Special Education End of Year Reporting Guide
Who is required to report data, where to find it, and where to upload it

'End of Year reporting' refers to a time of year and group of Special Education data reports that are populated in the PD Data System as various Special Education Verification Reports (VR's) and Federal State Performance Plan Indicators. This 'End of Year' reporting and certification period spans between August and September.

Federal SPP Indicator reporting and certification is assigned to districts on a rotating basis. For a current SPP Indicator reporting schedule see http://www.p12.nysed.gov/sedcar/sppschedule2017-2025.html

Required Data: Special Education (SE) Data Extracts Required for EOY Reporting
Data Populates through SIRS

1. **SE Snapshot for VR 13 reporting**
   aka: "Year-End Snapshot" in Frontline IEP; "End of Year Snapshot" in Level 0

2. **SE Events**
   Events extracts differ and are specific to VR11, VR12, and VR14

3. **SE Assessment Record for VR 15 reporting**
   aka: "Indicator7 Assessment Fact" in Frontline IEP; "Assessment: COSF" in Level 0

4. **CEIS or CCEIS Program Service for VR 16 reporting**
   CEIS (5753) or CCEIS (5754) depending on designation

5. **Type of Disability**
   (uploaded on a regular basis)

Who Reports What Data?
- All <u>public</u> districts need to report a 'Year End Snapshot' to satisfy VR13 reporting
- All <u>public</u> districts need to report the 'Events' for VR14
  - Additionally, districts assigned to report for federal SPP Indicator 11 (VR11) or SPP Indicator 12 (VR12) will also need to report the 'Events' specific to those indicators
- <u>Districts scheduled to certify for Indicator #7</u> (VR15), need to report the 'Indicator 7 Assessment Fact' (aka: COSF assessment) data

Additionally:
- All <u>public districts and charters</u> need to report and certify PD 8 suspension data in the PD Data System
- <u>Districts identified to report for VR16</u> need to upload CCEIS or CEIS program fact data

The District Data Coordinator needs to ensure that the SPED data exports associated with these Indicators is uploaded to Level 0 to populate through SIRS. SPED personnel should run the Inclusion, Exclusion, and Exception reports in Frontline IEP, and review the Included and Excluded Student lists in the PD System, prior to certifying the data in the PD Data System.

Where to Find the Data, and Where to Upload

1. SE Snapshot: *Preschool SPED (CPSE) programs or services provided any time during the SY*

- **Needed for VR13**
- **All public schools must report yearly**
- **PD Data System Certification Deadline: August**

VR13: **Preschool Children Provided Programs and Services during the 20xx-yy school year. Included:**
- Any preschooler with a finalized document in the reporting year (July 1, 20xx through June 30, 20yy).
- Age must be 2, 3, 4, or 5 as of BEDS day.
- Decision/Status value of 'Classified Preschool' or 'Court or State Placed – Out of State'.
- If the student was Declassified or Exited during the school year, then data from the most recent finalized document in the school year where the Decision/Status is equal to 'Classified Preschool' or 'Court or State Placed – Out of State' is used.

TO OBTAIN THE YEAR-END SNAPSHOT EXTRACT:

In Frontline IEP - Maintenance > Other Maintenance Options > SIRS Extracts > **Year-End Snapshot Extract** > (Select current SY) > Preview > Download   *Frontline documentation: Online Help > search: Year-End Snapshot Extract*

TO VERIFY DATA Frontline IEP SE Snapshot Extract:

➔ Run *Inclusion, Exclusion, and Exception* reports: Letters & Reports > Category: State Reports > **Year-End Snapshot**
➔ Preview the selected extract and fix any PINK data. Pink areas correlate in the Exclusion report.

TO IMPORT INTO LEVEL 0: Upload through **SE Snapshot** tab - choose **End of Year Snapshot**

2. SE Events: *The chain of events that occur during the evaluation of a student*

- **Needed for VR11 (Indicator #11), and VR12 (Indicator #12) - Public schools must report according to SPP reporting schedule**
- **Needed for VR14 - ALL public schools must report yearly**
- **PD Data System Certification Deadline: September**

VR11: **(Federal SPP Indicator #11) - Timeliness of initial eligibility determination for CPSE and CSE students**
- Based on consent to evaluate received bet. July 1, 20xx and June 30, 20yy AND
- Status of the Eligibility Determination Process as of August 31, 20nn (new school year)

TO OBTAIN EVENTS EXTRACTS:

In Frontline IEP - Maintenance > Other Maintenance Options > SIRS Extracts > **Events Extract >** (select current SY) **> Indicator 11** (CPSE, CSE, or, CPSE and CSE combined)   *Frontline documentation: Online Help > search: Events Extract*

TO VERIFY Frontline IEP Data:

➔ Run *Inclusion, Exclusion, and Exception* Reports: Letters & Reports > Category: State Reports > **Indicator 11**
➔ Preview extract and fix any PINK data. Pink areas correlate in the Exclusion report.

TO IMPORT INTO LEVEL 0: Upload through **SE Event** tab

2. SE Events *(continued)*: *The chain of events that occur during the evaluation of a student*

VR12: (Federal SPP Indicator #12) - **Provides data on the timeliness of the eligibility determination for Preschool children referred from EI (Early Intervention) programs**
- Based on receipt of referral between July 1, 20xx and June 30, 20yy AND
- Status of the Eligibility Determination Process as of August 31, 20nn (new school year)

TO OBTAIN EVENTS EXTRACTS:
In Frontline IEP - Maintenance > Other Maintenance Options > SIRS Extracts > **Events Extract >** (Select current SY) **> Indicator 12** > Preview > Download   *Frontline documentation: Online Help > search: Events Extract*

TO VERIFY Frontline IEP Data:
➔ Run *Inclusion, Exclusion and Exception* Reports: Letters & Reports > Category: State Reports > **Indicator 12**
➔ Preview extract and fix any PINK data

TO IMPORT INTO LEVEL 0: Upload through **SE Event** tab

VR14: District Report of Parentally Placed Students in a Nonpublic Schools (in your district) who were evaluated
- Evaluated during the current SY for initial determination of SPED eligibility. Includes the including the services for those found eligible, and whose IEP's were implemented.

TO OBTAIN EVENTS EXTRACTS:
➢ **In Frontline IEP** - Maintenance > Other Maintenance Options > SIRS Extracts > **Events Extract >** (Select current SY) **> Parentally Placed in Non-Public School** > Preview > Download *For Frontline documentation: Online Help > search: Events Extract*

TO VERIFY Frontline IEP Data:
➔ Run *Inclusion, Exclusion, and Exception* Reports: Letters & Reports > Category: State Reports > **Parentally Placed in Non-Pub CSENP**
➔ Preview extract and fix any PINK data. Pink areas correlate in the Exclusion report.

TO IMPORT INTO LEVEL 0: Upload through **SE Event** tab data

3. SE Assessment Record (COSF): *Captures Early Childhood Outcomes Summary Form scores*
- **Needed for VR15 (Indicator #7)**
- **Public schools must report according to SPP reporting schedule ***
- **PD Data System Certification Deadline: August**

VR15: (Federal Indicator #7) - **Preschool Outcomes Report**
*All schools are required to record Entry and Exit Assessments (COSF - Child Outcomes Summary Form) for CPSE children under 6 years of age, regardless of reporting schedule. Data is collected over a 2 year period and should be entered into Frontline IEP even if not required to report/certify in current year.

TO OBTAIN ASSESSMENT EXTRACT:
➢ **In Frontline IEP** - Maintenance > SIRS Extracts > **Indicator 7 Assessment Fact Extract >** (Select current SY) > Preview > Download   *Frontline documentation: Online Help > Indicator 7 Assessment Fact Extract*

TO VERIFY Frontline IEP Data:
➔ Run *Inclusion, Exclusion, and Exception* Reports: Letters & Reports > Category: State Reports > **Indicator 7 Assessment Fact Extract**
➔ Preview extract and fix any PINK data

TO IMPORT INTO LEVEL 0: Upload through **Assessment** tab - choose **COSF**

4. CCEIS and CEIS Program Facts:

- **Reported for IDEA funding**
- **Needed for VR 16 reporting**
- **Districts required to certify for VR 16 can be found at:**
  http://www.p12.nysed.gov/sedcar/forms/vr/2021/html/verif16list.htm
- **PD Data System Certification Deadline: August**

VR 16 – This is your school district's report of general education students who received Coordinated Early Intervening Services (CEIS) or Comprehensive Coordinated Early Intervening Services (CCEIS) funded with up to 15% of IDEA federal funds in the current, or previous two school years.

This report also includes students who were subsequently identified as students with disabilities during the current school year, but who had received CEIS/CCEIS in the preceding two years prior to being classified.

Public school districts who were identified for disproportionality are mandated to allocate 15% of IDEA funds for CCEIS activities and must report program service code 5754 for students Receiving Comprehensive Coordinated Early Intervening Services (CCEIS) in the year identified, AND for the next two years.

Districts that have voluntarily chosen to allocate IDEA funds for CEIS in current and preceding two years, report the Coordinated Early Intervening Services (CEIS) program service code 5753.

CCEIS and CEIS Program Facts are typically extracted from your Student Management System

TO Help Identify which students should have a CEIS Program:
   In Frontline IEP - Letters & Reports tab > Category: State Reports > **VR 16 Report?**
   Shows students who have received CEIS during the past school year, and who were identified as SWD in the current school year.

TO IMPORT INTO LEVEL 0: Upload through **Program Fact** tab > **5754 :: CCEIS** (mandatory 15% allocation of IDEA funds) or **5753 :: Intervening Services (CEIS)** (voluntary allocation of up to 15% IDEA funds)**.**

5. Type of Disability:

- **Indicates the disability category of students who have been classified as disabled by the district CSE or CPSE (students who have an IEP)**
- **All districts and Charters are required to report Type of Disability, and should do so on a regular basis**
- **Needed for all SPED VR reporting throughout the year**

TO OBTAIN EXTRACT:

- ➢ **In Frontline IEP** - Maintenance > Other Maintenance Options > SIRS Extracts > **Programs Fact Extract > Type of Disability** > Preview > Download

TO IMPORT INTO LEVEL 0: Upload through **Program Fact** tab > **Type of Disability**

OTHER EOY REPORTING to Coordinate with SPED

Data does not populate through SIRS and **Requires Direct Submission to the PD Data System. Coordinate with SPED department to help verify counts.**
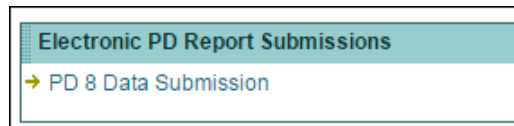
PD 8: Suspension Data of Students with Disabilities (All Public and Charter Schools must report)

Enter and Certify data in the PD System in early August

This report contains the counts of students with disabilities who have a suspension between July 1st and June 30th of the selected school year (both CPSE and CSE students). ***NOTE:** The PD 8 State Report requires that districts also include the number of **nondisabled expelled students in grades K-12** in the PD 8 data.

In Frontline IEP - This data may be electronically submitted via a FTP link in the Maintenance area, and can only be submitted once through the link. Otherwise, the data can be entered or updated manually through the PD Data System.
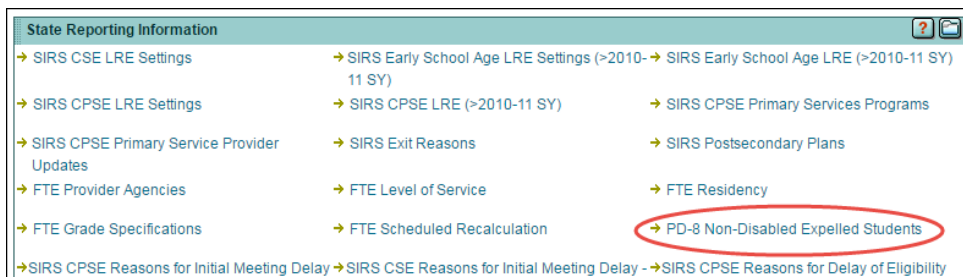
To Electronically Submit PD 8 through FTP: **Maintenance > Other Maintenance Options > Electronic PD Report Submissions > PD 8 Data Submission**

Electronic PD Report Submissions
→ PD 8 Data Submission

Frontline IEP allows districts the option to include the count of nondisabled expelled students in grades K-12 in the electronic submission file, and a value of zero will automatically populate if no data is entered. If the non-disabled expelled count is not included in the FTP file, then it will need to be manually entered in the PD Data System if the total is more than zero.

To accommodate the reporting of non-disabled expelled students in the FTP file:
Maintenance > Other Maintenance Options > State Reporting Information > PD-8 Non-Disabled Expelled Students

State Reporting Information		
→ SIRS CSE LRE Settings	→ SIRS Early School Age LRE Settings (>2010-11 SY)	→ SIRS Early School Age LRE (>2010-11 SY)
→ SIRS CPSE LRE Settings	→ SIRS CPSE LRE (>2010-11 SY)	→ SIRS CPSE Primary Services Programs
→ SIRS CPSE Primary Service Provider Updates	→ SIRS Exit Reasons	→ SIRS Postsecondary Plans
→ FTE Provider Agencies	→ FTE Level of Service	→ FTE Residency
→ FTE Grade Specifications	→ FTE Scheduled Recalculation	→ PD-8 Non-Disabled Expelled Students
→SIRS CPSE Reasons for Initial Meeting Delay	→SIRS CSE Reasons for Initial Meeting Delay	→SIRS CPSE Reasons for Delay of Eligibility

School Year : 2015-2016 ▼

School Year	Non-Disabled Expelled Students	With Services	Without Services
2015-2016	Count of students without disabilities, Grades K-12	0	0

For assistance on the SIRS EOY PD Reporting, please contact:
Kerri Baxendell: KBaxende@bocesmaars.org   349-9077

Reports to Assist in Verifying EOY Data:
Various reports exist in Frontline, Level 0, Level 1, and the PD Data System that can assist in verifying data and its movement through SIRS.

Frontline:
Frontline contains several reports that can be used to review data and it is recommended that the SPED personnel run and review prior to indicating extracts is ready for upload to Level 0.

Letters & Reports area contains State Reports for Year-End Snapshot, each SPP Indicator, PD 8, and VR16:
- Inclusion
- Exception
- Exclusion
- VR 16 *(stand-alone report)*

Maintenance area contains SIRS Data Verification Extracts for:
- Year-End Snapshot
- Events Extract
- Indicator 7 Assessment Fact Extract Verification
- Type of Disability Extract

Level 0:
Check the No Enrollment Report in Level 0 to make sure the student's data hasn't been accidentally overwritten:
Reports > SE Events (or SE Snapshot or Assessment) > NO Enrollment Rpt

Level 1:
The Data Quality Report Card can be used to check the number of records uploaded:
- **1.0 Verification Reports > 0.1 Data Report Card**
  - Special Education Events Reasonableness
  - Special Education Snapshot > End of Year Reasonableness

Additional level 1 verification reports:
- **1.0 Verification Reports > 4.0 NYSSA and Special Education >**
  - Special Ed EVENTS Student List
  - Special Ed SNAPSHOT Student List
  - Special Ed SNAPSHOT Student Summary Report
  - Special Ed SNAPSHOT Verification Report

If you have uploaded the Snapshot, Events, or COSF Assessment data to Level 0, but students aren't showing on the POTENTIAL Students in the PD Data system, check if the data has occurred an error when trying to migrate from Level 1 to Level 2:
- **1.0 Verification Reports > 0.4 L1C/LVL2 Errors**

PD Data System:
These reports should be reviewed by the SPED department early in the process to allow time for additional uploads to Level 0 if data is missing or inaccurate.
- Inclusion report for each VR listed
- Potential students for each VR listed

EOY SPED PD Rep Help Guide.docx