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January 17, 2020

MEMORANDUM

TO: City and County Superintendents of Education

FROM: Eric G. Mackey
State Superintendent of Education

SUBJECT: Chalkable SETS Data Cleanup for PowerSchool Migration

In order to ensure a clean data migration from Chalkable SETS to PowerSchool Special Programs, and to ensure that the nine InformationNOW (INOW) data components outlined in the memo dated November 6, 2019, titled Data Cleanup in Advance of Migration to PowerSchool are addressed, the Alabama State Department of Education, Special Education Services (SES) Section, is requesting that each local education agency (LEA) review specific data components and, if necessary, correct prior to June 5, 2020.

All INOW data components should be completed prior to beginning the special education SETS data review and cleanup.

The SES Section is offering some SETS suggestions to run and preview on a weekly basis to stay on top of the data throughout the months prior to migration to the new platform. Please ensure that your LEA has reviewed and made all necessary updates to the data components listed below.

<u>Note:</u> If you have not been saving your submitted state reports from SETS (Review Data) on an ongoing basis, please do so now.

Steps to Save a Report
- Go to Report Desktop, State Reports in SETS.
- At the bottom of the State Reports page, select the Report Preview/Review Format (options include PDF, RTF, or XLS).
- Identify the report of interest and select "Review Data" report.
- Follow screen prompts to "Save" file.
- Rename the saved file to include the collection year.

Please ensure that correct information is included in the student folder. You can use the Processes and Forms Not Marked Complete Report found under Report Desktop and Reports in SETS to ensure that data are properly updated in the folder. If you have any questions or concerns, please contact your regional specialist by telephone at (334) 694-4782 or email SES at speced@alsde.edu.

I.   **Child Count Errors and Working Folders**
   A.   The Child Count Error List can be found under Child Count Desktop, Error List in SETS.
      1.   All errors (X) and warnings (W) should be reviewed and, if necessary, corrected.
   B.   Only working folders will be migrated to PowerSchool Special Programs. As a result, it is essential that when students transfer into your LEA, the working folders are selected immediately, and the non-working folders are archived. See student records with error Z9 More than One Folder on the Child Count Error List.
      1.   Go to the student folder in SETS.
      2.   Click "Change Working Folder."

3. Select the most complete and accurate student folder; review the listed Processes for the Selected Folder.
4. After your selection of the working folder is made, select "Archive All Non-Working Folders" to archive the other folder record.
5. Click okay.

II. Valid Case Managers

A. Verify that all students have been assigned to a valid case manager.
B. All transfer records you intend to keep that show SETS System Admin as the case manager must be corrected by going to the student folder and selecting the new Case Manager under Student Desktop, Change Case Manager in SETS.
C. To view the Student List by Case Manager, go to Report Desktop, scroll down to select Student Listing by Case Manager and filter by case manager SETS System Admin.
D. Alternatively, you may view the Student List by Case Manager via SETS Query.
  1. Go to the Report Desktop, SETS Query.
  2. Select the following:
     a. LastName
     b. FirstName
     c. SchoolName
     d. SpEdStatus = Active
     e. CaseMgrDispName (Sort by Ascending; look for System Admin, SETS)
     f. Remove the Active/Referred Only check in the box
     g. Click Run
     h. Repeat all steps for student records that are Inactive (i.e., SpEdStatus = Inactive for step D.)

III. Annual Data Report, Student Exiting Information

A. A list of students who are reported as special education (IDEA) exiters may be found under Report Desktop, State Reports, Student Exiting Information, Preview Data in SETS.
B. Use the list to review and, if necessary, make corrections based on the following validations:
  1. Valid ages for report - students must be between the ages of 14 and 21 on the Child Count date of October 1, 2019.
  2. Valid age for "Reached Maximum Age" – the maximum age that a student with disabilities (IDEA) can receive special education and related services is 20. A student who 20 and turns 21 on or after August 1, 2019, is entitled to begin and complete the school year.
  3. Valid age for "Dropout" – a student may not be coded as a dropout before the age of 17. Exception: student who is age 16 and turns 17 by the end of reporting period (June 30, 2020) may be counted.
  4. Required fields cannot be blank:
     a. SSID
     b. LastName
     c. FirstName
     d. DOB
     e. Age
     f. Race/Ethnicity
     g. Gender
     h. LEP
     i. Exceptionality
     j. Exit Code/Reason
     k. Exit Date
C. Be sure the following fields are entered for the Student Exiting Information report:
  1. Status = Inactive
  2. Inactive Status Reason – **must select one** of the drop-down menu items:
     a. Exited
     b. Not accepted for evaluation

       c.   Not eligible after initial eligibility
       d.   Parent refused services/revoked consent
       e.   Preschool Attendance
   3.   Date Exited Spec Ed
   4.   Exited from Special Ed Program – **must select one** of the drop-down menu items
       a.   Transferred to regular education
       b.   Graduated with regular diploma
       c.   Received a certificate
       d.   Reached maximum age
       e.   Died
       f.   Moved, known to be continuing
       g.   Dropped out
   5.   Exiting Exceptionality

IV. Indicator 11 Students Evaluated Within Timeline

A. The Students Evaluated Within Timeline report can be found under Report Desktop, State Reports in SETS.

B. To view the most current data, users must change the Start Date and End Date to reflect the current reporting period (i.e., 07/01/19 – today's date for each time report is run), and then select Preview Data.

C. All evaluations that have been completed must show data in the "Final Completion Date for All Evaluations" and, if applicable, "Range of Days" and "Reasons for Late Evaluation" fields.

V. Indicator 12 EI to Preschool Tracking Data

A. The EI to Preschool Tracking Data report can be found under Report Desktop, State Reports in SETS.

B. Ensure that all manual entries are entered accurately. A list of those items are as follows:
   1.   Students that are three years old within the reporting date range and have a date in the Date Letter of Notification from EI Received field will appear on this report. The date does not have to be within the reporting date range.
   2.   Date of Referral Signatures - is not on the Preschool Tracking log, but is under the Preschool Tab to keep data from "overlapping" a school or parental referral.
   3.   Eligible for EI Services (under Part C) Less Than 90 Days – drop-down menu.
   4.   Determined Eligible for Services – drop-down menu.
   5.   Date of Initial IEP Meeting (EI Only).
   6.   Eligibility Determined Prior to 3rd Birthday – drop-down menu.
   7.   If **No**, Range of Days Eligibility Determined After 3rd Birthday – drop-down menu.
   8.   Reason for Late (or no) Eligibility Determination, Parent Delays/Other Delays – drop-down menu (Must be Parent of other, cannot be both).
   9.   IEP developed and implemented by 3rd birthday – drop-down menu.
   10. If **No**, Range of Days IEP developed After 3rd Birthday – drop-down menu.
   11. Reason for Late (or no) IEP developed, Parent Delays/Other Delays – drop-down menu (Must be Parent of other, cannot be both).

VI. Indicator 13 Transition Verification Data

A. The Transition Verification Data report can be found under Report Desktop, State Reports in SETS.

B. To view the most current data, users must change the Start Date and End Date to reflect the current reporting period (i.e., 07/01/19 – today's date), and then select Preview Data.

C. Users should verify the report for accuracy. If data are missing or an N is shown in any field, the student's Transition Services page and the Annual Transition Goal page of the IEP should be reviewed and, if necessary, corrected.

D. Users should also review the duration dates on the Profile Page of the current IEP to ensure that dates were entered correctly.

VII. Indicator 14 Post-School Survey Report
  A. The Post-School Survey report can be found under Report Desktop, State Reports in SETS.
  B. Download and save a copy of your SY 2018-2019 Student Exiting Information that is part of the Annual Data Report collection by February 1, 2020 (follow the steps to save a report above).
  C. For LEAs selected to participate in the 2020 Alabama Post-School Outcomes Survey administration, determine who will be responsible for conducting and certifying the data as accurate for federal reporting.

EGM/SW/MB

cc: City and County Special Education Coordinators
        Data Managers
        Dr. Daniel Boyd
        Dr. Elisabeth Davis
        Ms. Crystal Richardson
        Mrs. Susan Williamson
        Mr. Eric Dickson

FY20-2032