

SPECIAL EDUCATION / PUPILS WITH DISABILITIES (PD) REPORTING INFO

October Snapshot Verification Reporting Period: Reports = VR's 1-9

HELP GUIDE

October Snapshot Certification Deadline - January ([click for due date](#))

The **FINAL deadline for submitting data** and changes through Level 0 is **Thursday prior to January due date**

Certification is done electronically at the PD site <https://eservices.nysed.gov/pdsystem>

Summary – The PD Data System is an online tool for the collection, verification, and certification of Special Education Data and is represented in three ways: Verification Reports (VR), PD forms (PD), or Self Review checklists (SR). The VR data displayed in the PD system is pulled from the SIRS data warehouse. The Data Coordinator and Special Education Director need to work together to facilitate the submission of the SPED data to the Data Warehouse for VR reporting.

There are two PD certification periods which occur every school year, the first being in January (for VR's 1-6 and 8), which uses BEDS day data and is known as: *October Reports, October Snapshot Reporting, or BEDS day Snapshot reporting*. The second certification period happens in August and September (for VR's 11-16) using data collected throughout the year, and is known as: *End Of Year reports, or Year-End Reporting*.

Your **school/entity classification** dictates which data needs to be submitted for the October VR1-6 and VR8 reports. Consult the SEDCAR [VR Reporting Requirements](#) to determine which VR reports your school/entity needs to submit and certify.

- To populate the VR reports in the PD site, data must be obtained from specific templates and uploaded to Level 0 and migrated through SIRS into the PD system. The PD reports are refreshed daily in the PD site.
 - The data templates used for the reporting of VR's 1-9 are:
 - **Demographics and Enrollments**
 - **Type of Disability Program Service Record**
 - **Special Education Snapshot AKA October Snapshot extract (data effective as of BEDS Day)**
- PD VR reports need to be certified through the PD Reporting System by your Director of Special Education. Special Ed personnel and the Data Coordinator must work together to rectify any errors found during the data submission and verification process. Please note that VR's 7 and 9 are Provider Reports that aren't *certified*, but need to be reviewed for accuracy, as the data for VR 7 and 9 originates from other school districts that held CPSE/CSE responsibility on BEDS day.

For the **January certification period**, the related PD reports are as follows:

VR1: [Preschool Child Count Report by Race/Ethnicity](#)

VR2: [School Age Child Count by Age and Disability](#)

VR3: [School Age Students by Disability and Race/Ethnicity](#)

VR4: [Preschool LRE Setting Report](#)

VR5: [School Age LRE Setting Report](#)

VR6: [District Report of Preschool Students by Primary Service Provider](#)

VR7: [Provider Report of Preschool Students](#)

VR8: [District Report of School Age Students by Building Where Enrolled](#)

VR9: [Provider Report of School Age Students](#)

NOTE: VR's 7 and 9 are provider reports that aren't *certified*, but need to be reviewed for accuracy.

Links for the October Verification Reports 1-9 (aka: October Snapshot) for Pupils with Disabilities (PD)

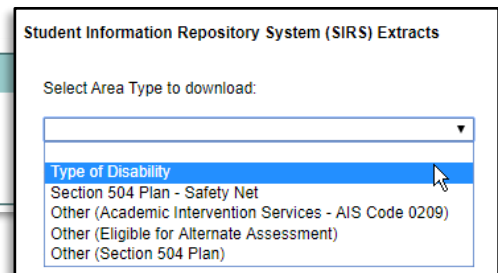
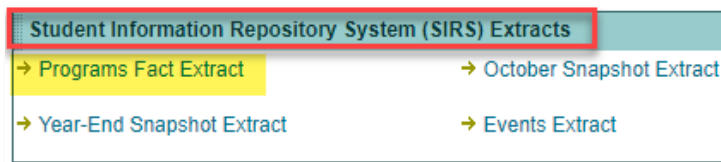
PD Site Login Screen: <https://eservices.nysed.gov/pd/system/>

Certification Due Dates and VR Reporting Requirements: <https://www.p12.nysed.gov/sedcar/data.htm>

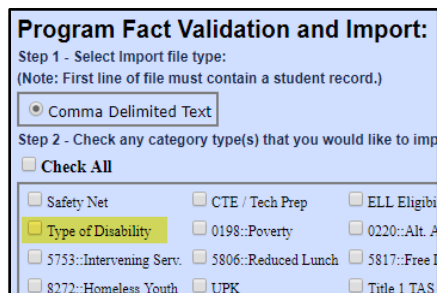
To Retrieve SPED Data Files and Upload to Level 0

The SPED data templates used for the reporting of VR's 1-9:

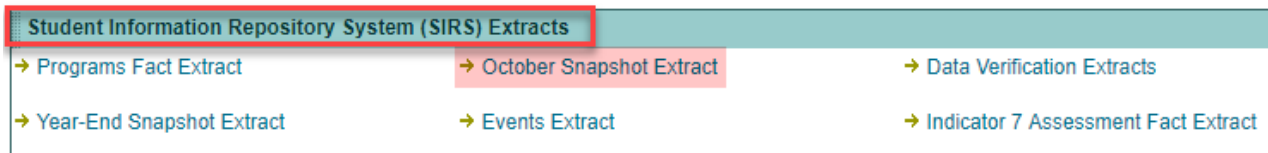
- Program Service (Type of Disability)
- Special Education Snapshot: October Snapshot Extract (data taken on BEDS Day)
- **Program Service (Type of Disability):** Data is exported from Frontline IEP
Maintenance > Student Information Repository Systems (SIRS) Extracts > Programs Fact Extract > **Type of Disability**



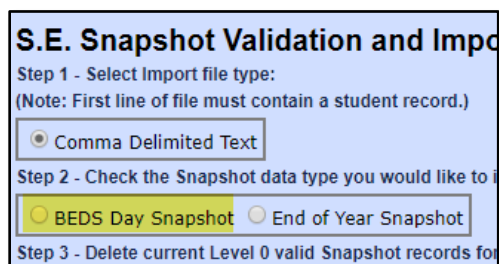
UPLOAD to LEVEL 0: Electronic Import > Program Fact > *Type of Disability*



- **Special Education Snapshot: October Snapshot Extract** - Data is exported from Frontline IEP
Maintenance > Student Information Repository Systems (SIRS) Extracts > Programs Fact Extract > **October Snapshot Extract**



UPLOAD to LEVEL 0: Electronic Import > SE Snapshot > *BEDS Day Snapshot*



SPECIAL EDUCATION / PUPILS WITH DISABILITIES (PD) REPORTING INFO

October Snapshot Verification Reports = VR's 1-9

To View/Certify the Special Education Verification Reports in PD System:

- Select the current school year, and hover over the **October Reports** to select a VR report to view. You can also click on the individual report through the PD Dashboard chart to access the information that needs to be verified.
- The heading above each report describes the criteria for students to be included in the report. Review the list of **Included Students** and the list of **Excluded Students** to determine if all eligible students have been included, and if the information submitted **is complete and accurate**.
- If data changes are needed, determine which template contains the data which needs revision (ex: demographics? TOD?) and make the appropriate changes in the corresponding system (SMS vs Frontline). Be sure to upload the updated templates to Level 0 data warehouse within the verification time period (prior to certification due date).
- The certification buttons are on the top right of each verification report. The **Accurate** certification button option is available from the date of the first refresh to allow districts to certify as early as possible that their data is complete and accurate.

ITEMS to REMEMBER during VERIFICATION:

- **Students aged 4 and 5** as of BEDS day, [who are eligible to attend Kindergarten but are NOT, OR are age 4 as of BEDS day and who ARE attending Kindergarten, need an Early School Age \(ESA\) LRE code \(Do NOT report a 5 YO attending Kindergarten with an ESA code\).](#)
- **PS students younger than age 3** on BEDS day will **NOT** be included in reports.
- **PS who are classified** and have a 5786 enrollment on BEDS day, but **mom and dad are refusing services**, will **NOT** have an October Snapshot record.
- **VR's 7 and 9 do not require certification**; however, check these reports to make sure that other districts are reporting your students correctly for CPSE (VR 7) or CSE (VR 9). Sometimes the service provider for PS students gets reported incorrectly, or another district may be using your BEDS code accidentally.

PD System - Tips for Verifying VR 1-9 Information

The **INCLUDED Students** Verification Report:

Included Preschool Student records and **Included School Age Student Records** contain every Pre School (PS) or School Aged (SA) student who is being accounted for *somewhere* in the VR 1-6 and 8 reports.

What if I don't see any information in my Included Students Reports? If you aren't seeing any students in your INCLUDED STUDENTS reports, then it means that your BEDS Day Snapshot data has not migrated through the PD system. Check that you have uploaded the BEDS Day Snapshot to Level 0, keeping in mind that you may have missed the LO weekly upload deadline (Thursdays) for the data to migrate through the system for Monday and Wednesday morning PD refresh.

Why don't I see a particular student in my Included Students Report? Check the Excluded Students report to see if the student is listed there. If they are, the report will detail why the student has been excluded - follow the error back to the data source, and resubmit to Level 0.

What if I don't see a particular student in either the Included or Excluded Reports? If they are missing from both the Included and Excluded reports, then it means that student has not made it through all of the inclusion checks for demographics or enrollment, or that they may be missing a disability record, or a BEDS Day Snapshot record. It also may be that the student isn't supposed to be included - check that the student meets all of the inclusion requirements, and that they are the correct age on BEDS day to be included in that report.

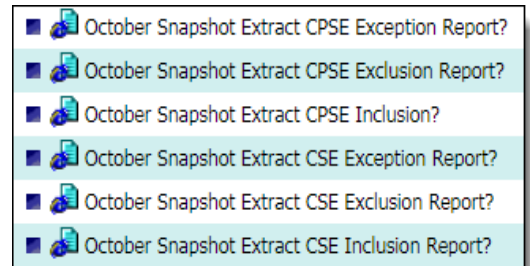
The EXCLUDED Students Verification Report:

Contains all PS and SA students who have migrated through the PD system, but who are NOT being included in the VR 1-6 and 8 reports for one reason or another. Students are listed in a table, by reason of exclusion. **Remember, students may be excluded for a GOOD reason!** For example, it may be they are not classified and receiving programs or services on BEDS Day and should not be included.

What if a student is missing from a particular ethnicity population? It could be that the student's ethnicity was reported incorrectly. Check that the student is in the Included Students report, and confirm the information being reported for that child. Make any necessary changes in Level 0 to re-populate the correct data through the system.

Frontline IEP - Tips for Verifying the October PD Reporting:

- Check the Frontline IEP **Exception, Inclusion, and Exclusion verification reports** for both the **CSE and CPSE October Snapshot** to identify students missing required data for submission to the Data Warehouse (L0). These reports can be found in **Frontline IEP > Letters and Reports > State Reporting** Category.
- Be sure that **all IEP drafts** that were effective on or before BEDS day **are finalized**.
- Remember to **remove exiting information** from any **finalized CPSE to CSE transition documents**, and **any transfer students** who started services **prior** to the October Snapshot date.
- For detailed guidance on the October Snapshot, consult the Frontline IEP guidance document located in the Online Help area, titled: **October Snapshot Extract** (must be logged in to Frontline IEP for this link to work)
<https://www.iepdirect.com/downloads/October%20Snapshot.pdf>



NOTE FOR ALL DATA CHANGES! If you've made changes directly in Level 0 to correct errors, don't forget to go back to your Student Management System and / or Special Education system, and make any necessary changes in those systems as well!

Questions on SIRS VR Reporting? Please reach out!!

Kerri Baxendell	349-9077	kbaxende@bocesmaars.org
Jim Saintours	349-9052	jsaintour@bocesmaars.org

