IEP Validation Report

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About the Report

The IEP Validation Report was created to help identify any data entry issues in Infinite Campus related to a student's IEP/Special Ed Status. The report outlines the Issue Count as of Today and as of October 1st of the current calendar year.

The base population for the data includes the following:

1) All students with a Special Ed Status = "Yes" (unless grade level of PK with a State Exclude Flag =0, then only including those students with Special Ed Status = "No")
2) Active students only
3) Schools that are excluded include:
   a. ESY
   b. Extended Studies
   c. Intersession
   d. Out of State
   e. Summer School
   f. Unknown School
   g. Voice Program

The issue types included in the report include:

1. Student Eligibility Date Expired
2. IEP Plan Expired
3. Federal Placement Code Invalid
4. Primary Disability Invalid
5. Federal Placement Code Not Self Contained
6. No Case Manager
7. PK Student Enrolled in SPED Program
8. WCSD SE PK not being recognized
9. PK IEP Expired/Non-Compliant
10. PK Active IEP – Validate Enrollment Code
11. PK IEP Expiring in 30 Days
12. Child Find Not Withdrawn

We will go further into defining each issue later in this document.

The report includes a summary section and can further be drilled into to see details by student.

This report is always showing data for the current school year and for actively enrolled students.
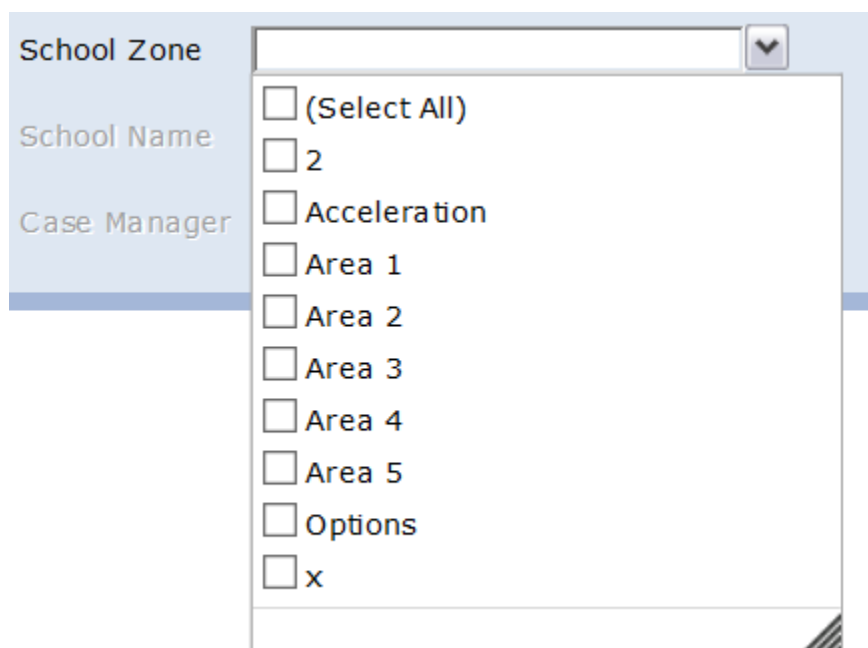
This document has been created to help navigate the report. Let us first begin by understanding how the filters of this report work.

Filters

School Zone

This filter allows you to select a school zone, more than one school zone, or all school zones, depending on which student population you as the report user are interested in looking at. Depending on your report rights, you may not see all school zones.

To choose a school zone(s), simply click the down arrow with your mouse and check box the school zone(s) you would like to view.

School Type

Depending on your selection in the School Zone filter, the School Type filter will populate. For example, if you choose Area 1, only all the School Types that fall under Area 1 will populate in the School Type filter. Also, depending on your report rights, you may not see all school types.

Also, all school types available in the filter list are automatically selected. You can uncheck the boxes of any school type you do not wish to see.

School Name

Depending on your selection in the School Zone and School Type filters, the School Name filter will populate. For example, if you choose Area 1 in School Zone and Elementary in the School Type filter, only all the elementary schools that fall under Area 1 will populate in the School Name filter. Depending on your report rights, you may only see a specific school(s).

Also, all schools available in the filter list are automatically selected. You can uncheck the boxes of any school you do not wish to see.
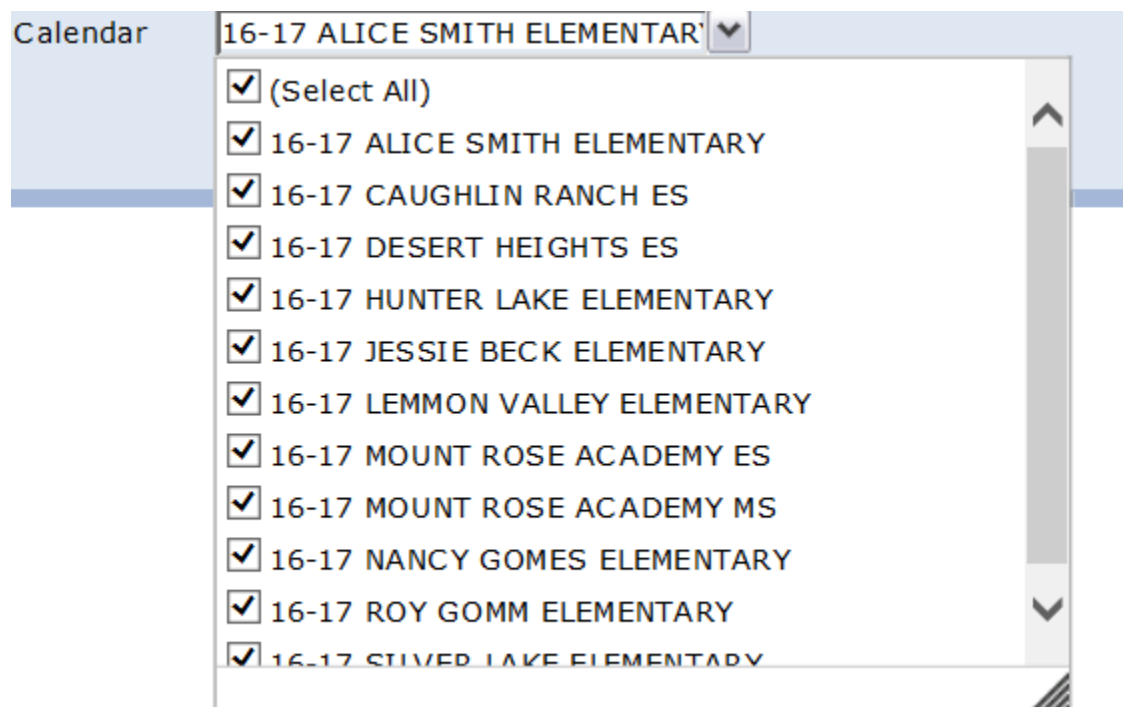
Calendar

Depending on your selection in the School Zone, School Type and School Name filters, the Calendar filter will populate. For example, if you choose School Zone 1, School Type Elementary and School Name Alice Smith Elementary, you will only see the current calendar for that school (i.e. 16-17 ALICE SMITH ELEMENTARY).

Also, all calendars available in the filter list are automatically selected. You can uncheck the boxes of any calendar you do not wish to see. This may apply more to schools that have multiple calendars.

Grade Level

Depending on your selection in the School Zone, School Type, School name, and Calendar filters, the Grade Level filter will populate. For example, if you choose School Zone Area 1, School Type Elementary and School Name Alice Smith Elementary School, you will only see the grade levels that Alice Smith Elementary has.

Also, all grade levels available in the filter are automatically selected. You can uncheck the boxes of any grade level you do not wish to see.

Case Manager

Depending on your selection in the School Zone, School Type, School Name, Calendar, and Grade Level filters, the Case Manager filter will populate. For example, if you choose School Zone Area 1, School Type Elementary, School Name Alice Smith Elementary School and Grade Level 05, you will only see the Case managers for fifth graders at Alice Smith Elementary School.

Also, all case managers available in the filter list are automatically selected. You can uncheck the boxes of any case manager you do not wish to see.

Another thing to note is that you can select the check box "Missing" in the case manager filter list to identify any students who are not assigned a case manager. If you do not see this check box, that means there are no students that are not assigned a case manager.

Now that all the appropriate filters are selected, hit the View Report button on the far right to see the results of the report.

We can now move onto the contents of the report.

Report Contents

Title

In the title of the report you will see that it is showing data for the current school year. This will confirm which school year you are looking at. Example shown below:

IEP Validation Report 2017

Last Refreshed

To the far right of the report, you will see a Last Refreshed date. Any changes in Infinite Campus typically takes 24 hours to show up in BIG. This date will tell more accurately when the data was last refreshed. Therefore, if you make changes in IC or correct any issues that should reflect on this report, you can refer to this date to see if the changes were after this date and time, in which case you will need to wait until the next day to see your changes.

Last Refreshed: 3/14/2017 7:01:55 AM

Issue Count as of Today

This section of the report will show you the issue count as of today (today's date will be listed). This pie chart breaks out all the issues and how many issues are currently in need of attention by issue category.

Issue Count as of 3/14/2017
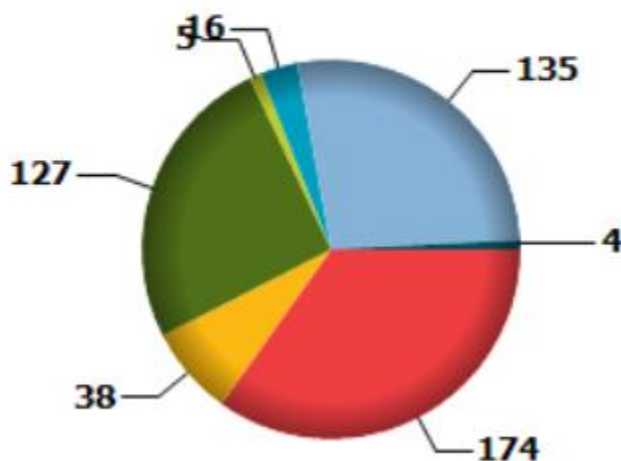
Issue Table

The table next to the Issue Count as of Today chart to the right shows issue type categories. On this table, you can also find the legend that goes with the pie chart. You can see the issue count as of today and the issue count as of October 1st of the current calendar year or following calendar year (it will be the current calendar year until November 1st). You can also see the total issue counts at the bottom.

Each of the counts and totals are clickable so that you can drill through and see the student details related to the issue that you drill into. We will go into more detail about the drill throughs of this report later on.

Chart Legend	Issue Type	Issue Count As Of 8/16/2018	Issue Count Based on 10/1/2018
	Student Eligibility Date Expired	0	2
	IEP Plan Expired	3	7
	Federal Placement Code Invalid	3	6
	Primary Disability Invalid	0	1
	Federal Placement Code Not Self Contained	2	2
	No Case Manager	1	1
	WCSD SE PK not being recognized	0	0
	PK IEP Expired/Non-Compliant	0	0
	PK Active IEP - Validate Enrollment Code	0	0
	PK IEP Expiring in 30 Days	1	1
	Child Find Not Withdrawn	0	0
	IEP Program Missing	0	0
	IEP Missing Plan 30 Days	2	2
	Total Issues	**12**	**22**

Issue Count as of October 1st

To the right of the table is another pie chart, this time outlining the issues as of October 1st of the current or following calendar year (change to following calendar year will switch on November 1st). This chart breaks out all the issues and how many issues are in need of attention prior to October 1st. For example, there may be IEP Plans that will expire on or before October 1st.

The legend for this pie chart that indicates what color corresponds to which issue can be found on the issue table as discussed in the Issue Table section of this document.

Issue Count As Of 10/1/2017
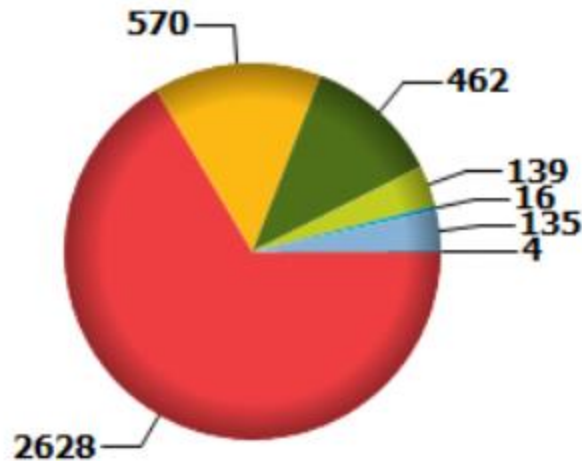
IEP Issues by School

If you selected more than one school in the filter list, you can further look at the number of students with IEP/SPED data issues by each individual school. Simply click on the little + sign where it indicates "Please click the + to see IEP Issues by School" as shown below:

⊞ **Please click the + to see IEP Issues by School**

Once you expand the chart, you will be able to view the student counts with IEP issues by school.

Students with IEP Issues by School	
School Name	**Students**

The student counts are drillable and will take you to a details page that shows the details for those students that make up the count on the chart.

Details

For any number that is underlined, you can click on it to view the details page. The details page will show only the details pertaining to the number that you clicked. For example, if you click the number for IEP Plan Expired Issue Count As of (Today), then you will only see the details for students who have that issue. Please keep in mind that the student may also have more than one issue, therefore, if you click into IEP Plan Expired Issue Count As of (Today), it will show you that issue, plus any other issues that also exist.

At the top of the details page you will see a + sign that instructs you to click it to see the IEP Issue Definitions. Once you click on the + sign the list and definitions will expand.

IEP Issue Definitions	
IEP Plan Expired	Today's Date Minus IEP Plan End Date AND grade level <> PK
Student Eligibility Date Expired	[Today's Date Minus (Eligibility Date + 3 years)] - 1 day
IEP Federal Placement Code Invalid Based on Age	(Age >= 6 AND Federal Placement Code starts with an E) OR (Age <= 5 AND Federal Placement Code starts with a B)
Student Primary Disability Type is Invalid Based on Age	Age >= 6 And Primary Disability Code = DD
Federal Placement Code Not Self Contained	Federal Placement Code = E5 AND (Program Code = RES OR IK OR SL)
No Case Manager	No active Case Manager assigned to Student.
WCSD SE PK not being recognized	School <> Early Childhood Education AND Child Find AND Grade = PK AND State Exclude Flag = Yes AND Special Ed Status = Yes
IEP Federal Placement Code Invalid Based on Age prior to or on 10/1/2018	(Age >= 6 prior to or on 10/1/2018 AND Federal Placement Codes starts with an E) OR (Age <= 5 prior to or on 10/1/2018 AND Federal Placement Code starts with a B)
Student Primary Disability Type is invalid prior to or on 10/1/2018	Age >= 6 prior to or on 10/1/2018 AND Primary Disability Code = DD
IEP Plan will be expired prior to or on 10/1/2018	10/1/2018 Minus IEP Plan End Date
Student Eligiblity will be expired prior to or on 10/1/2018	10/1/2018 Minus (Eligibility Date + 3 years)
PK IEP Expired/Non-Compliant	School <> Early Childhood Education AND Grade = PK AND IEP Expired AND Start Status Enrollment Code = E1
PK Active IEP - Validate Enrollment Code	School <> Early Childhood Education AND Grade = PK AND IEP Active AND Start Status Enrollment Code = E3
PK IEP Expiring in 30 Days	School <> Early Childhood Education AND Grade = PK AND Start Status Enrollment Code = E1 AND IEP Expires in 30 days
Child Find Not Withdrawn in 60 Days	School = Child Find AND Grade = PK AND Actively Enrolled >= 60 Days
IEP Student Without Special Ed Program	Enrollment Status Code = E1 AND SPED Program Code = NULL AND Special Ed Status = Yes
Initial IEP Exceeds 30 Calendar Days from Initial Determination Of Eligibility	Special Ed Status = Yes AND Evaluation Type = 'IEP Initial Eligibility Meeting' AND Evaluation Checklist Eligible = 1 AND (No Plan exists OR No Plan exists that is 30 calendar days past the Evaluation date)

Below the list of definitions, you will see the student count for the number of students shown on the details page. Please note, this is a distinct student count.

Student Count: 5

On the details table, you will see a list of all the IEP Issues listed for each student in the first column, labeled Issue Type. An example is shown below:

Issue Type

- Federal Placement Code Invalid
- Primary Disability Type Invalid

You can use the definitions listed above to look up each Issue Type for each student to help find what exactly needs to be addressed for the student in order to resolve each issue.

Please note, a student may show up twice on the details page if they are in more than one SPED program.

New Feature: Suspension Count.
When you log in to your school, you will see under the IEP issues graph, you will see a suspension count:

Suspensions	Count
Students suspended between 6 and 9 days total	6
Students suspended 10 or more days total	4
Students missing suspension duration days in IC	2
Total	12

You will see that if you select the underlined number, it will bring you to another table:

Suspensions	Count
Students suspended between 6 and 9 days total	6
Students suspended 10 or more days total	4
Students missing suspension duration days in IC	2
Total	12

Clicking on the + symbol will explain what the columns and how the calculations were made:

⊟Please click the + sign to see Suspension Information

Suspension Information	
Suspension Duration Issue Found	Suspension count comes from the IC Behavior tab, "Duration in School Days" field. If the column "Suspension Duration Issue Found" appears below with a hyperlink, the number of days is missing and must be corrected in IC in one or more suspension records. Clicking the link will open the Behavior Entry Validation report, then review the details page for the specific issue type of "Suspension Duration Missing" to identify the Incident Number.
Total Suspensions	Total Suspensions = Total In School + Total Out Of School + Total Bus + Total Emergency Suspensions
Suspension Counts	All numbers from the IC field "Duration in School Days" will be rounded up regardless of decimal point. For example, a number of 0.5 will be rounded up to 1, a number of 2.1 will be rounded up to 3, and number of 2.5 will be rounded up to 3.

Once you click on the underlined number, you will be brought to the student demographic information:

Distinct Student Count: 6

Total In School Suspensions	Total Out Of School Suspensions	Total Bus Suspensions	Total Emergency Suspensions	Total Suspensions	Suspension Duration Issue Found	School Number	School Name	Calendar	Student Number	Last Name