

Texas Education Agency Division of IDEA Coordination

Instructions for Entering Data for State Performance Plan Indicator 7

Indicator 7: Early Childhood Outcomes

The percent of preschool children with individualized education programs (IEP) who demonstrate improved: (1) Positive social-emotional skills; (2) Acquisition and use of knowledge and skills; and (3) Use of appropriate behaviors to meet their needs.

Authorization: 20 U.S.C. 1416 (a)(3)(A)

Due Date: **August 31, 2010**

Sampling Allowed: No

Online Submission: SPP 7 can be accessed through TEASE at <https://seguin.tea.state.tx.us/apps/logon.asp>

General Instructions *

1. The 2009-2010 data collection period is **July 1, 2009 to June 30, 2010**. All children, ages three through five, who meet the Entry and Exit criteria, between July 1, 2009 and June 30, 2010, should be reported.
2. The application will only allow data from the current school year to be entered. "Date Services Began" or "Date Services Ended" must be between July 1, 2009 and June 30, 2010.
3. Student level assessment data will be collected using the Child Outcomes Summary Form (COSF) and submitted using the web-based State Performance Plan Indicator 7 (SPP 7) application.
4. Each screen in the SPP 7 application has a toolbar located at the top that allows the user to navigate to other screens. The options offered in the top toolbar depend on the user's role.

Campus Data Entry Agent: Home, Entry Child Outcomes, Exit Child Outcomes, Campus Home, FAQ, Exit

District Certifier: Home, Entry Child Outcomes, Exit Child Outcomes, Campus Home, District Home, FAQ, Exit

ESC Viewer: Home, District Home, FAQ, Exit

5. Entry and Exit Data must be submitted in the SPP 7 application for all three-, four-, and five-year-old children who meet scenarios described below:
 - **A new student.** Assessments must be conducted and results recorded on the COSF within 30 school days after a child, age three, four, or five, has been found eligible and placed in the Preschool Program for Children with Disabilities Program (PPCD).
 - **A transfer student from another district.** Assessments must be conducted and results recorded on the COSF within 30 school days after a child, age three, four, or five, has transferred into special education from another district.

Note: For a transfer student who has existing Entry Data and moves between campuses in the same district, "new" Entry Data are not required to be reported on the student by the receiving campus.

**The term District is inclusive of charter schools.*

- **A student with an auditory and/or visual impairment enrolled in a school receiving special education services prior to age three.** Upon the child's enrollment in a PPCD program at age three, an assessment team will complete the COSF using current assessment data reflecting the child's current functioning levels as he/she prepares to enter the PPCD program. The assessment date used will be the date the assessment team meets and completes the COSF.
 - **Exit data are reported for a student with entry data who has been in the PPCD program at least six months.** Assessments must be conducted and results recorded on the COSF no earlier than 30 school days before a student age three, four, or five, has:
 - aged out of the PPCD program
 - been dismissed from special education by the Admission, Review, and Dismissal Committee (ARDC).
 - If a five-year-old child turns six during the school year and the ARDC has determined the child will continue receiving special education services in the PPCD program, then the assessment must be conducted and results recorded on the COSF no earlier than 30 school days before the student exits the program, which may be at the end of the school year.
 - **Exit data are not reported** for children with Entry data who:
 - left prior to 6 months in the program
 - were in the program at least 6 months and moved out of the district before meeting one of the two criteria for Exit data collection.
6. There is validation on the Entry and Exit screen to make sure the child is between the ages three and six.
7. Sampling is **not** permitted for this data collection.
8. The following information is required to submit Entry and/or Exit data:
- Student's Name
 - Student's date of birth
 - Date Services Began
 - Date Services Ended
 - Valid Student ID number
 - Primary Disability
 - Multiple Disabilities Indicator
 - Instructional Setting
 - Ratings from the COSF
9. After a child's Entry record is complete, an Exit record can be added for that child. Once an Exit record is started and saved, the Entry record cannot be modified or changed. Changes can only be made to Entry records from the current year. All Entry records "rolled over" from a previous year cannot be modified.
10. **"Rollover" Entry data** from a previous school year will automatically appear on the Exit Child Outcomes screen ONLY.
11. **The Campus Administration Screen** is used to track the assessment instruments used by each campus and to submit student records to the District Certifier. As student records are entered on the Entry and Exit Child Outcomes screens, their names will appear in a list at the bottom of the Campus Administration screen with a status of either "Complete" or "Incomplete". Every student record **MUST** have a status of "Complete" before records for a campus can be submitted and at least one assessment instrument must be marked.

12. **The District Administration Screen** is used by the District Certifier to accept or reject a campus's data. After all the campus data in the district has been accepted, the District Certifier can certify the records. When the district or charter school's records are certified, they are automatically submitted to TEA.

If a District Certifier needs data returned after submitting it to TEA, an email should be sent to the SPP mailbox at spp@TEA.state.tx.us with the following text in the subject line: "SPP 7 Data Return Requested". In the e-mail include the six-digit county-district number, and the title and name of the person requesting the return.

13. Special Education Directors of **Shared Services Arrangements (SSAs)** have a responsibility to assist their districts in collecting the data for SPP 7. Member districts will be responsible for determining who will report their data. Every member district must use its district specific TEASE ID for entry of their district's data.

Specific Instructions

Entry Child Outcomes Summary Form

STEPS TO ADD A NEW STUDENT RECORD

1. Click on the Entry Child Outcomes button in the navigation toolbar. The Child Outcomes Entry form will display.
2. Select the appropriate School Year, District, and Campus from the drop-down lists and then click on the GO button. The current year is the default school year. The ability to select Districts and Campuses is based on your user role.
3. Scroll to the PET match section in the middle of the screen and enter the student's SSN/Alt ID in the SSN/Alt ID field, then click on the **PET Match** button. The student record is highlighted automatically after a PET Match is found.
4. SYSTEM WILL ALLOW STUDENT DATA ENTRY ONLY AFTER A **PET MATCH** IS MADE.

5. **IF NO MATCH IS FOUND:**

- **Check to be sure you have entered the SSN/Alt ID correctly, then**
- **Check with your PEIMS Coordinator to be sure you have the correct SSN/Alt ID.**
- If after checking with your PEIMS Coordinator, you are assured you have the correct SSN/Alt ID then ask the following question of your PEIMS Coordinator:

Does the student in question have a PET Entry?

- **If the answer is NO, then.....**
- The PEIMS Coordinator needs to make a PET Entry for the student using the current campus #.

Wait until the following Monday, provided the PEIMS Coordinator made a PET Submission by the close of the business day on the Friday prior, and try again to make a PET Match.

- **If the answer is YES, then.....**
- Does the PET Entry contain the campus # of the campus requesting the PET Match?
- If it does not, then a new PET Entry must be entered using the current campus number.

Wait until the following Monday, provided the PEIMS Coordinator made a PET Submission by the close of the business day on the Friday prior, and try again to make a PET Match.

- **If an error has occurred for this particular student, then:** The PEIMS Coordinator will need to check the PET Record to the PID database.

If: The PET Record is incorrect, the PEIMS Coordinator will need to submit a corrected PET Record.

OR

If: The PID Record is incorrect the PEIMS Coordinator will need to provide copies of documents to verify any change. *(Only designated personnel in each district are allowed this level of access to the system.)*

6. When the system has found a matching record from the PET database, the student record is highlighted automatically. Once the student's name is highlighted, the user may "click" the **Select Student** button.
7. The system will fill in the student's first name, last name, and date of birth.
8. Select the student's Primary Disability from the drop-down list.
9. Select the appropriate answer for the Multiple Disabilities question.
10. Select the student's current Instructional Setting from the drop-down menu. Refer to the Help document for the list of instructional settings.

Please note: A student's Entry record can be saved with a status of "incomplete" as long as the following fields are complete: SSN, First Name, Last Name, DOB, Primary Disability, Multiple Disabilities, Instructional Setting and Date Services Began.

11. Scroll down to the next section of the screen and select the appropriate answers for questions 1a, 2a, and 3a, and then click on the **Save Child Outcome** button. If all questions are not answered, the data can still be saved and the student's survey status will show as "Incomplete". **REMEMBER ALL STUDENT RECORDS MUST BE IN COMPLETE STATUS BEFORE THE CAMPUS CAN BE SUBMITTED.**

Exit Child Outcomes Form

STEPS TO ADD AN EXIT RECORD

1. Select the **Exit Child Outcomes** tab on the navigation toolbar. The Exit Child Outcomes Summary Form screen will be displayed.
2. Select the appropriate School Year from the drop-down list (the current year is the default). If you are authorized for more than one District or Campus, make the necessary selections and then click on the **Go** button. Information for the selected district and campus is displayed.
3. All students listed will have Edit buttons next to their name, unless their record has been submitted. After records are submitted, the Edit button changes to View and no additional edits can be made to the record.
4. To add an Exit record, click on the Edit button shown to the left of the student's name. The student's information will be filled in automatically.
5. Select an Exit Reason from the drop-down list. Options are:
 - Child has aged out
 - Dismissed by ARDC
6. Enter the Date Services Ended.
7. The student's Primary Disability on the Exit Record cannot be changed.
8. Select the appropriate answer for the Multiple Disabilities question.
9. Select the student's current Instructional Setting from the drop-down menu. Refer to the Help document for the list of instructional settings.
11. Scroll down to the next section of the screen and select the appropriate answers for questions 1a, 1b, 2a, 2b, and 3a, 3b, and then click on the **Save Child Outcome** button.

Campus Administration

Entry and Exit

STEPS TO COMPLETE THE CAMPUS ADMINISTRATION PAGE:

1. Click on the **Campus Home** tab on the navigation toolbar at the top of any screen to access Campus Administration.
2. Select the appropriate campus using the Search Campus drop down list and then click on the **Go** button. Campus detail information is displayed, including the nine digit campus number.
3. Click the check box in front of each assessment instrument used by the campus. At least **ONE** assessment instrument must be selected. If **Other** is selected, in the text box provided you must enter the name/names of the assessment tool/tools used in the text box provided.
4. A list of students who have been submitted for the campus is displayed at the bottom of the screen. If a student's survey status is "*Incomplete*", all of their data must be entered and the status then changes to "*Complete*". The campus data can now be submitted.

5. After all students have been entered into the system and have a survey status of “*Complete*” and assessment tools have been marked the assurance statements at the bottom of the screen must be reviewed and checked. Then click on the **Submit Campus Student Records** button. The campus status changes from **Not Submitted** to **Submitted** and is now transferred to the District Certifier screen.
6. If you have an Entry or Exit record for the current year, only the last two assurance statements will be enabled and need to be checked.

STEPS TO INDICATE NO NEW STUDENT RECORDS TO SUBMIT FOR THE CURRENT YEAR:

If you have **NO** new students to enter and **NO** students that need to be exited from your program during the current school year, then follow the steps below:

1. Click on the **Campus Home** button on the navigation toolbar at the top of any screen to access Campus Administration.
2. Select the appropriate campus using the **Search Campus** drop-down list and then click on the **Go** button. Campus detail information is displayed, including the nine digit campus number.
3. Scroll to the bottom of the screen to **review and check the assurance statements** and then click on the **Submit Campus Student Records** button. The campus status changes from **Not Submitted** to **Submitted** and is now transferred to the District Certifier screen.

District Administration

Entry and Exit

STEPS TO CERTIFY CAMPUS RECORDS:

1. Click on the District Home button from the menu at the top of any screen to access the District Administration screen.
2. The name of the assigned District will be displayed in the **Search District** field. Click the **Go** button and the system will display specific District information.
3. A list of submitted campuses is displayed at the bottom of the screen. To see detailed information for a campus, click on the campus name.
4. Click on the **Accept** button for each campus that is complete.
5. If a campus’s status is incomplete the District Certifier must notify the campus with the incomplete status to inform them of their responsibility to complete the records and submit.
6. If a campus requests that their data be returned for corrections or additions, click on the **Return** button located next to the campus name. A **Return** notes box will appear above the campus list. (The return text box will only allow 150 characters.) Enter return notes and then click on the **Return** button again. The campus status will change to “District Returned.”
7. After all campuses have been **Accepted, Read** and **Check** the assurance statement and then click on the **Certify** button to submit the data to TEA.
8. The **Certify** button will not be activated until all campus records have been **Submitted** and **Accepted**.