Data Validation Strategies Checklist – Discipline Collections (School and SPED)

This checklist contains some strategies for validating both the Discipline Collections (School and SPED Discipline) and is by no means a comprehensive list. Each school should have an internal process in plan for validating data. Each school is strongly encouraged to use this checklist to help ensure the accuracy of their data.

CSI would welcome any strategies each school has developed. If you have any questions about this document or would like to share strategies that can be added to this list, please contact the Data Submissions inbox at Submissions_CSI@csi.state.co.us.

School Discipline Collection

Discipline by Action

☐   Ensure that all setup processes have taken place as outlined in either the Discipline Incident Setup in the Colorado PowerSchool site or the Behavior Data Management and Reporting in Campus Community.

☐ Verify that all reportable incidents occurred within the current school year and are accurately reported within your SIS.

> ☐ Ensure that a State Reportable Behavior/Allegation code has been input for the incident/behavior.

> ☐ Confirm that a State Reportable Resolution has occurred for the Behavior/Allegation within the same reporting year, and both are tied to the offender.

☐   Ensure no records on the file contain a blank behavior code.

Discipline by Student Demographics

☐   Confirm that all Incidents (one of the coded behaviors/allegations or an incident that resulted in a suspension or expulsion) that were recorded on the Discipline by Action file were reflected in the Discipline by Student Demographics file.

☐   Ensure that the total resulting actions are greater than or equal to the number of behaviors/incidents reported on the Discipline by Action file.

☐ Verify that all Special Education students are coded as such in your SIS particularly if using another Plan Management System for SPED Collections. Students should have:
> ☐A Primary Disability
> ☐IEP Field Flagged
> ☐Valid Special Education Entry Date
> ☐The incident must have occurred within the Start and End Date ranges for IEP

These fields can be found in the Special Ed tab in PowerSchool and at the bottom of the current year's enrollment page in Infinite Campus.

☐   Verify that all behaviors and resulting actions being recorded occurred during the current school year. If a behavior occurred in the prior year, but the resulting action spanned multiple years, an exception must be requested. Email CSI an explanation that will be sent to CDE.

☐ Collaborate with the SPED Team on Suspensions/Expulsions of Special Education Students (flagged as 1 in IDEA/Special Education) and ensure the number of resulting actions your school is reporting matches what is being reported for SPED Discipline.

☐ If Disciplines of Special Education students are not matching, extract the School Discipline by Student Demographics file by SASID/LASID and filter by SPED/IDEA flag of 1. Review SASID/LASID field to locate any inconsistencies across collections.

☐ Verify that the Duration Code, Assigned Duration and Actual Duration are completed for each behavior in PowerSchool. This is necessary for SPED students to be reported on the SPED Discipline Collection.

☐ Ensure that the Duration Coding, in particular the Duration of School Days has been completed on all resolutions involving Out of School Suspensions. This allows the data will be reported properly for CRDC.

Firearm (GFSA) Discipline (School)

☐ Confirm the incidents reported within the school had a weapon associated with the incident

- ☐ If so, a Firearm (GFSA) Discipline file must be included with the collection and the FirearmsWeapons field must provide the type of weapon involved.
- ☐ If not, contact CSI (submissions_csi@csi.state.co.us) to notify them that this file will not be submitted.

☐ Verify that the incident occurred on school grounds to report on Firearm (GFSA) file.

☐ Ensure that you are notifying CSI if your school had no firearm incidents in the current year as no file will need to be submitted.

SPED Discipline Collection

Discipline Action

☐ Ensure that you utilize the 2021-22 Discipline Interchange File Layout and Definitions with CSI additions as you are reviewing/correcting your SIS data and evaluating your Discipline record.

☐ Verify that all behaviors and resulting actions being recorded occurred during the current school year. If a behavior occurred in the prior year, but the resulting action spanned multiple years, an exception must be requested. Email CSI an explanation that will be sent to CDE.

☐ Confirm that the Special Education fields are completed for all students impacted in your SIS. This is located under the Special Ed tab in PowerSchool and the Special Education section of this years enrollment in IC.

☐ Verify that your Incident Identifier and Discipline Action Identifier are left blank.

☐ Ensure that you only have one record for each action associated with an incident (e.g., if a student got in trouble in the morning and then later in the afternoon – there would be an action record for each incident).

☐ Be certain that the Special Education Action Flag equals "1" for all students listed in the file.

☐ Please keep in mind that unilateral removals are different than actions (expulsions) and disciplines (suspensions).

☐ If the Disciplines, is filled with Suspension codes (01 or 02) or Expulsion (code 03), ensure that the Special Education Removal Type and Special Education Removal Reason = 00.

☐ If Disciplines is reported as 00 - meaning it is a Unilateral Removal – then ensure that the Special Educational Removal Type and Special Education Removal Reasons are not zero filled.

☐ For students who have been suspended for >=10 days or more – ensure that the Discipline Action Length field is accurate and please ensure the student has had a manifestation meeting.

☐ Complete a quick check that the number of students reported for SPED Discipline match up with the counts of students reported as SPED in School Discipline. For more details on the comparison see the New This Year training.

☐ Reach out to CSI if your school did not have any state-reportable disciplines on Special Education students this year.