

# **Sped IEP Tools for CSI Charter Schools**

**Alpine Achievement Systems  
Webinar**

# Webinar Focus

- What are tools and settings in Alpine for IEPs
- Intro to State Verify Tool in Alpine
- How to create the **CDE Data Pipeline output**
- Next in Series
  - Efficiencies and Effective habits in Alpine
  - State Verify Tool - in depth
  - EOY collection



# Webinar Protocols

- PowerPoint Outline
- Jump out to demo account to show Alpine tools and settings
- Recorded
- **Who to contact** for support?
  - CSI, Alpine, League




# Habit #1



REVIEW PERMISSIONS  
FOR YOUR IEP  
STAFF

- New School Accounts - **Full user access**
- *Account/Setup – Permission Profiles*
- “Special Education” User Profile Settings
- Access to IEP data
- Edit, Copy, Delete, and Freeze

# Profile Permissions

**Edit Permission Profile Settings**   

<b>General</b>	
Name	SpEd
Identifier	SpEd
Type	School
<b>Access to Students</b>	
<input checked="" type="checkbox"/> Access to Individual Students	
<input type="checkbox"/> Access to Students in Shared Groups Only?	
<b>Reporting Restrictions for Summary Reporting</b>	
<input checked="" type="checkbox"/> Minimum Group Size	1
<input checked="" type="checkbox"/> How Far Back?	Current + 3 Years
<input checked="" type="checkbox"/> How Far Forward? (STAFF)	Current
<b>Reporting Field Visibility (can also be set by individual users)</b>	
<input type="checkbox"/> Teacher	
<input type="checkbox"/> Free/Reduced Lunch	
<input type="checkbox"/> Programs	
<input type="checkbox"/> At Risk	
<input type="checkbox"/> Other Personal Student Data	
<input checked="" type="checkbox"/> Special Education	
<b>Measure Default Settings (defaults, but also modifiable per measure)</b>	
<input checked="" type="checkbox"/> Data Entry/Editing	Edit current year
<input checked="" type="checkbox"/> Copy Records	
<input type="checkbox"/> Delete Records	Delete Only
<input type="checkbox"/> Freeze Records	No

# Habit #1 – Part 2



REVIEW PERMISSIONS  
FOR YOUR IEP  
STAFF

- Review Users per profile
- Additional Permissions for Sped IEP Measures
- *Account/Setup – Student Measures*
- “Data Verification” permission

# Habit #2: Turn **ON** State Reporting Fields

- SpEd IEP home page
- Left Sidebar – Report Settings
- Choose: *Special Ed.* = Yes under Report Settings
- Which fields are included?
- **Stay on?** Pros and cons



# Report Settings Fly Out

The screenshot displays a software interface with a sidebar on the left and a main content area on the right. The sidebar contains a 'Report Settings' section with a 'Change' button highlighted by a red rectangle. The main content area shows a 'Summary Minimum' value of 16, a 'Confidential Stamp' set to 'Off', and a 'Restricted Field Visibility' section with various settings. A fly-out menu is open over the 'Change' button, showing the same settings in a more detailed view.

**Report Settings**

Summary Minimum 16  
Confidential Stamp Off  
SpEd Yes  
Restricted Fields:  
SpEd Yes

**Change**

**Summary Minimum** 13 14 15 16

**Confidential Stamp** On Off

**Restricted Field Visibility**

F/R Lunch Yes No

Programs Yes No

At Risk Yes No

Personal Yes No

Special Ed. Yes No

☒ Stay On

**Update**



# State Reporting Tool

- Link from the Sped IEP home – Spreadsheets for Dec Count and EOY; **Verify for State link**

Student Data (View/Enter/Edit) >> [Browse](#) - OR - Lookup:

Summarize | Analyze : [Rosters](#) [Quick Graphs](#) [Summary Reports](#) [Go To Multiple Measures](#)

Meaning/Action Resources : [General Resources](#) [Our Resources](#) [Learning Resources](#)

Manage This Measure : [Master Settings](#) [Report Setup](#) [Local Settings](#)

Utilities : [Help](#) [State Reporting](#) [Staff](#)

**LOCAL ANNOUNCEMENTS**

(no local announcements at this time)









[December Count Spreadsheet](#) ✕  
[End Of Year Spreadsheet](#)  
[Verify for State](#)

# Add a new December Count Submission

## SpEd IEP State Verify Home

[Return to SpEd IEP Home](#)

### Reports

Actions	Name	Date
	December Count 2015	07/31/2015
	EOY 2014	06/30/2015
	December 2014 - Copy	12/02/2014
	December 2014	12/01/2014
	Guide Testing	04/16/2014
	Training Example - 2013	12/01/2013
	December 2013	06/29/2013
	Add new submission	





# Four Steps

- **Step 1: Submission settings**

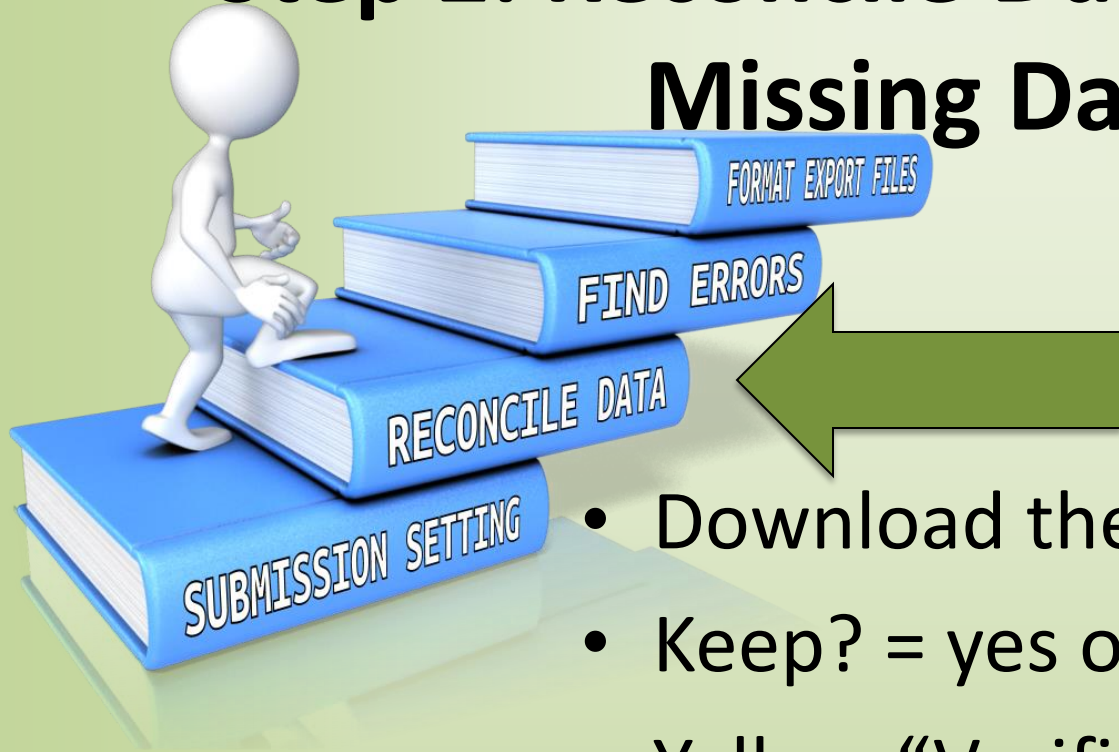
- Date range for records
- First day of school
- Types of records
- Active and Inactive



# Submission Settings

Name	December Count 2015
Report Type	December Count ▾
Data Date Range	12/01/2014  to 12/01/2015 
Administrative Unit	Charter School Institute ▾
Are you in the sampling for indicator 8 and 14?	No ▾
When was your 1st day of school?	09/01/2015 
Include the following types of records:	<input checked="" type="checkbox"/> IEP ** Always Included <input checked="" type="checkbox"/> Eligibility <input checked="" type="checkbox"/> State <input checked="" type="checkbox"/> Verified for State <input checked="" type="checkbox"/> Transfer <input type="checkbox"/> Other
Keep submission up-to-date?	Yes ▾
Include inactive records?	No ▾
Only include currently enrolled students?	No ▾
Additional Students <small>Enter one SASID per line</small>	<div>123456789</div> 
Sort By	Grade, Student Name ▾
Show Excluded Students on Step 2?	Show ▾
Excluded Students	
<div>Save - or - Cancel</div>	

# Step 2: Reconcile Duplicates and Missing Data



- Download the excel file
- Keep? = yes or no.
- Yellow “Verified4State” row.
- Reupload the Excel file with your changes to Alpine
- Dry run and system feedback

# Step 2 – Reconcile Data

## Step 2: Reconcile Duplicate and Missing Data

### Download File

Download all data within the data data range for reconciling duplicates and missing data.

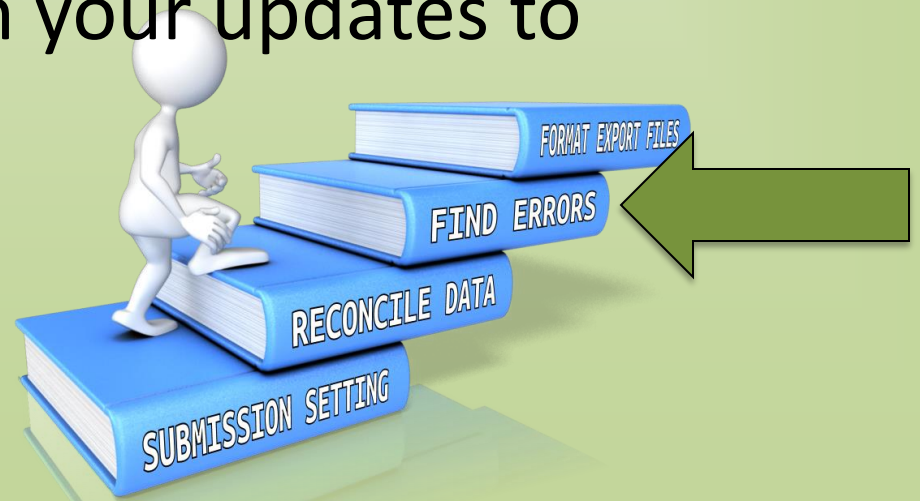
### Upload File

After reconciling duplicates and missing data, select and upload your saved file.

File:  No file selected.

# Step 3: Find and Correct Errors

- Download file. Step 3 file has columns with errors indicated by Exclamation marks.
- Note: IEP record vs State Verify Record vs Computed for State record
- Use filters in Excel
- **Make changes to yellow “Verified4State” row**
- Re-upload Excel file with your updates to Alpine



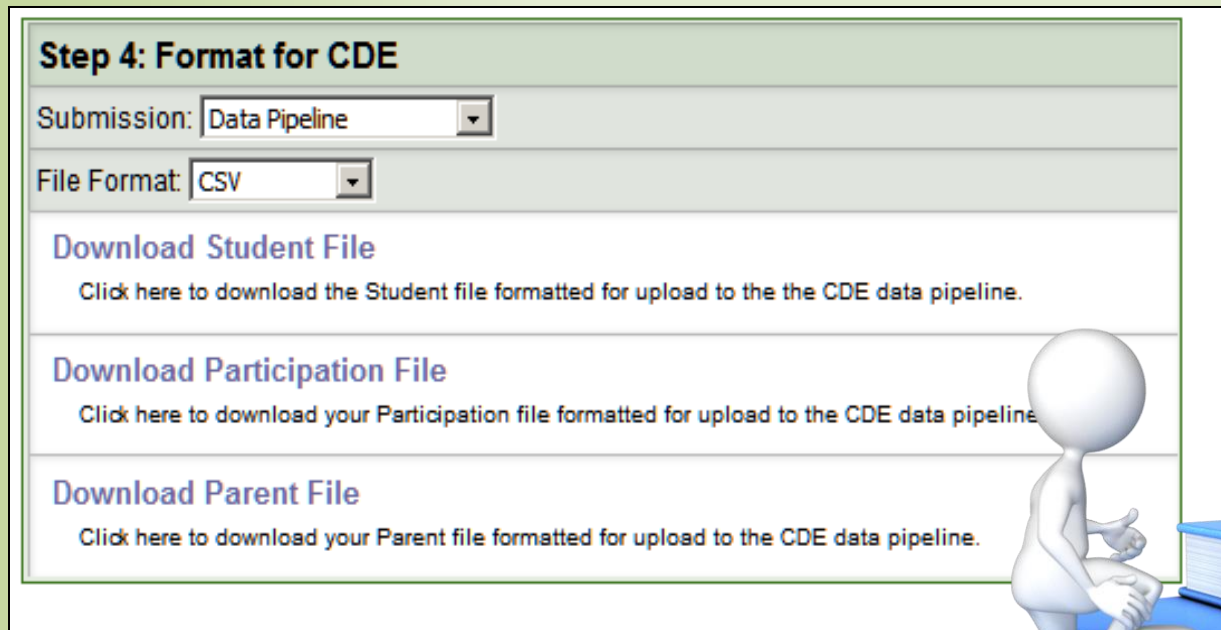
## Step 3 Errors Correction

A		B	C	D	E	F	G	N		O	P	Q		R	S	T	U	V	W	X	Y	Z	AA
Reference Fields							Identification Fields																
Student	CurSch	CurGrd	MtgDate	MtgType	Active?	Keep?	AdminUnit	002	117	StuIDSt	106	122	124	252	StuIDLoc	003	Fname	013	MidName	016	Ln		
Keep -->							x	0	0	x	0	0	0	0	x	0	x	0	x	1	x		
Orphan, Annie	9952	PK	12012014	Computed4State	yes		64143			0000000009					0000000009		Annie				Or		
Orphan, Annie	9952	PK	12012014	Verified4State	yes	yes	64143			0000000009					0000000009		Annie			!	Or		
Adams, Bette	9952	4	12012014	Computed4State	yes		64143			1234567891					0000412353		Bette		Bea		Ad		
Adams, Bette	9952	4	12012014	Verified4State	yes	yes	64143			1234567891					0000412353		Bette		Bea		Ad		



# Step 4: Format Export Files for CDE

- Download each file in csv format
- Must have uploaded Step 2 or 3 file



**Step 4: Format for CDE**

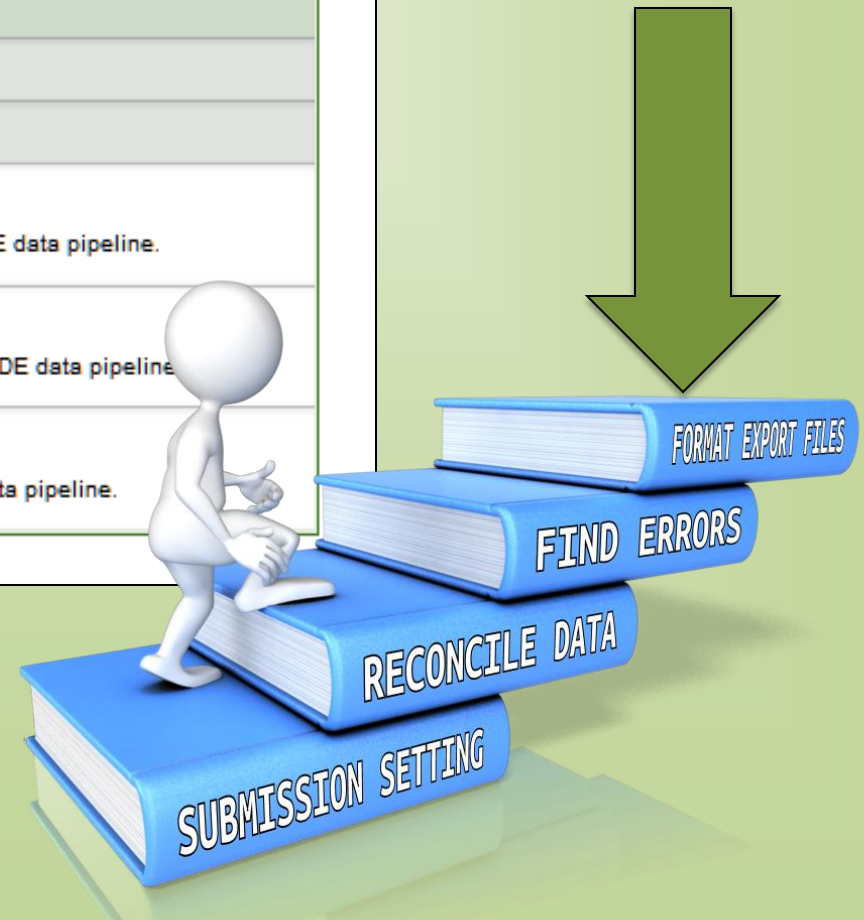
Submission:

File Format:

**Download Student File**  
Click here to download the Student file formatted for upload to the the CDE data pipeline.

**Download Participation File**  
Click here to download your Participation file formatted for upload to the CDE data pipeline.

**Download Parent File**  
Click here to download your Parent file formatted for upload to the CDE data pipeline.



# Thank You

- Who to Contact
  - CSI:
    - Content Questions: Matt Hudson
    - Data Submission: Elizabeth McKinley/Janet Dinnen
  - Alpine: Jim McIntosh

