS if a transaction needs to be edited and resubmitted to CALPADS.

Below is a list of the files that are created from the Reportable Transactions and when they are created:

- **Pending:** Initial Evaluation
  - **Created When:**
    - Parent consent received
    - Meeting Type 30
    - Plan Type 300

- **MEET:** MEET file will be used solely for monitoring reports 16.7 and 16.8 to track whether statutorily required meetings are being held for students in a timely manner and can be submitted INDEPENDENT of a student's PLAN
  - **Created When:**
    - An IEP is affirmed (Initial, Plan Review, Eligibility Evaluation)
    - A Student's status is changed to DNQ/Not Providing Services (Initials Only)

- **SWDS**: SWDS file will track changes in special education eligibility and participation with specific dates, making it easy to determine if a student is eligible and participating on a specific report date.
  - **Created When**:

- An Initial Evaluation (10/15) or an Eligibility Evaluation (40) is affirmed.
- A student's status is changed to DNQ/Not Providing Services.
- A student is Exited from Special Education.

- **PLAN**: PLAN file will have Plan Effective Start and End Dates that will make it easy to determine which plan (least restrictive environment) a student is on at a given point in time.
    - **Created When**:
        - An IEP is affirmed – Consent Received
        - A reportable Amendment is affirmed – Consent is Received
        - An IEP is adopted

- **SERV:** Services prescribed in Student's Plan. Will always be submitted with Plan File.
    - **Created When:**
        - A Services file will be created with a Plan File.

New Data to Be Collected

- **Enrollment Dates-Fall 1 Prep Item:**
    - Transactions currently stored in the 2023-2024 filter should be audited to ensure all have a correct enrollment date populated.
    -
    - To correct the enrollment date, click on the pencil to edit the transaction and populate the Date Student enrolled in District/LEA.

- **Degree of Support**
  - ○ Degree of Support- This field is optional in 2023-24 but will be required in 2024-25. The CDE is working with SELPA to develop guidance for LEAs to consider when determining the Student's Degree of Support. CALPADS Guidance is expected to come out in draft form in January 2024.

Timelines and Due Dates

Fall 1- Census Day

Fall 1 - Census Day opens on October 4th, 2023. Click here to access the CALPADS Calendar.

Best Practices

Next Annual Plan Review and Next Eligibility Evaluation

Case managers should use the Calculate Next Dates button on the Information Eligibility Form to ensure the Next Plan Review and Next Eligibility Evaluation dates are correct.

Review the meeting type that is selected at the time a meeting is being affirmed. If this is the student's first IEP, this is an initial meeting.

- An Initial meeting is to determine "first time" special education eligibility.
- An Eligibility Evaluation (or Re-Evaluation) determines continued special education eligibility.

IEP Date

12/16/2022

Original SPED Entry Date

05/24/2011

Next Annual Plan Review

12/15/2023

Last Eligibility Evaluation

12/19/2021

Next Eligibility Evaluation

12/18/2024

Meeting Type:
☐ Initial
☑ Plan Review
☐ Eligibility Evaluation

Additional Purpose of Meeting (If Needed):
☑ Transition
☐ Pre-Expulsion
☐ Interim
☐ Other

Calculate Next Dates   Calculate Last Dates

Resources

EDCOE
EL DORADO COUNTY OFFICE OF EDUCATION
EVENTS & TRAININGS

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

Click here to Submit a SELPA Program Technician Help Request

Program Technician

Benjamin Hansen

Lisa Tomasello

El Dorado SELPAs

6767 Green Valley Road

Placerville, CA 95667