Troubleshooting Federal Child Count Reports



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Overview

- The Federal Child Count (FCC)
 - Includes students with disabilities who are receiving special education services according to their IEPs as of October 31
 - Is used in determining the amount of Special Education Part-B IDEA and Early Childhood Special Education funds allocated to the state
 - Is collected from traditional school districts, community schools and STEM districts through the Education Management Information System (EMIS) and is submitted to the US Department of Education (USDOE)
- This presentation will focus on troubleshooting the EMIS FCC Reports, which are generated throughout the EMIS data submission process



EMIS Data Collections and the FCC Snapshot

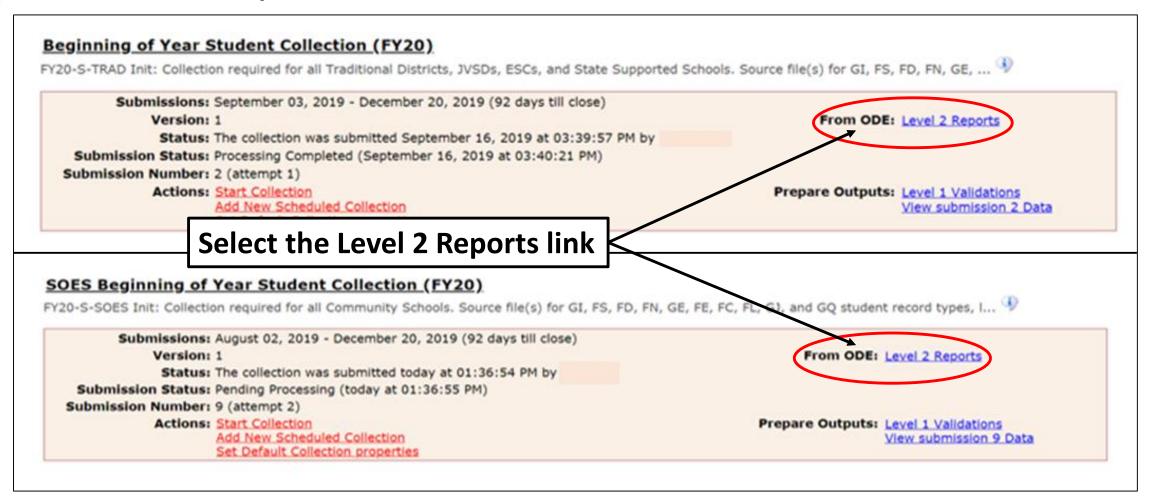
- Collections containing the FCC report
 - Beginning of Year Student (S) Collection
 - SOES Beginning of Year Student (S) Collection
- Collections are scheduled to close December 20, 2019
 - FCC will close when the above collections close
 - There is no appeal for the FCC

FCC Reports

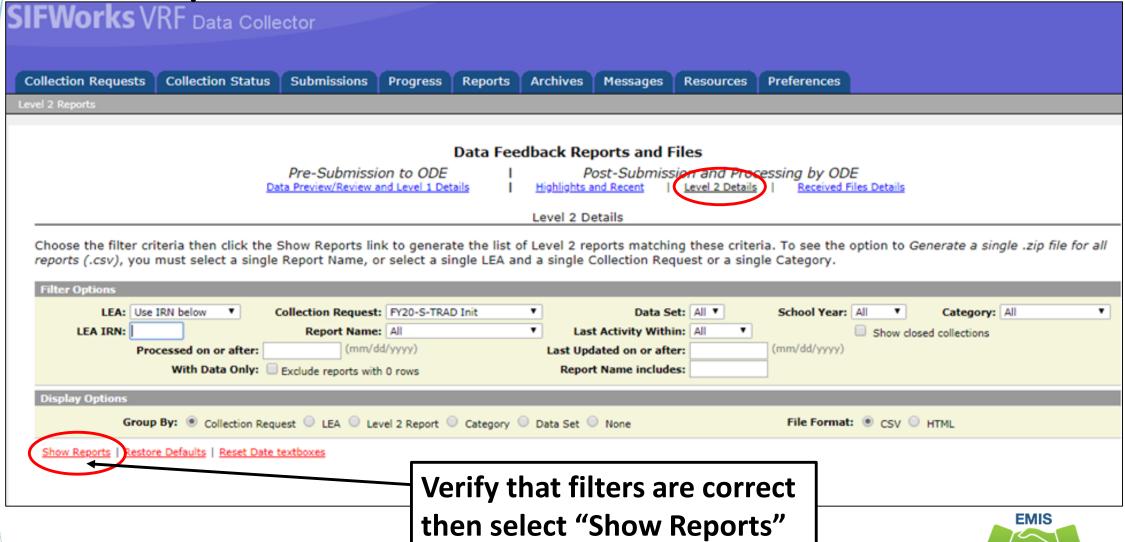
- Level 2 Reports
 - (FCCD-001) Federal Child Count Detail
 - (FCCS-001) Federal Child Count Statement of Assurances
- FCC Reports are updated nightly
- Review the most recent version of the reports throughout the data collection process
- Submit updated EMIS data to make corrections to the reports



Level 2 Reports



FCC Reports



FCC Reports cont'd

Collection Request / Report Name LEA	Fatal	Critical	Warn	Info	Total	Category	Data Set	Process Date	Last Upd Date	Submission	Help Page
▼ SOES Beginning of Year Student Collection (FY20) (2020SAODE)											(Count: 11)
(FCCD-001) Federal Child Count Detail	12	0	0	41	<u>53</u>	Student Reports	s	09/18/19 17:18	09/09/19 18:38	8 on 09/06/19	Help
Count Statement of Assurances	0	0	0	<u>15</u>	<u>15</u>	Student Reports	s	09/18/19 17:18	09/09/19 18:38	8 on 09/06/19	Help
(FTED-001) FTE Detail	1	4	0	236	241	Funding Reports	s	09/18/19 17:18	09/09/19 02:46	8 on 09/06/19	<u>Help</u>
(FTED-003) FTE Adjustments	4	0	1	0	5	Funding Reports	s	09/18/19 17:18	09/06/19 04:30	8 on 09/06/19	<u>Help</u>
(FTES-001) FTE Total by Fund Pattern	0	0	0	1	1	Funding Reports	s	09/18/19 17:18	09/09/19 02:46	8 on 09/06/19	<u>Help</u>
(FTES-002) FTE Total by Student and Fund Pattern	0	0	0	241	241	Funding Reports	s	09/18/19 17:18	09/09/19 02:46	8 on 09/06/19	Help
(FTES-003) FTE Total by Student	0	0	0	<u>241</u>	241	Funding Reports	S	09/18/19 17:18	09/09/19 02:46	8 on 09/06/19	<u>Help</u>
(FTES-004) FTE Summary of Students with Adjustments	0		pe	n i	ndi	ividual 1	files	or 17:18	09/06/19 04:28	8 on 09/06/19	Help
O05) FTE Daily Summary Report - Students District is Educating	×		•			a zip fil		17:18	09/19/19 06:24	8 on 09/06/19	Help
Summary Report - Transfers	1	5	3	3	12	Funding Reports	s	09/07/19 17:18	09/19/19 06:24	8 on 09/06/19	<u>Help</u>
(STAT-001) Level 2 Status Report	0	0	0	1	1	Status	s	12/31/0 00:00	12/31/0 00:00	Not Known	<u>Help</u>
Generate a single.zip file for all reports Deport report information to a .csv	file										

Formatting the FCC Detail Report

- Open the (FCCD-001) Federal Child Count Detail Report
 - Wrap text header row
 - Freeze top row
 - Expand all columns
 - Apply filters
 - Better yet, run your macro!



Quick Check

The Federal Child Count Detail Report contains student detail data as it pertains to the count. This report is critical in the data review and error correction process and should be carefully reviewed for accuracy and completeness.

- Are you using the most recent version of the report?
- Are you able to open and format the CSV report to begin the review process?
- Can you apply filters to all columns?

Troubleshooting the Federal Child Count Detail Report

Troubleshooting the FCC Detail Report

The next series of slides will review data contained in the report including

- Student EMIS data
- Severity Codes and Numbers
- Least Restrictive Environment (LRE) Source Codes
- Federal Child Count Flag
- Status Codes and corrective actions

Student EMIS Data

- Disability Condition Code
 - Review for accuracy
- Student Age Number
 - Student's age as of October 31
- Sent Reasons and IRNs
 - Displays if relevant to the FCC
- FED CCT LRE Code the code that will be used in the Federal Child Count
 - If this is blank, the student is not included in the count

Severity Numbers and Codes

Severity numbers (ERR SEV NUM) are aligned with severity codes

Report is sorted least severe to most severe

ERR SEV NUM	SEVERITY CODE
15	I - Informational
39	W - Warning
63	C - Critical
79	F - Fatal

Least Restrictive Environment (LRE) Source Codes

Columns - DIST LRE SRC CODE and DIST LRE SRC DESCR

- Use in conjunction with the FCC Status Codes when analyzing report data
 - 3 = Student's age is not <math>3 21
 - 5 = No IEP Reported (Uses IENS "IEP outcome not served" as LRE)
 - 7 = FN270 Override
 - 8 = GE Record
 - 9 = How Received = 6
 - FED CCT LRE CODE will be IE39 if age 6 or older and IENS if age 3-5
 - A = Sent Reason = AU or JP
 - FED CCT LRE CODE will be IE39 if age 6 or older and IE51 if age 3-5

Federal Child Count Flag

Column - FED CCT FLAG

- Y Student included in the Federal Child Count
- N Student not included in the Federal Child Count
- In some cases, the flag can be set to "Y" and the student has an LRE of IENS (IEP Complete Not Served)
- Review all students on the report regardless of flag

Columns - FED CCT STATUS CODE and FED CCT STATUS CODE DESCR

- Indicates the status of a student as it relates to inclusion in the count
- Indicates that a data issue exists or that no errors are identified
- Data with no errors on the report should still be reviewed for accuracy
- The following slides will filter on each Status Code and provide suggestions for error resolution

- On Oct 31 Student age is outside the 3-21 included range (Fatal)
 - Source Code 3 Student age is not 3 21
 - FED CCT FLAG N
- View the student's reported date of birth on the Student Demographic (GI) Record to confirm age
- If the student's date of birth is incorrect, make the correction and submit updated EMIS data

- Unable to translate LRE-must report FN270 element (Critical)
 - Source Code 7 FN270 Override
 - or Source Code 8 GE Record
 - FED CCT Flag N
- The FCC considers age and not grade level
- As of October 31 the student's IEP Outcome (LRE) must agree with the student's age
 - Students 3 through 5 = preschool LRE
 - Students 6 through 21 = school-aged LRE

Reporting the FN270 Element

Updated October 31 IEP Outcome Element (FN270)

- Student's age is under 6 years old while their IEP on October 31 has a school-aged outcome – report a preschool LRE FN270 element
- Student's age is over 5 years old while their IEP on October 31 has a preschool outcome, report a school-aged LRE FN270 element
- The current IEP outcome and FN270 values should not be the same
- When the FN270 value is reported correctly the LRE that aligns with the student's age will appear in the column FED CCT LRE CODE
- When reported incorrectly the FED CCT LRE CODE column will be blank

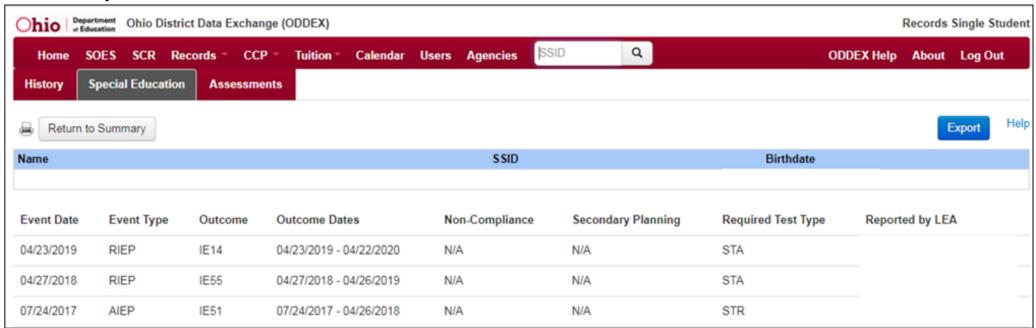
- CIEP most recent IEP should be no disability (Warning)
 - Source Code 8 GE Record
 - FED CCT FLAG N
- Verify the CIEP event and confirm that the student's disability code is being reported as ending on the date of the CIEP event
- If the student's disability code on the Student Attributes Effective Date (FD) Record is not reported as ended, make the correction and submit updated EMIS data

- No LRE reported for Oct 31 date assigned no services LRE (Fatal)
 - Source Code 5 No IEP Reported
 - FED CCT Flag Y (These students are included in the count)
 - FED CCT LRE CODE IENS
- Verify the student's special education event records as of October 31
- Verify the most recent IEP was reported to EMIS
- Students who are age 3 to 5 with a How Received of 6 will have this status code. Their LRE will be manually converted to IE39 after the FCC snapshot by the Office of Exceptional Children prior to data being reported to the federal government

ODDEX Records

Special Education Data Tab

 This is a great way to verify if the student's IEP events were reported to EMIS



NIEP Date Type - No IEP

Reporting an NIEP event

- NIEP is reported when services are being provided without an active IEP
- NIEP events can only be reported in specific situations
 - 10 Student newly transferred in; IEP adoption determination not complete; services being provided based on prior IEP
 - 11 IEP expired; new IEP not in place; services being provided based on prior IEP
 - 12 IEP current, but not reported to EMIS in prior collection; services provided based on current IEP
- NIEP cannot be used prior to an Initial IEP being written and services provided

- Student does not meet inclusion filter in this district (Warning)
 - Source Code 5 No IEP Reported verify if special education events need to be reported for this student
 - or Source Code 7 FN270 Override
 - or Source Code 8 GE Record
 - FED CCT Flag N
- Review Student Standing (FS) Record coding for accuracy
- Refer to the Federal Child Count Report Explanation, section "Include in USDOE Count"
- Open enrolled in and court placed in students can have this status at the educating district

Multiple District Tie Breakers

- 1. Student counts where Reporting IRN = District of Residence IRN "OR" counts where Reporting IRN is reporting a How Received code of M (Community School) or K (STEM District)
- If entities are claiming the student in the same way (as above), then the student is included at the entity with the later Admission Date
- 3. If entities are claiming the student in the same way as in number 1 and reporting the student with the same admission date, then the student will not count for any district

- Student counting in alternative district does not count in your district (Warning)
 - Source Code 5 No IEP Reported verify if special education events need to be reported for this student
 - or Source Code 7 FN270 Override
 - or Source Code 8 GE Record
 - or Source Code 9 How Received = 6
 - or Source Code A Sent Reason AU or JP
 - FED CCT Flag N
- Student counts at the IRN in the FED CCT ALT IRN column
- Review data in ODDEX to compare how data is being reported
- Communicate with the alternative district to determine how this student should be reported

- Student excluded -conflict in where student should count (Fatal)
 - Source Code 7 FN270 Override
 - Or Source Code 8 GE Record
 - FED CCT Flag N
- Could not determine where this student should count, so the student will not be counted at either entity
- Review data in ODDEX to compare how data is being reported by both entities
- Communicate with the other entity to determine how this student should be reported

- No errors identified in ODE processing (Informational)
 - Source Code 7 FN270 Override
 - or Source Code 8 GE Record
 - or Source Code 9 How Received = 6
 - or Source Code A Sent Reason = AU or JP
 - FED CCT Flag Y
- Data for the students should still be reviewed for accuracy
- Apply filters to verify elements such as disability conditions and LREs
- District staff can be very helpful in verifying data accuracy and completeness

Quick Check

The Federal Child Count Detail report will display students who are and who are not included in your count. The report will also indicate students with issues preventing them from being included. Check this report often as it can be effected by another entity's EMIS reporting.

- Have all status codes been reviewed and all reporting issues corrected?
- When corrections have been made in the student information system (SIS), has that updated data been submitted to EMIS?
- Based on inclusion criteria are all of your special education students being counted correctly?

Troubleshooting the Federal Child Count Statement of Assurances Report

Open the FCC Statement of Assurances Report

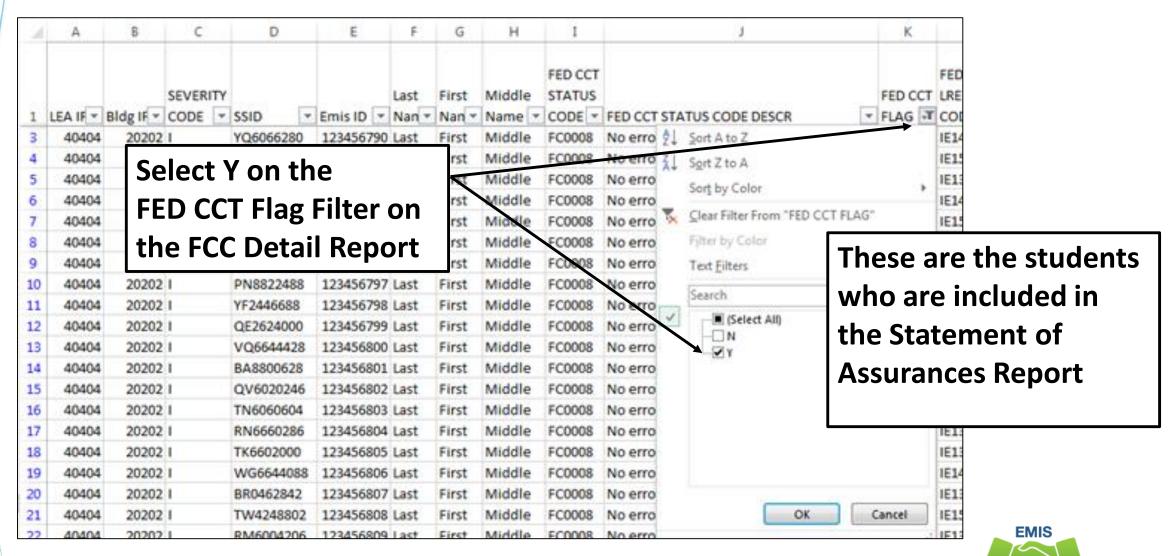
1	Α	В	С
	DISAB		
	CNDTN		STUDENT
1	CODE	DISABILITY DESCR	COUNTS
2		3, 4, and 5 Year Olds With a disability (Any)	212
3	1	Multiple Disabilities (other than Deaf-Blind)	61
4	2	Deaf-Blindness	1
5	3	Deafness (Hearing Impairment)	29
6	4	Visual Impairments	5
7	5	Speech and Language Impairments	336
8	6	Orthopedic Impairments	14
9	8	Emotional Disturbance (SBH)	77
10	9	Intellectual Disabilities (Formerly Mental Retardation or -see Manua	78
11	10	Specific Learning Disabilities	804
12	12	Autism	254
13	13	Traumatic Brain Injury (TBI)	5
14	14	Other Health Impaired (Major)	5
15	15	Other Health Impaired (Minor)	537
16	16	Developmental Delay	0
17			

Format the report by wrapping the text in the header row and expanding all columns

Understanding Statement of Assurances

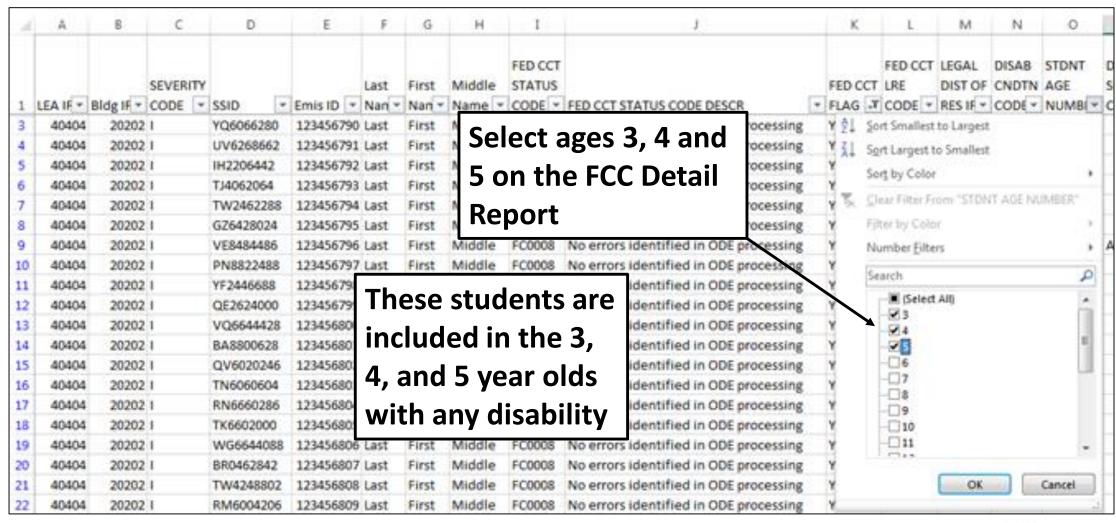
- The report includes
 - only students who have a FED CCT Flag = Y
 - all students age 3 to 5 in the first category
 - students age 6 to 21 in each disability specific category
- Using the above criteria the next series of slides will match the FCC Detail Report against the FCC Statement of Assurances Report
- When you are told that the counts on this report are incorrect, filtering allows you to show which students are included or not included

Filter on FCC CCT Flag

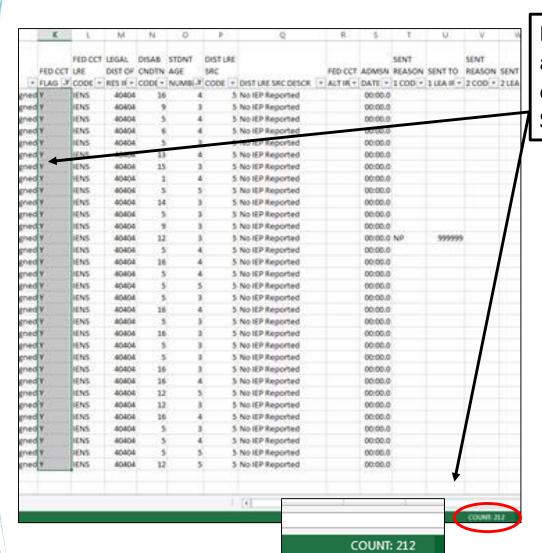


Alliance

Filter on Student Age Number



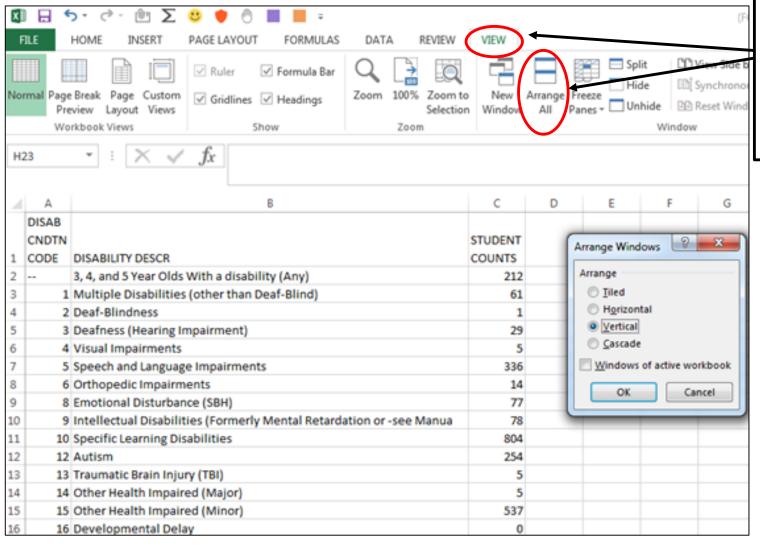
Matching Data Between Reports



From the filtered students on the FCC Detail Report, select a range of cells and see the "count" appear at the bottom of the spreadsheet. This will match the count on the Statement of Assurances.

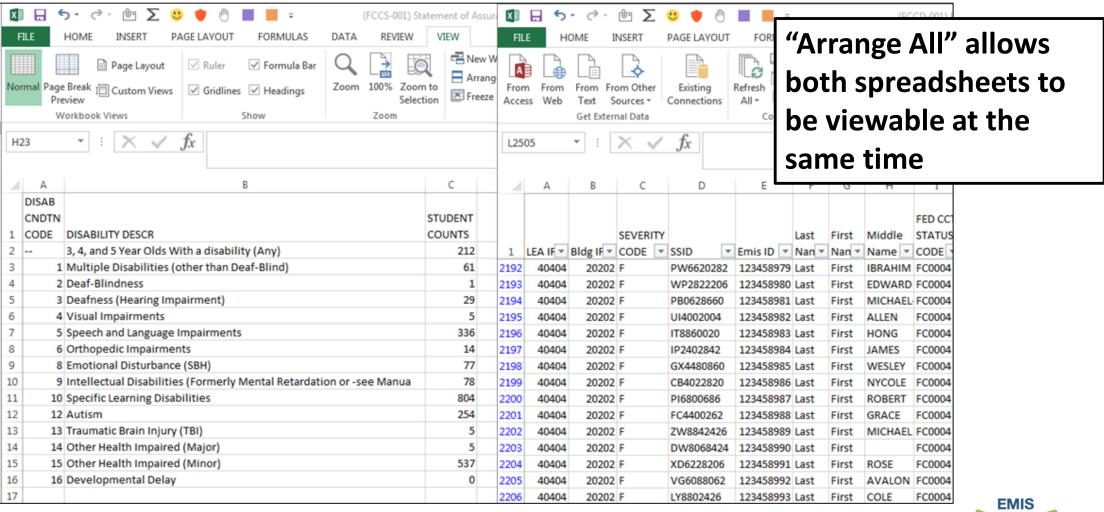
4	Α	В	С
	DISAB		
	CNDTN		STUDENT
1	CODE	DISABILITY DESCR	COUNTS
2		3, 4, and 5 Year Olds With a disability (Any)	212
3	1	Multiple Disabilities (other than Deaf-Blind)	61
4	2	Deaf-Blindness	1
5	3	Deafness (Hearing Impairment)	29
6	4	Visual Impairments	5
7	5	Speech and Language Impairments	336
8	6	Orthopedic Impairments	14
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12	12	Autism	254
13	13	Traumatic Brain Injury (TBI)	5
14	14	Other Health Impaired (Major)	5
15	15	Other Health Impaired (Minor)	537
16	16	Developmental Delay	0

Arrange All

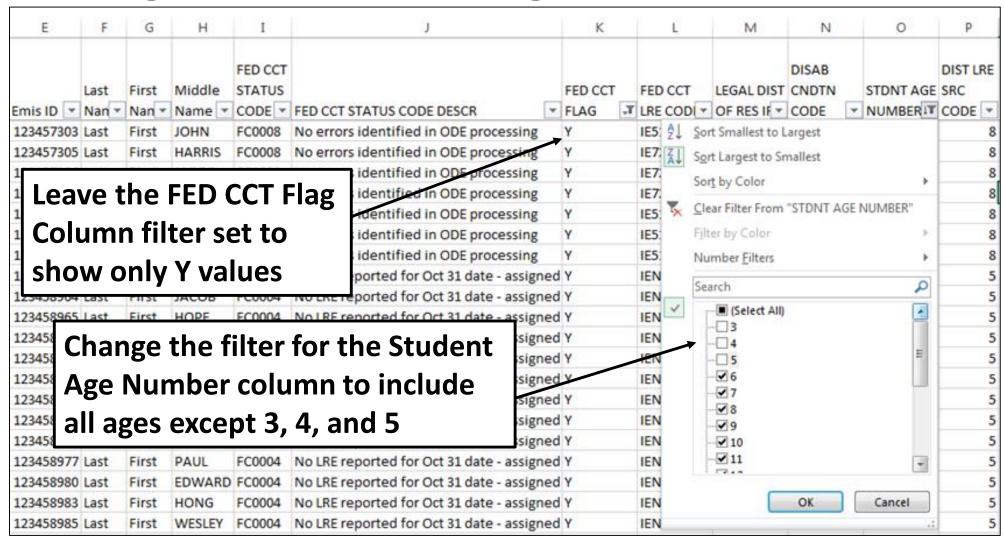


When two spreadsheets are open at the same time, from the View tab select "Arrange All" and then "Vertical"

Arrange All cont'd

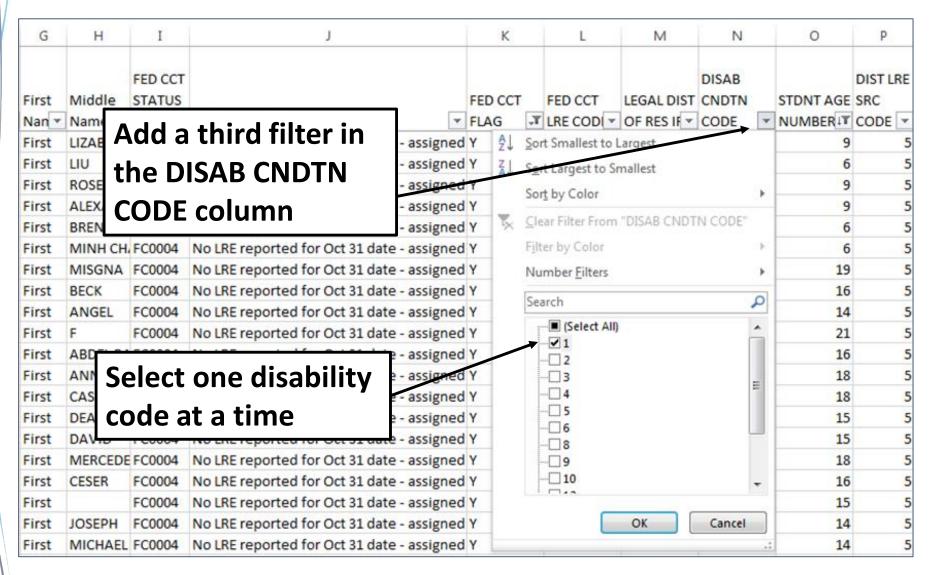


Change the Student Age Filter

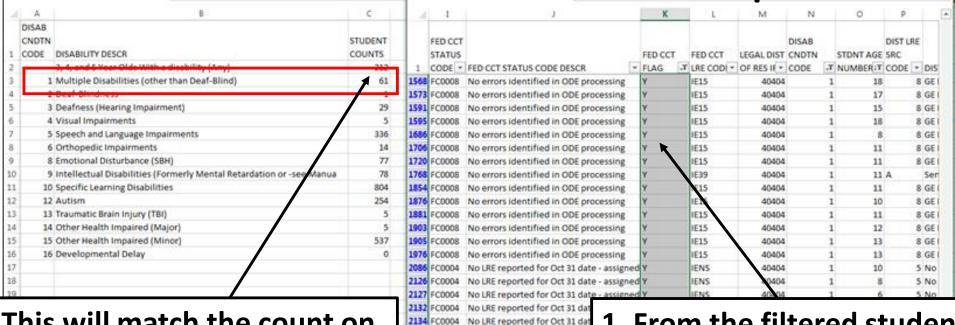


EMIS

Add a Third Filter



Match the Data Between the Reports



2157 FC0004 No LRE reported for Oct 31 da 2172 FC0004 No LRE reported for Oct 31 da

2229 FC0004 No LRE reported for Oct 31 da
2232 FC0004 No LRE reported for Oct 31 da
2275 FC0004 No LRE reported for Oct 31 da

2278 FC0004 No LRE reported for Oct 31 da 2282 FC0004 No LRE reported for Oct 31 da 2397 FC0004 No LRE reported for Oct 31 da

2402 FC0004 No LRE reported for Oct 31 da 2433 FC0004 No LRE reported for Oct 31 da

READY FILTER MODE

No LRE reported for Oct 31 date - assigned

(FCCD-001) Federal Child Count

2439 FC0004 No LRE reported for Oct 31 date - assigned

2473 FC0004 No LRE reported for Oct 31 date - assigned Y

2450 FC0004 No LRE reported for Oct 31 date - assigned Y

2. This will match the count on the Statement of Assurances.

27
28
29
30
31
32
33
34
35
36

(FCCS-001) Statement of Assuran

(FCCS-001) Statement of Assuran

1. From the filtered students on the FCC Detail Report, select a range of cells and see the "count" appear at the bottom of the spreadsheet.

5 No

5 No

5 No

IENS

IENS

IENS

40404

Quick Check

The Federal Child Count
Statement of Assurances
Report is derived from the
same data that is on the FCC
Detail Report. Using filters,
you can match the data
between the reports. The
Statement of Assurances is
sometimes requested by
auditors.

- Can you match the data between the two reports using filters?
- Are you seeing the numbers of students that you were expecting?
- Has this data been shared with others in your district?

Summary

- The FCC Reports contain both data to verify and issues to correct
- Some issues can be corrected and some are simply stating the fact that the student cannot be included in the count
- Work with district staff to verify that the data is both correct and complete
- "No errors" does not necessarily mean that your data is accurate

Resources

- Federal Child Count Detail Report and Federal Child Count Statement of Assurances Report Explanation
 - ODE Home > Data > EMIS > Documentation > EMIS Validation and Report Explanations
- EMIS Manual
 - ODE Home > Data > EMIS > Documentation > EMIS Manual
- Your district staff
- Your ITC

Questions?