



Data Overview

SPED Discrepancy Reports in CALPADS

From CALPADS, ([click here for full details](#)) it is possible to run a SPED Discrepancy Report which will compare demographic data (race/ethnicity; sex/gender; etc.) between SIS data and SEIS data. Currently, if this information does not align, LEAs will receive warnings, but will still be able to submit their data. However, CDE will be looking at this data and will be making changes to future data certification cycles around demographic data as it applies to Disproportionality. SELPA recommends that SEIS DLU, SIS Admins, and CALPADS Admins at the districts begin running this report on a regular basis in order to align their demographic data.

Remember, when planning to correct these (and all other CALPADS) errors, it is important to make sure that the local admins of both SIS and SEIS talk with each other. While CALPADS will use SIS demographic data by default, that does not mean that the SIS data is more correct than that in SEIS. In fact, because of the often more intensive interaction SPED students have with staff, SEIS demographic data (particularly around sex/gender, residence, and things that can be changed without court documents) may be more up-to-date.

CAASPP, TOMS, and Testing Accommodations

Be aware that going forward, any student in need of and requesting [testing accommodations](#) must have a current SPED file in CALPADS that shows disabilities and services which align with the requested accommodations. With the iterative nature of CALPADS data, a SPED student's file will not be current in CALPADS until all "fatal" errors have been resolved in the report upload process between SEIS and CALPADS. This is just one more reason that it is important to run regular reports and reconcile data between SEIS and CALPADS on a very regular basis. We recognize that this first cycle is very time intensive, but if your local data team can build a standing process to run these reports monthly (at an absolute minimum), the work of correcting and uploading the data will become easier and quicker.

Post-Secondary Outcomes

For those LEAs which enroll high school students, remember you will be responsible for providing data around Indicators 14a-c (Post School Outcomes [Higher Ed], Post Secondary Outcomes [Higher Ed or Competitively Employed], and Post School Outcomes [Post

Secondary Ed or Employed], respectively) later this academic year. Apparently, some districts within the state discovered that if they reported nothing in these fields, they would not get flagged for review. CDE is updating their review process and will require high schools to provide data for these three fields. If you have had a historically difficult time obtaining this data in the past, you may want to start reviewing your collection process(es) for this year. Official processes for this are outlined in CALPADS Flash 164 (please see attached)

Service Tracker in SEIS

SEIS provides a function in their system called Service Tracker (available from the dark menu bar at the top of the SEIS home page). This can, and should, be used by all service providers to directly document the quantity of services they provide and attempt to provide to each of their students. This will allow more accurate reporting to the State on service provision and, if used correctly, can help an LEA better substantiate provision of FAPE as defined in a student's IEP. The attached pdfs from SEIS serve as a good primer on the topic.



CALPADS Update Flash #165



Date: November 22, 2019

To: Local Educational Agency (LEA) Representatives

From: California Department of Education (CDE) —
California Longitudinal Pupil Achievement Data System (CALPADS) Team

2019–20 Fall 1 Submission Requirements Modification

The CDE recognizes the hard work of LEA staff to incorporate additional data into the Fall 1 submission, and that doing so requires more collaboration both within and external to the LEA. To enable LEAs to focus on certifying the most critical Fall 1 data, the CDE is making the following adjustments to the 2019–20 Fall 1 submission:

- Report 16.5 – *Students with Disabilities – Student Services by Primary Disability* will be *excluded* from the set of certification reports that LEAs must approve as part of Fall 1. LEAs, however, are strongly encouraged to continue submitting special education services data on an ongoing basis because this data is required for monitoring and Certification Report 16.5 will be part of the 2019–20 End-of-Year (EOY) 4 submission. For Fall 1, Report 16.5 will be removed from the *Certification Details – LEA* user interface and will be moved under *Additional Supporting Reports*.
- The certification validations related to the Student Services (SSRV) file, CERT140 (Missing Special Education [SPED] record for a student with a SSRV record) and CERT142 (Missing Special Education Service for Education Plan Type Code 100, 150, or 200), will be relaxed from a Fatal to a Warning.
- The CDE continues to encourage LEAs and SELPAs to complete their individual approvals by December 20, 2019, with the understanding they can utilize the Amendment Window through January 24, 2020 to further update data to ensure the accuracy of the Fall 1 data. The CDE, however, will use Fall 1 data that LEAs have approved by the December 20, 2019 certification deadline for the First Principal Apportionment (P1). For LEAs that fail to approve their Fall 1 data by the certification deadline, the CDE will use data from 2018–19 to issue P1. The CDE will continue to use data certified by January 24, 2020, the close of the Amendment Window, for P2 calculations.

With the rollout of this new functionality, the CDE understands the need to address the issues that arise as soon as possible, and to provide relief by loosening validations balanced with the need for quality data.

Viewing Fall 1 SPED Certification Errors

LEAs have been working diligently to resolve all Fall 1 errors related to input validation rules (IVRs) and certification validation rules (CVRs) in order to meet the approval and certification deadlines. Currently, only IVRs related to the SPED or SSRV files are sent back through the application programming interface (API) to the special education data system (SEDS) where they are easily visible to special education data coordinators. The special education-related CVR errors, however, are not being returned through the API to the SEDS and so the special education data coordinators are often not aware that these errors exist.

In order to see these errors, special education data coordinators must log on to CALPADS, go to the *Certification Status LEA Approval* page, and click on the *Total Error/Warnings* link. A Certification Error Report can also be obtained through the Reports menu and selecting *Snapshots*. Keep in mind that the Fall 1 Reports role is required to see the Certification Error Report.

CALPADS data coordinators are encouraged to be patient about having special education data coordinators resolve these CVR errors because many of them are still attempting to submit the SPED and SSRV records and resolve the associated IVR errors. Additionally, many of these CVR errors will resolve on their own once all of the SPED and SSRV records are submitted and posted to CALPADS.

We continue to encourage special education data coordinators to focus on the IVRs, and, only when those are resolved, to focus on the remaining fatal CVRs.

CALPADS Know Issues/Resolutions As of 11.27.2019

CALPADS UPDATE

The CALPADS Delete feature is now live. Please note: When deleting Service transactions, there may be an extended delay. CALPADS is aware of this and is working on correcting it. **The ETA for the fix is 12/3.**

CALPADS FIXED ISSUES

Please Note: For all fixed issues, the file will need to be resubmitted to have the errors removed. If a transaction was marked **Do Not Report** to bypass the error, the transaction would have to be restored and a new report would have to be generated to have the transaction included in the file.

Error: CERT140 - Missing SPED record for a student with a SSRV record (for Meeting Type 40 (Triennial) that was submitted with services) – **This fatal error was reduced to a Warning**

Error: CERT142 – Missing SSRV record for a student with a SPED record. **This fatal error was reduced to a Warning**

Errors: SPED0438 - Education Plan Amendment Date Mismatch – **Error has been disabled**

Error: SPED0005 – Invalid NPS School – **Error has been disabled**

Error: SSRV0005 – Invalid NPS School – **Error has been disabled**

Error: SPED0349 - Missing SPED Meeting or Amendment Identifier. For Pending Plan Type 300 students

Error: SPED0437 – Invalid Triennial Evaluation Type - **This fatal error was reduced to a Warning**

Error: SPED0441 - Missing Education Plan Amendment Date - **This fatal error was reduced to a Warning**

Error: SPED0443 – Invalid SELPA for Reporting LEA

Error: SSRV0446 – Duplicate service record within file for two distinct meeting dates/types

Error: SSRV0328 – Invalid Special Education Service Provider Code

CALPADS FIXED ISSUES THAT REQUIRE A DELETION OF DATA IN CALPADS

SPED0406 - Special Education Initial Entry Start Date does not equal to existing Initial Service Start Date in the ODS

For students that are receiving the **SPED0406** error, the CALPADS validation is checking the Initial Entry Start Date in that transaction compared to a transaction that has already posted to CALPADS. If the dates are different, the SPED0406 error will occur. The Initial Entry Start date should never be changed.

First thing to do is determine where the correction needs to be made. Does the transaction on CALPADS have the correct Initial Entry Start Date?

- If the Initial Entry Start Date is correct in CALPADS, then find that transaction in SEIS, fix the Initial Entry Start Date and resubmit the SPED file along with any additional SPED files for the student as all records must match.

- If the Initial Entry Start Date is incorrect in CALPADS, then the transaction would need to be deleted from CALPADS.

Here are the steps to delete the SPED transaction:

- Log into CALPADS
- Enter the student's SSID number into the **Student** field, under the Quick Search section of the left-hand navigation pane
- Expand the **Special Education** container
- Click the **Open** button on the SPED record that needs to be deleted
- Click the **Delete** button (this step may take a few seconds up to a minute depending on server load at the time of the request)

Once the transaction is deleted in CALPADS, the transaction(s) will need to be corrected in SEIS:

- Go to the **CALPADS Transactions** page
- Locate the student's transaction by filtering for All Transactions and entering the SEIS ID or SSID in the filter
- Edit the transaction and correct the **Initial Entry Start Date**
- Save the transaction
- Repeat this step for any reportable transaction for the student

Once the transaction is corrected, the transaction will need to be resubmitted to CALPADS

- This transaction can be submitted individually by checking the box next to the transaction(s) and clicking the Generate Report button.

SPED0375 - Duplicate SPED records exist for the same student

For students that are receiving the **SPED0375** error, the CALPADS validation is checking the SSID in that transaction compared to a transaction that has already posted to CALPADS, issue may stem from the retired SSID nightly process which occurs in CALPADS.

The steps to correct this error is delete the SPED transaction in CALPADS:

- Log into CALPADS
- Enter the student's SSID number into the **Student** field, under the Quick Search section of the left-hand navigation pane
- Expand the **Special Education** container
- Click the **Open** button on the SPED record that needs to be deleted
- Click the **Delete** button (this step may take a few seconds up to a minute depending on server load at the time of the request)

Once the transaction is deleted in CALPADS, the SSID will need to be verified in SEIS for each transaction:

- Go to the **CALPADS Transactions** page
- Locate the student's transaction by filtering for All Transactions and entering the SEIS ID or SSID in the filter
- Edit the transaction and **verify the SSID**
- Save the transaction
- Repeat this step for any reportable transaction for the student

Once the transaction is corrected, the transaction will need to be resubmitted to CALPADS

- This transaction can be submitted individually by checking the box next to the transaction(s) and clicking the Generate Report button.

CURRENT CALPADS KNOWN ISSUES

Error: SPED0424 - Invalid SPED Meeting or Amendment identifier. For Pending Plan Type 300 students
Status: ETA of fix 12/3

Error: Cert137 – Late Triennial (WARNING)

Status: No ETA

Error: SSRV0419 - Student Age must be between 6-21 years for this Special Education Service Code

Status: CALPADS will be updating the age validation from age 22 to 23. This will allow users to submit data for students through the age 22. **ETA of fix 12/10**

Error: Cert145 – SPED record missing for student enrolled in Private School

Status: ETA of fix 12/4. CALPADS has made an update that fixed this error for most students. Please check your certification report to verify if the error has been resolved.

Error: Cert144 - SPED record missing for student enrolled in Private School

Status: ETA of fix 12/4

Error: SSRV0440 - Missing SPED Record for student with SSRV record

Error: SSRV0445 - Mismatch of Student Special Education Meeting or Amendment Identifier

Status: ETA 12/3

OTHER ERRORS

Error: GERR0005 - LEA does not have ownership of student enrollment to make update

Resolution: If you are receiving the GERR005 error, please contact CALPADS on how to fix this error, as research may be needed per student.

- If a student was not enrolled by your LEA/District this school year (if an SENR enrollment record was not created/submitted by your SIS to CALPADS) due to the student transferring OUT of your LEA/district or Exiting SpEd program, these records SHOULD NOT be reported to CALPADS. On the CALPADS Transactions page, mark these student records as Do Not Report.
- If the student is dual enrolled in separate LEAs, the SPED record must be submitted by the LEA that holds the primary enrollment record.

Error: SPED0364 - Student Age must be between 2-6 years for this Special Education Program Setting Code

Resolution: This error is caused by a discrepancy in the students Birth Date from what was submitted to CALPADS by the SIS vs. what was submitted in the SPED file. Verify the Birth Date listed in CALPADS and make the correction to the Birth Date in the SIS and/or the SPED record.

Error: SPED0405 - Student Age must be between 5-21 years for this Special Education Program Setting Code

Resolution: Issue is appearing mainly for Triennial Meeting Types (Code 40) as the CASEMIS software validated the program setting based on age as of 06/30/2019 while CALPADS is validating program

setting on age as of Meeting Date. Based on the meeting date, if the age was 3-5 at their triennial, error SPED0405 will appear.

In order to correct this error, on the CALPADS Transactions page (or when correcting an error via the Wrench on your homepage/dashboard errors list), review the code in field:

14.31b Program Setting (For ages 3-5 only, regardless of grade level) and CHANGE the code in field: **14.31 Program Setting - Reported to CALPADS** to reflect the code from the 3-5 age range:



The image shows a screenshot of four dropdown menus from the CALPADS system. The first menu is labeled '14.31a Program Setting (For ages 0-2 only with Plan Type 150 IFSP)' and shows '---Select One---'. The second menu is labeled '14.31b Program Setting (For ages 3-5 only, regardless of grade level)' and shows '201 - Regular Early Childhood Program or Kindergarten'. The third menu is labeled '14.31c Program Setting (For ages 6-22 only, regardless of grade level)' and shows '400 - Regular Classroom/Public Day School'. The fourth menu is labeled '14.31 Program Setting - Reported to CALPADS' and shows '400 - Regular Classroom/Public Day School'. The labels for the second and fourth menus are highlighted in yellow.

Else, review the student's historical IEP to determine what Program Setting code had been selected for the triennial meeting and update field **14.31 Program Setting - Reported to CALPADS** to reflect the code from the 3-5 age range on the CALPADS Transactions page/Wrench Fix Errors page.

ADDITIONAL INFORMATION

For students that were marked Do Not Report for the 6/30 report, a transaction was not created. In order to create a transaction in the district, the student must be unmarked Do Not Report and the last IEP must be re-affirmed.

Submitting files to CALPADS and the status in CALPADS is **File Failed**

When users click on the File they receive this alert: **Source file \\pr-dm-app-rs1\LandingZone\Inbox\22300556_CALPADSExtract.csv is empty**

- Users are not able to send files via the API when logged into IE and Safari for MAC.

CDS Codes to use for schools that do not have a CDS code.

To avoid the SPED00002 Warning, the CDS code in SEIS must match the CDS code in the SIS.

- **NPS:** 9999999
- **Private Schools:** 0000002
 - If the Private school does have a CDS code
 - Enter the real CDS (and receive the warning)
OR
 - Enter the real CDS code and enter 0000002 as the CDS Conversion (to avoid the Warning)
- **Schools such as Home School or State Preschools:** Use the district portion of the CDS code as the school CDS code. Please Note: The school must be added under the same in district in SEIS as in the SIS, in order to have the same full CDS code and avoid the Warning.

[CDE Webinar on 10/8 - Validation Rule Changes](#)

An ETA was not provided these updates. As updates are made, we will add to the Fixed Issues list.

Validation Rule Changes

- Disable SPED0400 - Invalid Student Age for Education Plan Type Code 150 (IFSP) duplicate of SPED0386
- Rename SPED0399 - Missing Infant Regional Center Services Eligibility Indicator
- Modify SPED0438 – Education Plan Amendment Date Mismatch-Fatal to add 2 more fields for comparison and requires new SPED record at new LEA (duplicate of previous LEA record)
- Modify SPED0378-SPED0385 - Postsecondary IVRs, Student Age Trigger Logic to Less Than 13 years
- Modify SPED IVR severity to Warning (from Fatal):
SPED0425, Meeting Delay Code Should Not be Populated
SPED0428, Missing Meeting Delay Code for Annual Evaluation
SPED0429, Missing Meeting Delay Code for Subsequent Triennial Evaluation
SPED0430, Missing Meeting Delay Code for First Triennial Evaluation
SPED0436, Invalid Annual Education or Service Plan Meeting Type
SPED0437, Invalid Triennial Evaluation Type
- Disable CERT143 – Missing SENR record for a student with a SPED record – This CERT will trigger for LEAs when the student fails to show up at another LEA.
- Reduce severity of CERT 132 from a fatal to a warning - Missing SPED record for Enrolled Student at Reporting LEA. Keeping as a warning will give the LEAs a heads up the student has a SPED record at another LEA.

October 2019 CIM 33

QUICK TIPS

CALPADS Home page: <https://www.cde.ca.gov/ds/sp/cl/>

CALPADS Listservs: <https://www.cde.ca.gov/ds/sp/cl/listservs.asp>

CALPADS System Documentation: <https://www.cde.ca.gov/ds/sp/cl/systemdocs.asp>

SEIS system updates/informational guidance is constantly uploaded to the Help Center → Training Materials Please check this page periodically.

The screenshot shows the CALPADS Help Center interface. At the top, there is a navigation menu with items: Students, Searches, Reports, Goals, Reference, Administration, Service Tracker, and Help Center. The Help Center dropdown menu is open, showing options: Contact Help Desk, FAQ, Training Materials (highlighted with a blue box), Training Videos, and Terms of Use. The main content area is titled "Training Materials" and includes an "Instructions" section: "Click on the name of the manual to download. The manual will open in a new browser window." Below this is a "Manual List" with five items: 1. Admin Materials, 2. Teacher Materials, 3. CALPADS (highlighted with a blue box), 4. Service Tracking, and 5. System Updates (highlighted with a blue box).

Service Tracker

Administrator Manual



Benefits for Admin Users

- Quickly and easily document delivery of services and assessments for providers
- Access DNQ/Exited Students for delivering services and assessments for providers
- Run a report of all services and assessments for any provider
- Real Time Data Analysis
 - As data is entered into SEIS, it will generate up-to-date rosters and reports
- This feature monitors the total amount of minutes provided to the student and can report to districts, when services are being over-delivered or under-delivered
- Automated export of data for SEIS Billing customers, for LEA Medi-Cal Reimbursement

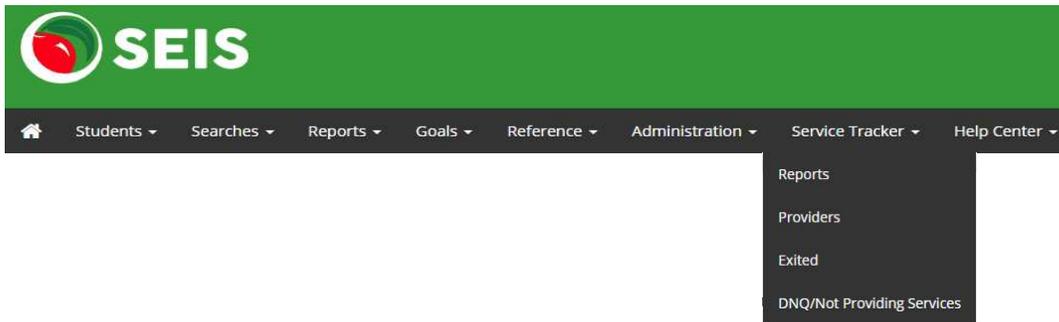


Menu Options

Make sure your user type is set up correctly. As a **District** or **SELPA** level user you will see the below options in the **Service Tracker** dropdown menu.

Click on **Service Tracker** from the upper navigation bar

Use the Service Tracker drop down to navigate between **Reports**, **Providers**, **Exited** and **DNQ/Not Providing Services**



Provider Selection Page

Use the Provider Filter to Select the Provider.

Filters include Provider Type and Last Name

Service Tracker Providers

Provider Filter

Provider Type Last Name

Search Results

Show 50 per page (Displaying 1 to 50 of 85 records)

Provider	Provider Type	Eligible	Pending	Case Manager For	Total Students
Alma Guerrero	Teacher - Spec Ed Academic Instruction - Resource Specialist	17	17	7	34
Billy Bluke	Teacher - Behavior Intervention - Behavior Intervention Specialist	17	73	54	90
Brian Jones	Teacher - Spec Ed Academic Instruction - Teacher of Deaf/Hard of Hearing	10	18	18	28
Carlyn O'Rourke	Teacher - Spec Ed Academic Instruction - Special Ed. Teacher	2	3	2	5
Caseload1 Caseload1	Teacher - Occupational Therapy - Occupational Therapist	49	107	1	156
Caseload12 Caseload12	Teacher - Speech Therapy - Licensed Speech-Language Pathologist	49	106	0	155

Select Provider



Provider Dashboard - Deliveries

Return to Providers navigates you back to the Provider page

Service Tracker Provider Dashboard

Provider: Caseload12.Caseload12

[Return to Providers](#)

Provider Dashboard

Provider Type: Teacher - Speech Therapy - Licensed Speech-Language Pathologist

Eligible: 49

Pending: 106

Case Manager For: 0

Total Students: 155

[Deliveries](#) [Assessments/TCM](#) [Rosters](#) [Reports](#)

Click the Deliveries button



Delivery Summary Page

Filters the Results Name, Service Code, School, Eligibility, and Frequency

Deliveries

Filter

Last Name: First Name: Service Code:

School of Attendance: Eligibility: Minutes/Session:

Don't Include Ended Services Service Type:

[Show All](#) [Find](#)

Groups: [Bulk Delivery To Group](#) [Add to Group](#) [Manage Groups](#)

Search Results

[A](#) [B](#) [C](#) [D](#) [E](#) [F](#) [G](#) [H](#) [I](#) [J](#) [K](#) [L](#) [M](#) [N](#) [O](#) [P](#) [Q](#) [R](#) [S](#) [T](#) [U](#) [V](#) [W](#) [X](#) [Y](#) [Z](#) [AZ](#)

Show 50 per page (Displaying 1 to 50 of 160 records)

Actions	Name	Service	Start Date	End Date	Sessions / Frequency	Total Minutes (min/year)	Total Delivered
	Dear, John	330 Specialized Academic Instruction (IG1)	01/01/2015	01/01/2016	60 min Daily	21900 min/year	302/1900
	Demo, PA	330 Specialized Academic Instruction (IG)	08/03/2016	08/03/2017	60 min x 5 Times = 300 min Weekly	15600 min/year	110/15600

- View IEPs List Page
- View Student Profile
- Deliver Service

Total Delivered calculates the total minutes that have been delivered vs. the total minutes needed for the IEP year. (based on Start/End dates and frequency/duration)

Service Information pulls from the Future IEP



Delivered Services

Clicking the **Delivery** icon will display all deliveries for that Service

Click the **Add Service** button to add a new delivery

Service Tracker - Deliveries

Name: Jones Ellison
 Birthday: 03/19/1998

[Add Service](#) [Cancel](#)

	Date	Attendance Code	Delivery	Minutes Delivered	District to Bill	School of Attendance	Date Added	Last Modified By	Billed
	09/19/2017	Delivered	Individual	0	Demo Unified	Demo Roosevelt	09/25/2017 Caseload12 Caseload12	Caseload12 Caseload12 09-25-2017 08:51 AM	✘
	09/18/2017	Delivered	Individual	0	Demo Unified	Demo Roosevelt	09/25/2017 Caseload12 Caseload12	Caseload12 Caseload12 09-25-2017 08:51 AM	✘

[Edit delivery](#) [Delete delivery](#) [View comments](#) [View case notes](#)



Adding a Delivery

Edit Delivery

Provider: Caseload12 Caseload12
[Return to Deliveries](#)

New Delivery

Name: John Dear
 Visit Dates: *
 Attendance Code: *
 Diagnostic Code: F80.9 SLP Register/Treatment
 District to Bill: *
 Written prescription on file? Yes No
 Comments

Sessions / Frequency: 30 min Daily
 Plan Type: * IEP JSP
 Delivery: * Individual Group Consult
 Individual - Telehealth (Speech ONLY)
 Group - Telehealth (Speech ONLY)
 Total Minutes Provided: 30
 School of Attendance: Demo Lincoln

Select up to 10 days

Select the student's Attendance Code

Prescription on file: for OT and PT only

Leave comments as necessary

Fill in Plan Type, Delivery, Total Minutes Provided, and District to Bill

Diagnostic Code and School of Attendance will default to what is on the IEP

Leave Case Notes as necessary

Click **Save** to Save your Delivery



Bulk Delivery

Start by managing your Groups

Filter

Last Name: First Name: Service Code: 415 Language and speech

School of Attendance: Eligibility: Minutes/Session:

Don't Include Ended Services Service Type:

Show All Find

Bulk Delivery

Search Results

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z A-Z

Show 50 per page Displaying 1 to 50 of 160 records

Actions	Name	Service	Start Date	End Date	Sessions / Frequency	Total Minutes (min/year)	Total Delivered
  	Dear, John	330 Specialized Academic Instruction (S)	01/01/2015	01/01/2016	60 min Daily	21900 min/year	30/21900



Creating a new Group

SEIS

Students - Searches - Reports - Goals - Reference - Service Tracker - Help Center - Caseload2_Caseload2 - Teacher - Log Out

Bulk Delivery

Provider: [Return to Deliveries](#)

[Add Group](#)

Group Name	Service	Delivery
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Click **Add Group** to add a new Group



Creating a new Group

The screenshot shows the 'Edit Service Group' form in the SEIS application. The form has three main input fields: 'Group Name', 'Service Code', and 'Delivery'. Below the 'Group Name' field is a 'Cancel' button and a green 'Save' button. Callout boxes point to the 'Save' button, the 'Group Name' field, the 'Service Code' dropdown, and the 'Delivery' dropdown.

Callouts:

- Click **Save** to add the new Group
- Enter a Group Name
- Select a Service Code
- Select Delivery Type



Group Options

The screenshot shows the 'Bulk Delivery' table in the SEIS application. The table has columns for 'Group Name', 'Service', and 'Delivery'. A callout box points to the action icons (edit, add student, delete) in the first row of the table.

Group Name	Service	Delivery
monday 3 pm	415 Language and speech	Group

Callouts:

- Edit Group Name / Info
- Bulk Deliver to Group
- Manage Students in Group
- Delete Group



Adding Students to a Group

The student list is filtered by the Service Code selected for the Group

All students in to the group will display here

Click the **Return to Bulk Delivery** button to return to the Bulk Delivery page

Check the box next to the students to be added to the group, then click the **Add to Group** button

Manage Service Group Students

Group Name: Monday 3 pm Service: 415 Language and speech Delivery: Group

Student	Birthdate	Grade	District of Service	Attendance School
<input type="checkbox"/>  Richard Castle	07/01/2000	Twelfth grade	Kirstins District 1	Spartan High

Return to Bulk Delivery **Delete Students**

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z A-Z

Show 50 per page Displaying 1 to 4 of 4 record(s)

Actions	Name	Service	Delivery	Start Date	End Date	Sessions / Frequency	Total Minutes (min/year)	Total Delivered
<input type="checkbox"/> 	Castle, Richard	415 Language and speech	IJ	10/10/2017	10/10/2017	100 min Monthly	100 min/year	0/100
<input type="checkbox"/> 	Castle, Richard	415 Language and speech	GJ	10/12/2017	10/12/2018	60 min Weekly	3120 min/year	514/3120
<input type="checkbox"/> 	Donovan, Landon	415 Language and speech		09/19/2018	09/19/2019	30 min x 2 Times = 60 min Weekly	3120 min/year	75/3120
<input type="checkbox"/> 	Name	Service	Delivery	Start Date	End Date	Sessions / Frequency	Total Minutes (min/year)	Total Delivered

Add to Group



Bulk Delivering to a Group

SEIS

Students Searches Reports Goals Reference Service Tracker Help Center Caseload 12 Caseload 12 - Teacher Log Out

Bulk Delivery **Return to Helpdesk** **Upload Guide**

Provider: **Return to Deliveries**

Add Group

Group Name	Service	Delivery
    monday 3 pm	415 Language and speech	Group

Click **Bulk Deliver** icon to Bulk Deliver to a Group



Bulk Deliver to Group

The screenshot shows the 'Bulk Delivery to Group' form. A calendar for May 2018 is open, showing the date '1' selected. The form includes the following fields and callouts:

- Group Name:** Monday 10:30
- Visit Date:** * (Callout: Select one delivery date)
- Plan Type:** * (Callout: Select Plan Type, District of Service, Attendance Code, and Total Minutes Provided)
- District to Bill:** * (Callout: Diagnostic Code will default)
- Written prescription on file?** (Callout: Written Prescription on File (OT and PT only))
- Comments:** (Callout: Leave comments as necessary)
- Delivery:** Group
- Attendance Code:** * (Callout: Select Plan Type, District of Service, Attendance Code, and Total Minutes Provided)
- Total Minutes Provided:** (Callout: Diagnostic Code will default)
- Diagnostic Code:** * F80.9 SLP RegisterTreatment
- Save:** (Callout: Click Save to Save your Delivery)

SEIS BILLING

Editing a Bulk Delivery

The screenshot shows the 'Bulk Delivery Log' table. A callout points to the table header: 'The Bulk Delivery Log displays if the delivery was successful or not'. Another callout points to the edit icon: 'To edit a bulk delivery for a specific student, click the Edit icon'.

Student ID	Name	DOB	Service Code	Delivery	Start Date	End Date	Result
965284	zary zebra	08/01/2002	415 Language and speech		09/16/2012		Service Type does not match the group's Delivery Type
1583337	andrea piro	12/06/2005	415 Language and speech	I	08/29/2017		Successfully delivered
556538	Hannah Alexandria	12/31/2009	415 Language and speech	I	04/19/2017		Successfully delivered

SEIS BILLING

Provider Dashboard - Assessments

Click the **Service Tracker** section of the upper navigation bar.

Click the **Providers** tab.

Choose the Provider on the Provider Selection page.

Service Tracker Provider Dashboard

Provider: Caseload12 Caseload12

[Return to Providers](#) **Return to Providers** navigates you back to the Provider selection page

Provider Dashboard

Provider Type: Teacher - Speech Therapy - Licensed Speech-Language Pathologist
Eligible: 49
Pending: 106
Case Manager For: 0
Total Students: 155

[Deliveries](#) [Assessments/TCM](#) [Rosters](#) [Reports](#)

Select the Assessments button



Assessments

Filter

Last Name: First Name:

School of Attendance: Service Type:

Eligibility:

Filter down results by: Name, School, Eligibility and Service Type

[Show All](#) [Find](#)

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z AZ

Show 50 entries Search:

Actions	Name	District of Service	School of Attendance	Referral Date	Last IEP	Last Annual	Last Evaluation
	Ackerman, Marjoram	Kirstins District 1	Cristys Fun School	09/04/2011	03/20/2018	03/08/2018	03/08/2018

Deliver Assessment



Adding an Assessment

Assessments

Download Print

Name: Denise Davis
 Birthday: 06/08/1992

Add Assessment Cancel

Date	Assessment	Plan Type	Delivery	District to Bill	School of Attendance	Provider Name	Date Added	Last Modified By	Billed
09/14/2016	2 - Annual Assessment	IEP	Individual	Demo Unified	Demo Linclon	Caseload2 Caseload2	09/20/2016 Caseload2 Caseload2	Caseload2 Caseload2 09-20-2016 01:40 PM	✘

Click the Add Assessment button to add a new Assessment



Adding an Assessment

Edit Assessment

Provider: Caseload12, Caseload12
 Return to Provider Dashboard

New Assessment

Assessment Date: *

Plan Type: *
 IEP IFSP

Assessment: *
 1A - Initial Assessment/Evaluation of Speech Flu

Delivery: *
 Individual Group Consult
 Individual - Telehealth (Speech ONLY)
 Group - Telehealth (Speech ONLY)

Diagnostic Code: FB0.9 SLP Register/Treatment

District to Bill: *
 Demo Unified

School: Demo Linclon

Comments

I certify under my professional license/credential, the documented services have been performed. I understand that it is my sole responsibility to maintain a hard copy record with my signature according to the Business and Professions Code regulations thru the participation in the LEA Medi-Cal Billing Option.

Save Cancel

Select the Assessment Date

Select Plan Type, Assessment Type, and District to Bill

Leave comments as necessary

Delivery, Diagnostic Code and School will default to what is on the IEP

Click Save to save the assessment



Provider Dashboard Rosters & Reports

Click the **Service Tracker** section of the upper navigation bar
 Click the **Providers** tab
 Choose the Provider on the Provider Selection page

Service Tracker Provider Dashboard

Provider: Caseload12 Caseload12

[Return to Providers](#) Return to Providers will navigate you back to the Provider selection page

Provider Dashboard

Provider Type: Teacher - Speech Therapy - Licensed Speech-Language Pathologist
 Eligible: 49
 Pending: 106
 Case Manager For: 0
 Total Students: 155

Deliveries Assessments/TCM Rosters Reports

[Rosters](#) [Reports](#) Click on Rosters or Reports for the task you wish to perform



Rosters

Printed **Rosters** pull the information input into the Service Tracking feature and look like this.

Registrar Period: 7/1/2017 - 7/31/2017
 Teacher Name: Caseload12 Caseload12

Attendance Codes:
 D: Delivered
 A: Excused absence
 E: Date student enrolled
 N: Non-Participatory
 M: IEP Meeting
 P: Provider Absent
 X: Unscheduled time
 U: Unexcused absence
 L: Last date of student's enrollment
 H: School History
 C: Compensatory Time

Attendance Register

Student	DOB	MF	District of Residence	StudentID	M	T	W	T	F	S	Sa	Su	T	W	T	F	Sa	Su	T	W	T	F	Sa	Su	Total	
James Ellison	3/19/1998	M	Demo Unified	382708	Service	D	D	D	D	D				D	D	D										0
					Delivery	Group	Group	Group	Group	Individual				Individual	Individual	Individual										0
					Code	415	415	415	415	415				415	415	415										0
					Minutes	30	30	30	30	30				30	30	30										0
					Individual	0	0	0	0	0				Individual	Group	Individual										0
					Code	415	415	415	415	415				415	415	415										0
					Minutes	30	30	45	30																	0
Blank Forms	1/1/2003	M	Demo Unified	1017919	Service	D																			0	
					Delivery	Group																				0
					Code	415																				0
					Minutes	30																				0
Grant Garrison	7/9/1996	M	Demo Unified	594585	Service	D																			0	
					Delivery	Group																				0
					Code	415																				0
					Minutes	30																				0

CERTIFICATION: TO THE BEST OF MY KNOWLEDGE AND BELIEF THIS STATE SCHOOL REGISTER PAGE HAS BEEN KEPT AS REQUIRED BY LAW AND IN ACCORDANCE WITH THE INSTRUCTION OF THE SUPERINTENDENT OF PUBLIC INSTRUCTION.

Signature: _____ Date: _____
 Administrator signature: _____ Date: _____

Providers sign and date Roster on a monthly basis



Reports

Type of Reports

These are the available reports offered through Service Tracking:

- **Deliveries** – shows all of the services delivered for the student(s) by a provider.
- **Overdelivered** – shows any student / service where the total minutes delivered is above the number of minutes written into the IEP.
- **Absences** – shows all service deliveries that were not delivered due to a student's absence.
- **Unscheduled Time** – shows all deliveries marked as unscheduled time.
- **Assessments** – will pull assessments entered.
- **Deliveries with Case Notes** – shows all of the services delivered with case notes for student(s) by a provider.



23

Reports

Reports will pull specific information for the date range selected and student(s) selected.

Download Reports

Type of Report:

Start Date:

End Date:

For: All Students

Students

Show 50 entries

Search:

Download Report

Select the Type of Report from the drop down.
Then enter a Start and End date

Report will default to all students unless
specific students are selected

Click the **Download Report**
button to produce report



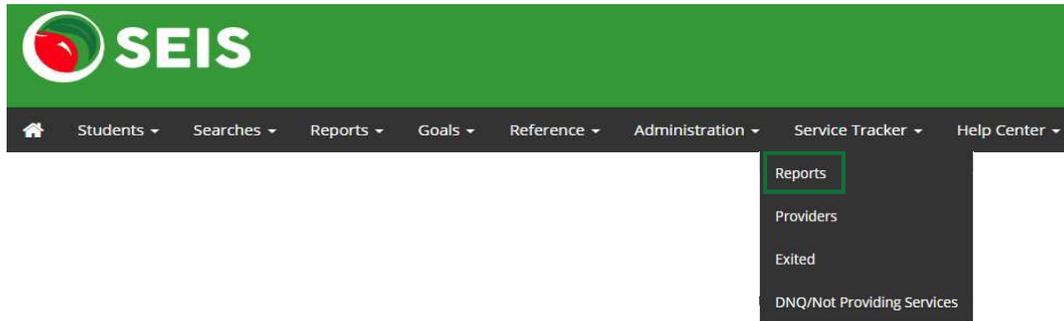
24

Admin Reports

(These reports can only be pulled when logged in your District/SELPA level account)

Click the **Service Tracker** section of the upper navigation bar

Click on **Reports**



25

Admin Reports

Service Tracker Reports

Reports

Report Type:

Start Date: End Date:

Select a Start Date and End Date

Select the Report Type

Click the **Export Report** button to produce the Excel report. The report will contain all deliveries and assessments entered into Service Tracking.



26

Service Tracking

Provider Level Training



Benefits

Quickly and easily document delivery of services

Real time analysis on delivery of services

Service tracker alleviates double entry

Real Time Data

- As data is entered into SEIS, it will generate up-to-date registers and reports

The Service Tracking feature allows users to enter the amount of time they delivered each service

- Because this is done through SEIS, all pertinent information such as services on the IEP, Caseloads, Provider Types, and Service Frequency / Duration information is already in place.

This feature monitors the total amount of minutes provided to the student and can report to districts, when services are being over-delivered or under-delivered

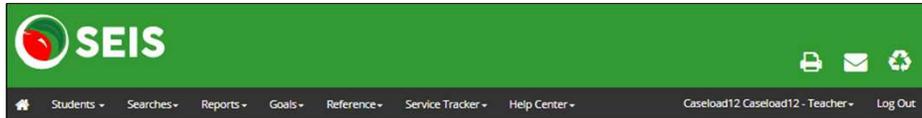
Automated export of data to SEIS Billing for LEA Medi-Cal Reimbursement



Contact
1.866.468.2891
<http://beta.seis.org>

Is your User Account set up correctly?

This is the User Type that will determine if your provider type is billable to Medi-Cal and the rate at which the delivery of services will be billed at. If incorrect, contact your district administrators. They will be able to update your User Type.



Contact
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<http://beta.seis.org>

Is Your Caseload Correct?

Do you have access to all of the students to whom you provide services?

Click the Caseload link in the **Students** section of the upper navigation bar to verify.

Student	Gender	Birthdate	Age	Grade	Eligibility	Disability	Case Manager	School	SchoolID	DOS	DOR	Next Annual	Next Triennial
Mitchell, Sany	F	08/07/2003	14		Yes		Billy Bluu	Gateway Elementary		Contra Costa Training	Contra Costa Training	09/03/2014	09/03/2016
Andres, Bail	M	02/10/2000	17		Pending		Billy Bluu	Gateway Elementary		Contra Costa Training	Contra Costa Training		
Arcasian, John	M	01/15/1999	18	06	Yes	Intellectual Disability (ID) 210	Billy Bluu	Gateway Elementary	Demo Lindon	Contra Costa Training	Contra Costa Training	08/26/2014	11/25/2014

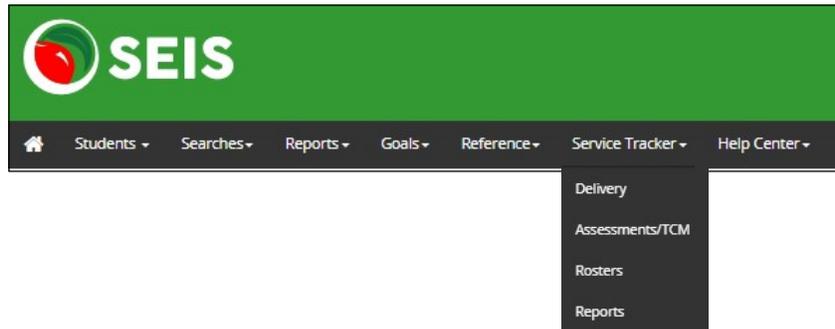


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1.866.468.2891
<http://beta.seis.org>

Menu Options

Click on **Service Tracker** from the upper navigation bar

Use the Service Tracker drop down to navigate between **Deliveries, Assessments, Rosters and Reports**



Contact
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<http://beta.seis.org>

Delivery Summary Page

Filter your results.

Filters include
Name, Service
Code, School,
Eligibility, and
Frequency

View IEPs List Page

View Student Record

Deliver Service

Deliveries

Filter

Last Name: First Name: Service Code:

School of Attendance: Eligibility: Minutes/Session:

Don't Include Ended Services Service Type:

[Show All](#) [Find](#)

Groups: [Bulk Delivery To Group](#) [Add to Group](#) [Manage Groups](#)

Search Results

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z AZ

Show 50 per page Displaying 1 to 50 of 160 records

Actions	Name	Service	Start Date	End Date	Sessions / Frequency	Total Minutes (min/year)	Total Delivered
	Dear, John	330 Specialized Academic Instruction (IS)	01/01/2015	01/01/2016	60 min Daily	21900 min/year	30/21900
	Demo, PA	330 Specialized Academic Instruction (IS)	08/03/2016	08/03/2017	60 min x 5 Times = 300 min Weekly	15600 min/year	110/15600

Service Information pulls from the Future IEP

Total Delivered calculates the total minutes that have been delivered vs. the total minutes needed for the IEP year.



Contact
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<http://beta.seis.org>

Delivered Services

Clicking the **Delivery** icon will display all deliveries for that Service

Click the **Add Service** button to add a new delivery

Service Tracker - Deliveries

Name: Jones Ellison
 Birthday: 03/19/1998

	Date	Attendance Code	Delivery	Minutes Delivered	District to Bill	School of Attendance	Date Added	Last Modified By	Billed
	09/19/2017	Delivered	Individual	0	Demo Unified	Demo Roosevelt	09/25/2017 Caseload12 Caseload12	Caseload12 Caseload12 09-25-2017 08:51 AM	<input checked="" type="checkbox"/>
	09/18/2017	Delivered	Individual	0	Demo Unified	Demo Roosevelt	09/25/2017 Caseload12 Caseload12	Caseload12 Caseload12 09-25-2017 08:51 AM	<input checked="" type="checkbox"/>



Contact
 1.866.468.2891
<http://beta.seis.org>

Adding a Delivery

Select up to 10 days at a time for delivery

Select the student's Attendance Code

Prescription on file only for OT and PT Services

Leave any comments as necessary

Fill in Plan Type, Delivery, Total Minutes Provided, and District to Bill

Diagnostic Code and School of Attendance will default automatically

Leave any Case Notes as necessary

Click the Save button to Save your Delivery

The screenshot shows the 'New Delivery' form in the SEIS system. It includes a date picker for 'Visit Date(s)', a dropdown for 'Attendance Code', a text field for 'Diagnostic Code', a dropdown for 'District to Bill', a radio button for 'Written prescription on file?', a text area for 'Comments', and a checkbox for a professional certification statement. On the right side, there are dropdowns for 'Plan Type' (with radio buttons for IEP and IFSP), 'Delivery' (with radio buttons for Individual, Group, and Consult), 'Total Minutes Provided', and 'School of Attendance'. A 'Save' button is at the bottom right.



Contact
 1.866.468.2891
<http://beta.seis.org>

Bulk Delivery

Filter

Last Name: First Name: SEIS ID:
School of Attendance: Eligibility: Service Code:
 Don't Include Ended Services Service Type: Minutes/Session:
[Show All](#) [Filter](#)

Bulk Delivery

Search Results

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z AZ

Show per page - Displaying 1 to 20 of 21 records

Actions	Name	Delivery	Start Date	End Date	Sessions / Frequency	Total Minutes (est/year)	Total Delivered	Medi-Cal Billing Consent

Filter

Last Name: First Name: SEIS ID:
School of Attendance: Eligibility: Service Code:
 Don't Include Ended Services Service Type: Minutes/Session:
[Show All](#) [Filter](#)

Bulk Delivery

Search Results

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z AZ

Show per page - Displaying 1 to 20 of 21 records

Actions	Name	SEIS ID	Service	Delivery	Start Date	End Date	Sessions / Frequency	Total Minutes (est/year)	Total Delivered	Medi-Cal Billing Consent

Start by managing your Groups



Contact
1.866.468.2891
<http://beta.seis.org>

Creating a new Group

SEIS Print Mail Refresh

Home Students Searches Reports Goals Reference Service Tracker Help Center Caseload112 Caseload112 - Teacher Log Out

Bulk Delivery

Provider: [Return to Deliveries](#)

Group Name	Service	Delivery

[+ Add Group](#)

Click Add Group to add a new Group



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1.866.468.2891
<http://beta.seis.org>

Creating a new Group

The screenshot shows the 'Edit Service Group' form in the SEIS system. The form has three main input fields: 'Group Name', 'Service Code', and 'Delivery'. Below each field is a callout box with a green arrow pointing to the field. The 'Group Name' callout says 'Enter a Group Name'. The 'Service Code' callout says 'Select a Service Code'. The 'Delivery' callout says 'Select Delivery Type'. The form also includes 'Cancel' and 'Save' buttons, and 'Return to Helpdesk' and 'Upload Guide' links.



Contact
1.866.468.2891
<http://beta.seis.org>

Group Options

The screenshot shows the 'Bulk Delivery' page in the SEIS system. It features a table with columns for 'Group Name', 'Service', and 'Delivery'. A callout box points to the table, showing four options: 'Edit Group Name / Info', 'Bulk Deliver to Group', 'Manage Students in Group', and 'Delete Group'. The table contains one row with the following data:

Group Name	Service	Delivery
manday 3 pm	415 Language and speech	Group



Contact
1.866.468.2891
<http://beta.seis.org>

Adding Students to a Group

The student list is filtered by the Service Code for the Group

All students in to the group will display here

Click the Return to Bulk Delivery button to return to the Bulk Delivery page

Check the box next to the students to be added to the group, then click the Add to Group button

Manage Service Group Students

Group Name: monday 3 pm Service: 415 Language and speech Delivery: Group

Student	Birthdate	Grade	District of Service	Attendance School
<input type="checkbox"/>	Richard Castle	07/01/2000	Twelfth grade	Kirstina District 1 Spartan High

Return to Bulk Delivery Delete Students

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z AZ

Show 50 per page Displaying 1 to 4 of 4 record(s)

Actions	Name	Service	Delivery	Start Date	End Date	Sessions / Frequency	Total Minutes (min/year)	Total Delivered
<input type="checkbox"/>	Castle, Richard	415 Language and speech	I	10/10/2017	10/10/2017	100 min Monthly	100 min/year	0/100
<input type="checkbox"/>	Castle, Richard	415 Language and speech	G	10/12/2017	10/12/2018	60 min Weekly	3120 min/year	514/3120
<input type="checkbox"/>	Donovan, Landon	415 Language and speech		03/13/2018	03/13/2019	30 min x 2 Times = 60 min Weekly	3120 min/year	75/3120

Check/Uncheck All Add to Group



Contact
1.866.468.2891
<http://beta.seis.org>

Bulk Delivering to a Group

SEIS

Students Searches Reports Goals Reference Service Tracker Help Center Caseload12 Caseload12 Teacher Log Out

Bulk Delivery Return to Helpdesk Upload Guide

Provider: Return to Deliveries

Add Group

Group Name	Service	Delivery
monday 3 pm	415 Language and speech	Group

Click Bulk Deliver icon to Bulk Deliver to a Group



Contact
1.866.468.2891
<http://beta.seis.org>

Bulk Deliver to Group

Select one delivery date

Leave any comments as necessary

Fill in Plan Type, District of Service, Attendance Code, and Total Minutes Provided

Written Prescription on File (only for OT and PT services)

Diagnostic Code information will default automatically



Contact
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<http://beta.seis.org>

Editing a Bulk Delivery

Return to Bulk Deliveries

Student ID	Name	DOB	Service Code	Delivery	Start Date	End Date	Result
965284	zany zebra	08/01/2002	415 Language and speech		09/16/2012		Service Type does not match the group's Delivery Type
 1583337	andrea pirllo	12/06/2005	415 Language and speech	I	08/29/2017		Successfully delivered
 556538	Hannah Alexandria	12/31/2009	415 Language and speech	I	04/19/2017		Successfully delivered

To edit an bulk delivery for a specific student, click the Edit icon

The Bulk Delivery Log displays all students in the group, and if the delivery was successful or not

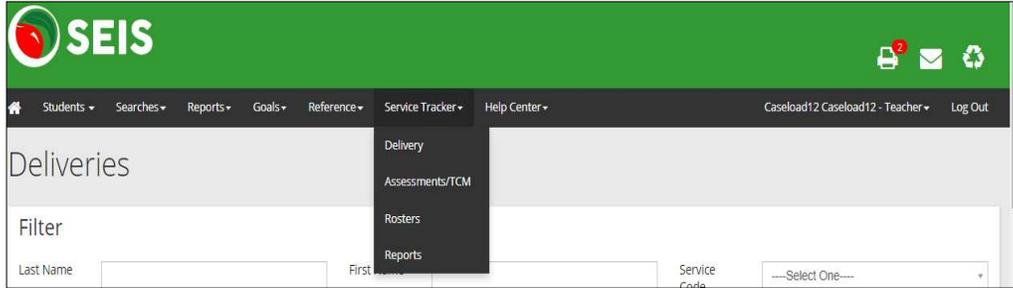


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<http://beta.seis.org>

Assessment Tracking

Click the **Service Tracker** section of the upper navigation bar.

Click the **Assessments** tab.



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<http://beta.seis.org>

Assessments

The screenshot shows the 'Filter' section of the SEIS Assessments page. It includes input fields for 'Last Name', 'School of Attendance', 'Eligibility', 'First Name', and 'Service Type'. A callout box points to the 'Show All' and 'Find' buttons, stating: 'Filter down results displayed below. Filters include: Name, School, Eligibility and Service Type'. Below the filters is an alphabetical index (A-Z) and a 'Show 50 entries' indicator. A table displays the results for one entry:

Actions	Name	District of Service	School of Attendance	Referral Date	Last IEP	Last Annual	Last Evaluation
	Ackerman, Marjoram	Kirstins District 1	Cristys Fun School	09/04/2011	03/20/2018	03/08/2018	03/08/2018

Deliver Assessment



Contact
1.866.468.2891
<http://beta.seis.org>

Adding an Assessment

Assessments

Download Print

Assessments

Name: Denise Davis
 Birthday: 06/08/1992

Add Assessment Cancel

Date	Assessment	Plan Type	Delivery	District to Bill	School of Attendance	Provider Name	Date Added	Last Modified By	Billed
09/14/2016	2 - Annual Assessment	IEP	Individual	Demo Unified	Demo Lincion	Caseload2 Caseload2	09/20/2016 Caseload2 Caseload2	Caseload2 Caseload2 09-20-2016 01:40 PM	*

Click the **Add Assessment** button to add a new Assessment



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 1.866.468.2891
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Adding an Assessment

Select the Assessment Date

SEIS

September 2017

Su Mo Tu We Th Fr Sa

27 28 29 30 31 1 2

3 4 5 6 7 8 9

10 11 12 13 14 15 16

17 18 19 20 21 22 23

24 25 26 27 28 29 30

1 2 3 4 5 6 7

Clear

Tracker Help Center Caseload12 Caseload12 - Teacher Log Out

Edit Assessment

New Assessment

Assessment Date: *

Plan Type: *

Assessment: *

Comments

By checking this box and typing my legal name below, under my professional license/credential, I certify the documented services have been performed. I understand that it is my sole responsibility to maintain a hard copy record with my signature according to the Business and Professions Code regulations thru the participation in the LEA Medi-Cal Billing Option

Name:

Save Cancel

Fill in Plan Type, Assessment Type, and District to Bill

Delivery, Diagnostic Code and School information will default automatically

Leave any comments as necessary

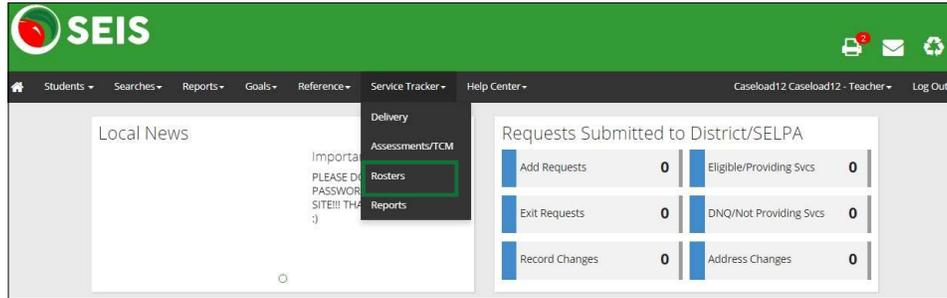


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<http://beta.seis.org>

Rosters

Click the **Service Tracker** section of the upper navigation bar

Click on **Roster**



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Rosters

Pull an Attendance Roster for the selected month and selected student(s)

Print the **Roster** each month and turn into your district administrator

This will include the information input into the Service Tracking feature

Select the month and year.
Roster will default to all students
unless specific students are
selected

Rosters

Roster Lookup

Last Name: First Name:

Eligibility: --Select One-- Service Type: --Select One--

Month: Year:

School:

For:

Sort:

Students

Show 33 entries

Check/Uncheck	LastName	FirstName	DOB	Gender	District of Service
<input type="checkbox"/>	Davis	Denise	06/08/1992	Female	Demo Unified
<input type="checkbox"/>	Dear	John	06/02/2002	Male	Demo Unified
<input type="checkbox"/>	Delgado	Stacey	01/11/1991	Female	Demo Unified

Click the Print button to
generate roster



Contact
1.866.468.2891
<http://beta.seis.org>

Type of Reports

These are the available reports offered through Service Tracking:

- **Deliveries** – shows all of the services delivered for the student(s) by a provider.
- **Overdelivered** – shows any student / service where the total minutes delivered is above the number of minutes written into the IEP.
- **Absences** – shows all service deliveries that were not delivered due to a student's absence.
- **Unscheduled Time** – shows all deliveries marked as unscheduled time.
- **Assessments** – will pull assessments entered.
- **Deliveries with Case Notes** – shows all of the services delivered with case notes for student(s) by a provider.



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