

2020-21 Special Education End of Year Training

Summary Certification Report Review



Importance of SPED EOY

Collection Details

Confirmation of Data Accuracy



Example Report – Tab Walk through

Review Each Tab and Discuss Importance



Signed Summary Certification Deadlines

Changes to Data

Final Signed Copy





Importance of SPED EOY



Purpose of the SPED EOY Collection

The SPED End of Year Snapshot collects information on the following:

- **Students who were referred, evaluated, and/or received services during the current school year of July 1st to June 30th.**
- **The specific services the students received.**
- **Dates of parental consent, evaluations completed, and meetings.**
- **Information on students exiting Special education, the basis for the exit, and Part C Evaluations.**



courtesy of clipart.email



Importance of Reviewing Data for Accuracy

Verify...

- All students who have an active IEP and receiving services are being reported as such.
- Students who have exited Special Education and reason for the exit (including Graduates/Completers).
- Services provided and hours SPED Team has spent working with the students.
- Newly tested students for the current year versus returning students.
- The path student is being reported on for newly tested (typically path 3 for CSI)



courtesy of clipartkey.com

It is important that this information is reviewed by the school and CSI prior to submitting to the State – Accuracy is Key!



Example Report Tab Walkthrough



Summary Report Tabs

Instructions

Certification

“1” Tab

“2” Tab

Program Participation

Student Snapshot Records

Warnings



Instructions Tab

20-21 SPED EOY Summary Report and Certification		
<p>Instructions The purpose of the Special Education End of Year Collection is to obtain data on students who were referred, evaluated, or received special education services throughout the current school year.</p> <p>The data included in this summary report were derived from the following interchange file submissions for the Special Education End of Year and End of Year Collections: Child and Participation (SPED EOY) Student Demographics (SD) and Student School Association (SSA) from the Student Interchange.</p> <p>Please see the table below this Instructions section that describes both the content of each tab and how to review the data in each one for accuracy. If you need to look up codes listed in either the child or participation files, the file layout files are available on the CSI website under the Special Education EOY at https://resources.csi.state.co.us/special-education-end-of-year/</p> <p>If you find discrepancies, update the data in your system and either create new files and submit them to CSI or you can notify CSI of the errors and we will correct the applicable files on our end. The second option is often preferable to limit the possibility of altering other data in your files and potentially creating new errors. We only follow this process after you are error free and have been provided your first summary report. After we have corrected the data, then CSI will provide you with an updated summary report to review again. To notify CSI of discrepancies in your data, simply send an email to submission_csi@csi.state.co.us.</p> <p>After your review is complete and your school is in agreement with the data provided, then have all required staff sign the Certification tab and return an electronic copy to CSI. Please email electronic copies to submissions_csi@csi.state.co.us. You must complete your review and return the certification tab by the deadline of June 18, 2021. Please notify CSI as soon as possible of any discrepancies so that we can get those corrected and provide you with a new summary report as quickly as possible and stay well within the CDE deadlines for the SPED EOY collection.</p> <p>Criteria for inclusion in the Special Education Snapshot:</p> <ul style="list-style-type: none"> o Must be included in both the Child and Participation files o Must contain a matching SASID and/or LASID in both the Child and Participation files. o Must be error free in both the Child and Participation Files o All records that meet the above criteria will be pulled into the snapshot EXCEPT those with a PAI code of 23, 24, 31, or 32 or a Special Education Part C Referral code of 00. <p>Notes</p> <ul style="list-style-type: none"> o The Student Interchange is the primary source for SASID, LASID, Student's First Name, Student's Middle Name, Student's Last Name, Gender, Date of Birth, Ethnicity, Race, and Grade. o If the record is not submitted in the Student Interchange, the demographic fields listed above will be pulled from the Special Education IEP Interchange. o The Special Education, Child, Participation, and Student Interchange files will be joined based on the following criteria: SASID, LASID, School Year, Admin Unit, and error free records. o Data pulled from the Student Profile Interchange will be non-tagged data. <p>Note: The primary key for the Special Education End of Year Snapshot aligns with the primary key for the IEP Interchange and Student Interchange.</p>		
Tab	Description	What to Do
Certification	Signature form for the purpose of confirming that all staff listed have reviewed the summary report and agree to the accuracy of the data submitted.	Print the form, have all staff sign and date it once you have completed your review of the entire summary report, then follow the directions on the form to submit it to CSI by the deadline date.
1	Listing of Children whose IEP was not finalized within 90 calendar days	Review the listing of students to ensure the Path dates are all correct paying particular attention to the Date of Parental Consent and Date IEP Implemented and compare information to paperwork and plan management system. Make adjustments if necessary.
<div style="display: flex; justify-content: space-between; align-items: center;"> < > <div style="border: 2px solid red; padding: 2px;">Instructions</div> <div style="display: flex; gap: 10px;"> Certification 1 2 Program Participation </div> <div style="display: flex; gap: 10px;"> Student Snapshot Records Warnings + </div> </div>		



Program Participation Tab

Special Education End of Year Summary		
Summary of SPED Student Count Reported by Year		
School Year	Total SPED Students Reported	
2017-2018	18	
2018-2019 Current	21	
Current Year SPED Student Count by SPED Part C Referral (New vs. Returning)		
SPED Part C Referral Code	Part C Description	Total SPED Students Reported
03 (New)	Part B Services (Path 3 Only)	6
06 (Returning)	No initial referral during the current reporting period	15
Total		21
Current Year SPED Student Count by Grade		
Grade Level Code	Grade	Total SPED Students Reported
002	Infant	0
004	Preschool	0
006	Half Day Kindergarten (450+ hours)	0
007	Full Day Kindergarten (900+ hours)	4
▶ Instructions Certification 1 2 Program Participation Student Snapshot Records W		



Student Snapshot Records Tab

Admin Un	SASID	LASID	First Name	Middle Name	Last Name	Gender	St	Birth Date	Stu	Ethnicity	S	Race India	Race Asian	Race Black	Race White	Race Haw	Primary D	ELL Yes/No	Entry Gra
80010						02		6/5/2009	0		0	0	0	1	0	04	0	030	
80010						01		10/2/2007	0		0	0	0	1	0	04	0	050	
80010						02		10/5/2009	1		0	0	0	1	0	04	0	030	
80010						02		9/27/2010	0		0	0	1	0	0	04	0	020	
80010						01		2/16/2008	1		1	0	0	1	0	08	0	050	
80010						02		9/6/2012	1		0	0	0	1	0	08	0	007	
80010						02		10/14/2006	0		0	0	0	1	0	04	0	050	
80010						02		7/4/2011	0		0	0	0	1	0	08	0	020	
80010						02		5/28/2009	0		0	0	0	1	0	04	0	030	
80010						02		8/20/2012	0		0	0	1	0	0	11	0	007	
80010						02		9/19/2007	0		0	0	0	1	0	08	0	050	
80010						02		3/29/2013	0		0	0	0	1	0	08	0	007	
80010						02		8/29/2013	1		0	0	0	1	0	08	0	007	
80010						02		11/21/2008	0		0	0	0	1	0	13	0	040	
80010						02		9/5/2009	0		0	0	0	1	0	04	0	040	
80010						01		1/26/2010	1		0	0	1	0	0	04	0	030	
80010						02		5/23/2008	0		0	0	1	0	0	04	0	030	
80010						02		3/11/2008	0		0	0	0	1	0	16	0	050	

Instructions Certification 1 2 Program Participation **Student Snapshot Records** Warnings +



Signed Summary Certification Deadlines



Remaining Due Dates

First and Second Week of June – CSI will provide the Summary Report for Review

June 16th 2021 – Due date to have any changes submitted based on summary review

June 18th 2021 – All signed Certification tabs must be returned to CSI

***** All Data should be reviewed thoroughly to ensure accuracy – submitting changes to correct data is encouraged*****



Thank you for Reviewing this Training

Contact the Submissions Inbox with Questions:
Submissions_CSI@csi.state.co.us

