



THE
EL DORADO SELPAs
Data Update



November 2020 Data Newsletter

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Important Updates

**LEA approval date for CALPADS Fall 1 reporting is
Friday, November 20, 2020.**

The SEIS electronic signature feature is free through the end of December 2020 and SEIS will announce an official fee structure before the end of this month. We will pass along more details as they become available.

SEIS has unveiled a new homepage this week.

[Click Here to View the SEIS New Features](#)

Timelines and Due Dates

This timeline will ensure that you are submitting your LEA's data in a timely matter. LEAs should

continually submit transactions from SEIS to CALPADS for accurate reporting.



Did You Know...

CALPADS Error SPED0539

This error occurs when meetings and amendments are reported in nonsequential (chronological) order. This is the CALPADS error description:

SPED0539	Special Education Meeting Date Cannot exist between/before the dates of another LEA's SPED Record	Special Education Meeting Date Cannot exist between/before the dates of another LEA's most recent SPED Record
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The error occurs when a transaction is uploaded and accepted, and then a prior meeting or amendment is attempting to be reported. If this happens within your LEA and you have ownership of all the transactions it is a straightforward fix.

1. Determine the correct order of the meetings in CALPADS Special Education. Write down (copy and paste somewhere) the identifier so you can reference these transactions later.
2. Have someone with editing permissions in CALPADS delete the transactions of the meetings that have taken place AFTER the meeting that is getting the error.
3. Resubmit the transaction with the error in SEIS. You will not be making any corrections to this transaction. Just continue with the re-submission link.
4. After the transaction has been submitted, determine the correct order of the remaining transactions.
5. Locate the remaining transactions in SEIS (this should be all the transactions previously deleted in CALPADS).
6. Click Edit and Save on the earliest transaction (if there is more than one) and make it reportable.
7. Generate a new report on "Selected Records" and report that transaction.
8. Repeat Step 6 for any remaining transactions, sending up the earlier meetings before the later meetings.

This error is somewhat time consuming to correct, but simple in process. It can become complicated when the out of order meetings occur with a student record that has transferred between I FAs. An example would be one I FA is trying to upload a meeting or amendment

between LEAs. An example would be one LEA trying to update a meeting or amendment after another LEA has submitted a current transaction. Most often, this occurs when an amendment meeting was not reported in a timely manner. The solution is to work in tandem with the other LEA. If this is not possible, please contact your Program Technician.

Triennial Evaluations (Type 40)

We discovered last year that CALPADS was not allowing services to be tied to a Triennial Evaluation. After this year's CALPADS update, we were informed Exits and Amendments were no longer allowed to be submitted with a Triennial Evaluation. Why?

CALPADS is using federal law when creating their error validations, which states a Triennial meeting can **ONLY** be used for determining eligibility. Therefore, if services or ANY other IEP plan information is discussed during the Triennial meeting, it must be considered an Annual as well, according to CALPADS.

The SELPA understands that this poses issues in certain situations and is advocating on your behalf regarding this CALPADS error.

Currently, SELPA is recommending that you hold and mark all Triennial meetings as **BOTH** a Triennial and Annual meeting, unless there are extenuating circumstances that prevent you from doing so. In the case that there is a programmatic reason that you **CANNOT** align the Triennial and Annual dates, please reach out to your Program Specialist for assistance.

Addressing Triennial Errors:

SPED0540 – Special Education Program Exit Date cannot be populated for a Triennial Meeting:

There are two ways to fix this error:

- **If the Exit Date/Reason is tied to both an Annual and Triennial meeting:**
 - Remove the Exit Date/Reason from the Triennial and resubmit SPED file.
 - DNR the Triennial transaction if the meeting has already been submitted to CALPADS.

- **If the Exit Date/Reason is tied to a Triennial meeting only:**
 - Remove the Exit Date/Reason for the Triennial.
 - DNR the Triennial transaction.
 - Add the Exit Date/Reason to the last transaction.
 - This includes Amendments, so if the last transaction was an Amendment to an Annual meeting, the Exit Date/Reason would be added to that Amendment and would be submitted.

SEIS is currently working on a system update to fix this error. When a student is exited from Special Education, SEIS will tie the Exit Date/Reason to the last transaction. However, if the only transaction in the district is a Triennial meeting, it will be added to the Triennial – this will make the user aware that a student Annual meeting should be adopted so that the Exit can be

make the user aware that a student Annual Meeting should be adopted so that the Exit can be reported.

CERT142-Missing Special Education Service for Education Plan Type Code 100, 150, or 200 for Meeting Type 10,15,20]:

Verify that the only SPED Meeting Transaction reported under your LEA is a Triennial Meeting. A student with an Education Plan Type Code 100 (Individualized Education Plan (IEP), 150 (Individual Family Service Plan (IFSP), or 200 (Individual Service Plan (ISP)) and Meeting Type (10,15,20) must have an associated Special Education Service Record. If the only meeting submitted to CALPADS is a Triennial (Meeting Type 40) you will need to adopt/create the last annual.

Best Practices

By following the recommended best practices, you will have an accurate electronic paper trail for every student in SEIS with up-to-date information that can be used for all necessary reports.

Student Transfers

All students transferring to a new LEA need a transaction created and reported to CALPADS to show change of ownership of the student record. If this transaction is not submitted, all future meeting transactions will be subject to an error message at some point in the reporting process. The SELPA is seeing many errors occurring with older student records that do not have a transaction in CALPADS. Please see below for instructions on how to create these transfer transactions for student records in SEIS and outside of SEIS.

How to create transactions for transfers of SEIS records that are no longer current (IEP is past the annual date and is one – three years old):

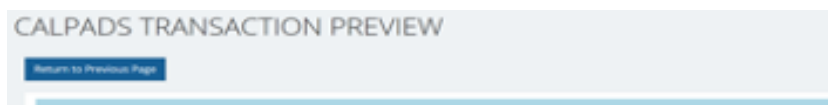
Once a student's SEIS record is requested and transferred, you will be **creating an IEP transaction, an interim placement form** and **a new annual meeting** in this order:

- Using the Students tab on the SEIS Navigation Bar select Student IEPs. Locate the student record from the list and click on the **Current IEP** icon.
- The information below should appear at the top of the record.

Reporting IEPs to CALPADS: To create a SPED transaction for students who have transferred into the district/LEA or for students who are missing a SPED transaction, click the [Preview Transaction](#) link to review the data.

If the data is accurate, based on the student's active/current IEP, click the **Adopt/Create Transaction** button within the Preview Transaction page. This will create a CALPADS reportable transaction in the district/LEA.

- Click the **Preview Transaction** link which brings you to this screen.



Please note, you are viewing a preview of a transaction. A transaction has not been created yet.

- Click the **Adopt/Create Transaction** button – this creates an IEP transaction in your LEA so that additional meetings can be held.
- While in the Current IEP, create the **Amendment-Interim Placement** form to reflect the LEA's offer, being sure to align the dates with the student's enrollment date (their first day of school with you this year) and ending 30 days later.
- **Create a Future Meeting** to take place at the conclusion of the Interim Placement (30 days.) This will be the student's new annual meeting.

**Note: If the IEP is more than three years old, SELPA recommends that you hold a new Initial Meeting to determine if the student is eligible for Special Education. Please contact your Program Specialist for more information on this specific issue.*

How to create transactions for transfers of IEP records that are non-SEIS records:

Please Note - Do not assume there is no existing SEIS record because a student has a current non-SEIS IEP. Many students have multiple schools/districts of attendance in their educational career. **SELPA recommends that you search by SSID in addition to name searches before creating a new student record.**

- If there is no pre-existing record in SEIS, add the student and change the student's status to **Eligible**.
- Using the students tab on the SEIS Navigation Bar, select **Student IEPs**, and locate the student record from the list. Click on the **Student Record Icon**.
- Select the **CALPADS Student Page** from the **Pages Dropdown** menu below the student box.
- Click on the error check button. Red text will appear under any of the fields with a CALPADS error. Make any corrections based on the active/current IEP and then save.
- Go to the Quick Links in the upper right corner of the Student box and select **Future IEP**.
- Click on the **Edit** icon on the Information/Eligibility form and update the IEP date (the current date on the IEP you are working from) as well as the Next IEP, Last Annual and Evaluation dates. Verify the Meeting Type accurately reflects what is on the current IEP.
- Click on the **Edit** icon on the Services-Offer of FAPE form and verify all services match those on the current IEP (start/end dates, duration, frequency, location, delivery and minutes).
- Click the **Affirm** button and then the **Begin Affirm Process** button

- Click the **Affirm** button and then the **Begin Affirm Process** button. Reverify the meeting information matches the current IEP. Affirm remarks should state ***Interim Placement, Affirming CALPADS data ONLY, No IEP was held.***
- Click the **Continue** button. **DO NOT select any IEP forms.** Click the **Submit** button. The student now has a transaction in your LEA so additional meetings can be held and this meeting will now appear as the Current IEP.
- Scan a copy of the student's IEP and add as an **Attachment** to the **Current IEP**. Add any additional comments or notes can be added to the **Comments** page on the **Current IEP**.
- While in the Current IEP, create the **Amendment-Interim Placement form** to reflect the LEA's offer, being sure to align the dates with the student's enrollment date (their first day of school with you this year) and ending 30 days later.
- Based upon the **Next Annual Meeting date**, you have two options to select from:
 - If you wish to only have a 30-day review meeting: you will click on the Amendment tab and create a 30-Day Review-IEP meeting in the Current IEP to take place at the conclusion of the Interim Placement. This will maintain the current date of the student's next annual. SELPA recommends this action with current IEPs only.
 - If you wish to have a 30-day meeting in conjunction with the student's next annual meeting: create a Future Meeting to take place at the conclusion of the Interim Placement (30 days.) This will serve as both the 30-Day Review Meeting and the student's annual meeting. SELPA recommends this action when the IEP is over one year old.

Resources

[View the Latest CALPADS Error List](#)

As of October 27, 2020.

[View the CALPADS Special Education Updates](#)

Presented at the SEIS Conference November 6, 2020.

CALPADS Code Sets Cheat Sheet

Do you sometimes feel like everybody is speaking a foreign language? We have pulled the CALPADS Code Sets for Special Education into a single document for easy reference. [View the CALPADS Code Sets Cheat Sheet.](#)

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