



OSSE IDEAFacts Guide

Enrollment Audit and Child Count

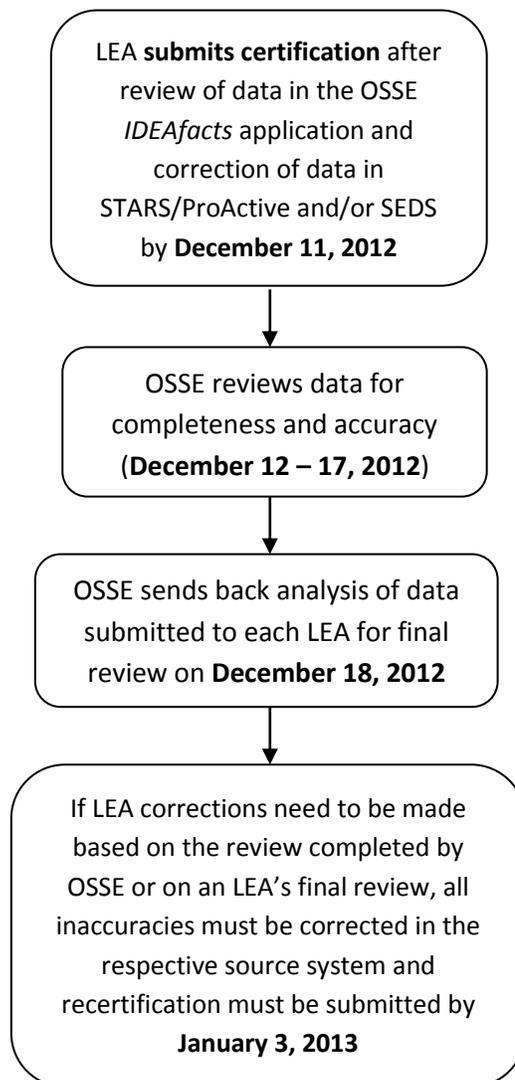
October 18, 2012

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What is the OSSE IDEAfacts application?

The OSSE IDEAfacts application is a QuickBase application that the Office of the State Superintendent of Education Division of Specialized Education is using to assist in the certification process for the Enrollment Audit and the December 1, 2012 Federal Child Count. In accordance with the Individuals with Disabilities Education Act (IDEA) and all applicable laws and regulations under the District of Columbia, each LEA is required to certify the accuracy and reliability of its data to the State Education Agency (SEA), the Office of the State Superintendent of Education. The OSSE IDEAfacts application will allow each LEA to complete the certification requirements in accordance with federal and local laws and regulations. Each LEA must complete the certification process by no later than 5:00 PM EST on December 11, 2012. On December 18, 2012, LEAs will receive an analysis of the data that was submitted with their certification from OSSE. LEAs will then have the opportunity to reconcile any erroneous data. Any LEA that is required to re-certify due erroneous or unclear data submitted with their initial submission on December 11, 2012 must do so by January 3, 2013.



Why do I have to use the OSSE IDEAfacts application?

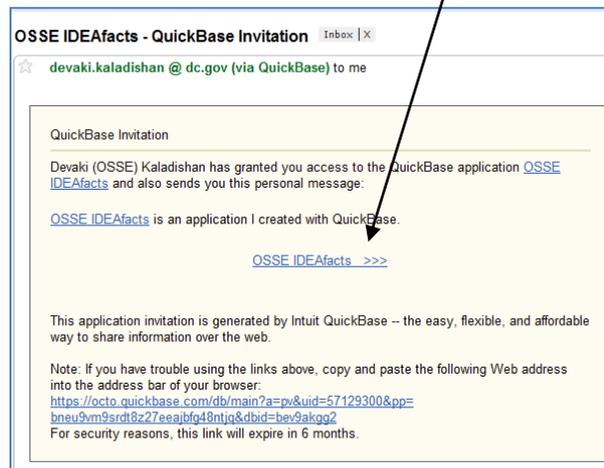
For the Enrollment Audit and December 1, 2012 Federal Child Count, OSSE is requiring every LEA to use the OSSE IDEAfacts application. Each LEA must verify and certify that the data elements for each student are complete and accurate as of December 1, 2012.

Why do I have to read the OSSE IDEAfacts application user guide?

This guide explains how to gain access to and use the OSSE IDEAfacts application to review and certify the accuracy of the data.

Registering for access to the OSSE IDEAfacts tool

Each LEA school leader and special education coordinator will receive an e-mail from the designated SEDS Team Contact (via QuickBase) providing him/her to access the OSSE IDEAfacts application. Once the e-mail is received, the person must **click on the OSSE IDEAfacts link**.



The user will automatically be taken to a screen to create a password and register for the OSSE IDEAfacts application. Users with a DC.GOV email account do NOT need to create a password, as it will be the same password used to access their DC.GOV email account.

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Users who do NOT have a DC.GOV email account must create a password that is at least 8 characters long and then must re-enter the password in the next field. **Check the box that states you have read and agree to the terms and conditions.**

1 Register | 2 Verify | 3 Sign in

Create a QuickBase Log-in

If you are trying to access an existing QuickBase application, you need to be a registered QuickBase user. Please complete and submit the form on the right to create a user account.

If you are interested in creating your own QuickBase applications, register for a free 30-day trial account by selecting Free Trial from the QuickBase website.

All fields marked with an asterisk (*) are required.

Email address **lori.ludwick@gmail.com**

Choose a password*
Must be at least 8 characters.

Retype password*

First name*

Last name*

* I have read and agree to the QuickBase [Terms of Service](#)

Click on the Register button.

When you click the Register button, you will be immediately taken to the OSSE IDEAfacts application.

octo

Help | Signed in as Lori Ludwick | octo.quickbase.com

My QuickBase

1 unread alerts

What's New

Applications | Home (BETA)

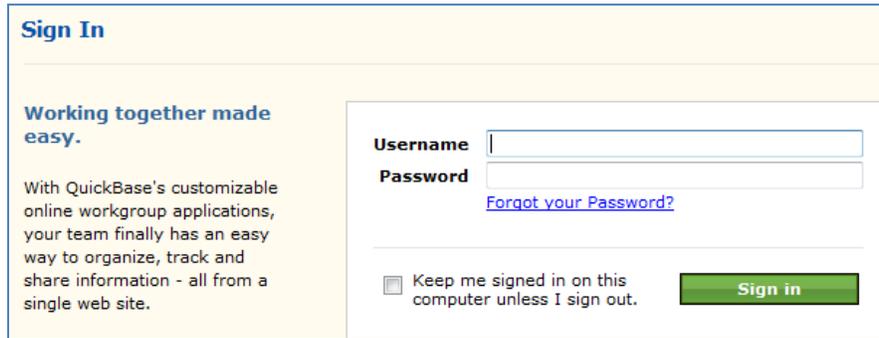
Create a New Application | DISPLAY | TOOLS | SHOW | Search for an application

Name	Last Visited	Category	Manager
OSSE IDEAfacts	Today		sohail.ahmed@dc.gov

Click on the link to OSSE IDEAfacts.

Logging in after you have registered

Once you have successfully registered, you will see the following log-in screen when you access the OSSE IDEAfacts application:



Sign In

Working together made easy.

With QuickBase's customizable online workgroup applications, your team finally has an easy way to organize, track and share information - all from a single web site.

Username

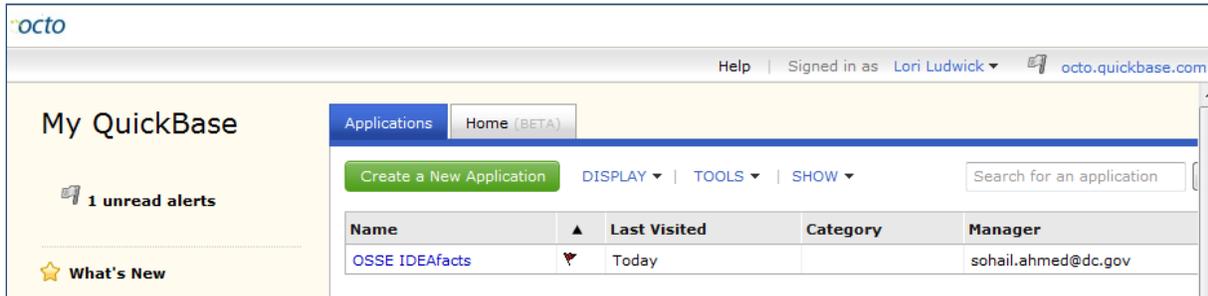
Password

[Forgot your Password?](#)

Keep me signed in on this computer unless I sign out. **Sign in**

It is strongly recommended that LEAs save the web address to a bookmarks or favorites folder, as LEAs will likely need to log in multiple times before the Certification process is complete.

Enter your username and password.



My QuickBase

1 unread alerts

What's New

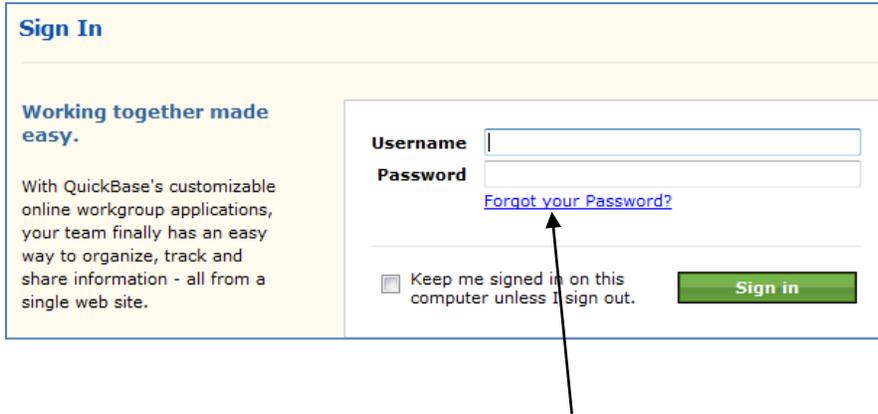
Applications Home (BETA)

Create a New Application DISPLAY | TOOLS | SHOW Search for an application

Name	Last Visited	Category	Manager
OSSE IDEAfacts	Today		sohail.ahmed@dc.gov

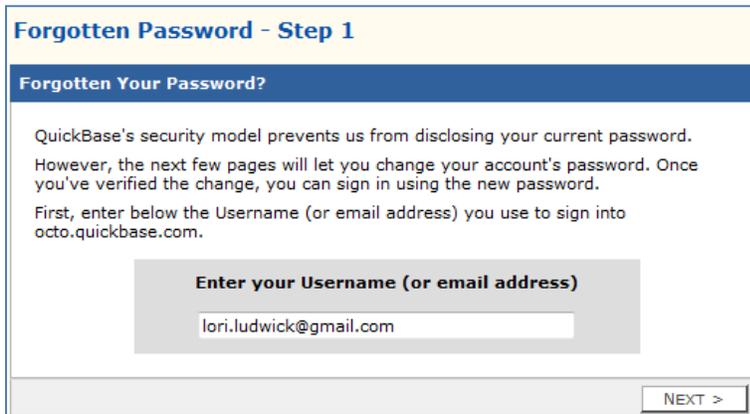
Click on the link to OSSE IDEAfacts. You will then be taken to the main page with instructions and a complete list of students at your LEA.

What do I do if I forget my password to the OSSE IDEAfacts application?



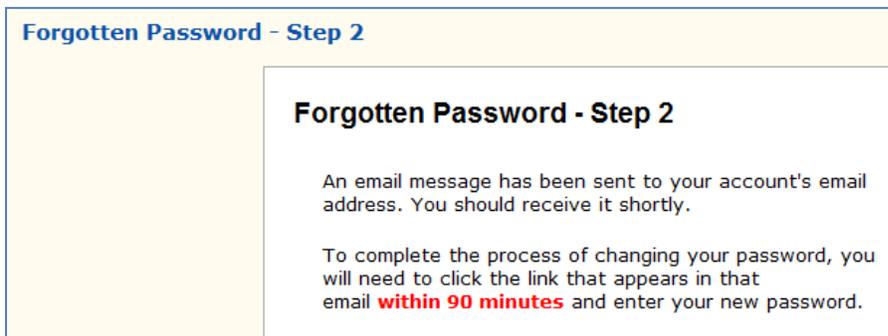
The screenshot shows a 'Sign In' page. On the left, there is a section titled 'Working together made easy.' with a sub-header 'Working together made easy.' and a paragraph: 'With QuickBase's customizable online workgroup applications, your team finally has an easy way to organize, track and share information - all from a single web site.' To the right of this text are two input fields: 'Username' and 'Password'. Below the 'Password' field is a blue link that says 'Forgot your Password?'. An arrow points from this link down towards the text below. Below the input fields is a checkbox labeled 'Keep me signed in on this computer unless I sign out.' and a green 'Sign in' button.

Click on the Forgot your Password button.



The screenshot shows the 'Forgotten Password - Step 1' page. The title is 'Forgotten Password - Step 1'. Below the title is a dark blue header with the text 'Forgotten Your Password?'. The main content area contains the following text: 'QuickBase's security model prevents us from disclosing your current password. However, the next few pages will let you change your account's password. Once you've verified the change, you can sign in using the new password. First, enter below the Username (or email address) you use to sign into octo.quickbase.com.' Below this text is a grey box with the text 'Enter your Username (or email address)' and an input field containing 'lori.ludwick@gmail.com'. At the bottom right of the page is a 'NEXT >' button.

Enter your full email address as your user name and an email will be sent so you can reset your password.

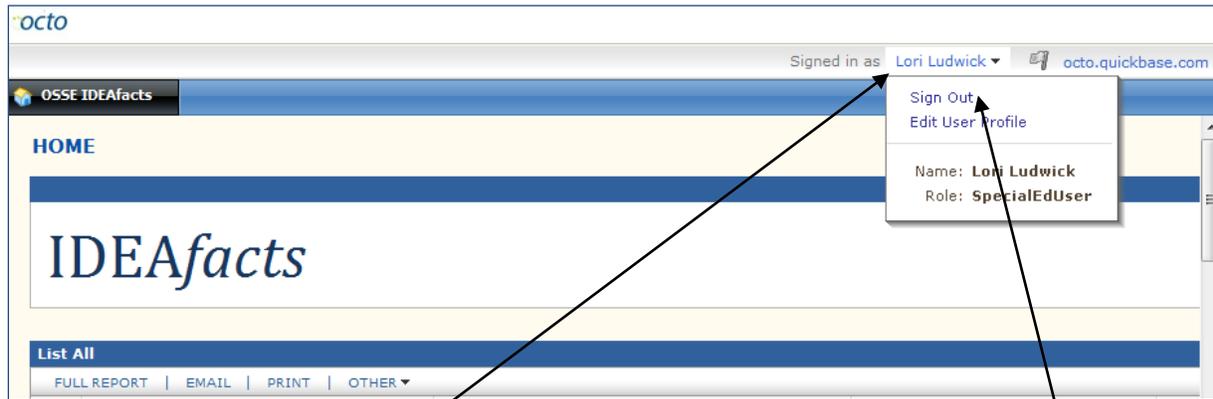


The screenshot shows the 'Forgotten Password - Step 2' page. The title is 'Forgotten Password - Step 2'. The main content area contains the following text: 'An email message has been sent to your account's email address. You should receive it shortly. To complete the process of changing your password, you will need to click the link that appears in that email **within 90 minutes** and enter your new password.'

Users must complete the process of password changing within 90 minutes of initiating the forgotten password process.

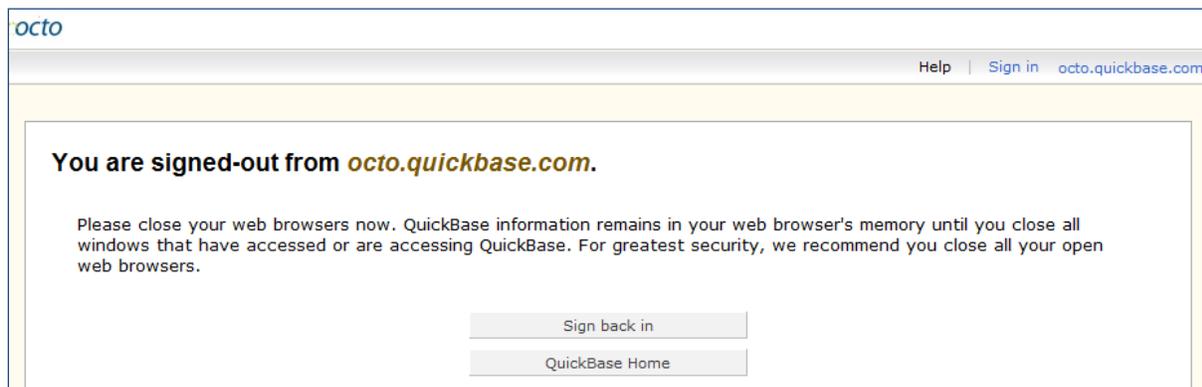
Logging out of OSSE IDEAfacts

At any time you are going to stop using the OSSE IDEAfacts application or be away from your desk, you should log out to ensure that no one accidentally has access to your confidential student information.



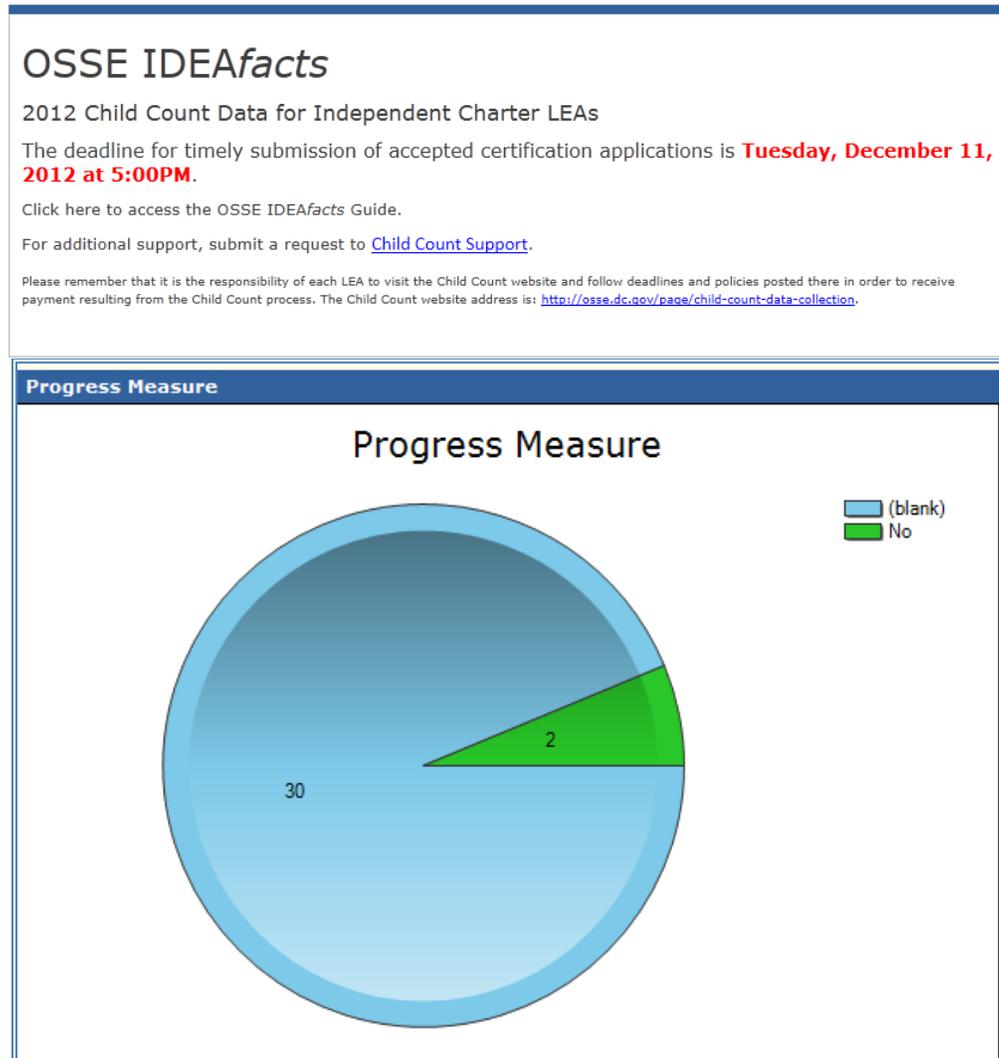
To log out, click on the arrow next to your name at the top of the application. Select “Sign Out”.

You will receive the following message saying you have been logged out and see a button that provides you with the opportunity to log back in:



Understanding the OSSE IDEAFacts application

When you initially log into the OSSE *IDEAFacts* you will see the title of the application and the deadline for submission. Immediately following, you will see a dashboard for your LEA.



This dashboard will allow you to track, at a glance, the progress your LEA is making toward completing the data review. In this case, this LEA has 32 students. Thirty of the students have not been reviewed and 2 of the student have data that needs to be corrected. You can click on the relevant area of the pie chart to drill down and review students in the selected category.

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As you continue to scroll down in the application, you will see basic instructions and then all the data for your LEA.

OSSE IDEAfacts

2012 Child Count Data for Independent Charter LEAs

The deadline for timely submission of accepted certification applications is **Tuesday, December 11, 2012 at 5:00PM.**

Table 1. 618 Child Count Data

FULL REPORT | EMAIL | PRINT | OTHER ▾

	ACCURATE	STUDENT ID	FIRST NAME	LAST NAME	ELL	PRIMARY DISABILITY	IEP ACTIVE ON 12/1/09 (begin date)	ENVIRONMENT	USER-UPDATED ENVIRONMENT	HOURS OUTSIDE GEN ED SETTING	HOURS IN GEN ED SETTING	TOTAL HOURS	% OUTSIDE GEN ED SETTING	GENDER
NEW! EDIT	Yes	4116485	Ten	Student	N	Emotional Disturbance	3/27/2009				20.5	20.5		M
NEW! EDIT	Yes	3265830	Five	Student	N	Orthopedic Impairment*	10/6/2009	A: 0-20%	Separate School	1	25	26	3	M
NEW! EDIT		1071382	Orange	Student	Y	Specific Learning Disability	10/1/2009	A: 0-20%		2.5	16	18.5	9	M
NEW! EDIT		2073167	Blue	Student	Y	Multiple Disabilities	5/1/2009	A: 0-20%		1	17	18	3	M

Reviewing data and entering student status

The table below displays each data element contained in the OSSE IDEAfacts application.

Data Element	Source System	Description
STUDENT DEMOGRAPHIC DATA REVIEW SECTION		
USI	STARS/ProActive	10 digit USI assigned by OSSE/SLED
First Name	STARS/ProActive	Student's First Name
Last Name	STARS/ProActive	Student's Last Name
DoB	STARS/ProActive	Student's Date of Birth
Age on 12/1/2012	STARS/ProActive	Student's age calculated from DOB as of 12/1/2012
Gender	STARS/ProActive	Student's Gender
Grade	STARS/ProActive	Student's Grade
Race	STARS/ProActive	Student's Race
ELL	STARS/ProActive	Student's English Language Learner Status
LEA	STARS/ProActive	Student's attending LEA as of 12/1/2012
School Name	STARS/ProActive	Student's attending school as of 12/1/2012
SPECIAL EDUCATION DATA REVIEW SECTION		
Primary Disability	SEDS	Student's primary disability as of 12/1/2012
Most Recent IEP Date	SEDS	Date of most recent IEP as of 12/1/2012
IEP Event Date	SEDS	Event ID for IEP from which SERVICES are pulled

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Most Recent Eligibility Date	SEDS	Date of most recent eligibility as of 12/1/2012
Total Hours Outside General Ed Setting	SEDS	Hours for all specialized instruction and related services prescribed on the IEP delivered OUTSIDE of the general education setting
Total Hours In General Ed Setting	SEDS	Hours for all specialized instruction and related services prescribed on the IEP delivered IN the general education setting
Total Hours	SEDS	Hours for all specialized instruction and related services prescribed on the IEP regardless of setting
% Outside Gen Ed Setting	Calculated based on data in SEDS	Total number of hours prescribed on IEP divided by the number of school hours by week
Environment	Calculated based on data in SEDS	For 6-21 year olds: 0-20% = A; 21-60% = B; Over 60% = C For 3-5 year olds: Environment will appear NULL and must be selected by user
User-Updated Environment	Updated in <i>IDEAfacts</i> Tool	If the displayed environment is incorrect or if the student is 3-5, user must select the appropriate educational environment
Dedicated Aide	SEDS	Whether the student have a dedicated aide prescribed on the IEP
Dedicated Aide Hours	SEDS	If yes, how many hours per week is the aide is assigned
SECTION 3: IEP AMENDMENT		
Was IEP Amendment Completed?	Updated in <i>IDEAfacts</i> Tool	Defaults to NO; user must change answer to YES to report any amendments completed on or after 12/1/2012
IEP Amendment Date	Updated in <i>IDEAfacts</i> Tool – Information found in SEDS	User must enter the IEP amendment event date from SEDS into the <i>IDEAfacts</i> Tool
IEP Amendment Event ID	Updated in <i>IDEAfacts</i> Tool – Information found in SEDS	User must enter the IEP Amendment Event ID from SEDS into the <i>IDEAfacts</i> Tool
SECTION 4: DATA ACCURATE?		
Is the student data accurate?	Updated based on information entered in <i>IDEAfacts</i> Tool	User may use this section and “status” will appear in the student list for easy review of student information that requires correction.
Does any student data need to be corrected?	Updated in <i>IDEAfacts</i> Tool	User may identify any of the data displayed in the <i>IDEAfacts</i> Tool that is inaccurate
Was the student enrolled on 12/1/2012?	Updated in <i>IDEAfacts</i> Tool	User should indicate if the student was enrolled by selecting Yes/No

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You must review each individual student record.

Table 1. 618 Child Count Data

FULL REPORT | EMAIL | PRINT | OTHER ▾

	ACCURATE	STUDENT ID	FIRST NAME	LAST NAME	ELL	PRIMARY DISABILITY	IEP ACTIVE ON 12/1/09 (begin date)	ENVIRONMENT	USER-UPDATED ENVIRONMENT	HOURS OUTSIDE GEN ED SETTING	HOURS IN GEN ED SETTING	TOTAL HOURS	% OUTSIDE GEN ED SETTING	GENDER
NEW! EDIT	Yes	4116485	Ten	Student	N	Emotional Disturbance	3/27/2009				20.5	20.5		M
NEW! EDIT	Yes	2073167	Blue	Student	Y	Multiple Disabilities	5/1/2009	A: 0-20%		1	17	18	3	M
NEW! EDIT	Yes	1071382	Orange	Student	Y	Specific Learning Disability	10/1/2009	A: 0-20%	Separate School	2.5	16	18.5	9	M
NEW! EDIT	Yes	2073167	Blue	Student	Y	Multiple Disabilities	5/1/2009	A: 0-20%		1	17	18	3	M

NEW! EDIT	Yes	4116485	Ten	Student	N	Emotional Disturbance	3/27/2009							
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Click on the Edit button to the far left of the student's name to open the student record.

All the data to be reviewed in the OSSE IDEAfacts application comes through the Special Education Data System (SEDS). The data loaded into the tool is from October and will be refreshed until December 1, 2012 to finally reflect the status of students in your LEA as of December 1, 2012. You must review each data element for each student in your LEA and confirm that it is accurate or identify how it needs to be corrected/updated.

Compare the information displayed for the student with the IEP that was active on December 1, 2012 to confirm the special education data elements or the LEA student enrollment form to confirm the student demographic data elements.

If any data for any of the students needs to be updated/corrected, it must be done in the source data system. Refer to the table above if you are unclear about the source data system for each specific data element.

As updates are made in STARS/PROACTIVE and/or SEDS, it will be updated in the OSSE IDEAfacts application on a daily basis. You must review the data displayed in the OSSE IDEAfacts application periodically to ensure the updates you made in the relevant source system have been captured in the OSSE IDEAfacts application until every student record in your LEA is accurate and up to date.

After selecting “Edit”, you will review each data element for the student. The Edit Page is divided into sections. The first section is the demographic information for the student. Any data that is inaccurate must be corrected in the respective source system, STARS for DCPS and ProActive for Charter Schools.

SAVE **DELETE** **CANCEL**

Student Demographic Data Review

*** STUDENT ID**

FIRST NAME

LAST NAME

DoB 

AGE ON 12/01/10

GENDER

GRADE

RACE

ELL

LEA

SCHOOL NAME

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The second section displays all the special education information for the student. Any data that is inaccurate must be corrected in SEDS. In some cases, a correction may require that an IEP amendment be completed. Please refer to the OSSE guidance (<http://osse.dc.gov/publication/individualized-education-program-amendment-guidance-final-april-21-2010>) and your policy department for guidance on when to complete an amendment to correct erroneous data.

Special Education Data Review	
PRIMARY DISABILITY	Emotional Disturbance
Most Recent IEP Date	5/23/211
IEP Event ID	84235
Most Recent Eligibility Date	05-23-2011 
Total Service Hours	
TOTAL HOURS OUTSIDE GEN ED SETTING	0.75
TOTAL HOURS IN GEN ED SETTING	3.00
TOTAL HOURS	3.75
% OUTSIDE GEN ED SETTING	3.00
Environment	
ENVIRONMENT	A: 0-20%
USER-UPDATED ENVIRONMENT	<input type="text"/>
Dedicated Aide Information	
DEDICATED AIDE	NO <input type="text"/>
DEDICATED AIDE HOURS	<input type="text"/>

Please document if an IEP amendment was completed ON or AFTER 12/1/2012 to correct data reported for Child Count in the OSSE IDEAfacts tool. If “YES” is selected for the purposes of reporting an IEP Amendment, the Date of the IEP Amendment and the Event ID number must also be reported. If the IEP Amendment is NOT reported, the corrected data from the amendment will NOT be captured in the OSSE IDEAfacts tool or included in the final dataset.

IEP Amendment

If data from an IEP Amendment completed ON or AFTER 12/1/2012 should be included in the data for Child Count, it MUST be reported here.

Was an IEP Amendment completed ON OR AFTER 12/1/2012 for the purposes of correcting data reported for Child Count?

Data Accurate?

DOES ANY STUDENT DATA NEED TO BE CORRECTED ?

WAS THE STUDENT ENROLLED ON 12/1/12 ?

The last section allows you to indicate if there are any data inaccuracies and if the student was enrolled on 12/1/2012. This section is optional and can be used as an internal management tool to assist with the overall review of students. If this section is used, the status will be displayed in the student list to easily identify students that still need to be reviewed and or corrected.

You will also notice the very last question, “Was the student enrolled on 12/1/12?” This question will be VIEW ONLY until December 1, 2012. After December 1, 2012, users will be able to select the appropriate response for this question.

OSSE is providing the *IDEAfacts* application to LEAs on October 15, 2012. This will allow LEAs to begin reviewing the data to ensure accuracy prior to the certification due date. It is highly recommended that LEAs review all data and make any corrections including convening any necessary meeting as soon as possible and prior to December 1, 2012.

While LEAs should review their student data prior to December 1, 2012, LEAs will still need to go back into the OSSE IDEAfacts application and answer the last question about enrollment on or after December 1, 2012.

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If you select YES to the question “Does any student data need to be corrected?”, checkboxes will appear next to each data element. These checkboxes CAN be used to indicate which data elements need to be corrected in the source system. LEAs may choose to use these additional checkboxes as they want. OSSE does not require LEAs to use the checkboxes but they are available for tracking purposes if the LEA wants to use them.

Student Demographic Data Review

* STUDENT ID 8885552222	INCORRECT?	<input type="checkbox"/>
FIRST NAME Student		<input type="checkbox"/>
LAST NAME Test		<input type="checkbox"/>
DoB 03-17-2002		<input type="checkbox"/>
AGE ON 12/01/10 8		
GENDER M		<input type="checkbox"/>
GRADE 3		<input type="checkbox"/>
RACE Black or African American		<input type="checkbox"/>
ELL N		<input type="checkbox"/>
LEA District PA		
SCHOOL NAME Maple Place Academy		<input type="checkbox"/>

Special Education Data Review

PRIMARY DISABILITY Emotional Disturbance	INCORRECT?	<input type="checkbox"/>
Most Recent IEP Date 5/23/211		<input type="checkbox"/>
IEP Event ID 84235		
Most Recent Eligibility Date 05-23-2011		<input type="checkbox"/>
Total Service Hours		
TOTAL HOURS OUTSIDE GEN ED SETTING 0.75		<input type="checkbox"/>
TOTAL HOURS IN GEN ED SETTING 3.00		<input type="checkbox"/>

Once you have indicated the accuracy of the student data, click on the “Save” button.

Table 1. 618 Child Count Data								
FULL REPORT EMAIL PRINT OTHER ▾								
	ACCURATE	STUDENT ID	FIRST NAME	LAST NAME	ELL	PRIMARY DISABILITY	IEP ACTIVE ON 12/1/09 (begin date)	ENVIRONMENT
NEW! EDIT	Yes	4116485	Ten	Student	N	Emotional Disturbance	3/27/2009	
NEW! EDIT	Yes	3265830	Five	Student	N	Orthopedic Impairment*	10/6/2009	A: 0-20%
NEW! EDIT		1071382	Orange	Student	Y	Specific Learning Disability	10/1/2009	A: 0-20%

You will be taken back to the list of students for your LEA and the status you selected for the student will be reflected. This will allow you to see which student records you have verified and which student records need to be addressed.

Updating a student’s environment data

You may be required to update a student’s educational environment data if students within your LEA meet certain conditions:

- If your LEA is responsible for providing services to students who are between the ages of 3 and 5 years old
- If your LEA is responsible for providing services to at least one student who is not physically attending a school within the LEA
- If a school within your LEA is a separate school

If you have any students who meet the conditions above, you will need to update the educational environment data within the OSSE IDEAfacts application. A full description of each educational environment category is below.

NOTE: Please refer to the OSEP PART B, INDIVIDUALS WITH DISABILITIES EDUCATION ACT IMPLEMENTATION OF FAPE REQUIREMENTS attached as links at the end of this guide for additional clarification.

FOR STUDENTS BETWEEN AGES 3-5 ON DECEMBER 1, 2012

ENVIRONMENT	DESCRIPTION
In Regular Early Childhood Program = 10 hours/week, most SE services in general ed setting	The child is receiving the majority of hours of special education and related services in the Regular Early Childhood Program (and the child attends a Regular Early Childhood Program at least 10 hours per week).
In Regular Early Childhood Program = 10 hours/week, most SE services in other location	The child is receiving the majority of hours of special education and related services in some other location (and the child attends a Regular Early Childhood Program at least 10 hours per week).
In Regular Early Childhood Program < 10 hours/week, most SE services in general ed setting	The child is receiving the majority of hours of special education and related services in the Regular Early Childhood Program (and the child attends a Regular Early Childhood Program less than 10 hours per week).
In Regular Early Childhood Program < 10 hours/week, most SE services in other location	The child is receiving the majority of hours of special education and related services in some other location (and the child attends a Regular Early Childhood Program less than 10 hours per week).

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Separate Class	Unduplicated total who attended a special education program in a class with less than 50% nondisabled children. (No not include children who also attended a regular early childhood program. These children should be reported in the categories above.)
Separate School	Unduplicated total who received special education programs in public or private day schools designated specifically for children with disabilities. (No not include children who also attended a regular early childhood program. These children should be reported in the categories above.)
Residential Facility	Unduplicated total who received special education programs in publicly or privately operated residential schools or residential medical facilities on an inpatient basis. (No not include children who also attended a regular early childhood program. These children should be reported in the categories above.)
Home	Unduplicated total who received special education and related services in the principal residence of the child’s family or caregivers, and who attended neither a Regular Early Childhood Program nor a Special Education Program provided in a separate class, separate school, or residential facility. Include children who receive special education both at home and in a service provider location or some other location that is not in any other category. The term caregivers includes babysitters.
Service Provider Location	Unduplicated total who received all of their special education and related services from a service provider or some other location that is not in any other category, and who attended neither a Regular Early Childhood Program nor a Special Education Program provided in a separate class, separate school, or residential facility. For example, speech instruction provided in: <ul style="list-style-type: none"> • Private clinician’s offices, • Clinicians’ offices located in school buildings, and • Hospital facilities on an outpatient basis.

FOR STUDENTS BETWEEN AGES 6-21 ON DECEMBER 1, 2012

ENVIRONMENT	DESCRIPTION
Separate School	Unduplicated total who received education programs in public or private separate day school facilities. This includes children with disabilities receiving special education and related services, at public expense, for greater than 50 percent of the school day in public or private separate schools. This may include children placed in: <ul style="list-style-type: none"> • Public and private day schools for students with disabilities

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	<ul style="list-style-type: none"> • Public and private day schools for students with disabilities for a portion of the school day (greater than 50 percent) and in regular school buildings for the remainder of the school day; or • Public and private residential facilities if the student does not live at the facility.
Residential Facility	<p>Unduplicated total who received education programs and lived in public or private residential facilities during the school week. This includes children with disabilities receiving special education and related services, at public expense, for greater than 50 percent of the school day in public or private residential facilities. This may include children placed in:</p> <ul style="list-style-type: none"> • Public and private residential schools for students with disabilities; or • Public and private residential schools for students with disabilities for a portion of the school day (greater than 50 percent) and in separate day school or regular school buildings for the remainder of the school day. <p>Do not include students who received education programs at the facility, but do not live there.</p>
Correctional Facility	<p>Unduplicated total who receive special education in correctional facilities. These data are intended to be a count of all children receiving special education in:</p> <ul style="list-style-type: none"> • Short-term detention facilities (community-based or residential), or • Correctional facilities.
Homebound/Hospital	<p>Unduplicated total who received education programs in homebound/hospital environment includes children with disabilities placed in and receiving special education and related services in:</p> <ul style="list-style-type: none"> • Hospital programs, or • Homebound programs. <p>Do not include children with disabilities who parent have opted to home-school them and who receive special education at the public</p>

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	expense.
Parentally Placed in a Private School	Unduplicated total who have been enrolled by their parents or guardians in regular parochial or other private schools and whose basic education is paid through private resources and who receive special education and related services at public expense from a local educational agency or intermediate educational unit under a service plan. Include children whose parents chose to home-school them, but who receive special education and related services at the public expense. Do not include children who are placed in private schools by the LEA.

For additional information on educational environments, see the link below:

<http://www.ideadata.org/docs/EnvironmentPtB-2011.pdf>

You will only need to update the “User Updated Environment” field in the tool for students for whom it is applicable. **You do not need to do this for every student.** For most LEAs, this update will apply to a very small number of students or possibly no students at all.

618 students | [Edit 618 student #85053](#)

SAVE CANCEL

STUDENT ID 4116485
FIRST NAME Ten
LAST NAME Student
ELL N
PRIMARY DISABILITY Emotional Disturbance
IEP ACTIVE ON 12/1/09 (begin date) 3/27/2009
ENVIRONMENT
USER-UPDATED ENVIRONMENT

- Correctional Facility
- Home
- Home-Hospital
- Parent-Placed Private School
- Residential Facility
- Separate Class
- Separate School
- Service Provider Location

HOURS OUTSIDE GEN ED SETTING
HOURS IN GEN ED SETTING
TOTAL HOURS
% OUTSIDE GEN ED SETTING
GENDER
DoB
GRADE 4
RACE White
ACCURATE

Owner: [Kusula, Naveen](#)
 Created: DEC-04-2009 2:59 PM (EST)
 Last Modified: DEC-07-2009 7:34 PM (EST) by [Ludwick, Lori \(OSSE-Contractor\)](#)

SAVE CANCEL

OSSE IDEAfacts Guide – Enrollment Audit and Child Count

For any student applicable, select the appropriate option from the dropdown menu and click save when finished.

STUDENT ID 3265830
FIRST NAME Five
LAST NAME Student
ELL N
PRIMARY DISABILITY Orthopedic Impairment*
IEP ACTIVE ON 12/1/09 (begin date) 10/6/2009
ENVIRONMENT A: 0-20%
USER-UPDATED ENVIRONMENT Separate School ▼
HOURS OUTSIDE GEN ED SETTING 1
HOURS IN GEN ED SETTING 25
TOTAL HOURS 26
% OUTSIDE GEN ED SETTING 3
GENDER M
DoB 1/20/1996
GRADE 8
RACE Hispanic
ACCURATE Yes ▼

Owner: [Kusula, Naveen](#)
 Created: DEC-04-2009 2:59 PM (EST)
 Last Modified: DEC-07-2009 8:02 PM (EST) by [Ludwick, Lori](#)

You can click “Save” which will return you to your complete list of students.

Table 1. 618 Child Count Data									
FULL REPORT EMAIL PRINT OTHER ▼									
	ACCURATE	STUDENT ID	FIRST NAME	LAST NAME	ELL	PRIMARY DISABILITY	IEP ACTIVE ON 12/1/09 (begin date)	ENVIRONMENT	USER-UPDATED ENVIRONMENT
NEW! <input type="button" value="EDIT"/>	Yes	4116485	Ten	Student	N	Emotional Disturbance	3/27/2009		
NEW! <input type="button" value="EDIT"/>	Yes	3265830	Five	Student	N	Orthopedic Impairment*	10/6/2009	A: 0-20%	Separate School
NEW! <input type="button" value="EDIT"/>		1071382	Orange	Student	Y	Specific Learning Disability	10/1/2009	A: 0-20%	
NEW! <input type="button" value="EDIT"/>		2073167	Blue	Student	Y	Multiple Disabilities	5/1/2009	A: 0-20%	
NEW! <input type="button" value="EDIT"/>		3077510	Yellow	Student	Y	Specific Learning Disability	2/11/2009	A: 0-20%	

You will see the newly entered environment reflected in the appropriate column in your student list.

OSSE IDEAfacts Guide – Enrollment Audit and Child Count

If you attempt to enter an educational environment that is not appropriate for the student based on the student's calculated age as of December 1, 2012, you will receive an error message and you will not be able to save the record until an appropriate educational environment is selected.

Record not saved

AGE ON 12/01/12 > or = 6
and USER-UPDATED ENVIRONMENT is equal to
_chce_3-5: In Regular Early Childhood Program
more than 10hr/wk, most SE services in other
location

The User Environment of "In Regular Early
Childhood Program more than 10hr/wk, most
services in other location" you have selected is
not appropriate based on the students age. That
selection is only appropriate for students
between the ages of 3-5 years old. Please check
your dashboard for appropriate environments for
each of your students.

OK

Certifying Data

Once all of the data elements for each student record in your LEA have been verified as complete and accurate by your LEA, you must complete the certification form and fax it to OSSE along with a print out of the data from your OSSE IDEAfacts application [See the next section for instructions on printing your Certification Roster Report]. At the top of your OSSE IDEAfacts menu, in #5 of the “quick instructions,” you will see a link to download the certification form. Click on the link, print the form, obtain the required LEA designated official signature, and fax it to the number on the form.

Steps to Certify SEDS Data

1. Review all special education data elements listed below.
2. Correct demographic data (i.e., student ID, first name, last name, DOB, grade, race, gender, etc.) in STARS for DCPS and ProActive for charter schools
3. Correct special education data (i.e., primary disability, hours outside general education setting, IEP begin date, dedicated aide etc.) in SEDS
4. Review and update the educational environment in this tool if you have any students who meet the following criteria:

- a. Between the ages of 3 and 5 years old
- b. Receive services in a more restrictive environment, OR
- c. Attend a location outside of your LEA, but your LEA continues to be responsible for the oversight of the student

A reference guide for the educational environments are below as well as in the OSSE IDEAfacts Guide.

1. To certify your data, [download](#), fill out, and sign the Enrollment Audit/Child Count Certification 2011.
2. [Print](#) the Certified Roster Report.
3. Fax to OSSE at 1(888)257-4225 both the:
 - a. Certification of FFY 2012 IDEAfacts and Educational Environments Data form
 - b. Certified Roster Report

You will receive an email notification once your certification has been reviewed and you will be advised whether your certification has been accepted or if additional work is required. Your certification status will also appear at the top of the IDEAfacts application upon login.

For support or questions about the Child Count process or the IDEAfacts tool, please submit a request to [Child Count Support](#) or e-mail osse.ideadata@dc.gov.

OSSE will notify you via email that your certification has been received.

OSSE IDEAfacts Guide – Enrollment Audit and Child Count

Once all LEAs have submitted their certifications by December 11, 2012, OSSE will complete a state level reconciliation process to ensure that multiple LEAs have not included the same student. Between December 12 and December 17, 2012, OSSE will engage in a data analysis process including an independent audit of a representation sample of records. On December 18, 2012, OSSE will send an analysis of the data that was submitted with the certification back to the LEAs. During the reconciliation process, if OSSE finds any discrepancies in your data, you will have an opportunity to resolve any discrepancies or address any errors you find yourself based on the information that is returned to you on December 18, 2012. If the LEA determines that the data submitted on December 11, 2012 has any erroneous data, all error must be corrected and the LEA must submit a recertification by January 3, 2012. This will allow OSSE to report an accurate and unduplicated count to the Department of Education as well as determine information required for the 2012 Enrollment Audit.

Printing your data

When you are ready to submit your certified data, you should print a copy of the data report that you will be submitting.

Navigate to your complete student list.

Table 1. 618 Child Count Data

FULL REPORT | EMAIL | PRINT | OTHER ▾

	ACCURATE	STUDENT ID	FIRST NAME	LAST NAME	ELL	PRIMARY DISABILITY	IEP ACTIVE ON 12/1/09 (begin date)	ENVIRONMENT	USER-UPDATED ENVIRONMENT	HOURS OUTSIDE GEN ED SETTING	HOURS IN GEN ED SETTING	TOTAL HOURS	% OUTSIDE GEN ED SETTING	GENDER
NEW! EDIT	Yes	4116485	Ten	Student	N	Emotional Disturbance	3/27/2009				20.5	20.5		M
NEW! EDIT	Yes	3265830	Five	Student	N	Orthopedic Impairment*	10/6/2009	A: 0-20%	Separate School	1	25	26	3	M
NEW! EDIT		1071382	Orange	Student	Y	Specific Learning Disability	10/1/2009	A: 0-20%		2.5	16	18.5	9	M
NEW! EDIT		2073167	Blue	Student	Y	Multiple Disabilities	5/1/2009	A: 0-20%		1	17	18	3	M
NEW! EDIT		3077510	Yellow	Student	Y	Specific Learning Disability	2/11/2009	A: 0-20%		0.5	10	10.5	1	F
NEW! EDIT		4086110	Pink	Student	N	Specific Learning Disability	6/4/2009				12	12		F
NEW! EDIT		5089740	Test	Student	N	Other Health Impairment	5/8/2009	A: 0-20%		0.75	5	5.8	2	M
NEW! EDIT		5097327	Purple	Student	N	Speech or Language Impairment	5/4/2009	A: 0-20%		5.5	3.75	9.3	20	M
NEW! EDIT		4106961	Coffee	Student	Y	Specific Learning Disability	2/9/2009	A: 0-20%		3	6	9	10	M
NEW! EDIT		2108090	Desk	Student	N	Multiple Disabilities	6/3/2009	A: 0-20%		1	18	19	3	F

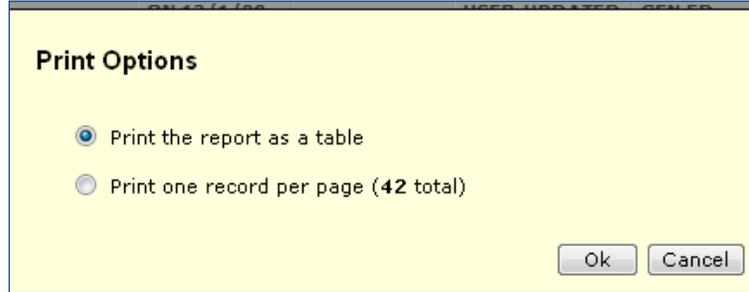
Table 1. 618 Child Count Data

FULL REPORT | EMAIL | PRINT | OTHER ▾

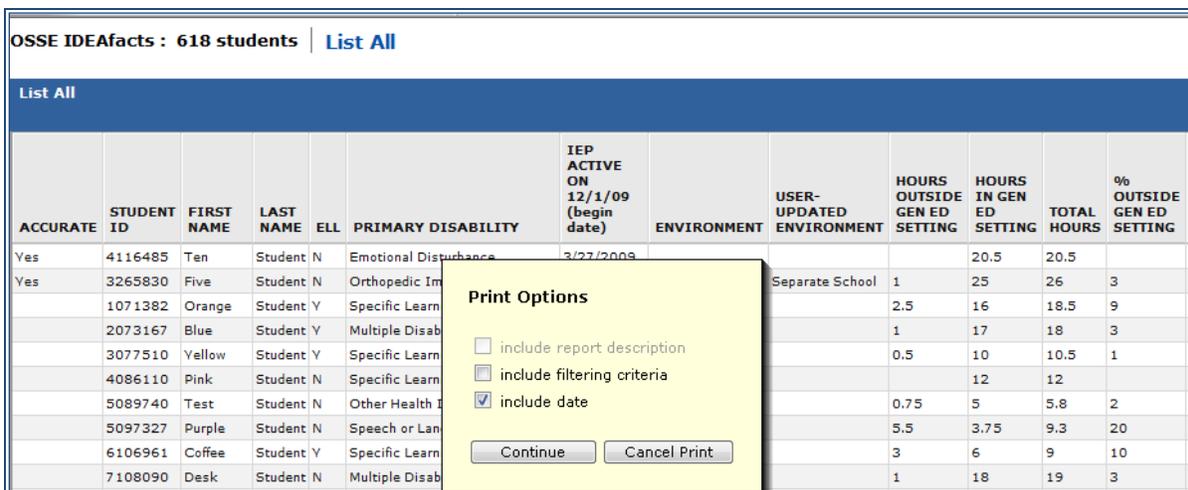
	ACCURATE	STUDENT ID	FIRST NAME	LAST NAME
NEW! EDIT	Yes	4116485	Ten	Student

You will see a Print option at the top of the list. Click on the Print button.

OSSE IDEAfacts Guide – Enrollment Audit and Child Count



You will see a dialogue box with print options. Leave the default radio button that says “Print the report as a table” checked and click OK.



OSSE IDEAfacts : 618 students | [List All](#)

List All

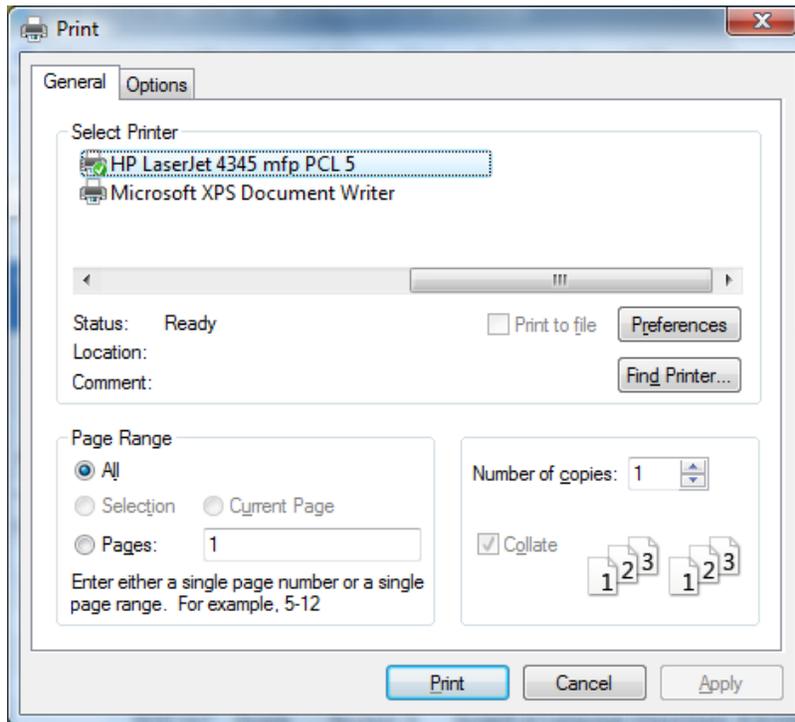
ACCURATE	STUDENT ID	FIRST NAME	LAST NAME	ELL	PRIMARY DISABILITY	IEP ACTIVE ON 12/1/09 (begin date)	ENVIRONMENT	USER-UPDATED ENVIRONMENT	HOURS OUTSIDE GEN ED SETTING	HOURS IN GEN ED SETTING	TOTAL HOURS	% OUTSIDE GEN ED SETTING
Yes	4116485	Ten	Student	N	Emotional Disturbance	3/27/2009				20.5	20.5	
Yes	3265830	Five	Student	N	Orthopedic Im			Separate School	1	25	26	3
	1071382	Orange	Student	Y	Specific Learn				2.5	16	18.5	9
	2073167	Blue	Student	Y	Multiple Disab				1	17	18	3
	3077510	Yellow	Student	Y	Specific Learn				0.5	10	10.5	1
	4086110	Pink	Student	N	Specific Learn					12	12	
	5089740	Test	Student	N	Other Health I				0.75	5	5.8	2
	5097327	Purple	Student	N	Speech or Lan				5.5	3.75	9.3	20
	6106961	Coffee	Student	Y	Specific Learn				3	6	9	10
	7108090	Desk	Student	N	Multiple Disab				1	18	19	3

Print Options

- include report description
- include filtering criteria
- include date

Continue Cancel Print

The data to be printed will appear with a second dialogue box and some additional print options. Leave the default box that says “Include data” checked and click Continue.



Select the printer to which you want the document to print and select Print.

Keep a copy of the printout for your records. Once your certification has been accepted by OSSE, you will not be able to view your data in the OSSE IDEAfacts application. If you realize you have certified your data but there is a mistake, you must contact your SEDS Team Contact to have the status of your certification changed from Accepted to Rejected. You will only be able to return to the OSSE IDEAfacts application to review your data after the status has been changed by your SEDS Team Contact.

Key Points to Remember

- Use your Dashboard to track your LEA's progress.
- LEAs may begin reviewing their student data in the OSSE *IDEA*facts application as of October 25, 2012.
- The question "was the student enrolled on December 1, 2012?" must be answered for each student on or after December 1, 2012. Even if you reviewed all other data prior to December 1, all data should be reviewed again to ensure accuracy after December 1, 2012.
- LEAs may decide if/how to use the checkboxes next to each data field to indicate if the data is accurate or not.
- If an IEP amendment is completed on or after 12/1/2012 and data reported for Child Count has been corrected, the IEP amendment must be reported in the OSSE *IDEA*facts application.
- All corrections must be made in the source system; ProActive or DCSTARS for student demographic information and SEDS for all specialized education information.
- Educational environments for **all** 3-5 year olds must be updated in the OSSE *IDEA*facts application.
- Certifications must be received by 5:00PM EST on December 11, 2012. OSSE Will send back analysis of data submitted to each LEA for final review on December 18, 2012. Any recertifications must be submitted by January 3, 2013.

Remember to FAX the certification and roster to 1-888-257-4225. Do not use email. These submissions will not be accepted.

Requirements for certification

- Each LEA must submit one certification document
- An authorized representative of the Local Education Agency must sign the certification
- The signed certification form must be accompanied by a printout of the data report from the OSSE IDEAfacts application
- **Certification must be received no later than 5:00 PM EST on December 11, 2012.**

Who to contact

Scenario	Who to Contact
If any student demographic information is inaccurate; Student ID, Name, ELL Status, DOB, Grade, Race	DCStars or ProActive Representative at LEA
If you need assistance updating information in SEDS; Disability, IEP Date, Service Hours: The appropriate documentation MUST be faxed into SEDS in order for a change to be made	OSSE Applications Call Center
If a student was attending your school on December 1 and is NOT appearing in your OSSE IDEAfacts list	Child Count Support
If a student is appearing on your OSSE IDEAfacts list but was NOT attending your school on December 1	Child Count Support
If a student you believe should be included in the COUNT is not appearing in your OSSE IDEAfacts list but is in SEDS	Child Count Support
If a student you believe should be included in the COUNT is not appearing in your OSSE IDEAfacts list and is NOT appearing in SEDS	Child Count Support
If you are not able to access your OSSE IDEAfacts application	OSSE.IDEADATA@DC.GOV
If you need a new/different person to have access to your OSSE IDEAfacts application	OSSE.IDEADATA@DC.GOV
If you need any assistance with using the OSSE IDEAfacts application	Child Count Support
If you want information about when an Webinar for using the OSSE IDEAfacts application will be available	OSSE.IDEADATA@DC.GOV
If you submit your certification and OSSE accepts it but you then realize there was an error	OSSE.IDEADATA@DC.GOV
If you have any questions specifically about what educational environment to select for a student or group of students	OSSE.IDEADATA@DC.GOV
If you have any questions about the overall Child Count Process	OSSE.IDEADATA@DC.GOV

General Contact Information

OSSE Department of Special Education (DSE)

Sreeja Nair – Director for Data for Special Education

Sreeja.Nair@dc.gov

OSSE Department of Specialized Education Analysis Team: osse.ideadata@dc.gov

OSSE Office of Data Management (ODM)

Jeffrey Noel – Director for Office of Data Management

Jeffrey.Noel@dc.gov

SEDS Team Contacts:

Lori.Ludwick@dc.gov

AngelT.Johnson@dc.gov

Rohini.Thukral@dc.gov

Karl.Schumann@dc.gov

Tara.Beaner@dc.gov

SEDS Resource Site - [Child Count Support](#)

Additional Guidance on Child Count and Educational Environments

The Data Accountability Center, which provides technical assistance to states on federal reporting requirements, has data collection guidance on its website, which is appended to this version of the OSSE *IDEAfacts* Application User Guide for LEAs to understand the federal legislation.

IDEA Part B Data Child Count Fact Sheet (Child Count 2011 – Not revised for 2012 yet)

<http://www.ideadata.org/docs/ChildcountPtB-2011.pdf>

IDEA Part B Data Child Count Questions & Answers (March 2009, Reviewed March 2012)

<http://www.ideadata.org/docs/ChildcountPtBQA.pdf>

IDEA Part B Data Educational Environments Fact Sheet (Child Count 2011 – Not revised for 2012 yet)

<http://www.ideadata.org/docs/EnvironmentPtB-2011.pdf>

IDEA Part B Data Educational Environments Questions & Answers (March 2012)

<http://www.ideadata.org/docs/6-21EdEnvironsPtBQA.pdf>

All of these documents can be found at: <http://www.ideadata.org/618DataCollection.asp>

LEAs should also reference applicable local regulations on federal reporting, including but not limited to the final rulemaking of section 3019, in Chapter 30 (Special Education Policy) of Title 5-E (Education, Original Title 5) of the District of Columbia Municipal Regulations (DCMR), issued on December 4, 2009.