



THE  
**EL DORADO** SELPAs  
*Data Update*



## July 2021 Data Newsletter

### What's Inside

#### Important Updates

- LEA Data Team Survey
- SEIS Data Concern

#### Timelines and Due Dates

#### Did You Know...

- CALPADS Alerts
  - Transferred Students
  - Program Settings
- Program Settings
- District Level User Quick Start Guide

#### Best Practices

- SEIS Updates for the New School Year
    - Bulk Update Student Grade Levels
    - Changes to Your District
    - Assigning Teacher Caseloads
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- **Things to Keep in Mind**

#### **Resources**

- **Learning Opportunities**

## **Important Updates**

### **LEA Data Team Survey**

Please take a few minutes to tell us how we're doing by completing the SELPA Data Survey 2021: <https://www.surveymonkey.com/r/datasurvey2021>

### **Interested in working at the SELPA?**

We have a Program Technician position open, details and application information are available here:

<https://www.edjoin.org/Home/DistrictJobPosting/1434403>

### **SEIS Data Concern**

**Charter LEAs Only: District of Geographical Residence should be left blank.**

Populating this field in the student record gives SEIS access to the District of Geographical Residence, creating a FERPA issue. Contact your SELPA Program Technician for more information.

## **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.

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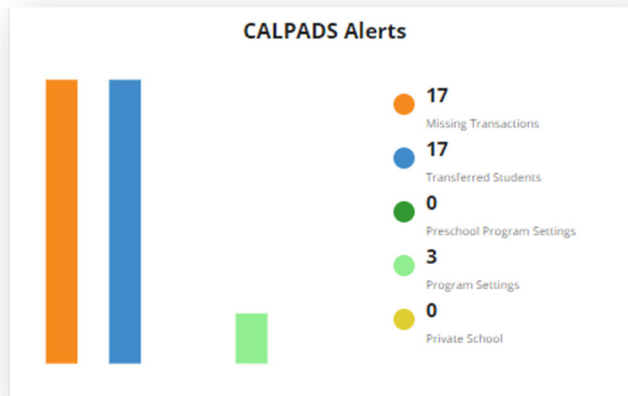
**The deadline for LEA approval is July 30.**

SELPA will begin approval during the amendment window.

Once you have resolved your EOY CERT fatal errors, please review the CERT warnings, specifically CERT 132. This will be a FATAL error for Fall 1 reporting in the 21/22 school year.



**Did You Know...**



**Transferred Students**

When a student transfers, their last meeting, whether it be an Initial, Annual, or Amendment to an Initial or Annual, from the previous district, must be submitted to CALPADS. Adopting the current IEP and last reported

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amendment in SEIS creates a baseline transaction that will place the student's SPED record in your LEA and update the CALPADS Monitoring Report.

This notice displays the last IEP transaction (Initial or Annual) OR Amendment (to the Initial or Annual) from the student's previous district.

*\*If the student's last Annual was held prior to 11/2018, SEIS will have to manually create the IEP transaction.*

- To adopt the student's IEP and Amendment: Click the Preview  $\Delta$  icon. Then click the Adopt/Create Transaction button.
- If the transaction listed is out of date as the student's last IEP was held outside of SEIS: The LEA will need to complete the Initial CALPADS Affirm Process to adopt a student's current IEP for students with non-SEIS IEPs.
- If the student transferred and it is considered a new Initial Evaluation: Click on the Student Record icon to update Referral fields and select Meeting Type 30 - Pending Initial Eval and Plan Type 300 - Pending Initial Eval

Transactions that should not be adopted can be removed by clicking the Delete icon.

### **Program Setting**

This notice will display students that have a Projected Preschool Program/Program Setting Start Date within 30 days.

The Projected Program Start Date is found on the Future IEP, Educational Settings form (do not start amendment in the future forms).

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It is expected that an amendment is completed to update the Program Setting. This change of the Preschool Program/Program Setting will create a transaction and should be submitted to CALPADS.

## **District Level User Quick Start Guide**

### **Provider Contracting Flowchart**

## **Best Practices**

### **SEIS Updates for the New School Year**

Bulk updating students from one Grade level to another:

Student Grade levels can be bulk updated using the Bulk Change option. The most important thing to remember is the order in which the Grade levels are processed. Always begin with the highest Grade level and work down.

All graduated 12th graders should be Exited prior to June 30th. On or after July 1st, any 12th graders that will continue SpEd should be updated to 12+/Transition or Ungraded. Then, update 11th to 12th, 10th to 11th, etc.

Prior to June 30th:

12 (that graduated) = Exited

On or after July 1st:

12 (that will continue SpEd) = 12+/Transition or Ungraded

11 = Update to 12

10 = Update to 11

9 = Update to 10

8 = Update to 9

7 = Update to 8

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6 = Update to 7

5 = Update to 6

4 = Update to 5

3 = Update to 4

2 = Update to 3

1 = Update to 2

Kindergarten = Update to 01

Preschool = Update to Kindergarten

To bulk update Grade levels:

1. Under the **Searches** section of the upper navigation bar, click on New Search
2. In the Criteria section, click **Add**, then select the Search Filter Grade Level = [select the Grade level]
3. Make sure the filter Student Exited = No
4. Click the **Search** button
5. Once you have your results, select Make Bulk Changes from the drop down.
6. Select the students that should be included in the Bulk Update
7. Click the **Go** button
8. Check the box next to the Grade Level field and select the Grade level that the students will be updated to.
9. Check the box that says *"I acknowledge that I will be updating XX students"*
10. Click the **Update** button

The bulk update has been completed. You will complete the same process for the remaining Grade levels, starting with the next highest Grade level.

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### Changes to Your District:

- Adding schools/Removing schools – contact the SELPA office.
- Teachers/Site Administrators/Psychologists/Related Service providers changing sites or areas of responsibility – make sure to check to make sure all are properly assigned.
- Adding new users – Remember to assign appropriate permissions for each one.
- Review your list of existing users and remove those who are no longer with your organization. If users have not utilized their account in some time (you can view the last login date) determine if they need continued access to SEIS. Maintaining student confidentiality is a priority when staff and roles change.

### Assigning Caseloads to Teachers:

- You can use the Batch Update Providers (on the Students tab of Upper Navigation Bar)
    - You select with a check the students you want to update from the list.
    - If you select Remove Provider in the Change To field, provider will be removed, and none added.
  - You have the most flexibility when you use the Search for Students/Perform Task
    - Bulk Update Providers removes one provider and replaces him/her with another provider.
    - Bulk Add Providers adds providers without removing any that are currently on the students' caseload.
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- Bulk Remove Providers takes providers off student caseloads without adding any to the caseload.
- Things to think about when determining search criteria for updating providers for the new school year: Previous providers, school site, grade level, services. All of these may help you determine the new provider to be assigned.
- This can be used to assign related service providers, psychologists, and others quickly to many students.
- Whichever method you use, keep track of which caseloads have been switched and which haven't. Update one school site at a time or do all elementary schools at one time. It is easiest to keep track if you do it in logical batches.

### **Things to Keep in Mind**

- Avoid Duplicates when adding students – be creative and thorough when searching for new students in other SEIS districts. (Utilize the student SSID and check for alternative spellings- Catherine and Katherine)
- Plan for downloads from SEIS to your SIS.
  - What fields does your district want to download?
  - What fields should you start with to test the data being downloaded?

## **Resources**

### **Learning Opportunities**

Please visit our Professional Learning webpage for our calendar of events and continued learning opportunities during the 2021/22 school

year.<https://charterselpa.org/professional-learning-catalog/>

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## Updated CALPADS Error List

<https://documentation.calpads.org//Support/docs/CALPADSErrorList.xlsx>

### **SELPA Program Technicians**

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