

Conditions and Validations for CECAS Special Ed Active and Exited Periodic Count



Conditions And Validations For CECAS Special Ed Periodic Count

Enterprises Computing Services, Inc.



Document Revision History

Rev #	Name	Date	Description
1	Riyad Merchant	02/15/2005	Initial Version
2	Prashant Reddy	03/01/2005	<ol style="list-style-type: none">1. Change to the XML file layout.2. Change to the Exit Reason Lookup screen3. Data Manger screens validations.4. Changes to the existing conditions for current Periodic Count process5. Additional Data element validations.
3	Adarsh Char	03/01/2005	Modified conditions to include those mandated by documents on ideadata.org site and verified that all necessary validations are being performed based on same documents.
4	Adarsh Char Prashant Reddy	3/4/2005	<ol style="list-style-type: none">1. Deleted Conditions 5 & 9 in section 1.1.2. Added Point 4 under 1.1 Periodic Count changes section.3. Deleted Conditions 5 in section 1.24. Modified Condition 6 in section 1.25. Modified Point 4 in the Periodic Count changes section under 1.26. Modified section 2.3.1 – 4.d7. Deleted section 2.3.1 – 5.c8. Deleted 2.3.1 – 5 under validation changes section9. Modified 2.3.1 – 8, 9 and 10 under the Validation Changes section10. Modified 2.3.2 validation Changes section11. Modified section 2.3.3 – 3.c12. Added 8 & 9 to Section 3 -Data Manger Changes.
5	Prashant Reddy	3/8/2005	<ol style="list-style-type: none">1. Added the Federal Reports section2. Added point 16 under section 2.3.1.3. Added point 17 under section 2.3.1.4. Data Manager Changes section – Point 3: Age validation was changed to the Exit Date.
6	Adarsh Char	3/22/2005	<ol style="list-style-type: none">1. Modification to validation rules in 1.1 and 1.22. Modification to 2.3.1 to include Child ID types requirement and Plan Type



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			requirement
7	Adarsh Char	3/30/2005	<ol style="list-style-type: none">1. Modification to the use of the AcceptExitInfo flag and the rules for exporting the Student ID under sections 1.1 and 1.22. Modification to XML upload process under section 2.13. Modification to ID and Exit Date and Exit Reason validations under section 2.3.14. Modification to Data Manager under section 35. Modification to XML File in section 46. Modifications throughout document to change the term 1 year to 365 days
8	Prashant Reddy	10/19/2005	<ol style="list-style-type: none">1. Added LEP element to the XML file2. Modified Program/Service End date validation (a)3. Added option 10 in the Data Manger section and option 4 in the XML file Change section.4. Modified Section 1.1-7 and 1.2-75. Removed (Not applicable anymore) Options 6 and 8 from Section 1.26. Added 2.3.2 - 2d and 2.3.2 - 3d
9	Prashant Reddy	2/24/2006	<ol style="list-style-type: none">1. Modified section 1.1 – 82. Added Section 1.1 -73. Removed the Periodic Count changes section under 1.1 and 1.2.4. Removed Data Manager Section.5. Added Sample XML file.6. Included <IsLEP> XML tag.7. Added Validation (f) in section 2.3.2 under Prg/Svs begin date.8. Added Validation (e) in section 2.3.2 under Prg/Svs end date9. Removed validation (d) in Section 2.3.1 under (IEP) Placement Date.
10	Prashant Reddy	4/17/2006	<ol style="list-style-type: none">1. Modified section 1.1 -8
11	Prashant Reddy	9/18/2006	<ol style="list-style-type: none">1. Modified section 1.2 -6 (modified the 1 year validation rule for exited students)2. Added validation rule – Section 2.3.1-



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			11.e 3. Added validation rule – Section 2.3.2-3.f
12	Prashant Reddy	3/15/2007	1. Modified section 2.3.2- Program/Services data – 1.a, 2.a, 3.3
13	Kelley Steen	6/12/2008	1. Modified 2.3.1 – Validations for Student Data – Added requirement for IsAIG
14	Kelley Steen, Jennifer Sims, Khalilah O’Farrow- Boulware, and Ilona Ketting	2/26/2009	Revised entire document
15	Kelley Steen	8/26/2010	1. Updated XML layout, removed Program services Section and Discipline Section. 2. Modified 2.3 to include the validation for Race. 3. Created new Table of Contents to show changes to the document.



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1 Conditions

1.1 For Counting Active Students from CECAS

1. The child is in the requested Region/LEA as the Attending.
2. The Attending Begin Date is on or before the Count Period End Date and the Attending End Date is blank or after the Count Period End Date.
3. The child has a Status of Active for the above Attending record.
4. The Status for Eligibility of "Special Ed".
5. The Status Begin Date is on or before the Count Period End Date and the Status End Date is blank or on or after the Count Period End Date.
6. The child has a Special Ed record in the given Attending and its IsEntitled flag is checked.
7. Plan Type is 'IEP' or 'PSSP'.
8. Program/Service Begin Date must be within the Count period.

Note:

The export process will consider, when exporting the Student's ID, the Local ID first. If no local ID exists, the NCWISE ID will be used. If no NCWISE or Local ID exists, the SSN will be used. The application will not allow the user to maintain blanks in all three fields.

1.2 For Counting Exited Students from CECAS

Note: These conditions retrieve only the Exited students from CECAS.

1. The child has the requesting Region/LEA as the Attending.
2. The Attending Begin Date in the Region/LEA is on or before the Count Period End Date and the Attending End Date is on or after the Count period Begin Date and on or before the Count Period End Date.
3. The child has a Status of Active for the above Attending record.
4. The Status for Eligibility is "Special Ed".
5. The Status Begin Date is on or before the Count Period End Date and the Status End Date + 1 is on or after the Count Period Begin Date but on or before the Count Period End Date.
6. The child's latest eligible 'IEP' or 'PSSP' Plan (in the same Region/LEA as the Attending) among the plans selected with a Program/Service Begin Date is on or before the Count Period End Date and Program/Service End Date is on or after the Count Period Begin Date. Also, The Plan selected above was determined Eligible.

Note:

The export process will consider, when exporting the Student's ID, the Local ID first. If no local ID exists, the NCWISE ID will be used. If no NCWISE or Local ID exists, the SSN will be used. Validations

1.3 When Uploading A File [XML]

1.3.1 Validations for Student Data

Note: Files are uploaded only for Non-CECAS submissions.

1. Each submitted field should be less than or equal to the maximum length allowed for that field.
2. ID element must be present in the file.



3. The Entitlement flag element must have a value of Y or N.
4. The IsAIG flag must have a value of Y or N.
5. The IsLEP flag must have a value of Y or N.
6. Following the upload of a file, the application will isolate all records with Exit Information and validate the data to determine if an exit date falls before or after the Count Period End Date. If the Exit Date falls on or before the Count Period End Date, then the child is counted as being exited. If the Exit Date falls after the Count Period End Date, the child is counted as active.

1.4 When Assigning UIDs

1.4.1 Validations for Student Data

Note: SUI process takes place only for Non-CECAS submissions.

1. First Name
 - a. Cannot be blank.
 - b. Can have only the following characters: (Aa-Zz , ' . -).
2. Last Name
 - a. Cannot be blank.
 - b. Can have only the following characters: (Aa-Zz , ' . -).
3. Middle Initial
 - a. Can be blank.
 - b. Can have only the following characters: (Aa-Zz , ' . -).
4. Date Of Birth
 - a. Cannot be blank.
 - b. Must be a date value.
5. Gender
 - a. Cannot be blank
 - b. Must be M or F.

1.5 When Checking For Data Errors

1.5.1 Validations for Student Data

Note: Data validations are done for both CECAS and Non-CECAS submissions.

1. Region Code
 - a. Cannot be blank.
 - b. Must be the same as the one submitted on the Request screen.
 - c. Must exist in the School Code Master.
2. LEA Code
 - a. Cannot be blank.
 - b. Must be the same as the one submitted on the Request screen.
 - c. Must exist in the School Code Master.



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3. School Code

- a. Cannot be blank.
- b. Must belong to a school in the LEA submitted on the Request screen.
- c. Must exist in the School Code Master.

4. Placement Date (IEP Program/Services Begin Date)

- a. Cannot be blank.
- b. Must be a date value.
- c. Must be on or after the Date of Birth.

5. Date Of Birth

- a. Cannot be blank.
- b. Must be a date value.
- c. Must be before the Count Period End Date.

6. Gender

- a. Cannot be blank.
- b. Must be M or F.

7. Ethnicity

- a. Cannot be blank.
- b. Must exist in the Ethnicity lookup.

8. Race

- a. Cannot be blank.
- b. Must exist in the Race lookup.

9. Primary Handicapping Condition (Exceptionality)

- a. Cannot be blank.
- b. Must exist in the Exceptionality lookup.
- c. Validate Exceptionality Age range based on the Students Age as of the Count Period End date only for Active Students. This check will NOT be performed for students who have been exited.
- d. The age of the student at the Count Period End Date should be equal to or greater than the Exceptionality Min Age and less than the Exceptionality Max Age.

10. Primary Educational Setting (Service Location)

- a. Cannot be blank.
- b. Must exist in the Settings lookup.
- c. Validate the Primary Setting Age range based on the Students Age as of the Count Period End date only for Active Students. This check will NOT be performed for students who have been exited.



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- d. The age of the student at the Count Period End Date should be equal to or greater than the Setting Min Age and less than the Setting Max Age.

11. Exit Reason

- a. Cannot be blank if the Exit Date is given.
- b. Must exist in the Exit Reason lookup.
- c. If contains a value and the Exit Date is blank then it will flag the record as erroneous.
- d. Validate Exit Reason Age range based on the Students Age as of the Count Period End date.
- e. The age of the student at the Count Period End Date should be equal to or greater than the Exit Reason Min Age and less than the Exit Reason Max Age.

12. Exit Date

- a. Cannot be blank if the Exit Reason is given.
- b. Must be a date value.
- c. Must be on or after the Placement Date (IEP Program/Services Begin Date).
- d. If contains a value and the Exit Reason is blank then it will flag the record as erroneous.
- e. Exit Date must fall between the Count period Begin Date and Count Period End Date. (i.e Exit Date is \geq the Count period begin date and is \leq the Count Period End Date)

13. Last Name

- a. Cannot be blank.

14. First Name

- a. Cannot be blank.

15. Grade

- a. Cannot be blank.
- b. Must exist in the Grades lookup.

16. Child ID

- a. May be repeated.
- b. Can be Blank - However, if the ID field is left blank but the SSN field contains valid data, then no error will be generated.
- c. Application will check to see that either the Child ID field or the SSN field contain data. If both fields are blank, then an error is raised indicating that the ID field is blank
- d. Must include 'Type' attribute. Allowable values are 'UID', 'NCWISE' or 'LOCAL'. Any other Type values will be flagged as erroneous.
- e. If the user submits more than one Child ID tag, either with differing Type attributes or with the same Type attribute, only the first ID listed will be captured. All other Child IDs will be ignored.

17. SSN



- a. Can be blank.
- b. If given, must be all numeric.
- c. If given, must have a length of 9.
- d. Application will check to see that either the Child ID field or the SSN field contain data. If both fields are blank, then an error is raised indicating that the ID field is blank.
- e. If the ID field is left blank but the SSN field contains valid data then no error will be generated.

18. Plan Type

- a. Can be blank
- b. If blank, the default will be "IEP"
- c. Allowable values will be 'PSSP' or 'IEP'.

19. IsLEP

- a. Values are 'Y' or 'N'.
- b. Cannot be blank

20. IsAIG

- a. Values are 'Y' or 'N'.
- b. Cannot be blank

2 XML File Changes

- 1. A 'Type Id' Element is added to the XML file layout to determine the Type of ID (NCWISE or Local Id) sent by Non CECAS users. Any other ID type appearing in the file will be rejected as an error. Additionally, the SSN field will remain as is and allow the user to submit an SSN as well as an ID.
- 2. The maximum length allowed for First Name and Last Name is increased to 30 characters.
- 3. A flag to identify if the submitted Plan is 'IEP' or 'PSSP' is added. If the submitted Plan Type Code flag is blank the default value will be IEP. Any other Plan Type code will be rejected as an error.
- 4. 'LEP' element <IsLEP> is added to the XML file. Values are 'Y' or 'N'.

2.1 Sample XML File

```
<Children>
  <Child>
    <ID Type="Local"></ID>
    <LEACode></LEACode>
    <SchoolCode></SchoolCode>
    <Name>
      <LastName></LastName>
```



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```
<FirstName></FirstName>
<!-- Middle Initial to Middle Name change -->
<MiddleName></MiddleName>
</Name>
<SSN></SSN>
<BirthDate></BirthDate>
<!-- RE changes -->
<IsHispanic></IsHispanic>
<Races>
  <Race></Race>
  <Race></Race>
  <Race></Race>
  <Race></Race>
  <Race></Race>
</Races>
<Gender></Gender>
<Grade></Grade>
<PlacementDate></PlacementDate>
<ExceptionalityCategory></ExceptionalityCategory>
<ServiceLocation>PSS</ServiceLocation>
<Entitlement></Entitlement>
<IsAIG></IsAIG>
<IsLEP></IsLEP>
<PlanType></PlanType>
<ProgramExit>
  <Date></Date>
  <Reason></Reason>
</ProgramExit>
</Child>
</Children>
```



3 Federal Reports

3.1 Child Count – IDEA Report

1. Unduplicated Count of all children with disabilities receiving special education and related services with an eligible Individualized Education Program.(IEP and PSSP)
2. The report will display all Active and Primary students for the requested Periodic Count.
3. Multi-Cultural formula will be used for students with an ethnicity of 'Multi-Cultural'. A student must be counted in only one ethnicity category.
4. The Report can be generated in PDF or Excel format.
5. The report will display all data based on the selection criteria entered by the user. The report will display all zeros even if there are no records for the selected criteria.
6. The report will be generated from the Certified Periodic Count data for the selected Count Period.
7. Count will include children in the Age group 3-5 (≥ 3 to < 6) years by
 - a. Disability
 - b. Ethnicity by Disability
8. Count will include children in the Age group 6 – 21(≥ 6 to < 22) years by Disability
9. Count will include children in Age group 6 – 21(≥ 6 to < 22) years by Ethnicity and Disability

3.2 Child Count – ENV Report

1. Unduplicated Count of all children with disabilities receiving special education and related services according to an eligible Individualized Education Program. (IEP and PSSP)
2. The report will display all Active and Primary students for the requested Periodic Count.
3. Multi-Cultural formula will be used for students with an ethnicity of 'Multi-Cultural'. A student must be counted in only one ethnicity category.
4. The Report can be generated in PDF or Excel format.
5. The report will display all data based on the selection criteria entered by the user. The report will display all zeros even if there are no records for the selected criteria.
6. The report will be generated from the Certified Periodic Count data for the selected Count Period.
7. Count will include children in the Age group 3-5 (≥ 3 to < 6) years by Setting.
8. Count will include children in the Age group 3-5 (≥ 3 to < 6) years by Setting and Disability.
9. Count will include children in the Age group 6-21 (≥ 6 to < 22) years by Setting and Disability. The Age will be sub-grouped for each Setting by Ages 6-11, 12-17 and 18-21.
10. Duplicate Count of children in the Age group 3-21(≥ 3 to < 22) years by Disability receiving special education and related services with an eligible Individualized Education Program.
Note: Duplicate Count denotes that these children have been counted in Section A and C. Point 1 (above) is not applicable to this section.
11. The Count will include only the children in Region – 'SOP' (State Operated Programs) and LEA – 'Department of Corrections'.
12. Report will be generated in PDF format.



13. Duplicate Count of children in the Age group 3-21 (≥ 3 to < 22) years by Disability receiving special education and related services with an eligible Private School Services Plan (PSSP).

Note: Duplicate Count denotes that these children have been counted in Section A and C. Point 1 (above) is not applicable to this section.

14. The Count will include only the children with a Plan of 'PSSP' (Private School Services Plan).

15. Report will be generated in PDF format.

16. Count will include children in the Age group 3-5 (≥ 3 to < 6) years by Ethnicity and Setting.

17. Count will include children in the Age group 6-21 (≥ 6 to < 22) years by Ethnicity and Setting.

3.3 Children by Disability, Age and Category

1. Count of all children with disabilities that were exited during the Count period (between the Period Begin and Period End date) receiving special education and related services according to an eligible Individualized Education Program. (IEP and PSSP)
2. The report will display all Exited and Primary students for the requested Periodic Count.
3. Multi-Cultural formula will be used for students with an ethnicity of 'Multi-Cultural'. A student must be counted in only one ethnicity category.
4. The Report can be generated in PDF or Excel format.
5. The report will display all data based on the selection criteria entered by the user. The report will display all zeros even if there are no records for the selected criteria.
6. The report will be generated from the Certified Periodic Count data for the selected Count Period.
7. Count will include children in the Age group 14-21 (≥ 14 to < 22) years for each Disability by Exit Reason.
8. Count will include children in the Age group 14-21 (≥ 14 to < 22) years by Age and Exit Reason.
9. Count will include children in the Age group 14-21 (≥ 14 to < 22) years by Ethnicity and Exit Reason.