



THE
EL DORADO SELPAs
Data Update



January 2021 Data Newsletter

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Important Updates

The El Dorado County SELPAs have purchased the SEIS e-sign package for all LEAs.

Timelines and Due Dates

The Amendment window for Fall 1 Certification closes January 29, 2021.

The December Data Newsletter provided explanations for resolving CERT 132 and CERT 167 errors, as they comprise the bulk of the Fall Certification errors. CALPADS Flash 193 and Flash 195 also offer explanations for resolving these errors.

Did You Know...

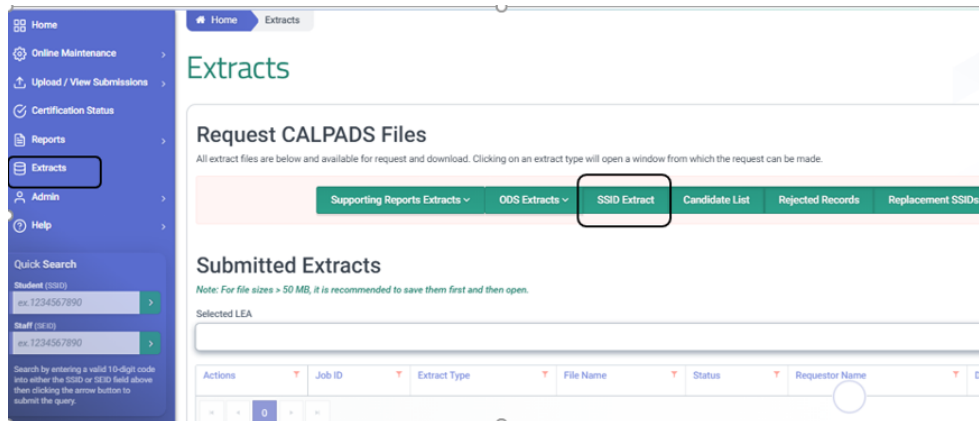
The SELPA has some new I.D.E.A.S. for your new student intake process:

Identify-Document-Evaluate-Affirm-Submit

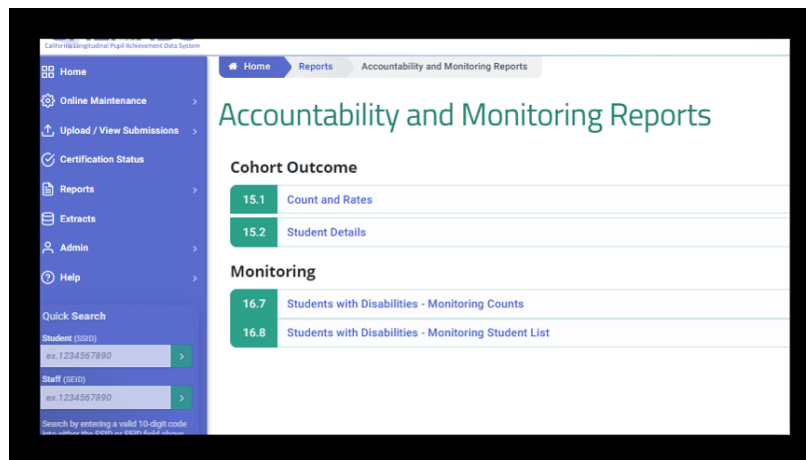
Identify a Special Education Student

The SELPA recommends that you develop an internal process for enrollment that incorporates the identification of a current student with disabilities, other than a registration form or a SEIS search.

There are two tools in CALPADS to assist you in identifying students with active Special Education records: **SSID Extract and Monitoring Reports 16.7 and 16.8.**



- **SSID Extract:**
 - [Learn more about SSID extracts.](#)

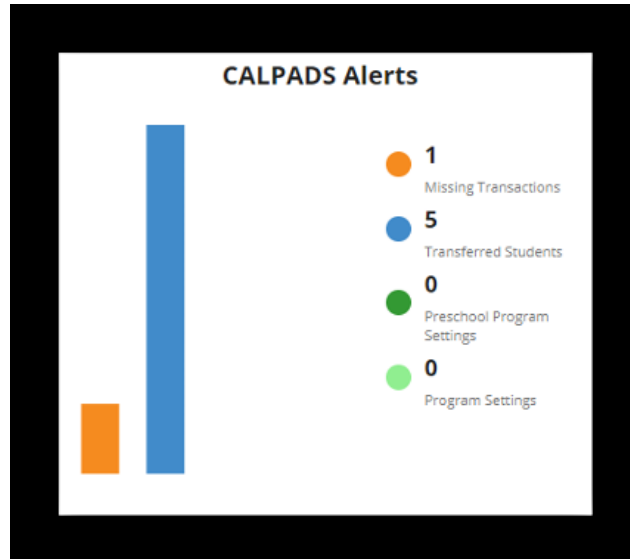


- **Monitoring Report 16.7 – Students with Disabilities – Monitoring Counts**
 - **Description:** Reports total counts of enrolled students with an Active IEP.
 - [Learn more about Report 16.7.](#)
- **Monitoring Report 16.8 – Students with Disabilities – Monitoring Student List**
 - **Description:** Reports student details of Students with Disabilities with an Active IEP that had at least one Late Annual or Triennial Meeting, and those students with Part B Initial and Part C Initial Evaluations where 60 days passed from parental consent before, they were evaluated.
 - [Access Monitoring Report 16.8.](#)

Document the Adoption of the Most Recent IEP/Transaction

New SEIS Feature

When a student transfers, their last IEP (Initial or Annual) or Amendment (to the Initial or Annual), from the previous district must be adopted by the new LEA and reported to CALPADS. This adoption changes ownership of the student record and affirms that services will be provided. In the CALPADS Alerts section of the SEIS homepage, a notice has been created for **Transferred Students**. *This notice will display for District level users ONLY.*



The notice will display the last reportable transaction from the previous district (IEP or Amendment) **that has been reported in SEIS** and will indicate the Meeting Date, Meeting Type, Amendment date (if applicable) as well as the Transaction Type. The transaction can be previewed by clicking on the magnifying glass, and **if this meeting/amendment is the most recent activity in the CALPADS student record**, can be adopted from this notice. Once the transaction has been adopted, the notice will be removed.

If the transaction listed in SEIS is not the most recent meeting/amendment in the CALPADS student record (as the student's last IEP was held outside of SEIS) **the case manager must complete the Initial CALPADS Affirm process to document the student's IEP in SEIS.**

The Initial CALPADS affirm process is used to document the last Annual/Amendment as reported by the previous LEA in CALPADS or from out of state.

[Access the most current version of the 30-Day Review-Initial CALPADS Affirm Process Flow Chart.](#)

A delete icon has been added to the CALPADS Alerts - Transferred Students notice. This will allow users to delete the notice to adopt an IEP transaction if:

- A more recent IEP was held outside of SEIS, so the case manager will complete the Initial CALPADS Affirm process.
- The student was previously Exited from SPED.
- The ability to adopt IEPs is still available on an IEP in the instance that a historical IEP or Triennial needs to be adopted.
- The IEP was adopted on the IEP side, instead of from within the notice.

If a notice is deleted, it will be sent to the Recycle Bin so that it can be restored (within 7 days) if needed.

Evaluate the Appropriate Action to Take After the IEP Adoption

Choose one of the options below:

- If you cannot provide what is in the adopted IEP verbatim, you will create an interim placement form **amendment** stating what services you are proposing to provide for the next 30 days (the amendment is added to the adopted IEP.) Then you will choose one of the following:
 - You will hold a 30-day **amendment** meeting to formally adopt the new services (the amendment is added to the adopted IEP.)
 - If the adopted IEP is out of date (over a year old) and/or the annual date is approaching, you will create the 30-day **meeting in the future** to be both a 30-day meeting and a new annual meeting.
- If you can provide what is in the IEP verbatim, you do not have to create an interim placement form amendment. You will provide the adopted IEP services for the next 30 days. Then you will choose one of the following:
 - You will hold a 30-day **amendment** meeting to formally adopt the new services. (the amendment is added to the adopted IEP.)
 - If the adopted IEP is out of date (over a year old) and/or the annual date is approaching, you will create the 30-day meeting **in the future** to be both a 30-day meeting and a new annual meeting.

Affirm All Amendments and Meetings

Affirm all amendments and meetings within 24 hours. Signatures can be obtained after affirmation.

Submit All Transactions to CALPADS

View your reportable transactions, generate a report, and submit the report to CALPADS. The SELPA recommends that you process your generated report within one week. Once the report is error free, and all meetings types and services are reported, and your Report Status in SEIS shows **posted for all transaction types**, you would then proceed with generating a new report. The goal is to be submitting your transactions weekly to CALPADS. This will keep your data up to date and decrease the number of late IEPs appearing on the CDC reports due to late transaction submissions.

Meeting Delay Codes

The following are the allowable meeting delay codes per meeting type. Adding a delay code **does not** remove late meetings from your monitoring report- it only serves to offer explanation.

Part B Initial Evaluation

- 10-Parent Refused to Consent
- 20-Parent Did Not Make Child Available
- 40-School Break
- 50-Transfer
- 60-School Emergency
- 70-Student Emergency

- 75-Temporary School Closure
- 80-Due Process/Settlement Agreement
- 85-Did Not Pass hearing and/or vision screening
- 90-Late Without Cause

Annual Education or Service Plan Meeting

- 30-Parent Contacted, did not attend
- 50-Transfer
- 60-School Emergency
- 70-Student Emergency
- 75-Temporary School Closure
- 80-Due Process/Settlement Agreement
- 90-Late Without Cause

Pending Initial Evaluation

- 10-Parent Refused to Consent
- 20-Parent Did Not Make Child Available
- 40-School Break
- 50-Transfer
- 60-School Emergency
- 70-Student Emergency
- 75-Temporary School Closure
- 80-Due Process/Settlement Agreement
- 85-Did Not Pass hearing and/or vision screening
- 90-Late Without Cause

Triennial Evaluation

- 10-Parent Refused to Consent
- 20-Parent Did Not Make Child Available
- 30-Parent Contacted, did not attend
- 50-Transfer
- 60-School Emergency
- 70-Student Emergency
- 75-Temporary School Closure
- 80-Due Process/Settlement Agreement
- 90-Late Without Cause

Resources

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