August 2021 Data Newsletter

What's Inside

**Important Updates**

**Timelines and Due Dates**

- End of Year Reporting
- Calendar of Reporting Dates 21/22

**Did You Know...**

- Transferred Students In
- Initial CALPADS affirm

**Best Practices**

- Interim Placements
- 30-Day Review
- Student Transfers Out

**Resources**

**Important Updates**

The Charter SELPA is experiencing an influx of correspondence related to EOY Certification and the start of the 21/22 school year. As we are still in the process of adding to our Program Technician staff, you may experience a delay in response time.
Timelines and Due Dates

End of Year Reporting

The amendment window for End of Year Reporting closes on August 27, 2021.

SELPA approval is a manual action and requires time to complete. Please know that if your LEA waits until the final day (August 27th) to make changes to your EOY reports, there is no guarantee the SELPA will be able to approve by the deadline.

Did You Know...

Transferred Students In

Once students are released to your LEA as a DLU you want to ensure that you are adopting the last reported meeting and last amendment if any.

In your CALPADS Alert Section:

- Click Transferred Students
  
- Click the Magnifying Glass
- Review the meeting information: Meeting Type, Date and Amendment date. Does this match what was reported in CALPADS? If so, adopt. If not, you may have an old SEIS record, and the student’s current IEP is not in SEIS. You will need to complete the Initial CALPADS affirm to bring the record up to date.

**Initial CALPADS Affirm**

This process is for creating IEP records for those who do not have an existing record in SEIS and/or students for whom the last IEP in SEIS is not the most current IEP of record.

1. **Add Student to SEIS:**
   - Change Eligibility Status to Eligible

2. **From the Student’s Tab on Home Page**
   - Select Student IEPs
   - Click the Student Record icon
   - Select the CALPADS (Student) page
   - Click the Error Check button
     - Red text will display under the fields with CALPADS errors.
     - Correct all errors and make any updates needed, based on the student’s active/current IEP.
   - Click on Quick Links to navigate to the Future IEP

3. **From the Future IEP**
   - Click the Edit icon on the Information/Eligibility form
     - Update the IEP Date (to what the students Current IEP Date is)
     - Update the Next/Last Annual and Eval date fields, to populate the homepage notice.
     - Verify the Meeting Type field accurately reflects the Current IEP
   - Click the Edit icon on the Services-Offer of FAPE form
     - Verify all services match what is listed on the Current IEP (start dates, duration/frequency, location, delivery, minutes)

4. **Affirm**
   - Click the Affirm button
   - Click Begin Affirm Process button
   - Verify Meeting Information
     - The information listed should reflect the Current IEP
   - Click the Continue button
     - Since all CALPADS errors were already corrected, the student should be error free.
     - If an error was generated by updating the IEP date, Meeting Type or Services, correct the errors and return to the affirm process.
   - Do not select any IEP forms as a meeting was not held.
   - Click the Submit button
Best Practices

Interim Placement
When completing an interim placement form for a student, this is always created as an amendment to the student’s current IEP. Only the interim placement form should be selected when affirming the amendment.

30-Day Review- New LEA's offer of FAPE
The 30-Day review should be an amendment to the student’s current IEP. The only time the 30-day is completed in the Future forms is if the student’s annual is late or is due within the first 30 days of enrollment. This should not be combined with the Interim Placement Form amendment.

Student Transfers Out
Transfer out requests in SEIS should be monitored daily and processed within 48 hours. If you are unable to process the transfer, please message the requestor to inform them of the delay. All records must be transferred within 5 business days.

Resources
SEIS has many training resources available for all levels of users. Please see Training Materials on the black navigation bar in SEIS to access a variety of Frequently Asked Questions and other SEIS Training Materials.

Click here to view the Charter SELPA Professional Learning Catalog for 2021/22.
https://charterselpa.org/professional-learning-catalog

SELPA Program Technician:
Lisa Tomasello: ltomasello@edcoe.org

SELPA Data Analyst:
Wendy Worster: wworster@edcoe.org