February 2021 Data Newsletter

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Important Updates

Pandemic EBT Program

While this is not specific to special education programs or students, The SELPA would like our LEAs to review CALPADS FLASH #200. The state, in conjunction with the United States Department of Agriculture will be sending EBT cards to eligible students based on their information in CALPADS. We strongly encourage you to review this FLASH with your business and administrative teams and confirm your LEAs' students' general data is fully updated in CALPADS to help ensure students in need receive these benefits.

SELPA Forms Manual Update

The State SELPA Forms Committee has made changes to the State Forms Manuals. These changes are normally made at the beginning of a new school year, but new forms were added, resulting in a mid-year update. These changes were done through the State Forms Committee sessions at the State SELPA Meetings and have been finalized. The forms include:

- Alternate Assessment Decision Confirmation Worksheet
- Offer of FAPE – Ed Setting
- SB 98 – Emergency Circumstances (Form A and Form B)
- Service Plan for Parentally Placed Private School Students

An email was sent February 1, 2021, with the updated January 2021 versions of the Forms Manuals: main forms and supplemental. The manuals were sent as PDFs, but if you require a redline version, please contact us. These manuals are considered as general guidance to the field.

Timelines and Due Dates

EOY Reporting

The window for End of Year Reporting (EOY3 and EOY4) opens **May 10, 2020**.

Submit Your Reportable Transactions!

If you have not been submitting your transactions to CALPADS following your Fall 1 Certification, the SELPA strongly encourages you to resume the practice of submitting your transactions NOW. Please complete each report in its entirety with all SPED and SSRV transactions "posted" before generating a new report.

To generate a new report, go to **CALPADS** in the SEIS navigation bar and then **CALPADS Transactions**. This will automatically default to your pending reportable transactions waiting to be submitted. From this page, you will click **Generate Report** and begin the submission process.
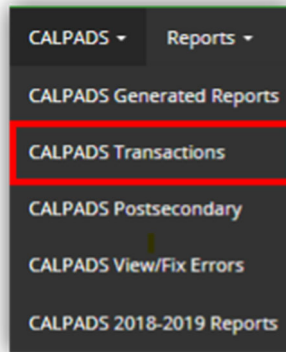
It's Time to Complete the Post-Secondary Surveys for Last Year's Graduated Students

LEAs will be able to submit the PSTS file after January 7, 2021, when the Fall 2 window opens for general education students. Special Education Postsecondary students will be submitted with the End of Year 4 reporting. This is the data that comes directly from SEIS and can be uploaded like regular CALPADS reports. EOY4 reporting window opens May 10, 2021. As the SELPA recommends, get your data uploaded early before the CALPADS submission process becomes slow.

Find the students that will be surveyed by going to the following search in SEIS:

- Searches
- Shared Searches
- Postsecondary EOY4 June 2021

Contact these students and record their response in Field 17.12.

- 200 – Enrolled in a Four-year college/University

- 210 – Enrolled in a community college
- 220 – Enrolled in a vocational or technical school (two-year degree program)
- 300 – Enrolled in a High School Equivalency Test Preparation Program
- 310 – Enrolled in a vocational or technical school (certificate program)
- 320 – Enrolled in a Regional Occupational Program (ROP)
- 330 – Enrolled in a Work Force Innovation and Opportunity Act (WIOA) Supported Program
- 340 – Enrolled in a Non-Workability Employment Program
- 350 – Enrolled in an Adult Training Program
- 400 – Military Enlistment
- 900 – Incarcerated
- 910 – Competitively Employed
- 920 – Not Competitively Employed
- 930 – Other Employment
- 940 – Other
- 950 – Not Able to contact
- 960 – Refused to answer

Did You Know...

Are You Ready for CAASPP? Update Your TOMS (Test Operating Management System) by Keeping SEIS Current!

Vital Information about TOMS:

- Student test assignments do not carry over from year to year in TOMS.
- Student data in CALPADS, including education program (e.g., special education or Section 504 plan program), must be kept current to ensure that students remain eligible to take the correct test with the appropriate test settings.
- The following must be true to participate in the CAAs:
  - CALPADS settings must indicate the student's Individualized Education Program (IEP) status to enable selection of this assessment in TOMS.
  - The student's IEP must indicate that the student is to take the alternate assessment for ELA and mathematics (Title 1, Part A, Subpart 1, Sec. 1111(b) (2) (D) (ii) (I)—Every Student Succeeds Act, 2015).
- TOMS coordinator must export the TOMS Summative Assessments Report into TOMS.

- It takes a minimum of 48 hours for a student record change in CALPADS to reflect in TOMS (if the student is newly eligible or recently transferred in, it will require additional time for the SEIS CALPADS transaction to be submitted to CALPADS.)
- CALPADS is recommending that transactions are submitted daily.
- Special education data needs to be updated regularly so student test accommodations and designated supports can be provided for TOMS testing.

Best Practices

What Did We Learn From Fall 1?

- **CERT132 Errors** – Identify your special education students when they enroll. Your intake process should include the identification of the student's last IEP and amendment as reported in CALPADS.
- **Failing to Adopt the Student's current IEP** – Adopt the prior LEA's most recent annual IEP meeting and amendment (if applicable) in SEIS and report it to CALPADS. If the most recent meeting is not in SEIS, request the hard copy record and complete the IEP adoption using the Initial CALPADS Affirm Process (available in the SEIS Training Materials under Teacher or Best Practices Materials).
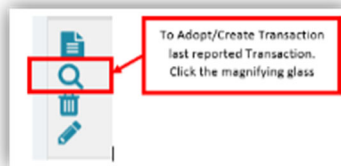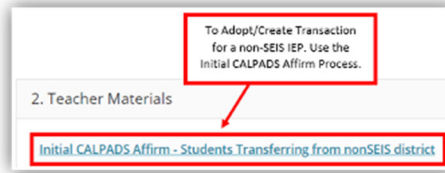
- **Failing to Affirm Meetings and Amendments in a Timely Manner** – Affirm meetings within 24 hours – follow the SEIS guidelines for multi-part meetings (available in the SEIS FAQ). When meetings are left unaffirmed they cannot be amended, which leads to incorrect transactions and error reports when submitting data to CALPADS. In addition, unreported meetings will appear on the CDE late meeting notices and put your LEA at risk of further information/audit requests. Unaffirmed amendments that revise services will not appear on aggregate report 16.5, which identifies which services are being provided to students.
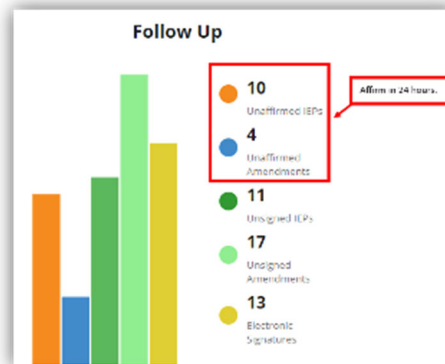
- CALPADS experiences significant delays once the reporting window opens – You should only be submitting your most recent transactions and CERT error corrections during this period. It is not the time to START submitting all your data.

Resources

CALPADS Listserv Updates

Subscribe to the CALPADS Listserv.

SELPA Program Technicians

Wendy Worster – wworster@edcoe.org
Susan Brauns – sbrauns@edcoe.org
Lisa Tomasello – ltomasello@edcoe.org