



# Special Education Reporting

EMIS – August 2014

**Ohio** | Department  
of Education

# The Usual Reminders

- ▶ Not enough time to cover all of the details
- ▶ More information in the manual and on the ODE website – the EMIS portion and the Exceptional Children portion
- ▶ As always, the manual prevails in a conflict between this presentation and the manual

# SPECIAL ED 101

“Child with a disability” means a child evaluated in accordance with Ohio Administrative Code §3301-51-06 and found to have

- ▶ a *cognitive disability* (mental retardation),
- ▶ a *hearing impairment* including deafness,
- ▶ a *speech or language impairment*,
- ▶ a *visual impairment* including blindness,
- ▶ *emotional disturbance*,
- ▶ an *orthopedic impairment*,
- ▶ *autism*,
- ▶ *traumatic brain injury*,
- ▶ another *health impairment*,
- ▶ a *specific learning disability*,
- ▶ *deaf-blindness*, or
- ▶ *multiple disabilities*,

and who, by reason thereof, needs special education and related services.

# Special Education

Specially-designed instruction, at no cost to the parents, to meet the unique needs of a child with a disability, including instruction conducted

- ▶ in the classroom
- ▶ in the home
- ▶ in hospitals and institutions
- ▶ in other settings
- ▶ receive instruction in physical education

# Specially Designed Instruction

- ▶ Adapting the content, methodology, or delivery of instruction to meet the unique needs of the child that result from the child's disability
- ▶ To ensure access of the child to the general curriculum

# REPORTING TO EMIS

# Importance of the Data

- ▶ Identification of strengths and weaknesses of current policy
- ▶ Determine and confirm corrective actions
- ▶ Ensure compliance with the law
- ▶ Federal Funding
- ▶ State Funding



# Federal Funding

- ▶ Determines total amount state gets from federal government
- ▶ A formula divides that total federal aid into district shares
- ▶ District share goes to districts
- ▶ Districts must provide services to students at private schools

# EMIS Records Impacted

- ▶ Special Education Event (GE)
- ▶ Special Education Exemption (FE)
- ▶ Student Standing (FS)
- ▶ Student Attributes (FD/FN)
- ▶ Student Program (GQ)
- ▶ Discipline (GD)
- ▶ Assessment (FA)
- ▶ District Level Elements (DN)

# What to Report

- ▶ *All* events for which your LEA is responsible
  - ▶ Report all events as they occur
- ▶ Consent from another district isn't applicable in new district
- ▶ Report all events June 1, 2014 – June 30, 2015

# Data Collection Tool

- ▶ An optional tool for district special education staff to share data with the district EMIS staff
- ▶ When used, it is often completed at the same time as the event
- ▶ The tool is updated frequently and is posted online: search for “data collection tools for students with disabilities”

Name: \_\_\_\_\_ Data ID#: \_\_\_\_\_ DOB: \_\_\_\_\_ Date: \_\_\_\_\_  
 Resident District: \_\_\_\_\_ District of Attendance: \_\_\_\_\_ Building of Attendance: \_\_\_\_\_ Autism Scholarship? \_\_\_\_\_  
 Grade Level: \_\_\_\_\_ Race: \_\_\_\_\_ Disability Category: \_\_\_\_\_

\*\*\*\* Refer to Master Code Sheet on page 3 for codes and explanations!!!

A. Date Type Codes: Activity (GE100)		Event Date from PR-XX form (GE 110)	Outcome (GE 120)						Begin Date (GE 140)	End Date (GE 150)	Compliance
1.	PSTC (Preschool Transition Conference - ONLY for students coming from Help Me Grow)		No code currently reported, but note if parents deferred ETR due to child's age (Deferred? Yes _____ No _____)								N/A
1.	RFRL (Referral for Evaluation - after the child is suspected of having a disability)		N/A								N/A
1.	CNST (Parent Consent for Evaluation - on or after referral date)		CNGI	CNGR	CNGO	CNRF	CNNR	CNDP			
1.	IETR (Initial Evaluation Team Report - Completion due 60 days from consent)		ETNE ETDP <i>Disability Category (circle):</i> ET01 ET02 ET03 ET04 ET05 ET06 ET08 ET09 ET10 ET12 ET13 ET14 ET15 ET16								
1.	IIEP (Initial IEP - 30 days from ETR Completion; by third birthday if PSTC)		IENS IEPR IEDP <i>LRE codes (circle):</i> IE13 IE14 IE15 IE16 IE17 IE18 IE19 IE20 IE21 IE38 IE51 IE53 IE55 IE56 IE60 IE62 IE64 IE70 IE72								
1.	AIEP (Amended IEP)		Change LRE to: _____ Change Test Type To: _____ Change OGT consequences to: _____ Other _____							Must match another IEP	N/A
1.	IISP (Individual Services Plan )		IE39								N/A
1.	RISP (Individual Services Plan )		IE39								
1.	RETR (Reevaluation Team Report - 3 years from prior ETR)		ETDP ETEX <i>Disability Category (circle):</i> ET01 ET02 ET03 ET04 ET05 ET06 ET08 ET09 ET10 ET12 ET13 ET14 ET15 ET16								
1.	RIEP (Periodic Review of IEP - 1 year from previous IEP)		IENS IEPR IEDP <i>LRE codes (circle):</i> IE13 IE14 IE15 IE16 IE17 IE18 IE19 IE20 IE21 IE38 IE51 IE53 IE55 IE56 IE60 IE62 IE64 IE70 IE72								
1.	TETR (Transfer Student ETR Adoption)		ET01 ET02 ET03 ET04 ET05 ET06 ET08 ET09 ET10 ET12 ET13 ET14 ET15 ET16								
1.	TIEP (Transfer Student IEP Adoption)		<i>LRE codes (circle)</i> IE13 IE14 IE15 IE16 IE17 IE18 IE19 IE20 IE21 IE38 IECF IE51 IE53 IE55 IE56 IE60 IE62 IE64 IE70 IE72								N/A

# Date Type Elements

- ▶ PSTC – Preschool Transition Conference Date
- ▶ RFRL – Referral for Evaluation Date
- ▶ CNST Parent/Guardian Consent for Evaluation Date
- ▶ IETR/RETR/TETR Evaluation Team Report Completion Date (Initial, Reevaluation, Transfer)
- ▶ IIEP/RIEP/TIEP/ – IEP Completion Date (Initial, Reevaluation, Transfer)
- ▶ CIEP – Consent withdrawn by parent
- ▶ AIEP – Amended IEP
- ▶ IISP/RISP – ISP Completion Date (Initial, Periodic Review)

*ODE is looking for complete sets of Events!*

# DATE TYPE ELEMENTS

# PSTC–PreSchool Transition Conf.

- ▶ *Only* for students coming from Part C to Part B preschool
- ▶ Reported by district of residence
- ▶ For first-time preschool enrollees
  - ▶ EMIS will accept all special education events that occurred prior to enrollment
- ▶ Starts the compliance clock ticking, just as a referral does
- ▶ Cross-checked with Dept. of Health counts



# RFRL–Referral for Eval. Date

- ▶ Only required for initial consent
- ▶ Date child is referred for evaluation after suspected of having a disability

# CNST–Consent for Eval. Date

- ▶ Report the date the district received consent; may be different from date of signature
- ▶ Consent Not Returned (CNNR) date
  - ▶ Date district has made sufficient documented attempts to get consent
  - ▶ Attempts must go beyond backpack letters
  - ▶ Use the date the district decides to cease the attempts

# Consent Outcomes

- ▶ CNDP - Consent Moved to Due Process
- ▶ CNGI - Consent Granted for Initial Evaluation\*
- ▶ CNGR - Consent Granted for a Reviewed Evaluation
- ▶ CNGO - Consent Granted for Other Special Education Activity
- ▶ CNNR - Consent Not Returned
- ▶ CNRF - Consent Refused

# ETR–Evaluation Team Report

- ▶ Each local educational agency must conduct a full and individual initial evaluation within the required timelines before initiating special education and related services
- ▶ The district is required to conduct a reevaluation every 3 years unless the parent and the district agree that a reevaluation is unnecessary

# ETR Event Codes

- ▶ IETR – Initial ETR
- ▶ RETR – Review of ETR or decision that current documentation is sufficient
- ▶ TETR – IEP team reviews ETR of a transfer student and accepts it in its entirety

# ETR Outcomes

- ▶ ET01 through ET16 – Disability category, also reported as a student attribute on FD record
- ▶ ETDP – ETR Resulted in Due Process
- ▶ ETEX – Exiting Special Education\*
  - ▶ Not used when a student graduates or withdraws
  - ▶ Not used when a parent revokes consent for services
- ▶ ETNE – Not Eligible for Services

# IEP–Individualized Education Program

- ▶ Must be developed based on the results of the Evaluation Team Report (ETR) or on current assessment results for an annual review
- ▶ Must be developed by the IEP team within 30 days of determining eligibility

# IEP Event Codes

- ▶ IEP – Initial IEP
- ▶ RIEP – Review IEP
- ▶ TIEP – IEP team reviews and accepts IEP from another district
- ▶ CIEP – Parental Consent withdrawn
- ▶ AIEP – Amended IEP
- ▶ ISP – Individual Service Plan



# IEP Dates and Outcomes

- ▶ Date IEP team meeting is held
- ▶ Effective dates used to determine eligibility for weighted funding and Federal Child Count
- ▶ Outcomes usually show the environment
  - ▶ IE13 through IE72
  - or*
  - ▶ IEDP - IEP Resulted in Due Process
  - ▶ IENS - IEP Complete – Not Served
  - ▶ IEPR - IEP Complete – Parental Refusal

# OTHER REPORTABLE ELEMENTS

# Non-Compliance Reason

- ▶ Describes reasons an activity was not completed according to the federally mandated timelines
- ▶ Some reasons remove student records from calculation of federal reporting

# Non-compliance ID Element

- ▶ \*\* Not Applicable – Timelines were all met
- ▶ 01 No Identified Reason
- ▶ 02 Staff Not Available – Summer Months
- ▶ 03 Staff Not Available – School Year
- ▶ 04 Scheduling Conflicts with Family
- ▶ 05 Parental Choice Documented
- ▶ 06 Parent Refused Consent
- ▶ 07 Child's Health
- ▶ 08 Student's Incarceration
- ▶ 09 Compliance with timelines, but incorrect/missing data reported in a prior reporting period

# Parent Refusal

- ▶ Consent withdrawn at ETR meeting
  - Change CNST outcome to CNRF
- ▶ Revocation of consent at IEP meeting
  - Report RIEP, outcome IEPR
- ▶ Revocation of consent to existing IEP
  - Report CIEP

# Secondary Planning Element

The result of transition planning on the IEP for students age 14 and above

- \*\*\*\* Not Applicable
- TPNP - Transition Plan Not in Place
- TFYG - Four Year Grad
- TMYG - Multi Year Grad
- TPCE – Planned Continuation of Educational services

# IEP Test Type Element

Reported on the GE record

- STR – Standard
- ALT – Alternate Assessment
- STA – Standard with Accommodations
- \*\*\* – Not Applicable

# Graduation Exemption Flag

- ▶ Reported on the FE record
- ▶ Reported for each assessment area
- ▶ Indicates whether or not student is exempt from meeting the requirements of proficiency on the OGT in order to receive a diploma



# Itinerant Services

- ▶ Report as a program code - 220100
- ▶ Requires a start date and an end date
- ▶ Requires an employee ID
- ▶ If services are provided by another entity, such as an ESC, report a provider IRN

# Alternative School Setting

- ▶ EMIS Program Code 211001
- ▶ Alternative placement for a special education student who has been expelled
- ▶ Only use when student is removed to an interim alternative educational setting for not more than 45 school days if the child:
  - ▶ Possessed a weapon
  - ▶ Possessed or used illegal drugs
  - ▶ Has inflicted serious bodily injury upon another person

# TIPS

# Verifying Data

- ▶ Special Ed event record dates
- ▶ IEP outcome codes and dates
- ▶ Student disability condition on FD record
- ▶ Special education status changes
- ▶ Intra-district communication
- ▶ Data successfully transmitted to EMIS
- ▶ Review Reports
  - Disability Not Funded Report
  - IEP Future Fund Report
  - Funding Flow Report

# Reporting and Funding

- ▶ Not affected by “non-compliance reason”
- ▶ Not affected by “was it late” if reported within reporting timelines
- ▶ Not affected by just being on “IEP status/do not fund report”
- ▶ Weights are for state funding only

# Random Reminders

- ▶ Being exempted from the *consequences* of testing does not exempt a student from testing – Scores are still expected
- ▶ If student finishes at an MRDD and does not receive a diploma from the LDR, withdraw with 73
- ▶ Once a graduation date is reported for a special education student, funding ceases

# Who to Contact

- ▶ Always start with the EMIS Manual
- ▶ If additional information/assistance needed, contact your ITC
- ▶ If your ITC cannot help you, then email [Anne.Skaggs@education.ohio.gov](mailto:Anne.Skaggs@education.ohio.gov) (and include your DIRN in your email!)

# Questions?





[education.ohio.gov](http://education.ohio.gov)

# Social Media

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Ohio Teachers' Homeroom

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