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THE  
**ELDORADO** SELPAs  
*Data Update*



## December 2023 Data Newsletter

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**The SELPA data team wishes you the happiest of holiday seasons and we look forward to working with you in 2024!**

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## **Important Updates**

### **New SELPA Program Technician**

Please join us in welcoming Julie Jackson to the SELPA Data Team. Julie is our newest Program Technician and comes to us with a diverse professional background, with vast IT technical experience. We're excited to have her aboard, and she's excited to jump in to help you all!

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## Timelines and Due Dates

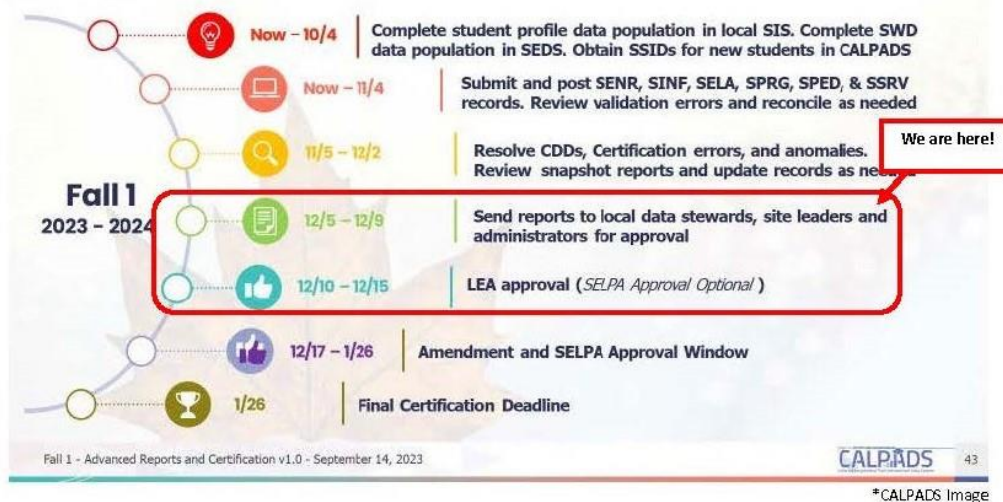
### **Fall 1 Milestones**

- The initial LEA approval deadline is December 15, 2023. (SELPA approval is recommended, but not required for this deadline).
- The amendment window closes on January 26, 2024.

\*As a reminder SELPA review and approval is a manual process. LEA/Districts are reviewed in the order in which they are received.

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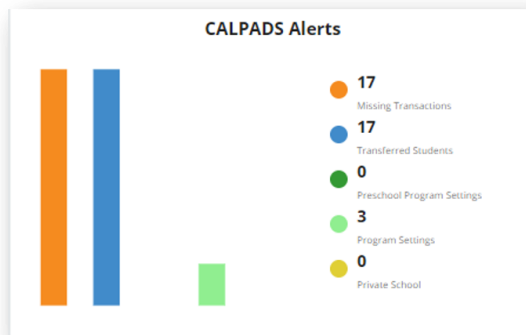
## Suggested Fall 1 Milestones



## SELPA Approval for Fall 1 Certification

SELPA continues to review SEIS and CALPADS Fall 1 data. All reportable data that applies to Fall 1 in SEIS must be submitted to CALPADS.

- **Complete** all Teacher and Transfer requests on the SEIS dashboard.
- **Affirm all IEPs and amendments dated prior to Census Day (10/4)** If you are unable to affirm a meeting, please add a note to the Follow Up page, Unaffirmed Meetings.
- **Update Parent Signature** for all meetings/amendments affirmed as No.
- **Restore** any transactions marked DNR (Do Not Report) that do need to be reported. Any transactions that will remain as DNR need comments explaining why they will not be reported.
- **Submit** all reportable transactions to CALPADS.
- **Review the CALPADS Alerts** for Missing Transactions and Transferred Students to ensure that the most recent record for transferred students has been adopted and all Initial CALPADS affirms are completed for students enrolled on census day.



## Pro Tips

### **SEIS Provider/ Case Manager**

#### **Student Change Form**

The Student Change Form request is submitted to the District Level User (DLU) to request that they take action on the SEIS record.

Provider Level Users can use the Add Student Form or Student Change Form for the following:

- To have a student added or removed from your Caseload.
- Change a student's Eligibility status
- To have a student Exited
- To notify the district of a change in address
- To create IEP transactions

\*It's important to consult with the student's case manager prior to making changes with the change and add forms.

### **SEIS DLU/Data Reporter**

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## Auditing Transactions Before Generating a Report

When a meeting is affirmed without the parent's signature, a transaction is created that includes the MEET file only. Once the parent's signature is changed to YES, a new transaction is created that includes the MEET, PLAN and SERV files. Before generating a transaction report, please review the list of reportable transactions for duplicates. If you have two transactions for the same student and meeting date, you will only report the transaction that says YES for parent signature.

Meeting Date	Meeting Type	Plan Type	Parent Signature	Amendment Date	Plan Effective Date	Enrollment Date	Exit Date	Transaction Type	Transaction Created
11/12/2020	20	100	Yes					Adopted/User Created	09/18/2023 10:42 am

IVR0612 tudent has an existing record with the same Special Education Plan Effective Start Date

When auditing all reportable transactions, please verify that the **Date Student Enrolled in District/LEA** correlates with the student enrollment date for this academic year. When submitting transactions for adopted records (SEIS transfers OR Initial CALPADS affirm records) the **Special Education Plan Effective Start Date** must be the date that your LEA took ownership of the record (the first day of enrollment for the student.)

This will help you to avoid the IVR0612 error when submitting your transaction reports.

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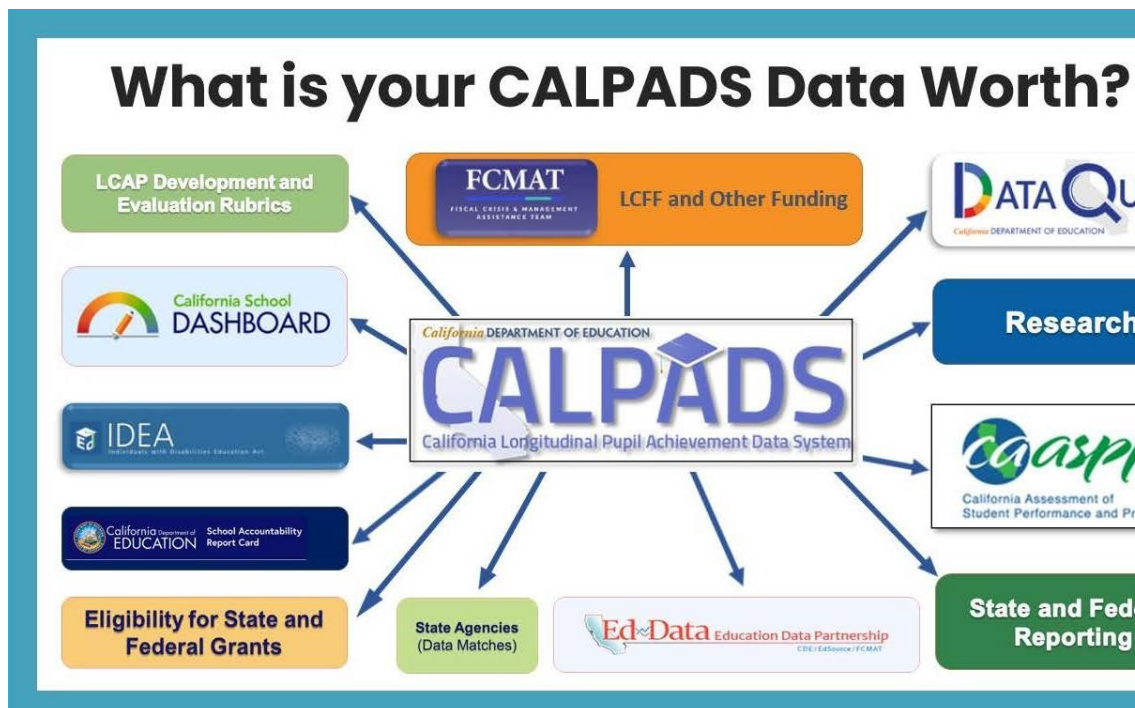


## Compliance Corner

### What is Your Data Worth? Fall 1: Amendment Window

A picture is worth a thousand words. LEA/District student data submitted to CALPADS has a significant impact.

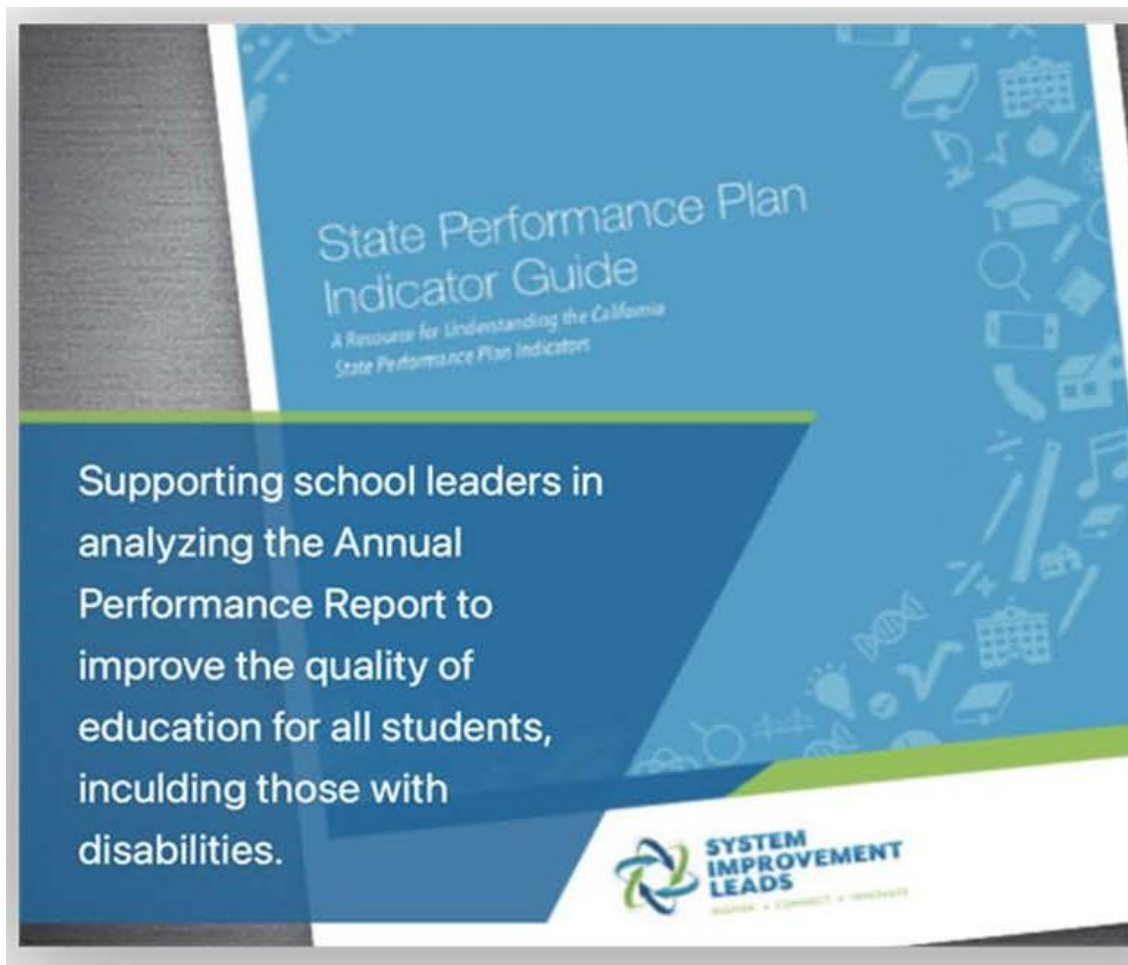
The Fall 1 amendment window is a great opportunity for LEA/Districts to review their Fall 1 CALPADS aggregate reports. Remember being error free is not always accurate.



Fall 1 is the source for the following Special Education State Performance Indicators:

- Least Restrictive Environment
- Preschool Least Restrictive Environment (includes 4 Year-Olds in TK)
- Parent Involvement
- Disproportionate Representation by Disability
- Disproportionate Representation: Overall

To learn more about State Performance Indicators and other resources for Special Education compliance click [here](#)...



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## Resources

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[Click here to view EDCOE Events and Training offerings](#)

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The El Dorado SELPAs Video Training Library

Please visit and subscribe to our YouTube Channel. We have updated content and have created SEIS user level playlists to address commonly asked questions.

[Click here to view the SELPAs Video Training YouTube Channel](#)

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[Click here to Submit a SELPA Program Technician Help Request](#)

## **Program Technicians**

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