



THE
EL DORADO SELPAs
Data Update



March 2021 Data Newsletter

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Important Updates

Pandemic-EBT (P-EBT) School Eligibility

The California Department of Social Services, in collaboration with the California Department of Education, is administering the federal P-EBT program in response to COVID-19 related school closures. P-EBT provides food benefits to help families with children who are eligible for free or reduced price school meals through the federal School Breakfast or National School Lunch Programs.

Eligibility will be handled through the California Longitudinal Pupil Achievement Data System (CALPADS). There is no P-EBT application for schools or families to fill out. P-EBT cards will be mailed out to the address on file in CALPADS for each eligible child. School districts will need to update student address records in CALPADS by March 12, 2021, to ensure P-EBT cards are mailed to the correct address.

Using P-EBT benefits does not impact immigration status. The public charge rule does not apply to P-EBT benefits.

For more information, visit <https://www.cdss.ca.gov/home/pandemic-ebt>.

Timelines and Due Dates

End of Year Reporting

The window for End of Year Reporting (EOY3 and EOY4) opens **May 10, 2021**.

Collecting Postsecondary Data

SELPA recommends that you begin collecting your postsecondary data now. This will ease end of year reporting for schools that collect and report this data. To search for students in the SEIS database, go to the navigation bar under the “searches” icon and select “postsecondary EOY 4 June 2021”. For Postsecondary special education students, field 17.12 must be entered on the student’s CALPADS postsecondary page. The information required will be taken directly from the postsecondary survey which can be found here.

Did You Know?

Incorrect SELPA or DSEA on CALPADS Monitoring Reports

If a student appears on Monitoring Report 16.7 or 16.8 under a SELPA other than El Dorado or lists an incorrect DSEA, you have not reported a meeting for this student’s meeting type in our SELPA. This is most common with student triennial meetings, but can also be an indicator of a student who has recently transferred into your LEA. Please check to see if you have unsubmitted transactions for this student’s record, if a meeting was

affirmed incorrectly, or if you need to hold a meeting ASAP.

Maintenance Searches

A Maintenance Search is run with the purpose of checking for anomalies in your data. These items do not create errors but are inaccurate. You can find these searches on the SEIS navigation bar, under the Searches tab/Shared Searches.

- *Code 900 Services: Our SELPA does not support the service code 900 (Other Special Education/Related Service.)* If a student is listed in this search, please work with your Program Specialist to find an alternative service code.
- *English Learner, but Primary Language is English:* If a student is listed in this search, change the English Learner designation to “no” or their primary language needs to be changed to something other than English.
- *Pending Students Date Search:* This search looks for the four main reasons a student may be in pending status. You will want to download the results and determine which students have been in pending status for more than 60 days.
- *Pending Students Showing Current Services:* If the service start and end dates are current, this is not a pending student. The student status must be changed to eligible and the plan type must be updated ASAP.
- *Student is Eligible with Exit Date/Reason:* This search will find those students showing as eligible but have an exit date and/or exit code filled in.

Best Practices

Utilizing Monitoring Report 16.8

There are many reasons to utilize your 16.8 monitoring report as part of your data review.

- Identify students that are reported as having a Late Annual Meeting, Late Triennial Meeting or Late Initial Meeting in the Monitoring Category column.
- Find students who have moved in from other LEAs whose IEP information may not have been uploaded.
- Review the delay reasons that have been reported on late meetings and make sure they are correctly applied, as well as find IEPs that should have included a delay reason but do not.
- Find students who are supposed to have transition plans and do not. Often, you will find students who have transition plans but the transition questions have been answered incorrectly.

By continuously using the monitoring report, you can create and submit transactions before problems arise. The only transactions that should be reported for the first time during the end of year window opening are those created in the week prior. Transactions should be reported within a week of their creation to avoid delays in processing and reduce CALPADS errors.

Student Confidentiality

The SELPA Data Team would like to remind you of the need to maintain student confidentiality in written and voicemail communications. The safest way to identify a record in need of attention is with an SSID number (preferred) or SEIS ID number. If additional clarifying information is required or needed, please put that information in the body of an email, instead of the subject line. Working together, we can ensure information sharing compliance.

SEIS User Accounts- District Level Users (DLU): The Abuse of The District Level User Account

- **An LEA Representative who has a District Level User (DLU) Account is responsible for the following:**
 - Providing SEIS support to the local education agency's (LEA) teacher level users.
 - Distributing information from SELPA to the appropriate staff or contracted personnel.
 - Managing the SEIS users for the LEA (create/edit/delete, etc.).
 - Maintaining the integrity and accuracy of all student SEIS data.
 - Monitoring compliance, accuracy and timelines in SEIS.
 - Managing and processing records requests in SEIS from other SELPAs, LEAs and staff or contracted personnel.
 - Submitting transactions to CALPADS in a timely manner to ensure CALPADS student records are up to date.
 - Coordinating timely and accurate completion of CALPADS and other state reports.
 - Attending SEIS trainings provided by SELPA and SEIS (DLU Foundations, DLU 1:1, SEIS Roadshow).
 - Attending CALPADS trainings that apply to Special Education (Fall 1, EOY 3 and EOY 4).
 - Identified as the LEA's SEIS and Special Education direct reporting contact for SELPA.
- **Who should Not have a District Level User Account?**
 - Contracted (NPA) Providers (Providers can be bulk added if they need access to all students).
 - LEA representatives that need view only access.
 - LEA providers that need access to all students (Providers can be bulk added if they need access to all students). Do not use the District Level User as a short cut to allow student record access.
 - Service Providers that do not provide District Level support (District Level Users should be limited to 1-3 people. If you have more, you may need to assess your LEA's assignment of user accounts).
 - Personnel no longer employed or contracted by the LEA. Best practice is to

transfer the provider's caseload prior to deleting their account(s).

Resources

Professional Learning

Visit the [El Dorado Charter SELPA website](#) for Professional Learning classes and online learning opportunities.

Resources to Help With CALPADS Usage for SELPA and LEA Data Personnel

- **CSIS Help Documents:**
 - [Navigating in CALPADS](#)
 - [SELPA Quick Start Guide](#)
 - [Reporting Data for Students with Disabilities:](#)
 - [CSIS YouTube Channel](#)
 - [Guide to CALPADS Reports](#)
 - [CALPADS Support Site](#)
 - From this Page, you can access:
 - The link to the CALPADS Q&A Meetings Every Wednesday at 3:00 pm
 - CALPADS Instructor Led and Online Training Documents
 - CALPADS FAQ's
 - LEA Contacts
 - CALPADS YouTube Channel
- **CDE CALPADS Help Documents**
 - [CALPADS Flash Communications Page](#)
 - [CALPADS Calendar Page](#)
 - [CALPADS FAQ's](#)
- **System Documents**
 - [References - Links to all CALPADS System Documents](#)
 - [CALPADS User Manual](#)
 - [Daily Known Issues List](#)
 - [CDE CALPADS System Documentation Page](#)
 - The following documents are accessed from the References or the CDE CALPADS System Documentation Pages above:
 - CALPADS Code Sets
 - CALPADS Extract Specifications
 - CALPADS Valid Code Combinations
 - CALPADS File Specifications
 - CALPADS Error List
 - CALPADS Data Guide
- **Within the CALPADS Database**
 - In the Footer:
 - Data Guide
 - Error List
 - CALPADS FAQ
 - Current Known Issues

- Valid Code Combos
- In the Help Section:
 - CDE CAPADS System Documentation Webpage
 - Error List
 - User Manual
 - Batch File Templates
 - CALPADS Service Request Form

SELPA Program Technicians

Wendy Worster – wworster@edcoe.org

Susan Brauns – sbrauns@edcoe.org

Lisa Tomasello – ltomasello@edcoe.org
