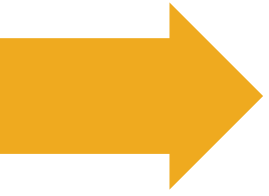


SPED End of Year Training

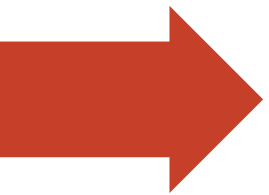
Participation File Coding Scenarios

Recorded February 2022



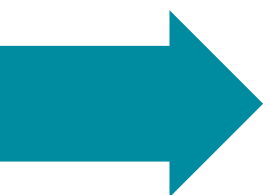
Participation Coding Scenarios

6 scenarios and how best to code them



Resources for Coding Students

- Participation File Coding Scenarios Document
- File Layouts



Timelines and Deadlines

Training reflects data from the 21-22 school year, but the scenarios are relevant and can be used for any school year



SPED EOY Scenarios

Scenario 1

Path 3

Jenny, age 11, was referred for a Part B initial evaluation.

Parental consent was received on 11/5/2021 and the Evaluation was completed on 11/22/2021.

Jenny was determined to be eligible on 11/26/2021 with the IEP being fully implemented on 12/1/2021 and she began receiving services immediately.

	School, Facility, or Detention Center Code	Y
	Special Education Part C Referral	03
Path 1	Date Referred for Part C	00000000
	Date of Parental Consent to Evaluate	00000000
	Date Evaluation Completed	00000000
	Reason for Delay in Completing the Evaluation	00
	Eligibility and Services Path 1	00
Path 2	Date Child is Referred to the Part C SYstem	00000000
	Date Child is Found Eligible for Part C Services	00000000
	Date of Referral to AU from Local CCB	00000000
	Date of Parental Consent to Evaluate	00000000
	Date Evaluation Completed	00000000
	Reason for Delay in Completing the Evaluation	00
	Date of Initial Eligibility Meeting	00000000
	Reason for Delay in Initial Eligibility Meeting	00
	Date IEP was Implemented	00000000
	Reason for Delay in IEP Implementation	00
Eligibility and Services Path 2	00	
Path 3	Date of Parental Consent to Evaluate	11052021
	Date Evaluation Completed	11222021
	Reason for Delay in Completing the Evaluation	00
	Date of Initial Eligibility Meeting	11262021
	Date Initial IEP was Finalized	12012021
	Reason for Delay in Finalizing the Initial IEP	00
	Date IEP was Implemented	12012021
	Reason the IEP was Never Implemented	00
Eligibility and Services Path 3	02	
	Current Eligibility and Services	02
	Primary Disability	Y
	Hours of Special Education Services	Y
	Date of Entry into Special Education	Y
	Date of Exit from Special Education	00000000
	Basis of Exit	00

Scenario 2

No Path (continuer who exited)

Taylor was receiving special education services.

On 10/27/2021 the IEP team had an eligibility review meeting and determined that Taylor no longer qualified for special education.

(Primary Disability and Hours of Special Education Services are required because Taylor received services during the reporting period. Use the disability and hours on the IEP that was in effect prior to Taylor being staffed out.)

	School, Facility, or Detention Center Code	Y
	Special Education Part C Referral	06
Path 1	Date Referred for Part C	00000000
	Date of Parental Consent to Evaluate	00000000
	Date Evaluation Completed	00000000
	Reason for Delay in Completing the Evaluation	00
	Eligibility and Services Path 1	00
Path 2	Date Child is Referred to the Part C SYstem	00000000
	Date Child is Found Eligible for Part C Services	00000000
	Date of Referral to AU from Local CCB	00000000
	Date of Parental Consent to Evaluate	00000000
	Date Evaluation Completed	00000000
	Reason for Delay in Completing the Evaluation	00
	Date of Initial Eligibility Meeting	00000000
	Reason for Delay in Initial Eligibility Meeting	00
	Date IEP was Implemented	00000000
	Reason for Delay in IEP Implementation	00
	Eligibility and Services Path 2	00
Path 3	Date of Parental Consent to Evaluate	00000000
	Date Evaluation Completed	00000000
	Reason for Delay in Completing the Evaluation	00
	Date of Initial Eligibility Meeting	00000000
	Date Initial IEP was Finalized	00000000
	Reason for Delay in Finalizing the Initial IEP	00
	Date IEP was Implemented	00000000
	Reason the IEP was Never Implemented	00
Eligibility and Services Path 3	00	
	Current Eligibility and Services	02
	Primary Disability	Y
	Hours of Special Education Services	Y
	Date of Entry into Special Education	Y
	Date of Exit from Special Education	10272021
	Basis of Exit	09

Scenario 3

Path 3

Collin, age 7, transferred into your school mid-year with an existing IEP from a previous school.

A meeting was held and determined that Collin would continue working with existing IEP.

Collin began receiving services immediately.

	School, Facility, or Detention Center Code	Y
	Special Education Part C Referral	06
Path 1	Date Referred for Part C	00000000
	Date of Parental Consent to Evaluate	00000000
	Date Evaluation Completed	00000000
	Reason for Delay in Completing the Evaluation	00
	Eligibility and Services Path 1	00
Path 2	Date Child is Referred to the Part C SYstem	00000000
	Date Child is Found Eligible for Part C Services	00000000
	Date of Referral to AU from Local CCB	00000000
	Date of Parental Consent to Evaluate	00000000
	Date Evaluation Completed	00000000
	Reason for Delay in Completing the Evaluation	00
	Date of Initial Eligibility Meeting	00000000
	Reason for Delay in Initial Eligibility Meeting	00
	Date IEP was Implemented	00000000
	Reason for Delay in IEP Implementation	00
	Eligibility and Services Path 2	00
Path 3	Date of Parental Consent to Evaluate	00000000
	Date Evaluation Completed	00000000
	Reason for Delay in Completing the Evaluation	00
	Date of Initial Eligibility Meeting	00000000
	Date Initial IEP was Finalized	00000000
	Reason for Delay in Finalizing the Initial IEP	00
	Date IEP was Implemented	00000000
	Reason the IEP was Never Implemented	00
Eligibility and Services Path 3	00	
	Current Eligibility and Services	02
	Primary Disability	Y
	Hours of Special Education Services	Y
	Date of Entry into Special Education	Y
	Date of Exit from Special Education	00000000
	Basis of Exit	00

Scenario 4

No Path

Avery, age 9, was referred for a Part B evaluation.

Parental consent to evaluate was received on 2/2/2022 and the evaluation was completed on 2/26/2022.

Avery was determined to not be eligible on 3/10/2022.

(The process is stopped because the student was not found to be eligible.)

	School, Facility, or Detention Center Code	Y
	Special Education Part C Referral	03
Path 1	Date Referred for Part C	00000000
	Date of Parental Consent to Evaluate	00000000
	Date Evaluation Completed	00000000
	Reason for Delay in Completing the Evaluation	00
	Eligibility and Services Path 1	00
Path 2	Date Child is Referred to the Part C SYstem	00000000
	Date Child is Found Eligible for Part C Services	00000000
	Date of Referral to AU from Local CCB	00000000
	Date of Parental Consent to Evaluate	00000000
	Date Evaluation Completed	00000000
	Reason for Delay in Completing the Evaluation	00
	Date of Initial Eligibility Meeting	00000000
	Reason for Delay in Initial Eligibility Meeting	00
	Date IEP was Implemented	00000000
	Reason for Delay in IEP Implementation	00
	Eligibility and Services Path 2	00
Path 3	Date of Parental Consent to Evaluate	02022022
	Date Evaluation Completed	02262022
	Reason for Delay in Completing the Evaluation	00
	Date of Initial Eligibility Meeting	03102022
	Date Initial IEP was Finalized	00000000
	Reason for Delay in Finalizing the Initial IEP	00
	Date IEP was Implemented	00000000
	Reason the IEP was Never Implemented	00
Eligibility and Services Path 3	04	
	Current Eligibility and Services	04
	Primary Disability	N
	Hours of Special Education Services	N
	Date of Entry into Special Education	N
	Date of Exit from Special Education	00000000
	Basis of Exit	00

Scenario 5

Path 3

Grant, age 12, was referred for an initial evaluation and received parental consent on 12/11/2021.

The evaluation process was started, but family left the country for an extended period of time delaying the completion of the evaluation until 2/20/2022.

Grant was determined to be eligible on 2/26/2022 and began receiving services on 3/2/2022.

(Reason for evaluation delay required as the time between parental consent and evaluation complete was more than 60 days)

	School, Facility, or Detention Center Code	Y
	Special Education Part C Referral	03
Path 1	Date Referred for Part C	00000000
	Date of Parental Consent to Evaluate	00000000
	Date Evaluation Completed	00000000
	Reason for Delay in Completing the Evaluation	00
	Eligibility and Services Path 1	00
Path 2	Date Child is Referred to the Part C SYstem	00000000
	Date Child is Found Eligible for Part C Services	00000000
	Date of Referral to AU from Local CCB	00000000
	Date of Parental Consent to Evaluate	00000000
	Date Evaluation Completed	00000000
	Reason for Delay in Completing the Evaluation	00
	Date of Initial Eligibility Meeting	00000000
	Reason for Delay in Initial Eligibility Meeting	00
	Date IEP was Implemented	00000000
	Reason for Delay in IEP Implementation	00
	Eligibility and Services Path 2	00
Path 3	Date of Parental Consent to Evaluate	12112021
	Date Evaluation Completed	02202022
	Reason for Delay in Completing the Evaluation	45
	Date of Initial Eligibility Meeting	02262022
	Date Initial IEP was Finalized	03022022
	Reason for Delay in Finalizing the Initial IEP	00
	Date IEP was Implemented	03022022
	Reason the IEP was Never Implemented	00
Eligibility and Services Path 3	02	
	Current Eligibility and Services	02
	Primary Disability	Y
	Hours of Special Education Services	Y
	Date of Entry into Special Education	Y
	Date of Exit from Special Education	00000000
	Basis of Exit	00

Scenario 6

Path 3

Melanie, age 10, was referred for an initial evaluation and received parental consent on 03/01/2022.

The parental consent was received, and the evaluation was completed in early March 2020. The student was determined eligible with a meeting scheduled the following week.

However, the parents decided to refuse Special Education services.

	School, Facility, or Detention Center Code	Y
	Special Education Part C Referral	03
Path 1	Date Referred for Part C	00000000
	Date of Parental Consent to Evaluate	00000000
	Date Evaluation Completed	00000000
	Reason for Delay in Completing the Evaluation	00
	Eligibility and Services Path 1	00
Path 2	Date Child is Referred to the Part C SYstem	00000000
	Date Child is Found Eligible for Part C Services	00000000
	Date of Referral to AU from Local CCB	00000000
	Date of Parental Consent to Evaluate	00000000
	Date Evaluation Completed	00000000
	Reason for Delay in Completing the Evaluation	00
	Date of Initial Eligibility Meeting	00000000
	Reason for Delay in Initial Eligibility Meeting	00
	Date IEP was Implemented	00000000
	Reason for Delay in IEP Implementation	00
Eligibility and Services Path 2	00	
Path 3	Date of Parental Consent to Evaluate	03012022
	Date Evaluation Completed	03082022
	Reason for Delay in Completing the Evaluation	00
	Date of Initial Eligibility Meeting	03142022
	Date Initial IEP was Finalized	00000000
	Reason for Delay in Finalizing the Initial IEP	01
	Date IEP was Implemented	00000000
	Reason the IEP was Never Implemented	01
Eligibility and Services Path 3	02	
	Current Eligibility and Services	02
	Primary Disability	Y
	Hours of Special Education Services	0000
	Date of Entry into Special Education	00000000
	Date of Exit from Special Education	00000000
	Basis of Exit	00



Student Coding Resources



File Layout and Definition Documents – CSI Additions

2021-2022 Special Education IEP Interchange – Participation File

CSI clarifications and additions are in green font in this document

Purpose:
The purpose of the Special Education Participation File is to collect information on the services students in Special Education are receiving.


Dependencies:

- Student has been assigned a SASID (if required) obtained from the RITS system. For students without a SASID, this field is zero-filled and LASID is required.
- If student has been assigned a LASID by the district, the LASID reported in the Participation File must match the LASID reported by the district in the Student Interchange files.
- A record with the student's SASID and or LASID combination also exists in the Special Education Child File.

Important! If there is not a matching record in the Child File, the record will not be included in the snapshot.

Record Expectation:
There should be a record for each student who was referred, evaluated, or received special education services in your Administrative Unit or State Operated Program. This should include resident students who are eligible for services regardless of where they receive services and students who are parentally placed in a private school within the boundaries of your Administrative Unit and do not receive any services from yours or any other AU.

Use Summary: (Fields from this file are used in the following CDE Collections which require LEA/AU effort):
[Special Education December Count](#), [Special Education End of Year](#), [Special Education Discipline](#)

 - Indicates Primary Key

* Indicates required (ZERO-FILL ALL NON-APPLICABLE FIELDS)
Accepted formats are CSV, Excel, or Text and a header row is required in CSV and Excel
No spaces permitted in file name



Thank you for Reviewing this Training

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

