



THE
EL DORADO SELPAs
Data Update



May 2021 Data Newsletter

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Timelines and Due Dates

LEAs are reminded of the following End of Year Key Dates:

- Reporting window opens May 10, 2021
- Initial LEA approval deadline is July 30, 2021
- Final approval for SELPA is August 27, 2021

Submit your reportable transactions now!



Following this timeline will help to ensure that you are submitting your LEA's data in a timely manner. LEAs should continually submit transactions from SEIS to CALPADS for accurate reporting. **Do not wait to begin submitting transactions until the EOY window opens!** CALPADS processing slows significantly as more data is transmitted—this will cause reports to take multiple days to post. The only transactions that should be submitted for the first time during the EOY window are newly held meetings and CERT error corrections.

Shared Searches -

Use these now to set yourself up for End of Year Reporting!

The following shared searches are available in SEIS and should be used to proactively correct student records prior to the End of Year Certification window opening:

5-Year-Old Kindergarten Program Setting/Percent In- If the student is 5 years old, the program setting must be code 400 and percent in must be populated. This can only be corrected by an amendment. If left uncorrected, these records will create a CERT 167/168 certification error.

Code 900 Services- El Dorado SELPA does not recognize the used of Service Code 900-Other Special Education/Related Services. This can only be corrected by an amendment. If you are unsure of which service code to use, please consult with your SELPA Program Specialist.

IEP Date is Over 1 Year- CALPADS does not look for the "Next Annual" date, but the last IEP reported. This search will identify all students whose most recent IEP meeting is showing held more than one year ago. Please review that all meetings have been affirmed and all transactions submitted. You may find that exits were not processed correctly, resulting in students appearing late on your monitoring reports. You may also find meetings that were not adopted upon transfer, which could result in a CERT132 error.

Pending Students Showing Current Services- Only eligible students should have services. If a student is being provided services, the student record needs to be changed to eligible and the meeting and services reported. If a student is marked plan code 700/800/900, they need to be changed from pending to DNQ. If a student transfers to your LEA while marked pending, but has an active IEP, they must immediately be changed to eligible. Failure to do so can result in CERT132 errors as

well as late meetings on the accountability and monitoring reports. In addition to this search, you must review your dashboard and consistently review the pending records as ***pending students do not appear in any SEIS monitoring reports.***

Student is Eligible with Exit Date/Reason- Check to see that the exit has been processed correctly and that the exit is reported in CALPADS. Students without an exit in CALPADS could appear on the monitoring reports as a late meeting.

Duplicate SSID- Use this search to find duplicate records. You may find different students with the same SSID number in SEIS. To correct this would require looking the student up in CALPADS to determine the correct student SSID. You can also find duplicate SEIS records for the same student if new accounts were created because preexisting records were not located. Please refer to the FAQs in SEIS for directions on merging duplicate SEIS records.

**If these searches are run and you look great, check the CALPADS 16.7 and 16.8 Accountability and Monitoring Reports for the latest information on late annual and triennial meetings.*

Did You Know?

End of Year Checklists -

EOY 3 Checklist - Incidents

- Report all results for each incident for each student
 - Report any increment of a day for suspensions for all students
 - Report the duration of all:
 - Suspensions (in and out of school)
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- Expulsion
- Ensure a site is not expelling any students solely for Defiance or Disruption (E.C. 48900 (k))

EOY 4 Checklist

- Ensure all students with active plans and who received parental consent for evaluation who were enrolled in your ELA from July 1 - June 30 are represented in the child counts
- Ensure any student who turned 5 years old and is in Kindergarten has:
 1. A General Education Participation Range Code and
 2. Special Education Program Setting other than 201 - Early Childhood

-CASE MANAGERS MUST AFFIRM ALL MEETINGS BEFORE LEAVING FOR SUMMER

BREAK-

Best Practices

Multi-part IEP Meetings

El Dorado SELPAs follow the SEIS Best Practices for holding meetings in multiple parts. Meetings should be held when you are prepared for the meeting. If you are not prepared, use a delay code at the time you hold the meeting. Triennials should be scheduled AFTER the evaluations have been completed.

Best Practice is that users Affirm and Attest the first IEP meeting within 24 hours even if the IEP meeting is not complete and will continue.

To begin documenting Part Two:

1. On the Current IEP, click the Amendment tab
2. Click the Add Amendment button
3. Fill out the Amendment form and use the date of the continuation meeting for the date of the amendment.
4. You will want to be sure that you include something along the lines of “Amendment to the offer of FAPE” In the purpose of meeting box. Please check with your local SELPA for guidelines on content.
5. At the bottom of the form, select YES or NO if additional forms are required with the Amendment/Continuation IEP.
6. Click the **Edit** icon next to any of the forms that need to be included with the Amendment/Continuation IEP. This will direct you to the Future IEP where you can edit forms.
7. Edit the form(s) as necessary using the forms box to navigate to different pages. *Please Note: The IEP date that is at the top of all Future IEP forms has been replaced with the Amendment/Continuation date.*
8. *Once all forms have been updated click the **Return to Amendment** button.*
9. Click the **Save Form** button to save all changes.

Best practice is to affirm the Amendment within 24 hours of holding the continuation meeting.

1. Click the **Edit** icon next to the Amendment.
 2. Review all info on the Amendment/Continuation IEP. *Once it is Affirmed, it will not be editable.*
 3. *Click the **Affirm** button and YES in the confirmation*
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4. Verify the Amendment Date as well as the other information and click the **Continue** button
5. Mark the Check Box(es) to select the form(s) that need to be included in the Amendment/Continuation meeting. *Please Note: All forms will be included in the affirm but only the Amendment and those that are checked will remain bold on the Amendment list.*
6. Click the **Preview PDF** button. (optional). This .pdf preview process will enable users to verify they have selected the correct group of forms for the meeting.
7. Click the **Submit** button and click YES to confirm the affirm.
8. You can go to the Comments tab of Current IEP and enter a comment with any pertinent information regarding the multiple part IEP.

Resources

CALPADS Communications Page-Flash Directory
<https://www.cde.ca.gov/ds/sp/cl/communications.asp>

Updated CALPADS Error List

[Download the Updated CALPADS Error List that was released on Tuesday, March 30, 2021.](#)

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