

QUICK TIPS for Verifying October Snapshot Data for VR 1-6, 8 PD Reporting

Remember the October Snapshot Reporting Rules:

Classified CSE or CPSE students with an IEP in effect on BEDS day, with programs and/or related services with dates that span BEDS day.

Common data areas to check for inclusion / exclusion of students in the October/BEDS Day Snapshot

• Students Who are Waitlisted for a Provider

- If waitlisted before or on BEDS day, verify that the student's IEP has the Decision/Status: 'Classified - No Services', or 'Classified Preschool – No Services'. These students should NOT be included in the October snapshot if they were not receiving services on BEDS day.

• Drafts/Pending Documents

- Run Frontline default listing: *Referrals with Pending Decision Status*. Review for Action Dates prior to BEDS day and check the progress of the IEP - Did the doc miss being finalized? Is there a subsequent active doc that is including or excluding the student? Would any of these students be included on the October Snapshot if the IEP was finalized?

• Transfer Students

- If student entered prior to BEDS day, confirm that original IEP reflects the date the student enrolled in the district, and that the NEW IEP reflects the new start date (date of Transfer meeting or later). If entered after BEDS day, confirm start dates of transfer IEP have been updated to start the date the student enrolled in the district.

• Compare the Inclusion Reports

- Compare Frontline 'October Snapshot Extract Inclusion Report' to the corresponding 'Inclusion Oct Reports' in the PD Data System. Use Excel to compare csv files, or run an Unmatched Query in Access to see if any students are missing from the PD Data System.

To check if your October Snapshot data has moved from Level 0 to Level 1:

- 1.0 Verification Reports > 4.0 NYSAA and Special Education > **Special Ed Snapshot Student List**
- 1.0 Verification Reports > 4.0 NYSAA and Special Education > **Special Ed Snapshot Verification Report**
- 1.0 Verification Reports > .4 **L1C/LVL2 Errors**

To check if your Type of Disability Records in Level 2:

- Reasonableness > SIRS 401 Reasonableness Report > Category Type: Programs > Category Subtype > Type of Disability > All Locations

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