

**SPECIAL EDUCATION EVENT COMPLIANCE  
REPORT EXPLANATION  
(.CSV\_2007?\_STU\_SE\_COMP\_CHECK)**

**Education Management Information System (EMIS)**



**Prepared by the  
Office of Information Policy and Management**

Revision Date June 5, 2007

**Prepared by  
Office of Information Policy and Management  
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## Revision History

The revisions to this document listed in the table below.

Revision Date	Owner/Source	Description of Change
December 21, 2006		Created
June 5, 2007		Revised to include Yearend (N) reporting period.

## Report Overview

### *General Description and Significance*

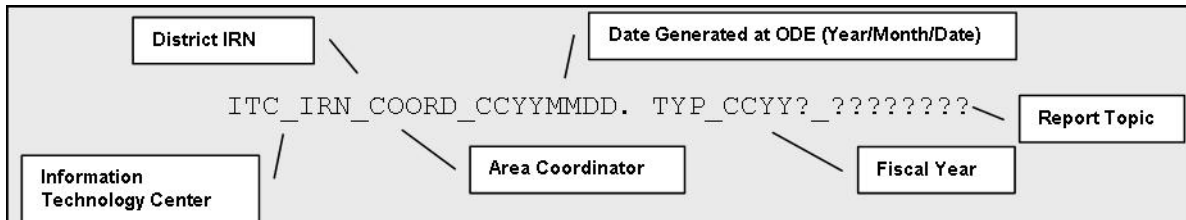
This report is new for the FY2007 October (K) and Yearend (N) reporting period. This document relates to the generation of a CSV file for those reporting periods. The purpose of this CSV file is to provide districts with information that will increase the completeness of Student Special Education information, specifically letting them know that an event occurred outside the required timeline and that an out of compliance reason was not reported.

### *Tips for Reading This Document*

- EMIS data elements are written in **SMALL CAPITAL LETTERS**.
- Report field names are written in **BOLD SMALL CAPITAL LETTERS**.
- Options (values) for each data element are indicated in *ITALICIZED CAPITAL LETTERS* and are enclosed in quotation marks.
- Record names are displayed in *italicized bold letters*.
- File names are displayed in **CAPITALIZED BOLD LETTERS**.
- CCYYP denotes the century and year and processing period.

### *Report Name and Timing*

The file name for the report is: **DAS\_IRN\_COORD\_CCYYMMDD. ???????\_CCYY**; its components are described below. This report is produced during October (K) and Yearend (N) reporting periods.



## ODE Processing

### *Process Description*

### *Data Source*

The data found on this report are derived directly from what was reported on the Student Special Education Record (GE). The only records that are listed will be those record(s) deemed to be out of compliance. The following data elements are those listed from left to right on the CSV file. OEDS will be used for the header and output file name.

### **Submitted Data Used in Report**

Element Name	Record Field #	File Name	Special Notes
Building IRN	GE040	Student Attendance	
SSID	GE050	Student Special Ed.	
Date of Birth	GI070	Student Demographic	
Gender	GI080	Student Attendance	
Grade Level	GI130	Student Attendance	
Disability Condition	GE160	Student Demographic	
Date	GE110	Student Special Ed.	
Date Type	GE100	Student Special Ed.	
Outcome ID	GE120	Student Special Ed.	

### **Report Selection Criteria**

The grade levels used must be the STATE EQUIVALENT GRADE LEVELS.

The program should produce a list of records for which a value \*\* was specified in the Non-Compliance ID Element (GE130), even though the record would require a non-compliance element as defined by the logic.

## Report Sample

### *Header Information*

The first row on the CSV file is the header row. The subsequent rows are the data for each SSID within the district IRN that is reported though the October (K) and Yearend (N) EMIS processing. There will be a separate CSV file for each district. The file name is

Prefix: ITCname\_district IRN\_area coordinator number\_ccyymmdd  
Extension Example: **.CSV\_2007K\_STU\_SE\_COMP\_CHECK**

***Header Information***

Header Row Field Titles	Starter Column	Ending Column	Field Length
BUILDING IRN	1	6	6
SSID	8	16	9
DATE OF BIRTH	18	25	8
GENDER	27	27	1
STATE EQUIVALENT GRADE LEVEL	29	30	2
DISABILITY TYPE	32	33	2
DATE	35	42	8
DATE TYPE	44	47	4
OUTCOME ID	49	52	4

***Detail Information***

This .CSV file would be grouped first by building, then within the building by SSID, and finally by Event Dates.

This table lists the possible error name and the description of the errors.

Error Name	Error description
<b>IETR 1</b>	consent date more than 60 days from IETR date
<b>IETR 2</b>	Date and/or referral missing for PSTC or RFRL
<b>IIEP 2</b>	PSTC not occurring with valid time frame
<b>IIEP 2</b>	Invalid date and/or consent missing for CNST
<b>IIEP 4</b>	Invalid date and/or IETR missing for IETR
<b>IIEP 7</b>	IIEP date invalid and/or referral missing for IIEP

**VALID OPTIONS FOR NON-COMPLIANCE ID ELEMENT**

- \*\* Not Applicable
- 01 No Identified Reason
- 02 Staff Not Available-Summer Months
- 03 Staff Not Available-School Year
- 04 Scheduling conflicts with family
- 05 Parental Choice
- 06 Parent Refused Consent
- 07 Child's Health
- 08 Student's Incarceration

This element is used to report non compliance with Federal guidelines, and should always be reported when a required timeline for an event has not been met. Non compliance determination is made by Special Ed staff, who will supply this value whenever appropriate.

The element must be reported with the appropriate value for the outcome id and date type. See Table 20 for valid combinations.

**Table 20 Date Type and Outcome Combinations**

Date Type	Outcome ID	Non Compliance ID								
		* *	0 1	0 2	0 3	0 4	0 5	0 6	0 7	0 8
<b>PSTC</b> – Preschool Transition Conference Date	****	√								
<b>RFRL</b> –Referral for Evaluation	****	√								
<b>CNST</b> Parent/Guardian Consent for Evaluation Date	CNGT CNRF CNNR CNDP	√								
<b>IETR</b> Evaluation Team Report Completion Date-Initial	ETEL ETNE ETDP	√	√	√	√	√	√	√	√	√
<b>IIEP</b> – IEP Completion Date-Initial	IESR IENS IEPR IEDP	√	√	√	√	√	√	√	√	√
<b>RIEP</b> – IEP Completion Date-Periodic Review	IESR IENS IEPR IEDP IEEX	√	√	√	√	√	√	√	√	√
<b>RETR</b> Evaluation Team Report Completion Date-Reevaluation	ETEL ETNE ETEX ETDP	√	√	√	√	√	√	√	√	√
<b>TIEP</b> Transfer Student IEP Adoption Date	IESR IENS IEPR IEDP	√								

BUILDING-IRN, SSID,DATE-OF-BIRTH,GENDER,STATE-EQUIVALENT-GRADE-LEVEL,DISABILITY,DATE,DATE-TYPE,OUTCOME-ID,ERROR 1,  
ERROR 2, ERROR 3,

133595,DC1234567,199661216,F,03,09,20060302,RFRL,\*\*, IIEP 5

133595,DC1234578,19991216,F,05,11,20060302,RFRL,\*\*, IIEP 3

133595,DC1234597,19961216,F,07,03,20060302,RFRL,\*\*, IIEP 4



## **Error Detection and Correction**

If there are discrepancies between what is on the report, and what is actually occurring in your district, there could be a coding error.

You should also review the error descriptions as they tend to point out what exactly is causing the error.

After dates are checked and found to be valid enter a Non-Compliance ID.

This program will produce a list of records for which a value \*\* was specified in the Non-Compliance ID Element (GE130), even though the record would require a non-compliance element \*\* is not valid.

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