September 2023 Data Newsletter

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**Important Updates**

SEIS Redesign changes are tentatively scheduled for release on September 21, 2023.
Changes for the Case Manager

- **Enrollment Date**
  - It is recommended that case managers include the student’s enrollment date when submitting an Add Request.

- **Plan Effective Start Date**
  - All meetings and amendments are required to have a plan effective date. In most cases, this will be the meeting date. This field is on the Educational Setting-Offer of FAPE form.

<table>
<thead>
<tr>
<th>Plan Effective Start Date</th>
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<td>📅 12/16/2022</td>
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  - For amendments, the plan's effective start date will be added to the Amendment affirm process. A new field will be added and auto-populate with the amendment date. This date can be updated if needed.
When completing an initial CALPADS affirm for a student transferring into your LEA with a non-SEIS IEP, the Plan Effective Date will be their enrollment date.

- **NEW Exit Codes**
  - **86** – IFSP Team Determined No Part B Evaluation Needed
    - This is to be used if the IFSP Team determines that the child does not need to be assessed for IEP services.
    - This is to be used when the student is moving/transferring from CA to another state/country.
  - **85** – Exited SPED Out-of-State
    - If a student was on an active IEP in CA, left CA and was exited from SPED, then returned back to CA.
    - The Exit Date would be the date they were enrolled back in a CA district.

- **Meeting Alerts**
  - As soon as it has been determined that a meeting will be held or has become late, the Meeting Delay code should be selected on the student record. This will let CALPADS know why the meeting is late. When viewing the past-due notices, a new column has been added to indicate if a delay code has been added to the record.
• **Reporting an Exit from Special Education – No Longer Eligible**
  - Exit student with Exit Code 70 – No longer eligible/Returned to regular education
  - Eligibility Evaluation (40) must be selected as the Meeting Type.
o The combination of Exit Code 70 and Eligibility Evaluation will create the SWDS file needed for CALPADS.
o DO NOT change the student's status to Ineligible. This is used for an initial IEP in which a student does NOT qualify.

- **Documenting Parent Consent**
  o Parent consent continues to be required.
  o IEP plan reports will not be created for submission to CALPADS until parent consent is obtained. You may affirm meetings but will need to follow up by documenting that signature has been received.
  o Once the parent's signature is obtained, it must be documented through the Unsigned IEP notification on the dashboard.
From the Unsigned IEPs notice, click on the View IEP Icon. Click on the student’s current IEP. When updating the Signature from No to Yes, the signature field will be updated to include the date the meeting was signed.
Changes for the SEIS District Level User/Data Reporter

- **District Enrollment Date:**
  - All SEIS student records must have a district enrollment date for the 2023/2024 academic school year. It is recommended that DLU’s bulk upload their students’ enrollment dates from their Student Information System into SEIS. This enrollment date should align to the date in the SENR file being reported to CALPADS.
• **CALPADS Transactions**
  - The Transaction grid will be updated to add the following columns:
    - Plan Effective Start Date
    - Record ID (replacing the previous meeting identifier)
    - Meeting Accepted (new report type)
    - SWD Accepted (new report type)
    - Plan Accepted (new report type)
    - SERV Accepted (new report type)

  ![Transaction Grid Example](image)

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**Great News!**

The CALPADS Reporting process works the same as before the redesign.
The CALPADS transactions stored in the 2023-2024 filter will become reportable on September 21, 2023.

*It is recommended selecting only some reportable transactions in your first generated report in this new format. There is still a possibility of unknown validation or mapping errors.

Please remember that any error received causes a full file failure, and none of the transactions in your report will be accepted until all errors in the file are resolved.

SEIS now maps specific fields to new CALPADS files.

Submit a ticket to SEIS if a transaction needs to be edited and resubmitted to CALPADS.

Below is a list of the files that are created from the Reportable Transactions and when they are created:

- **Pending**: Initial Evaluation
  - **Created When**:
    - Parent consent received
    - Meeting Type 30
    - Plan Type 300

- **MEET**: MEET file will be used solely for monitoring reports 16.7 and 16.8 to track whether statutorily required meetings are being held for students in a timely manner and can be submitted INDEPENDENT of a student's PLAN
  - **Created When**:
    - An IEP is affirmed (Initial, Plan Review, Eligibility Evaluation)
    - A Student’s status is changed to DNQ/Not Providing Services (Initials Only)

- **SWDS**: SWDS file will track changes in special education eligibility and participation with specific dates, making it easy to determine if a student is eligible and participating on a specific report date.
  - **Created When**:
- An Initial Evaluation (10/15) or an Eligibility Evaluation (40) is affirmed.
- A student’s status is changed to DNQ/Not Providing Services.
- A student is Exited from Special Education.

- **PLAN**: PLAN file will have Plan Effective Start and End Dates that will make it easy to determine which plan (least restrictive environment) a student is on at a given point in time.
  - Created When:
    - An IEP is affirmed – Consent Received
    - A reportable Amendment is affirmed – Consent is Received
    - An IEP is adopted

- **SERV**: Services prescribed in Student’s Plan. Will always be submitted with Plan File.
  - Created When:
    - A Services file will be created with a Plan File.

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**New Data to Be Collected**

- **Enrollment Dates-Fall 1 Prep Item**:
  - Transactions currently stored in the 2023-2024 filter should be audited to ensure all have a correct enrollment date populated.
  - To correct the enrollment date, click on the pencil to edit the transaction and populate the Date Student enrolled in District/LEA.
- **Degree of Support**
  - Degree of Support- This field is optional in 2023-24 but will be required in 2024-25. The CDE is working with SELPA to develop guidance for LEAs to consider when determining the Student’s Degree of Support. CALPADS Guidance is expected to come out in draft form in January 2024.

- **Disability 1 Degree of Support**
  - Select One

- **Disability 2 Degree of Support**
  - Select One

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Timelines and Due Dates

**Fall 1- Census Day**

Fall 1 - Census Day opens on October 4th, 2023. Click [here](#) to access the CALPADS Calendar.

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Best Practices
Next Annual Plan Review and Next Eligibility Evaluation

Case managers should use the Calculate Next Dates button on the Information Eligibility Form to ensure the Next Plan Review and Next Eligibility Evaluation dates are correct.

Review the meeting type that is selected at the time a meeting is being affirmed. If this is the student's first IEP, this is an initial meeting.

- An Initial meeting is to determine “first time” special education eligibility.
- An Eligibility Evaluation (or Re-Evaluation) determines continued special education eligibility.

Resources
Click here to view the SELPAs Professional Learning Catalog

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

Click here to Submit a SELPA Program Technician Help Request

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