frontline IEP

Data Verification Reports
SED VR Reports and IEP Direct

VR 1 through 9 Reports: CPSE and CSE Reports for LRE settings, Counts by Disability, Ethnicity, Gender, Age, Provider (formerly reported in the PD 1-4 State Report)

- Reports a "snapshot" of all CPSE and CSE who were receiving services on the October reporting date each school year

Sources of Data	Information Concerning the Special Ed Data
- The district's Student Information System (SIS) reports all student demographic data (e.g., age, ethnicity, gender and building of enrollment code). - IEP Direct reports the LRE value, school setting type, preschool primary provider and the disability type. - The LRE value, school setting type and preschool primary provider are reported through the Fall Snapshot Extract. - The disability type is reported through the Programs Fact Extract.	- CPSE and CSE students must have projected IEP Start By and End by dates that span the October reporting date AND also have at least one program or related service whose start and end dates span the October reporting date. - While IEP Direct maintains student demographic and location code information and displays this data within the verification reports, the extract files reported by IEP Direct do not include demographic or location code information and are not sent to Data Warehouse from IEP Direct. The district's Student Information System (SIS) is responsible for reporting all student demographic and location code information. The demographic and location code data in the IEP Direct Data Verification Extracts are provided only for reference and to assist users in sorting and filtering data within these extract files, to facilitate validating the information on the SED VR reports. You may have to correct data in IEP Direct to coincide with the SIS data or to inform the SIS administrator of incorrect data.

VR10 Report: Students exited from Special Education (formerly the PD-5 State Report)

- Reports on students exited from special education for any reason, including post-secondary plans during the reporting period.

Sources of Data	Information Concerning the Special Ed Data
- The district's Student Information System (SIS) reports all student exit data (e.g., moved, graduated) and exit dates for students exiting special education **except** if declassified as a result of a committee action - IEP Direct reports only the exit data for students who have been declassified as a result of a committee action. The disability exit code and date are reported through the Programs Fact Extract.	- If the student was classified during the school year, the student will have a record in the "Type of Disability Extract" which indicates the actual disability and the start date of the disability. - If the student had a change of disability within the same school year – the disability extract provides two records for the student – the first disability record will include an ending reason code of 912 and the date that the disability ended and a second disability record will include a start date that begins one day the ending date of the first record and no ending code.. - If the student was declassified, the disability record will include an ending reason code of 901 and the date that the disability ended.

VR11, VR12, VR14: Timeliness of Evaluations reported for Indicator 11 and 12 (formerly the PD-11 and PD-12 State Reports)

- VR11 reports on the timeliness of initial meetings for CPSE and CSE students (Indicator 11)
- VR12 reports on the timeliness of determination meetings and transition from Early Intervention to Preschool Special Education Services (Indicator 12)
- VR14 reports on School-Age children referred to CSE while parentally placed in a non-public school (new report for 2007-08)
- Selected districts each year are assigned to report Indicator 11 and/or Indicator 12 and must submit or resubmit the appropriate "Events Extract" file(s)
- All districts each year are assigned to report on the timeliness of evaluations for school-aged parentally placed students attending non-public schools and must submit the appropriate "Events Extract" file

Sources of Data	Information Concerning the Special Ed Data
- The district's Student Information System (SIS) reports all student demographic data (e.g., age, ethnicity, gender and building of enrollment code). - IEP Direct reports all the "event" codes (e.g., event dates, meeting outcomes, number of days, and non-compliance reason codes, if applicable, based on Process Log entries). All the event codes are reported through the "Events Extract".	- Student must be an initial referral within the reporting time period. - All events must be entered into the Process Log accurately.

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VR13 Report: Preschool Child Count of Programs and Services (formerly the PD-7 State Report)	
• Reports on preschool children who received services at any time during the reporting period.	
Sources of Data	**Information Concerning the Special Ed Data**
• The district's Student Information System (SIS) reports all student demographic data (e.g., age, ethnicity, gender and building of enrollment code). • IEP Direct reports the Primary Services Program and the Primary Service Provider information for each preschooler who received programs/related services during the school year. The Program Name and the Primary Service Provider information are reported through the June Snapshot Extract.	• Although it is named a snapshot, the June Snapshot extract actually searches for preschool students who received services at any time during the school year (July 1 to June 30).

VR15 Report: Preschool Outcomes Report (formerly the PD-10 State Report)	
• Reports on preschool children who received at least 6 months of services and exited within the reporting time period. • Selected districts each year are assigned to report Indicator 7 and must submit or resubmit the "Assessment Fact Extract".	
Sources of Data	**Information Concerning the Special Ed Data**
• The district's Student Information System (SIS) reports all student demographic data (e.g., age, ethnicity, gender and building of enrollment code). • IEP Direct reports the Entry and Exit Assessment information entered in the Preschool Outcomes Summary form. The Entry and Exit Assessment information are reported through the Assessment Fact Extract.	• Assessment Fact extract will include one row per question answered per student – incomplete assessment data can be submitted (e.g., no answer to question 1a, or 3c will still result in the extract reporting all other responses for the student)

Tips and Tricks for Trouble Shooting Data Warehouse Upload Errors and Data Verification Issues for Special Education Data

1. Be sure to upload your data files in the correct order (Student Demographic data first, followed by the Type of Disability Extract, etc.- contact your RIC for specific details)
2. Whenever possible, determine which data element is creating the error after uploading the IEP Direct Extract file. Once that is determined, check the data source and make any necessary corrections. For example, if there is an error with demographic information (for example, age, race, gender, location code, exit dates, credentials), you must check the data in the student information system. You must check IEP Direct for errors related to disability code, disability start/end dates, LRE settings, preschool outcome ratings, timeliness of initial meetings.
3. When verifying data on the VR reports, you must keep in mind that the data for each student represents a merger of data files from both the student information system and IEP Direct. Therefore, it is possible that students reported in the VR reports may not exactly match IEP Direct information. For example, if the student information system reports student X as female and IEP Direct has the student entered as male, the VR reports may show the student with the correct disability information or LRE setting, but under the gender of male, not female. If the student information system correctly reports the student as female, then IEP Direct should be updated (it does not impact Data Warehouse). However, if IEP Direct has the student correctly entered as male, the student information system must be updated and new files sent to Data Warehouse to correct the data.

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