Troubleshooting Federal Child Count Reports

EMIS Alliance

The Ohio Department of Education funds development of EMIS training materials as part of the EMIS Alliance grant. There is an expectation that ITCs will utilize these materials in training provided to your districts. That said, there are restrictions on use of the EMIS Alliance materials as follows: Materials developed as part of the EMIS Alliance program must be provided at no cost to your training participants. If you utilize the EMIS Alliance training materials – in whole or in part – you must not charge participants a fee to attend the class where the materials are used. Likewise, you may not use the materials or any portion thereof in any event where a fee is charged to attend. Exceptions must be approved in writing by the Department of Education in advance of scheduling/promoting any event which may violate these restrictions.
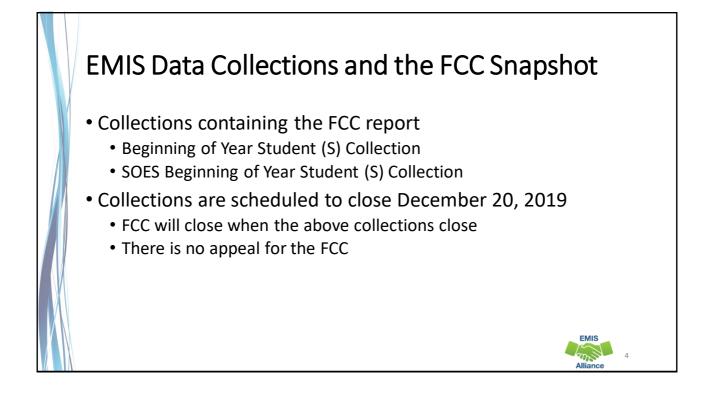
Questions regarding appropriate use of EMIS Alliance materials, or requests for exception to the restrictions noted above, should be directed to Melissa Hennon [Melissa.Hennon@education.ohio.gov].

EMIS Alliance

2

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 Alliance

3

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
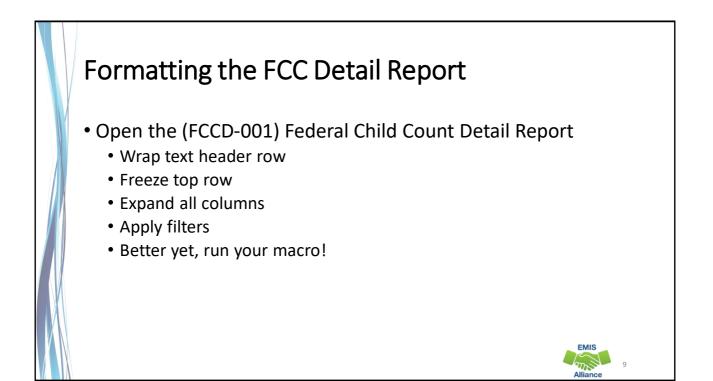
EMIS Alliance

4

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

EMIS
Alliance

5

Level 2 Reports

Beginning of Year Student Collection (FY20)
FY20-S-TRAD Init: Collection required for all Traditional Districts, JVSDs, ESCs, and State Supported Schools. Source file(s) for GI, FS, FD, FN, GE, ...

Submissions: September 03, 2019 - December 20, 2019 (92 days till close)
Version: 1
Status: The collection was submitted September 16, 2019 at 03:39:57 PM by
Submission Status: Processing Completed (September 16, 2019 at 03:40:21 PM)
Submission Number: 2 (attempt 1)
Actions: Start Collection
Add New Scheduled Collection

From ODE: Level 2 Reports

Prepare Outputs: Level 1 Validations
View submission 2 Data

Select the Level 2 Reports link

SOES Beginning of Year Student Collection (FY20)
FY20-S-SOES Init: Collection required for all Community Schools. Source file(s) for GI, FS, FD, FN, GE, FE, FC, FL, G), and GQ student record types, l...

Submissions: August 02, 2019 - December 20, 2019 (92 days till close)
Version: 1
Status: The collection was submitted today at 01:36:54 PM by
Submission Status: Pending Processing (today at 01:36:55 PM)
Submission Number: 9 (attempt 2)
Actions: Start Collection
Add New Scheduled Collection
Set Default Collection properties

From ODE: Level 2 Reports

Prepare Outputs: Level 1 Validations
View submission 9 Data

EMIS
Alliance

6

FCC Reports

Verify that filters are correct then select "Show Reports"

FCC Reports cont'd

Open individual files or generate a zip 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!
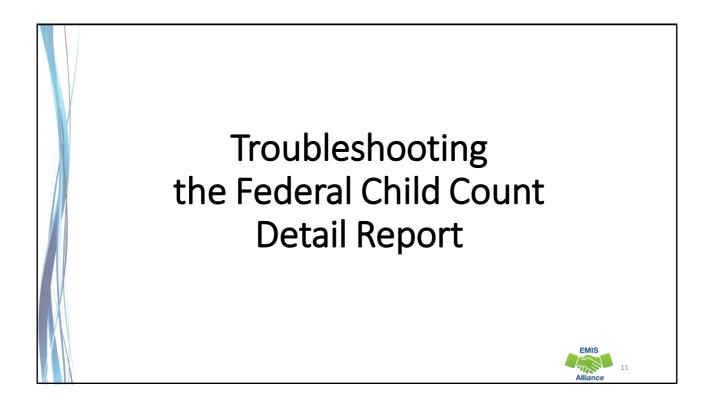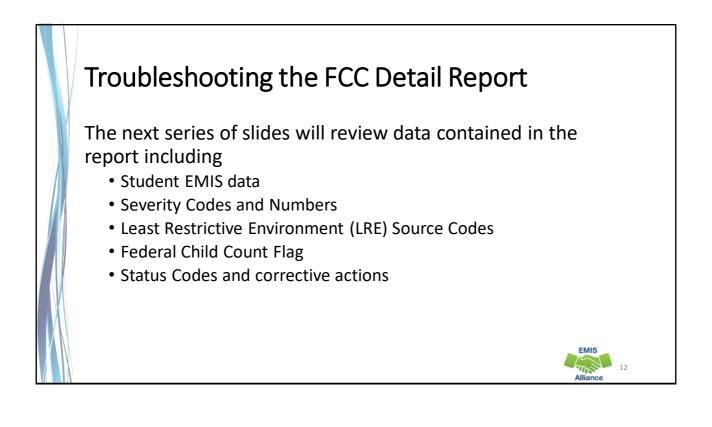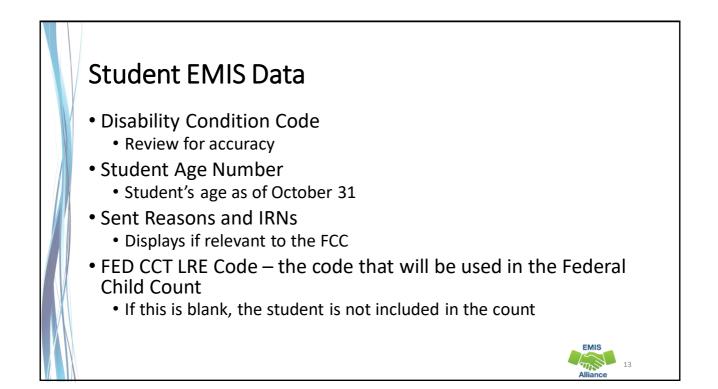
EMIS
Alliance

9

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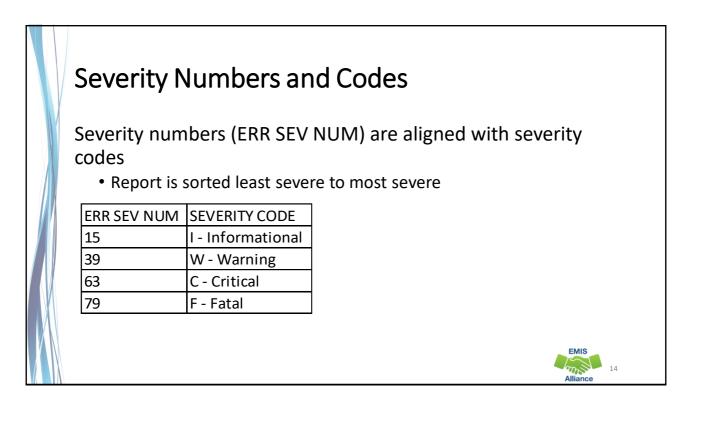
- Are you using the most recent version of the report?
- Are you able to open and format the CSV report to begin the review process?
- Can you apply filters to all columns?

EMIS
Alliance

10

Troubleshooting
the Federal Child Count
Detail Report

EMIS
Alliance
11

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

EMIS
Alliance
12

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

EMIS
Alliance
13

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

EMIS
Alliance
14

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 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

EMIS
Alliance

15

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)
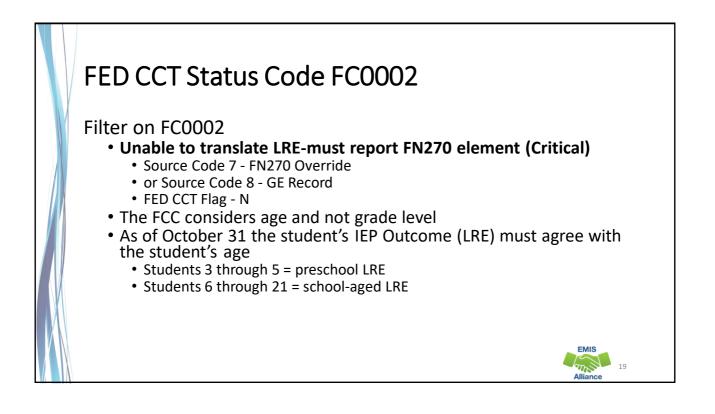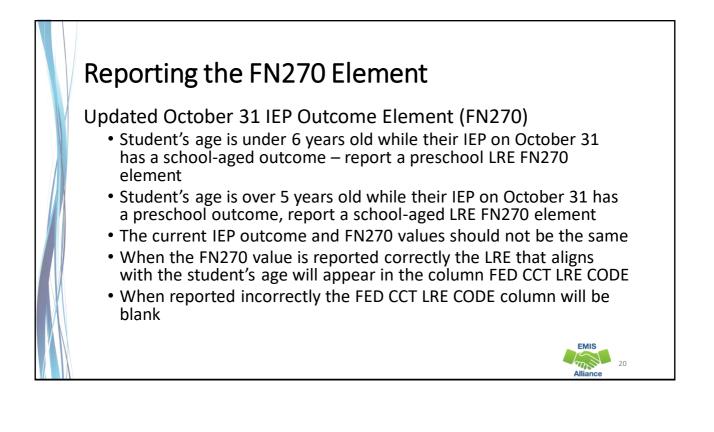- Review all students on the report regardless of flag
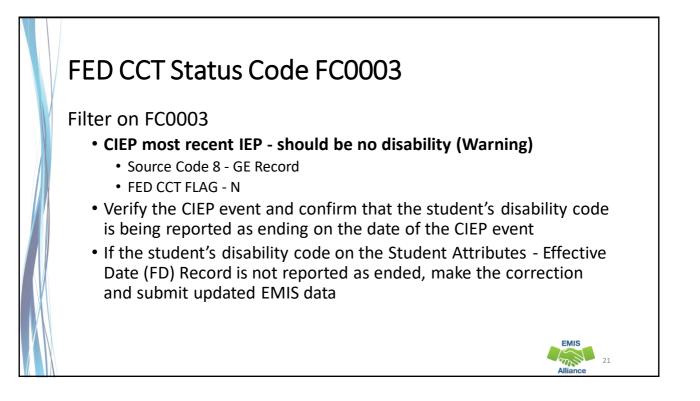
EMIS
Alliance

16

FED CCT Status Codes

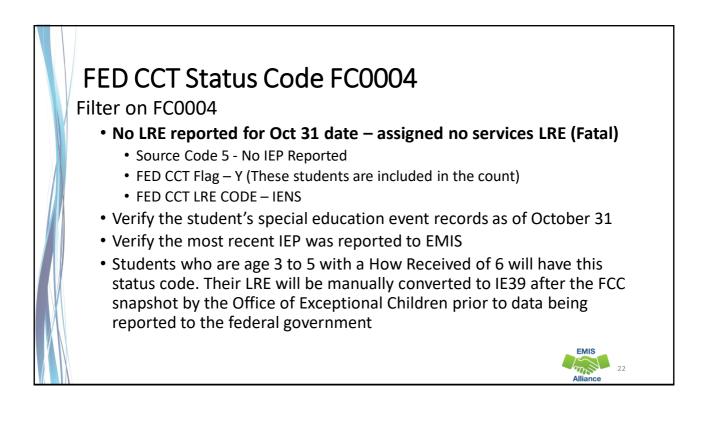Columns - FED CCT STATUS CODE and FED CCT STATUS CODE DESCR

- 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
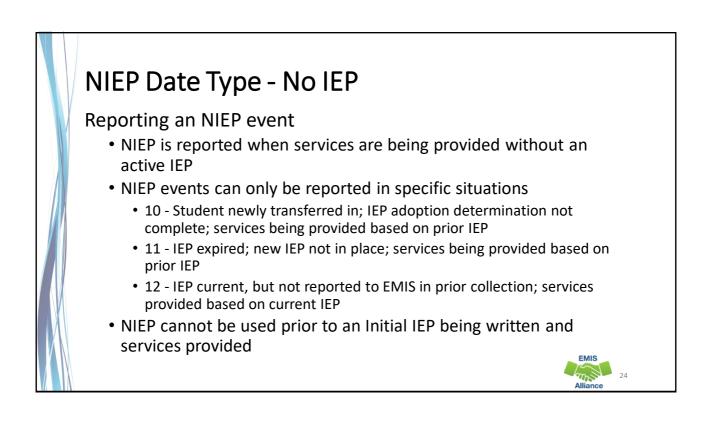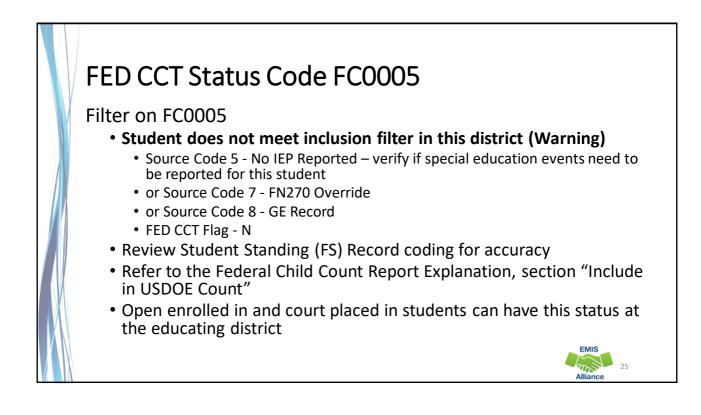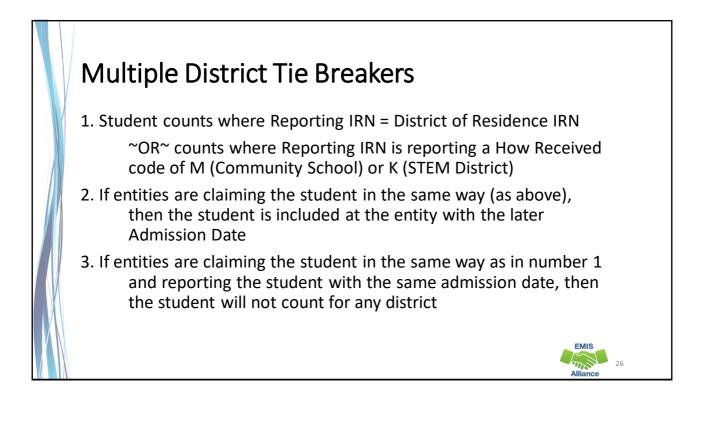- The following slides will filter on each Status Code and provide suggestions for error resolution
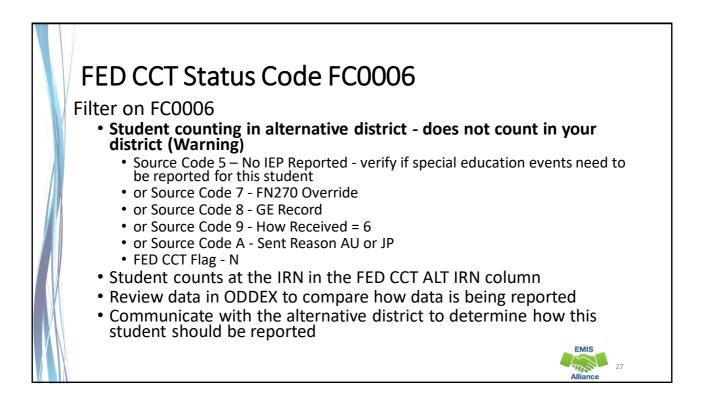
EMIS
Alliance
17

FED CCT Status Code FC0001

Filter on FC0001

- **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

EMIS
Alliance
18

FED CCT Status Code FC0002

Filter on FC0002
- **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

EMIS
Alliance
19

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

EMIS
Alliance
20

FED CCT Status Code FC0003

Filter on FC0003

- **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

EMIS
Alliance
21

FED CCT Status Code FC0004

Filter on FC0004

- **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

EMIS
Alliance
22

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

FED CCT Status Code FC0005

Filter on FC0005

- **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

EMIS
Alliance
25

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)

2. 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

EMIS
Alliance
26

FED CCT Status Code FC0006

Filter on FC0006

- **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

EMIS
Alliance
27

FED CCT Status Code FC0007

Filter on FC0007

- **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

EMIS
Alliance
28

FED CCT Status Code FC0008

Filter on FC0008

- **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

EMIS
Alliance
29

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?

EMIS
Alliance
30

Troubleshooting
the Federal Child Count Statement of Assurances Report

EMIS
Alliance
31

Open the FCC Statement of Assurances Report

	A	B	C
1	DISAB CNDTN CODE	DISABILITY DESCR	STUDENT 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

EMIS
Alliance
32

16

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

EMIS
Alliance
33

Filter on FCC CCT Flag

Select Y on the FED CCT Flag Filter on the FCC Detail Report

These are the students who are included in the Statement of Assurances Report

EMIS
Alliance
34

Filter on Student Age Number

Select ages 3, 4 and 5 on the FCC Detail Report

These students are included in the 3, 4, and 5 year olds with any disability

EMIS Alliance

35

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.

COUNT: 212

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

EMIS Alliance

36

Arrange All

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

37

Arrange All cont'd

"Arrange All" allows both spreadsheets to be viewable at the same time

38

Change the Student Age Filter

Leave the FED CCT Flag Column filter set to show only Y values

Change the filter for the Student Age Number column to include all ages except 3, 4, and 5

Add a Third Filter

Add a third filter in the DISAB CNDTN CODE column

Select one disability code at a time

Match the Data Between the Reports

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

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.

COUNT: 61

EMIS Alliance

41

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?

EMIS Alliance

42

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

EMIS
Alliance

43

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

EMIS
Alliance

44

Questions?

EMIS
Alliance
45