October 1, 2014 Child Count

Presented by Special Education Services

OKLAHOMA STATE DEPARTMENT OF EDUCATION

JANET BARRESI

STATE SUPERINTENDENT OF PUBLIC INSTRUCTION

Agenda

1. The Fundamentals
2. Logging in to the Child Count System
3. Working in the Child Count System
4. Downloading Child Count From SEAS
5. Uploading to the Special Education Child Count System
6. Data Accuracy
7. Certify the Child Count
8. Contact Information

OKLAHOMA STATE DEPARTMENT OF EDUCATION
JANET BARRESI
STATE SUPERINTENDENT OF PUBLIC INSTRUCTION

THE FUNDAMENTALS

OKLAHOMA STATE DEPARTMENT OF EDUCATION
JANET BARRESI
STATE SUPERINTENDENT OF PUBLIC INSTRUCTION

Dates

The October 1, 2014 Child Count Report opens Thursday, October 2, 2014. It closes, and MUST BE CERTIFIED on Friday, October 10, 2014.

OKLAHOMA STATE DEPARTMENT OF EDUCATION
JANET BARRESI
STATE SUPERINTENDENT OF PUBLIC INSTRUCTION

Responsibility for Completing Report

To ensure accuracy, this report must be completed by persons having access to a variety of special education information. This may include:

- superintendent;
- special services director;
- special education teacher(s); and/or
- superintendent's secretary, etc.

OKLAHOMA STATE DEPARTMENT OF EDUCATION
JANET BARRESI
STATE SUPERINTENDENT OF PUBLIC INSTRUCTION

Responsibility for Completing Report

Student	District Responsible for Data Reporting
Resident students enrolled in public schools	Resident district
Students enrolled in private schools by their parents/parentally placed in private schools (not Lindsey Nicole Henry Scholarship)	The district providing IEP services
Students placed by an IEP team decision in a private school or residential facility	Resident district
Student placed by parents in a residential facility or court ordered placement in juvenile facility	Receiving district
Students enrolled by an emergency transfer in a district that is not their legal district of residence	Receiving district
Students enrolled by an open transfer in a district that is not their legal district of residence	Receiving district
Individualized Education Program (IEP) Service Agreement	Resident district
Students residing in an elementary school district and attending a high school in an independent school district	Independent district
Students who are residential students at Oklahoma School for the Deaf (OSD) or Oklahoma School for the Blind (OSB)	OSD or OSB
Students who receive services at OSD or OSB but are not residential students (i.e., they are day students only)	Resident district

OKLAHOMA STATE DEPARTMENT OF EDUCATION
JANET BARRESI
STATE SUPERINTENDENT OF PUBLIC INSTRUCTION

Student Data Needed

Before entering any data, make sure you have everything you need:

- STN (Student Testing Number)
- Demographic information
- Disability categories
- Program code
- Early Childhood Outcomes (if student is under six)
- Assessment type
- Exit information for exits since July 1, 2014

OKLAHOMA STATE DEPARTMENT OF EDUCATION
JANET BARRESI
STATE SUPERINTENDENT OF PUBLIC INSTRUCTION

Student Testing Number (STN)

You MUST have the STN for all students. If you do not have the STN, you should obtain it from your district enrollment staff.

All students must have an assigned STN.

Coach's Tip: This is a good time to verify that all students with an IEP are marked on your Student Information System (SIS) and/or the WAVE, and that the STN is on SEAS.

OKLAHOMA STATE DEPARTMENT OF EDUCATION
JANET BARRESI
STATE SUPERINTENDENT OF PUBLIC INSTRUCTION

Steps to Complete Report

1. Update the Child Count data by:
   - entering data directly in the Child Count System, OR
   - uploading from SEAS.

2. The District Superintendent will certify that the Child Count information is accurate and true before the deadline date.

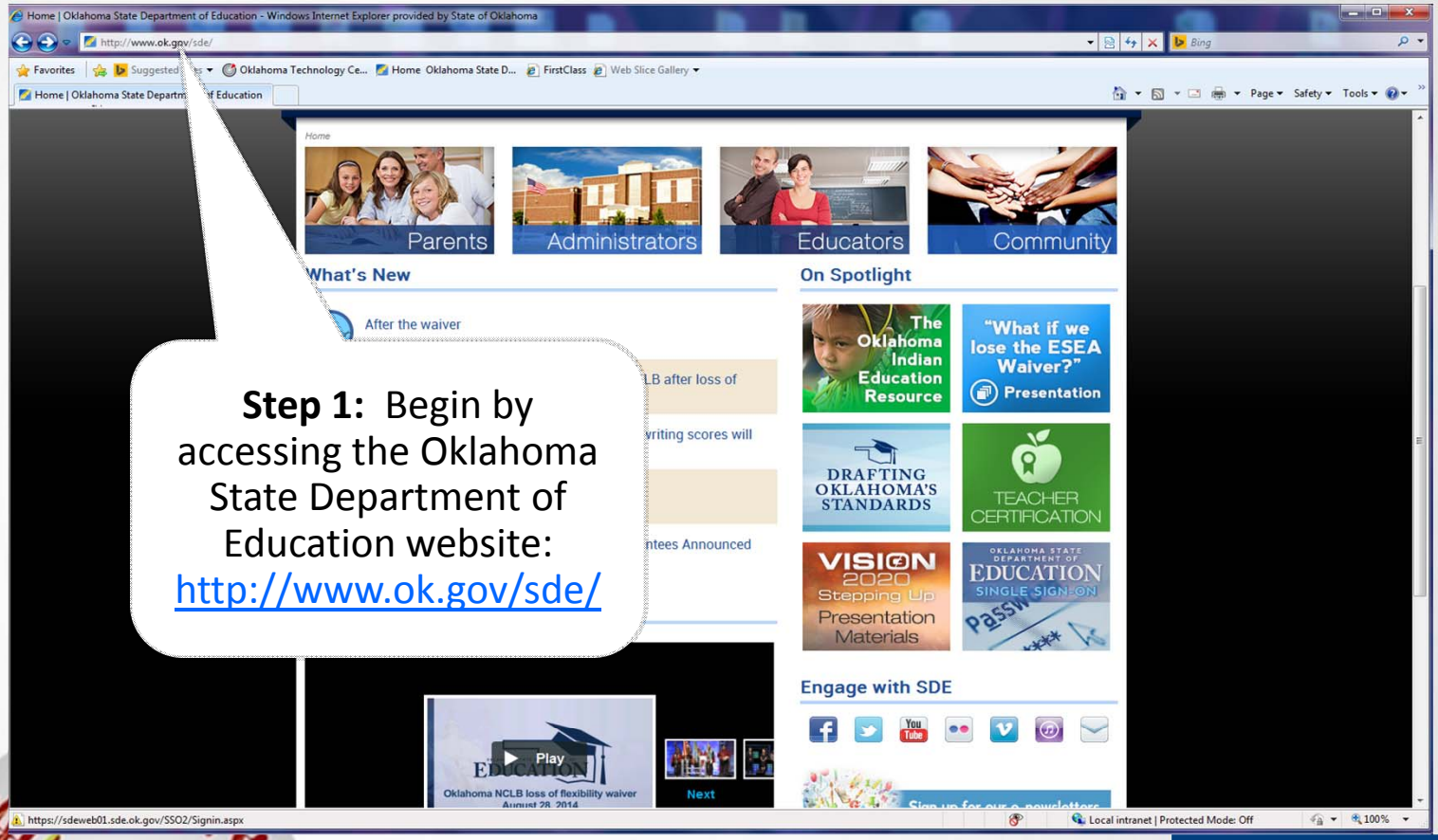
Coach's Tip: Print reports to review for accuracy.

OKLAHOMA STATE DEPARTMENT OF EDUCATION
JANET BARRESI
STATE SUPERINTENDENT OF PUBLIC INSTRUCTION

LOGGING IN TO THE CHILD COUNT SYSTEM

OKLAHOMA STATE DEPARTMENT OF EDUCATION
JANET BARRESI
STATE SUPERINTENDENT OF PUBLIC INSTRUCTION

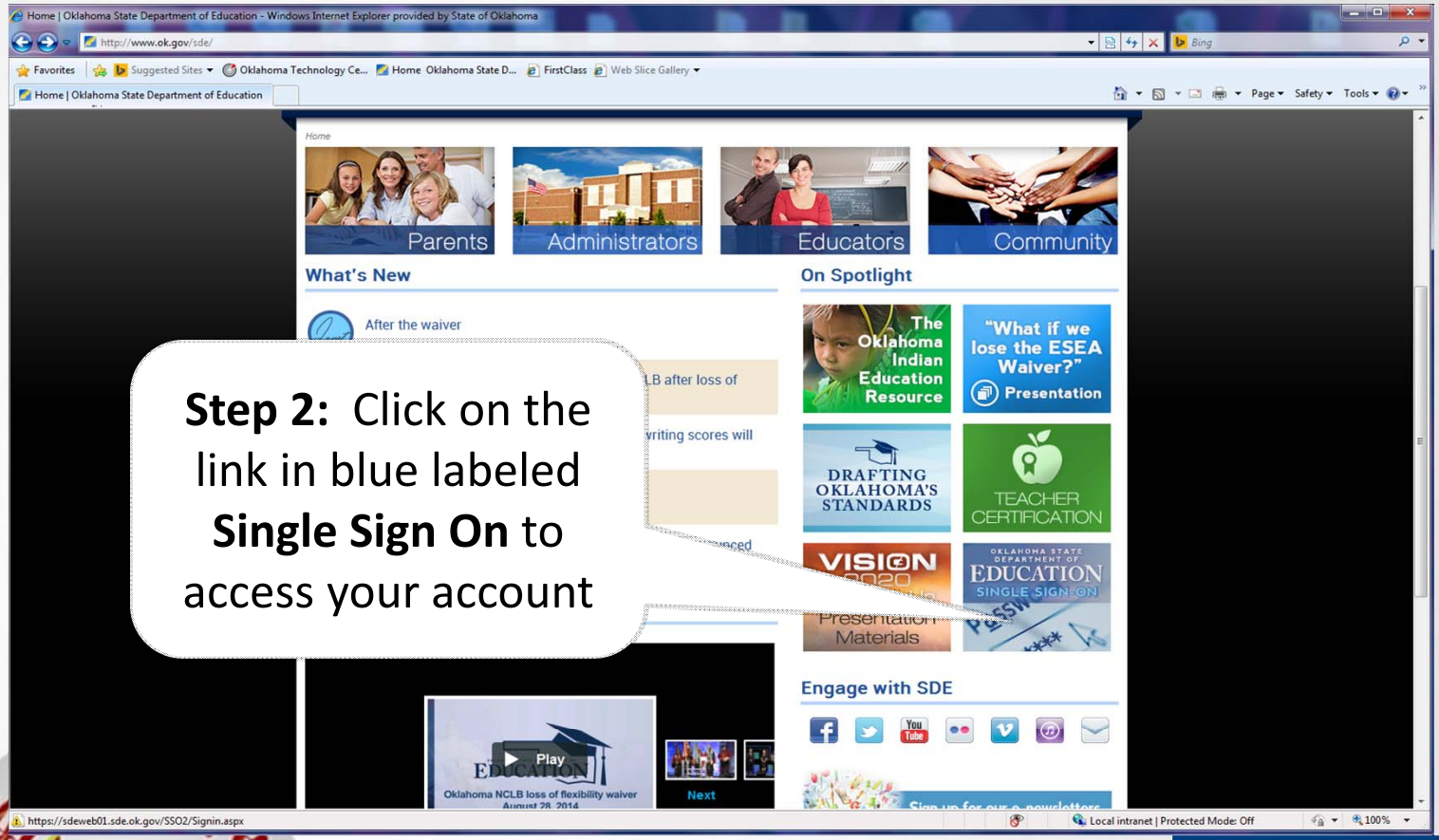
Log in to Single Sign On



Step 1: Begin by accessing the Oklahoma State Department of Education website: http://www.ok.gov/sde/

OKLAHOMA STATE DEPARTMENT OF EDUCATION
JANET BARRESI
STATE SUPERINTENDENT OF PUBLIC INSTRUCTION

Log in to Single Sign On

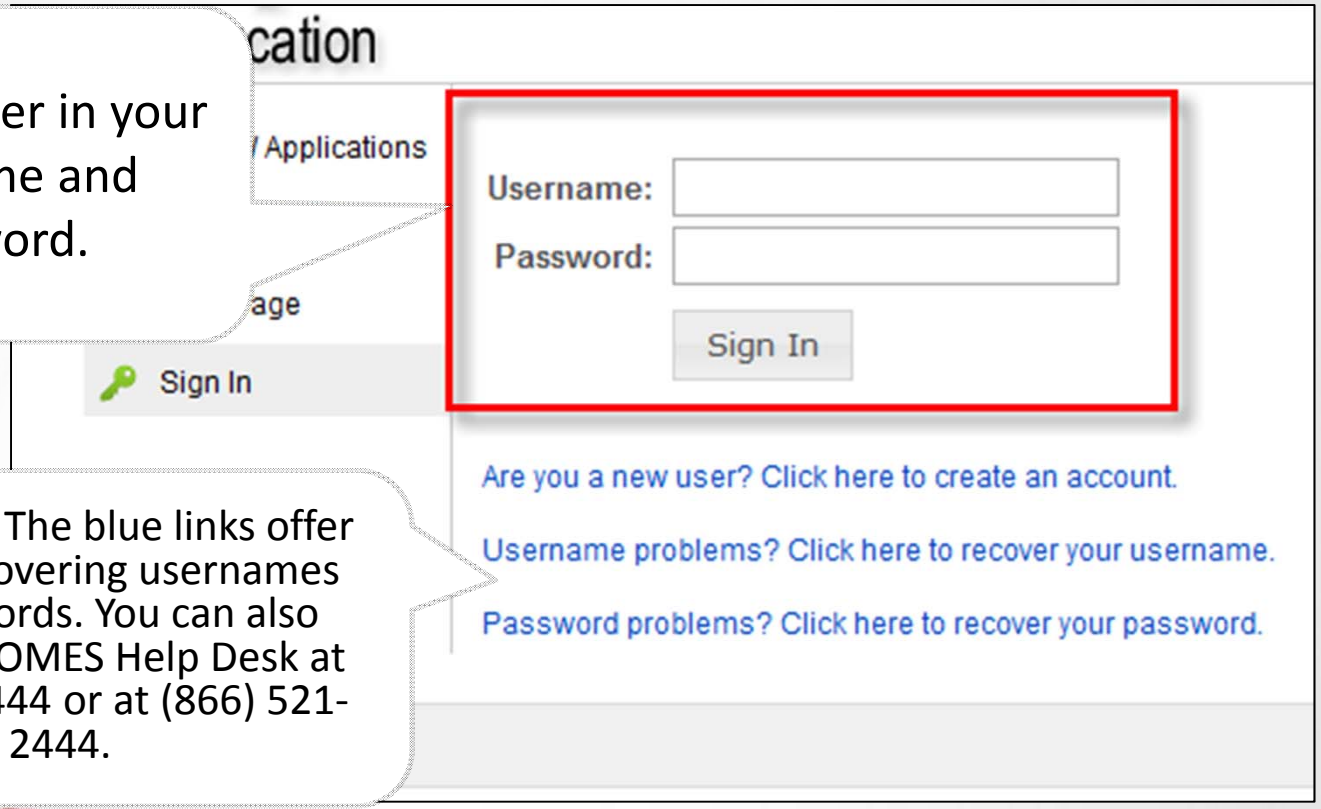


Step 2: Click on the link in blue labeled **Single Sign On** to access your account

OKLAHOMA STATE DEPARTMENT OF EDUCATION
JANET BARRESI
STATE SUPERINTENDENT OF PUBLIC INSTRUCTION

Log in to Single Sign On

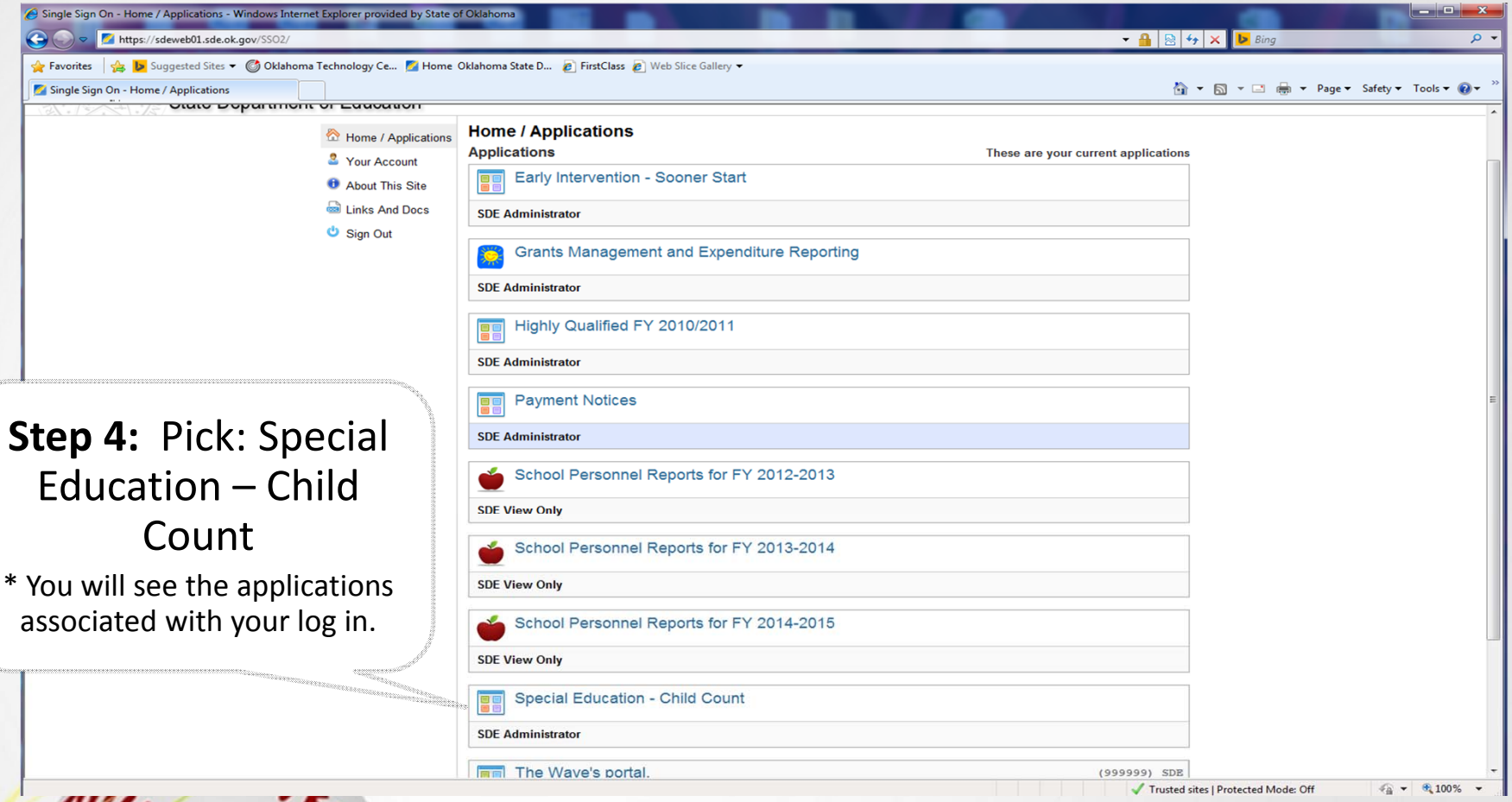
Step 3: Enter in your Username and Password.



Coach's Tip: The blue links offer help for recovering usernames and passwords. You can also contact the OMES Help Desk at (405) 521-2444 or at (866) 521-2444.

OKLAHOMA STATE DEPARTMENT OF EDUCATION
JANET BARRESI
STATE SUPERINTENDENT OF PUBLIC INSTRUCTION

Log in to Single Sign On



Step 4: Pick: Special Education – Child Count

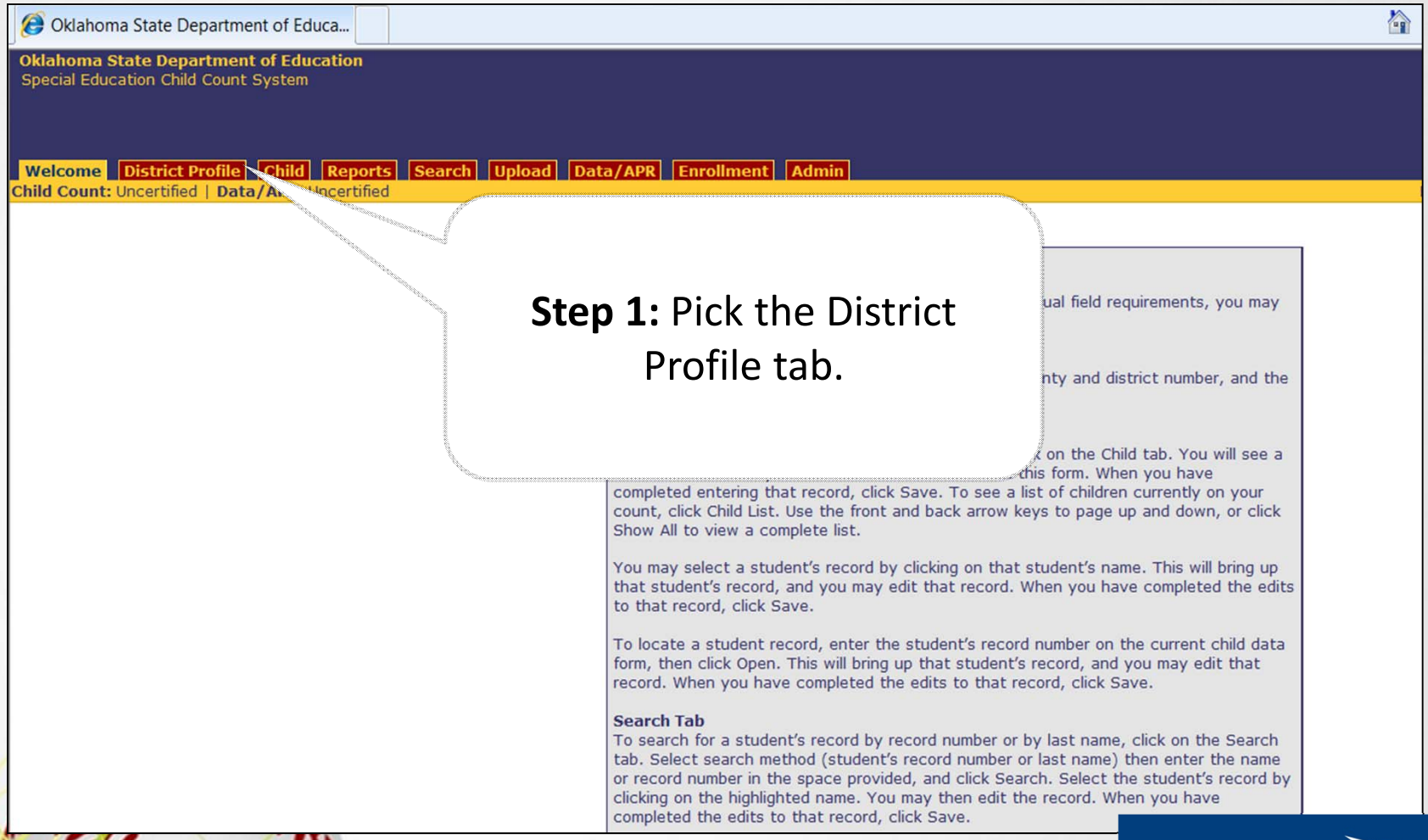
* You will see the applications associated with your log in.

OKLAHOMA STATE DEPARTMENT OF EDUCATION
JANET BARRESI
STATE SUPERINTENDENT OF PUBLIC INSTRUCTION

WORKING IN THE CHILD COUNT SYSTEM

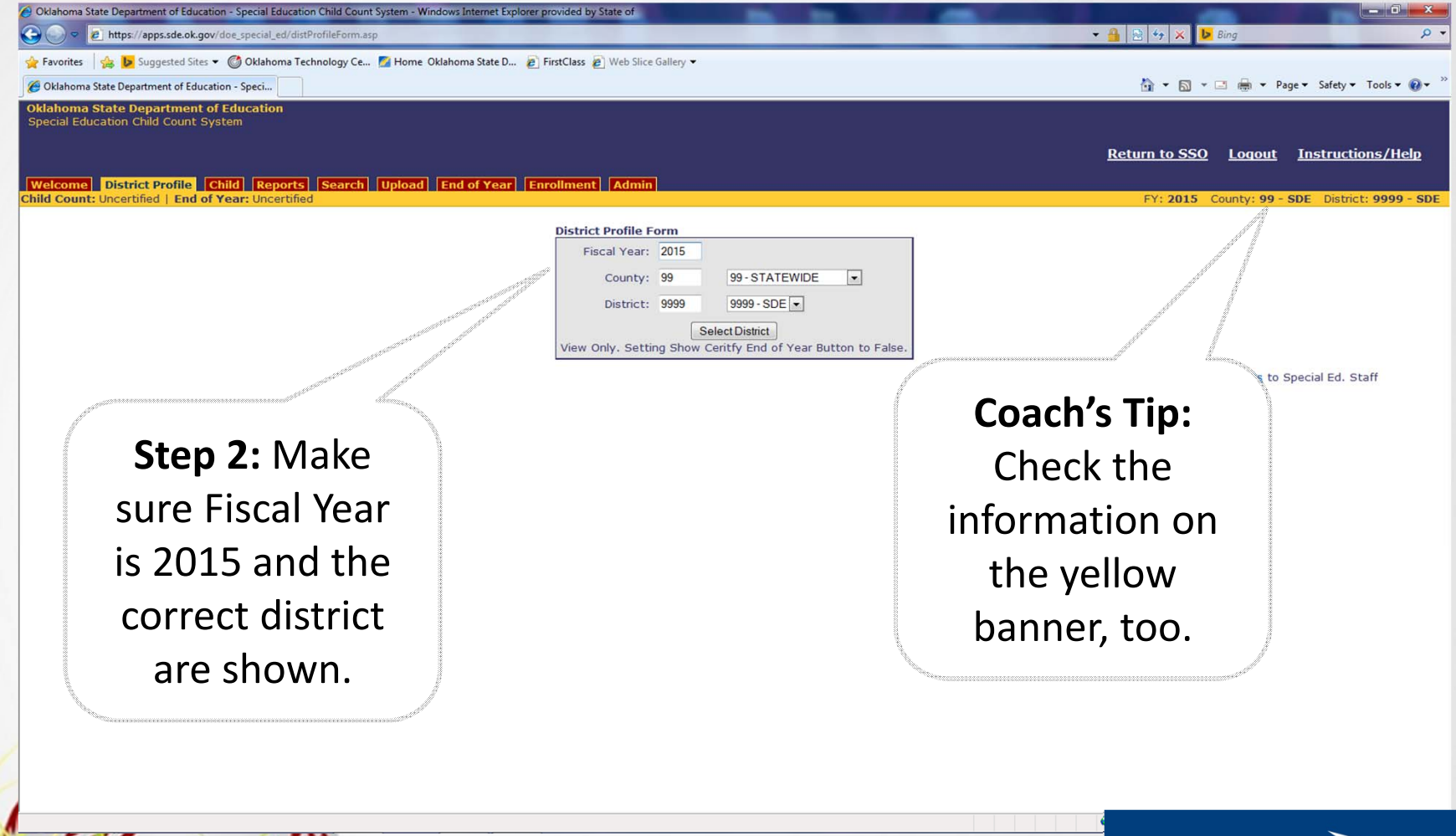
OKLAHOMA STATE DEPARTMENT OF EDUCATION
JANET BARRESI
STATE SUPERINTENDENT OF PUBLIC INSTRUCTION

Working in the Child Count System



OKLAHOMA STATE DEPARTMENT OF EDUCATION
JANET BARRESI
STATE SUPERINTENDENT OF PUBLIC INSTRUCTION

Working in the Child Count System

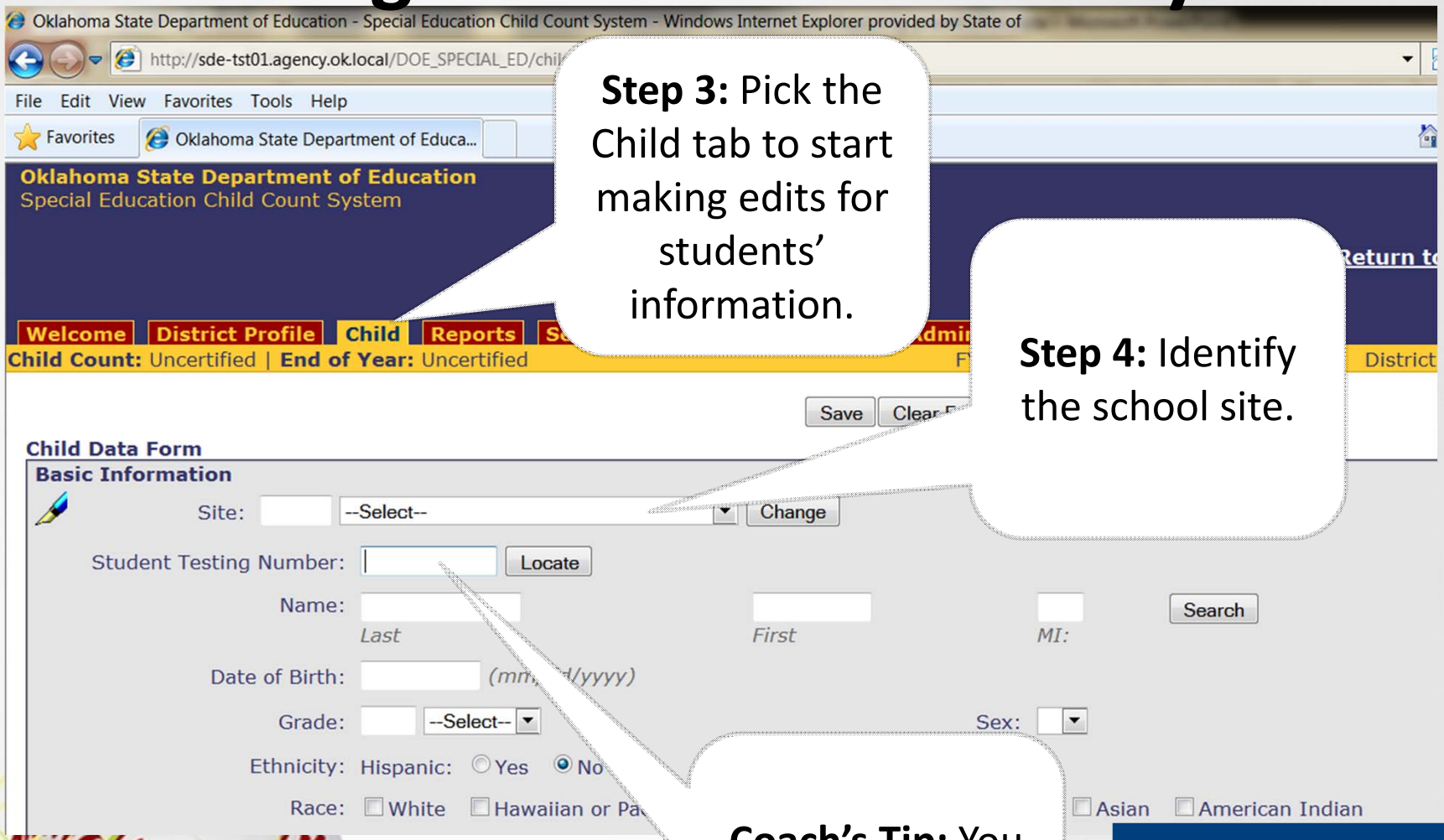


Step 2: Make sure Fiscal Year is 2015 and the correct district are shown.

Coach's Tip: Check the information on the yellow banner, too.

OKLAHOMA STATE DEPARTMENT OF EDUCATION
JANET BARRESI
STATE SUPERINTENDENT OF PUBLIC INSTRUCTION

Working in the Child Count System



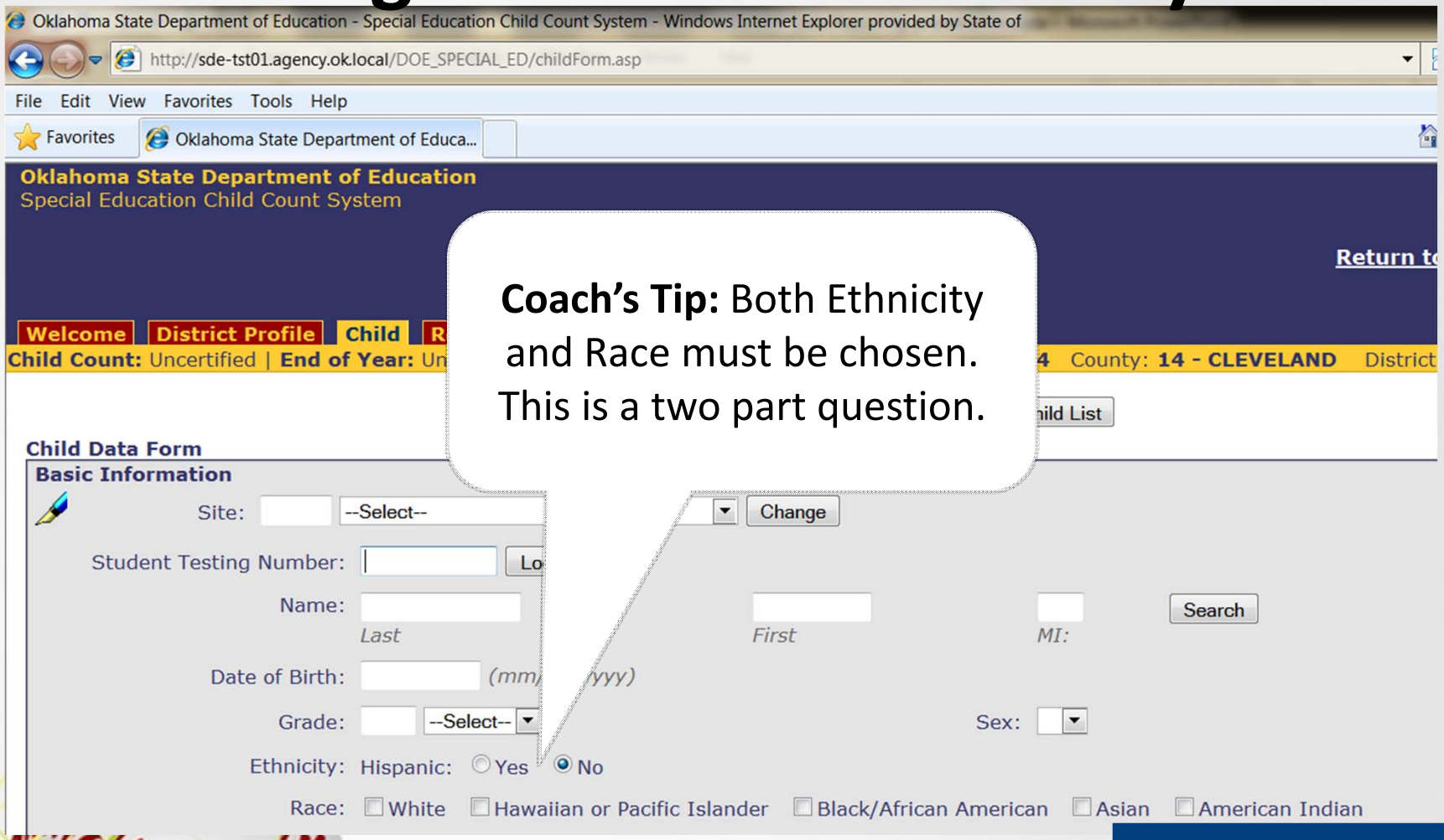
Step 3: Pick the Child tab to start making edits for students' information.

Step 4: Identify the school site.

Coach's Tip: You can search for a student by STN.

OKLAHOMA STATE DEPARTMENT OF EDUCATION
JANET BARRESI
STATE SUPERINTENDENT OF PUBLIC INSTRUCTION

Working in the Child Count System

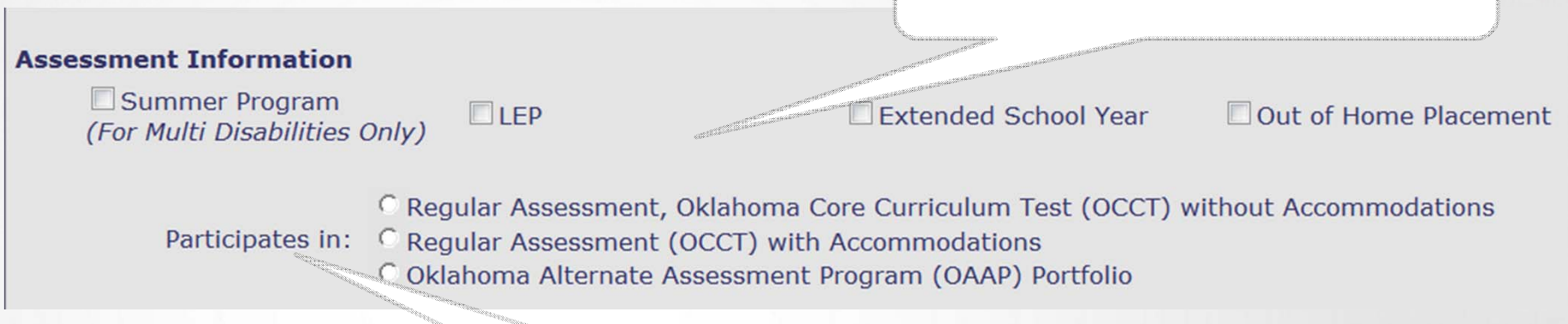


Coach's Tip: Both Ethnicity and Race must be chosen. This is a two part question.

OKLAHOMA STATE DEPARTMENT OF EDUCATION
JANET BARRESI
STATE SUPERINTENDENT OF PUBLIC INSTRUCTION

Assessment Type

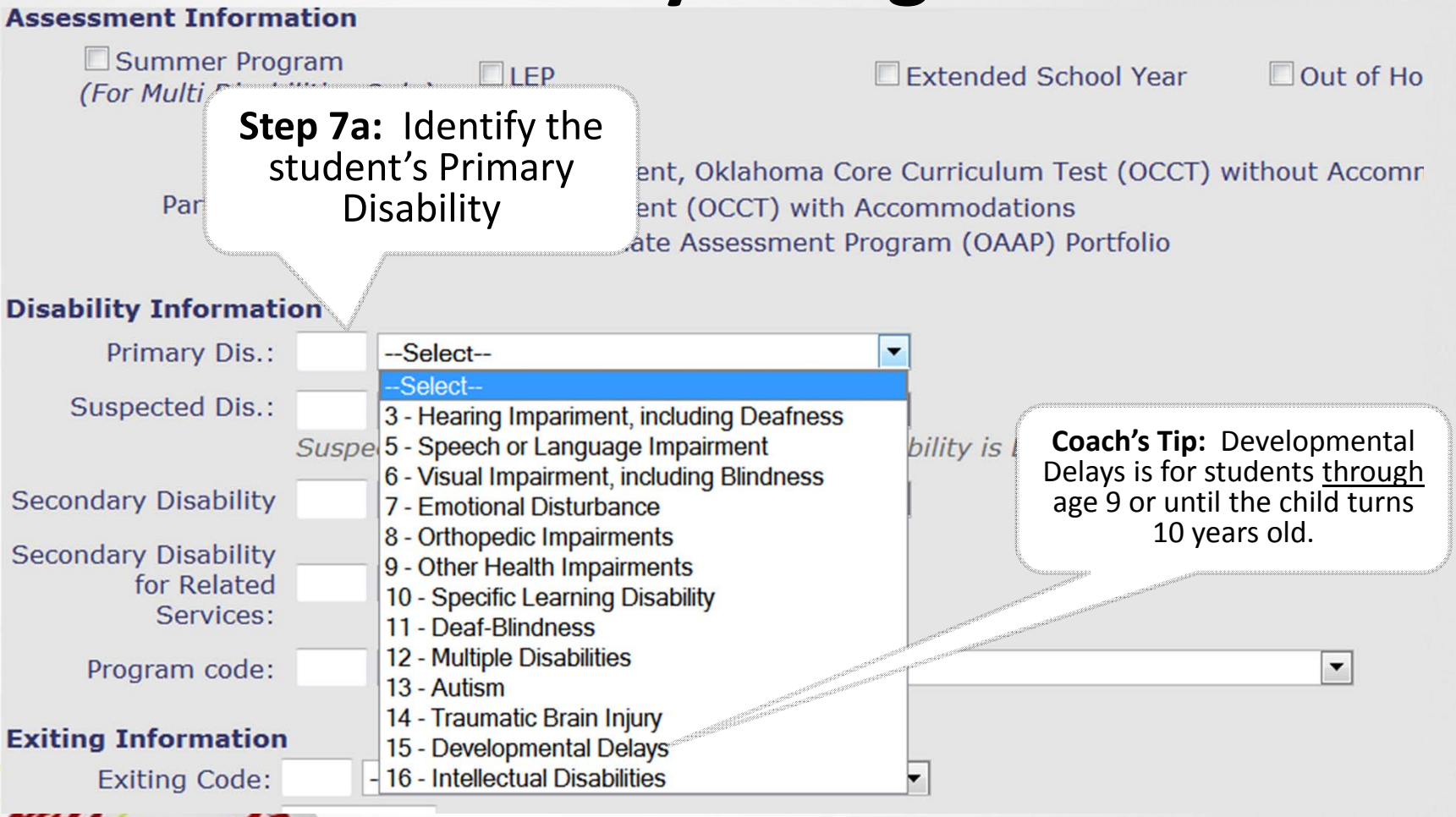
Step 5: Mark any that apply.



Step 6: There are only three options for Participation in Assessment.

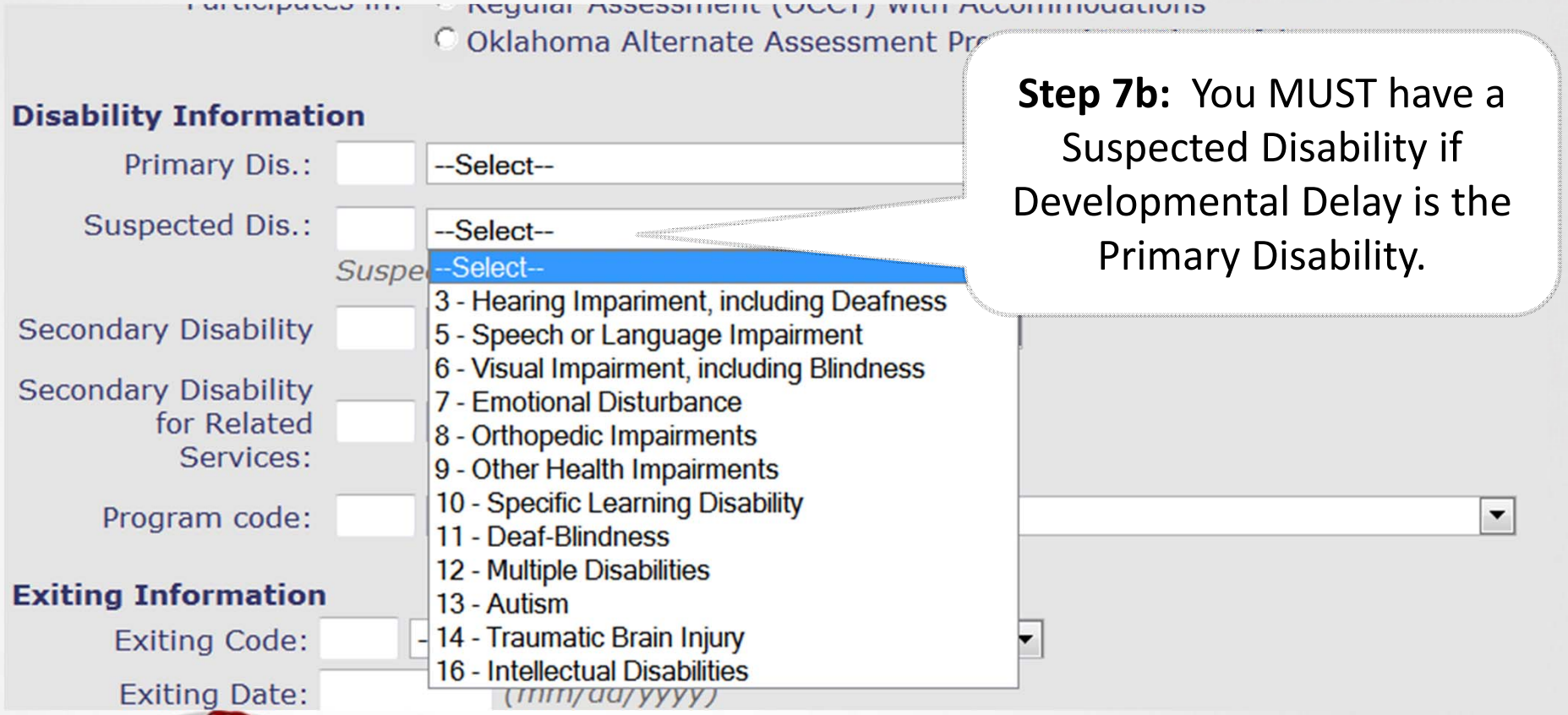
OKLAHOMA STATE DEPARTMENT OF EDUCATION
JANET BARRESI
STATE SUPERINTENDENT OF PUBLIC INSTRUCTION

Disability Categories



OKLAHOMA STATE DEPARTMENT OF EDUCATION
JANET BARRESI
STATE SUPERINTENDENT OF PUBLIC INSTRUCTION

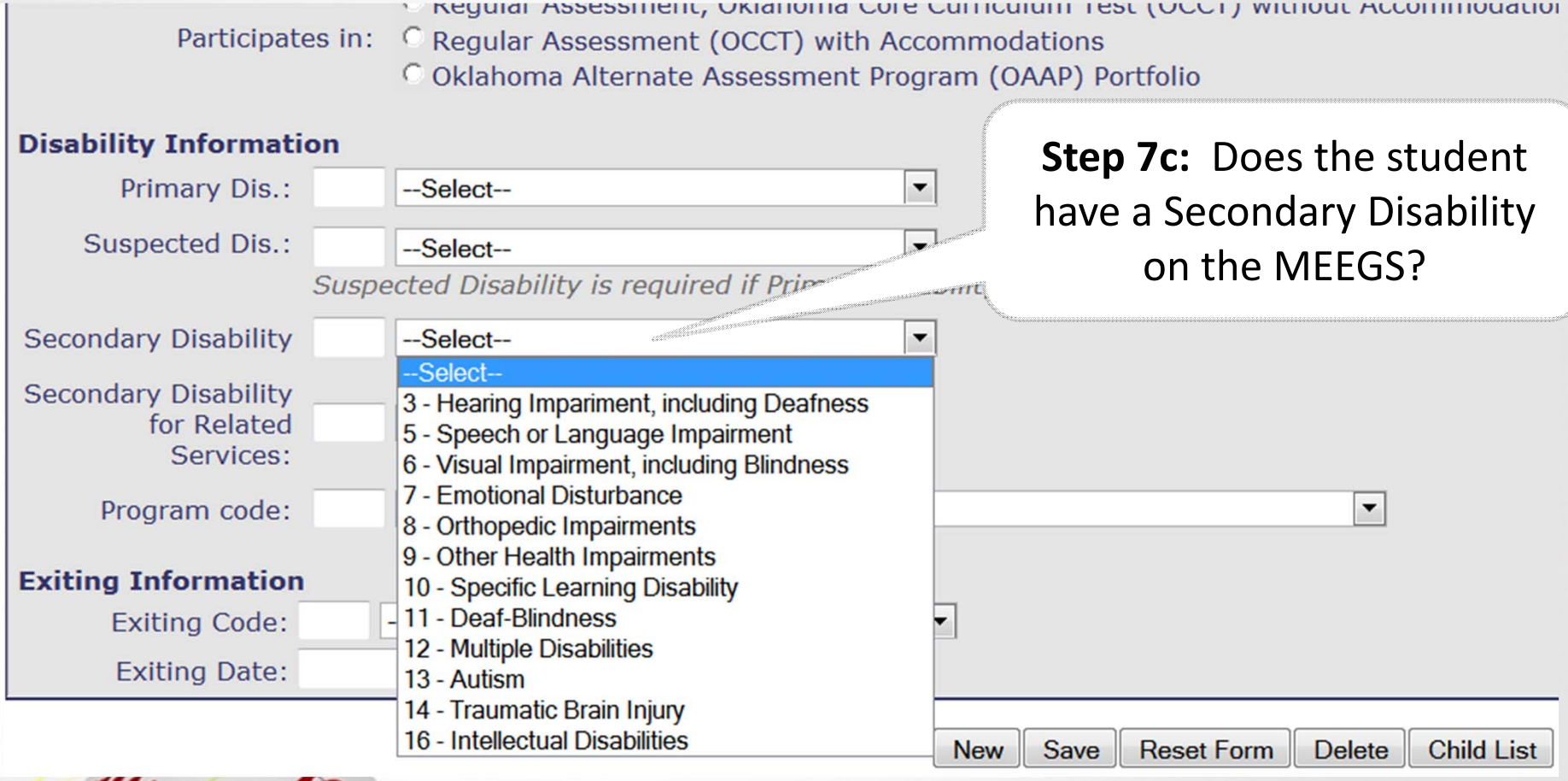
Disability Categories



Step 7b: You MUST have a Suspected Disability if Developmental Delay is the Primary Disability.

OKLAHOMA STATE DEPARTMENT OF EDUCATION
JANET BARRESI
STATE SUPERINTENDENT OF PUBLIC INSTRUCTION

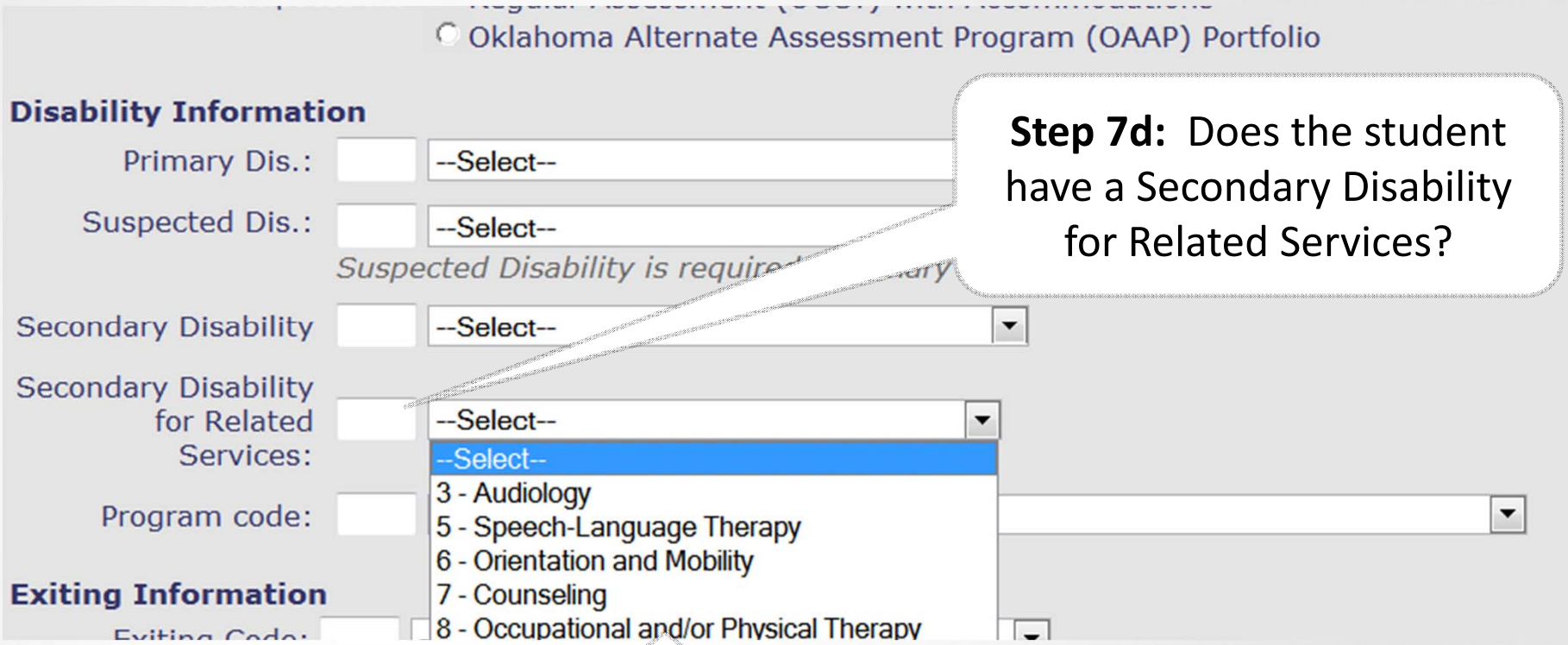
Disability Categories



Step 7c: Does the student have a Secondary Disability on the MEEGS?

OKLAHOMA STATE DEPARTMENT OF EDUCATION
JANET BARRESI
STATE SUPERINTENDENT OF PUBLIC INSTRUCTION

Disability Categories

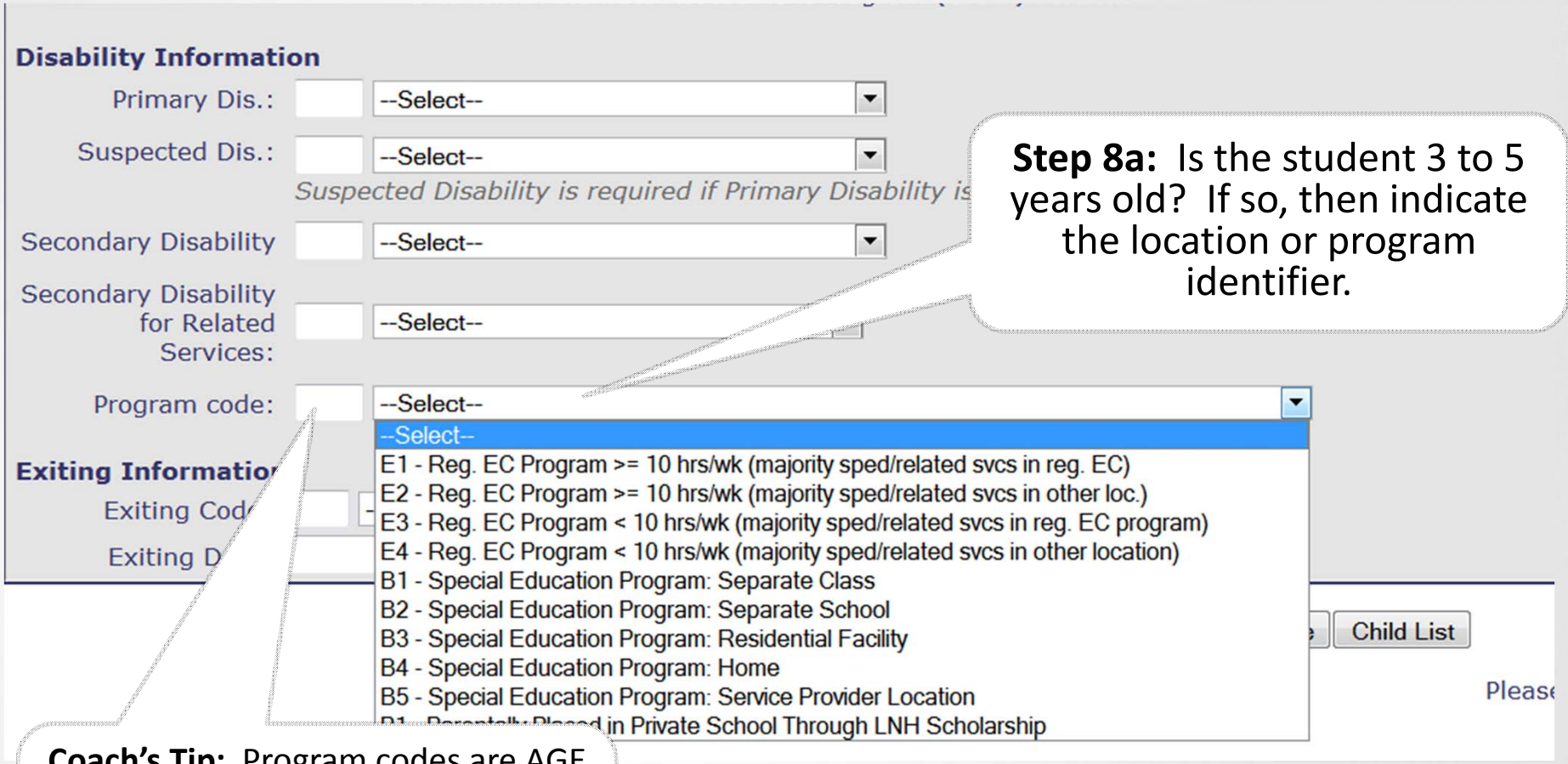


Step 7d: Does the student have a Secondary Disability for Related Services?

Coach's Tip: This category should not be related to Primary or Suspected Disability.

OKLAHOMA STATE DEPARTMENT OF EDUCATION
JANET BARRESI
STATE SUPERINTENDENT OF PUBLIC INSTRUCTION

Program Codes – Early Childhood

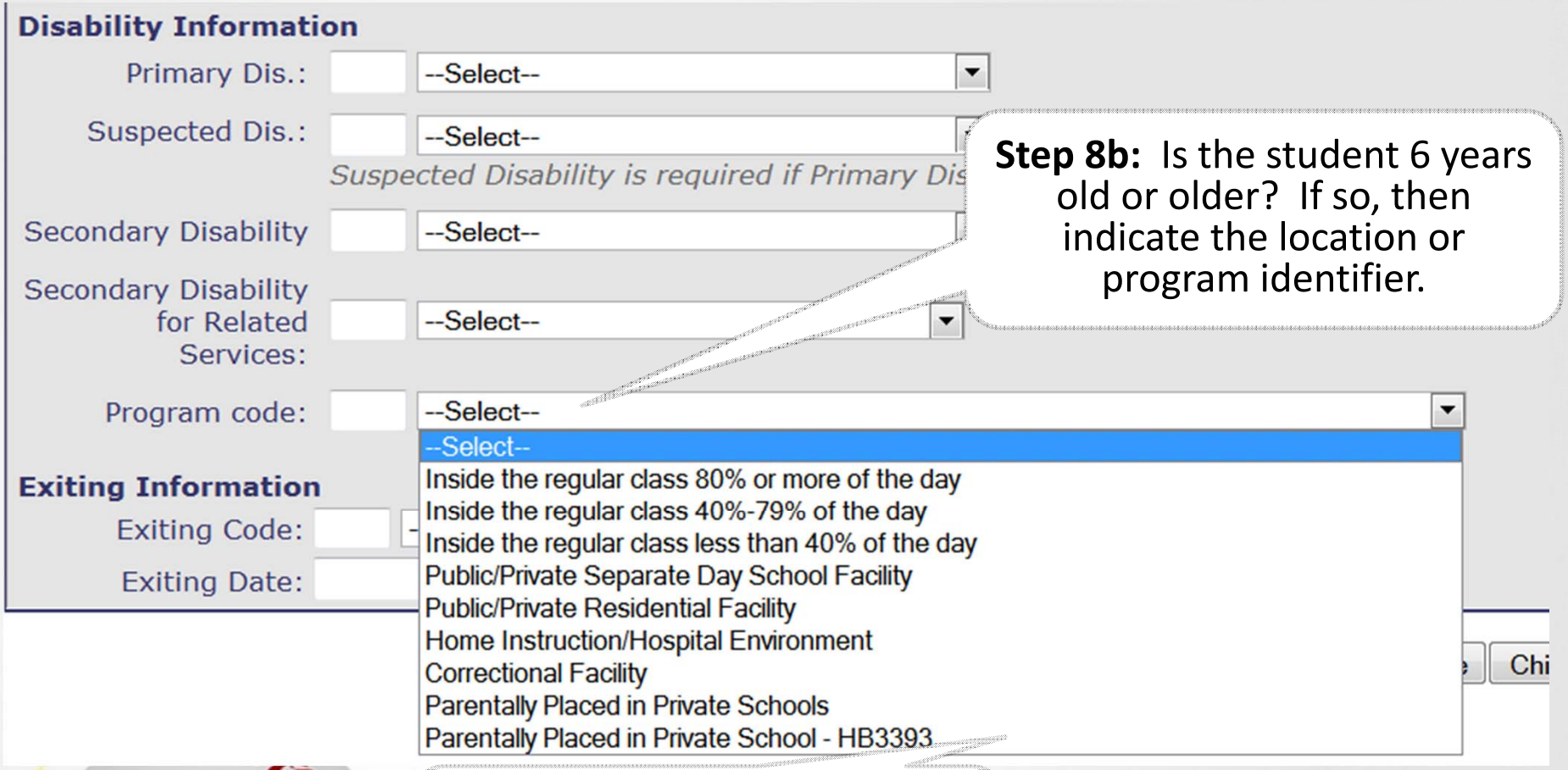


Step 8a: Is the student 3 to 5 years old? If so, then indicate the location or program identifier.

Coach's Tip: <u>Program codes are AGE SPECIFIC!</u> EC codes are for students who are 3 through 5 years old. Once a student turns six, the code should change.

OKLAHOMA STATE DEPARTMENT OF EDUCATION
JANET BARRESI
STATE SUPERINTENDENT OF PUBLIC INSTRUCTION

Program Codes – Ages 6 to 21

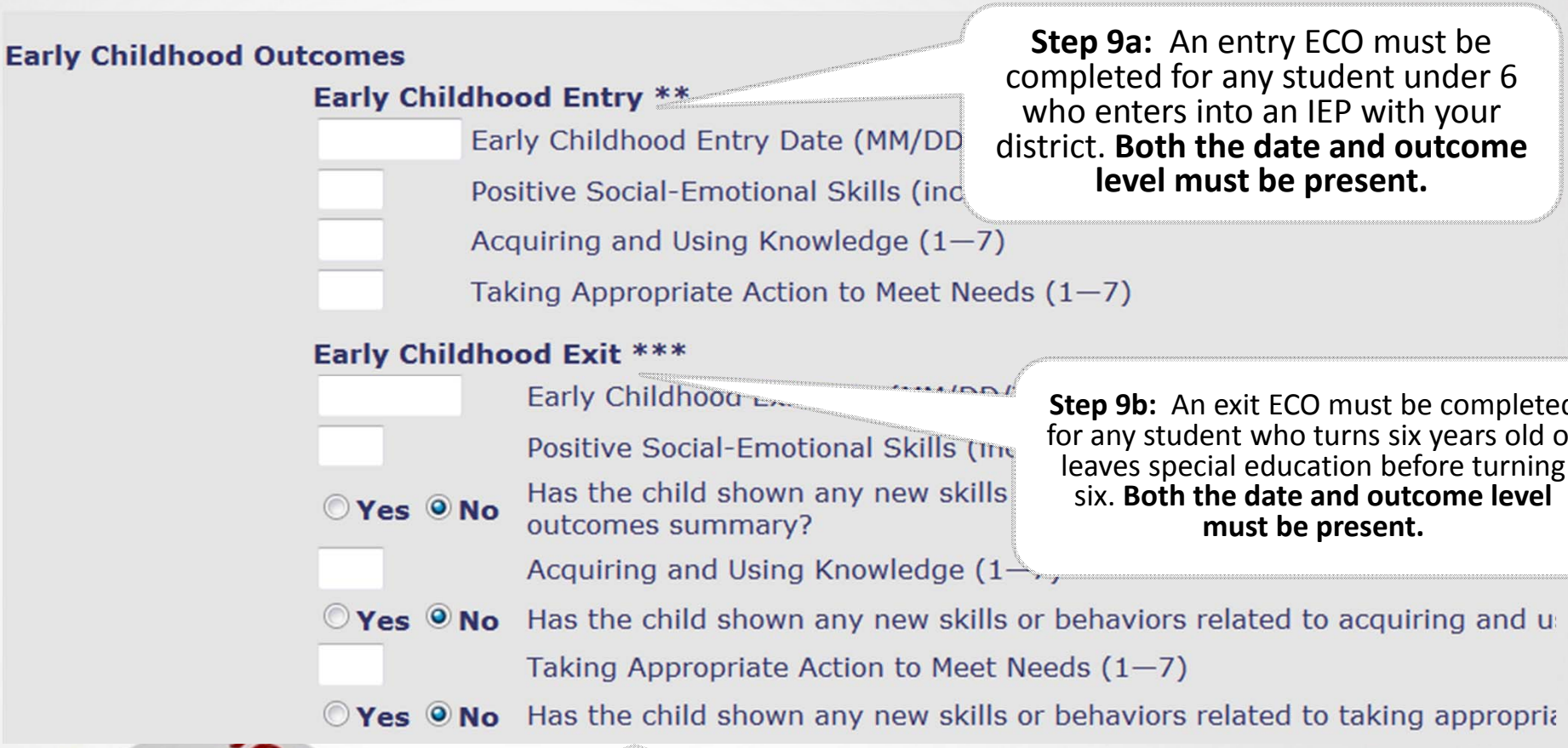


Step 8b: Is the student 6 years old or older? If so, then indicate the location or program identifier.

Coach's Tip: Program codes are AGE SPECIFIC! Once a student turns six, the code should change.

OKLAHOMA STATE DEPARTMENT OF EDUCATION
JANET BARRESI
STATE SUPERINTENDENT OF PUBLIC INSTRUCTION

Early Childhood Outcomes



Step 9a: An entry ECO must be completed for any student under 6 who enters into an IEP with your district. **Both the date and outcome level must be present.**

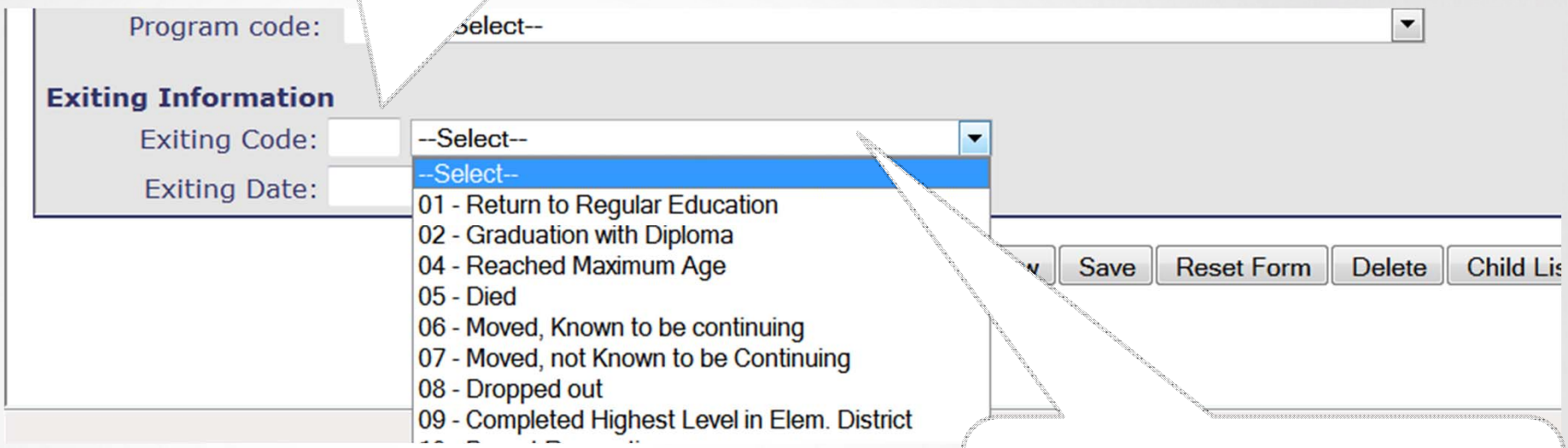
Step 9b: An exit ECO must be completed for any student who turns six years old or leaves special education before turning six. **Both the date and outcome level must be present.**

Coach's Tip: Early Childhood Outcomes or ECO are also known as Childhood Outcome Summary Forms (COSFs) and **MUST** be completed on **ALL** students between 3 and 6 years old after they have received IEP services from your district for 6 months or more! **ECOs are age specific.**

OKLAHOMA STATE DEPARTMENT OF EDUCATION
JANET BARRESI
STATE SUPERINTENDENT OF PUBLIC INSTRUCTION

Exiting Information

Coach's Tip: Only provide information for exits that have occurred since July 1, 2014.



Step 9c: Exiting Information must have an exiting code and the date.

OKLAHOMA STATE DEPARTMENT OF EDUCATION
JANET BARRESI
STATE SUPERINTENDENT OF PUBLIC INSTRUCTION

Stop!

Be sure to click “Save” for changes on <u>each child</u>.

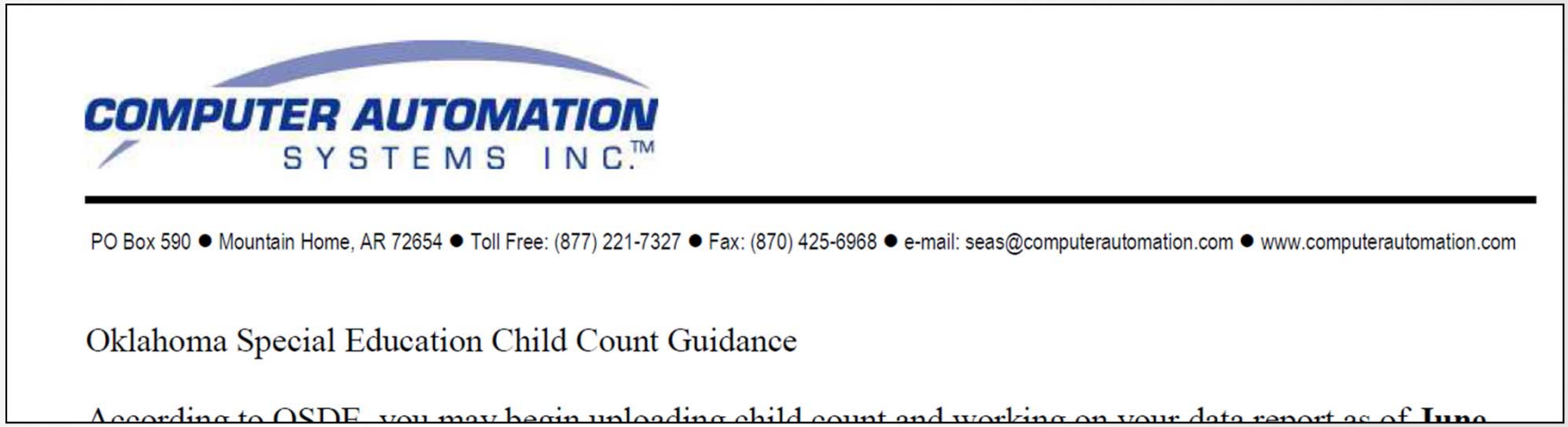
OKLAHOMA STATE DEPARTMENT OF EDUCATION
JANET BARRESI
STATE SUPERINTENDENT OF PUBLIC INSTRUCTION

DOWNLOADING CHILD COUNT FROM SEAS

OKLAHOMA STATE DEPARTMENT OF EDUCATION
JANET BARRESI
STATE SUPERINTENDENT OF PUBLIC INSTRUCTION

Downloading Child Count from SEAS

SEAS will be sending information on how to download the Child Count data if you are working in their system.



COMPUTER AUTOMATION SYSTEMS INC.™

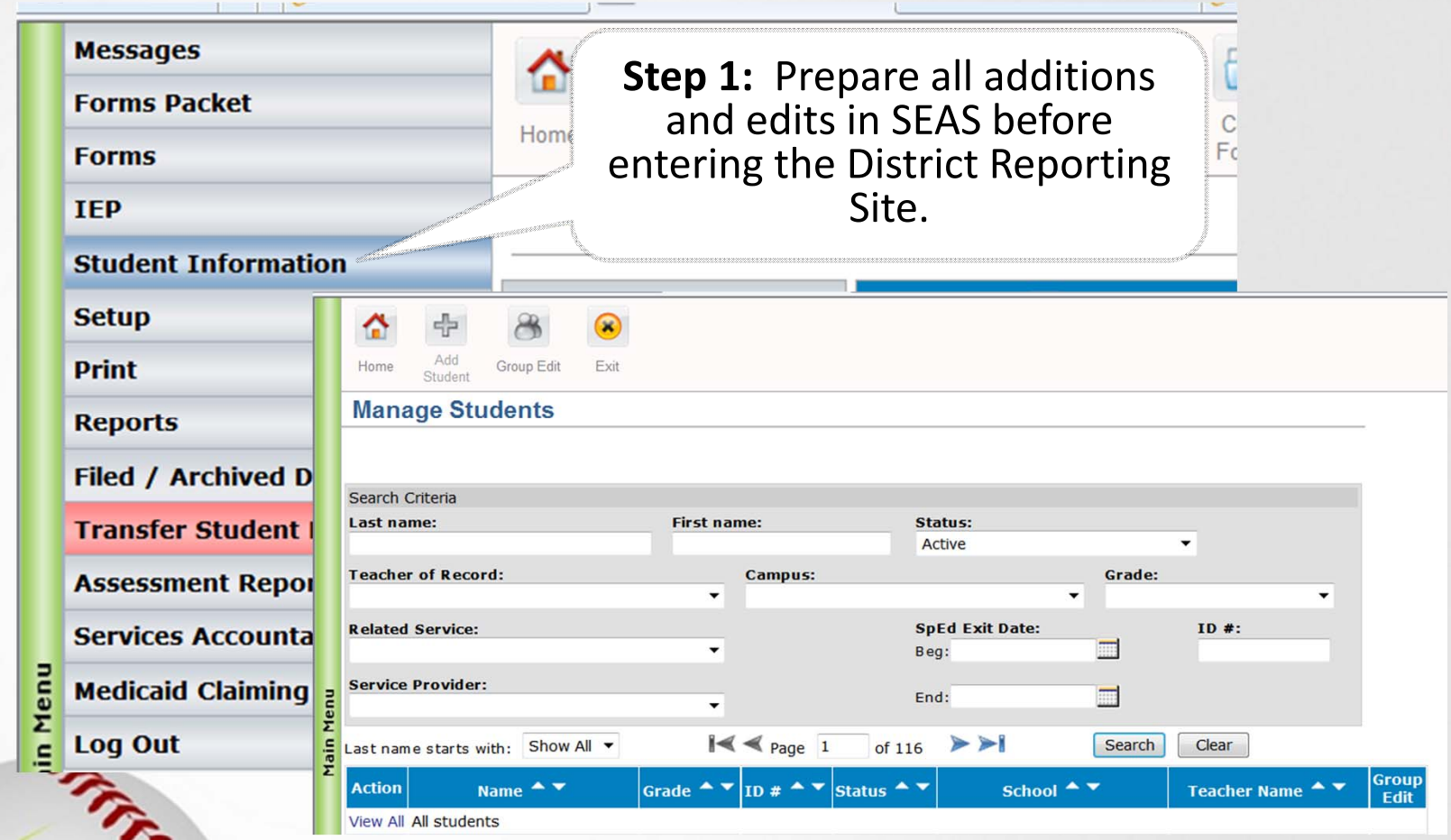
PO Box 590 ● Mountain Home, AR 72654 ● Toll Free: (877) 221-7327 ● Fax: (870) 425-6968 ● e-mail: seas@computerautomation.com ● www.computerautomation.com

Oklahoma Special Education Child Count Guidance

According to OSDE, you may begin uploading child count and working on your data report as of **June**

OKLAHOMA STATE DEPARTMENT OF EDUCATION
JANET BARRESI
STATE SUPERINTENDENT OF PUBLIC INSTRUCTION

Downloading Child Count from SEAS



OKLAHOMA STATE DEPARTMENT OF EDUCATION
JANET BARRESI
STATE SUPERINTENDENT OF PUBLIC INSTRUCTION

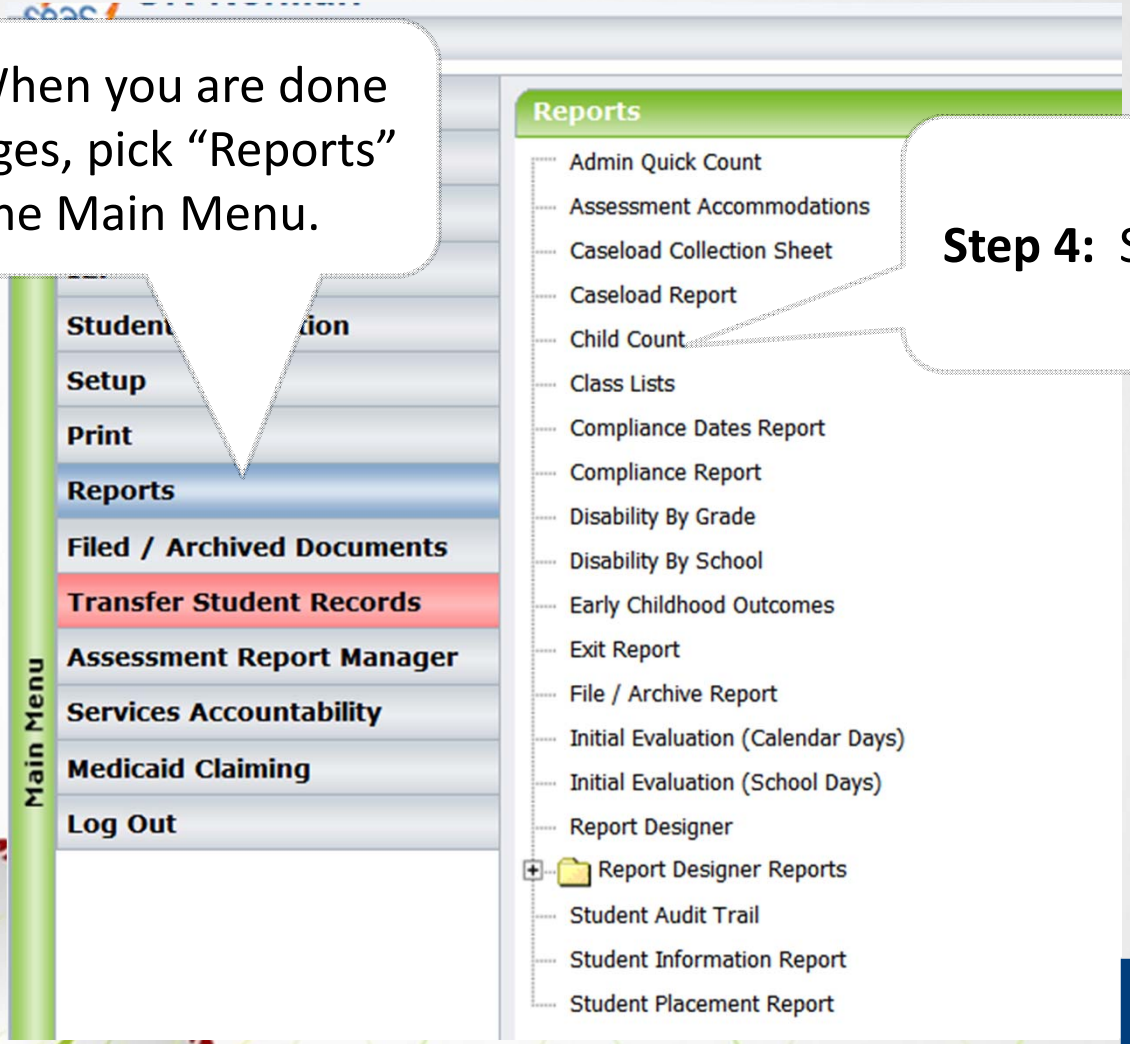
Downloading Child Count from SEAS

Step 2: Make the changes that were viewed earlier if you were working in the Child Count System.

OKLAHOMA STATE DEPARTMENT OF EDUCATION
JANET BARRESI
STATE SUPERINTENDENT OF PUBLIC INSTRUCTION

Downloading Child Count from SEAS

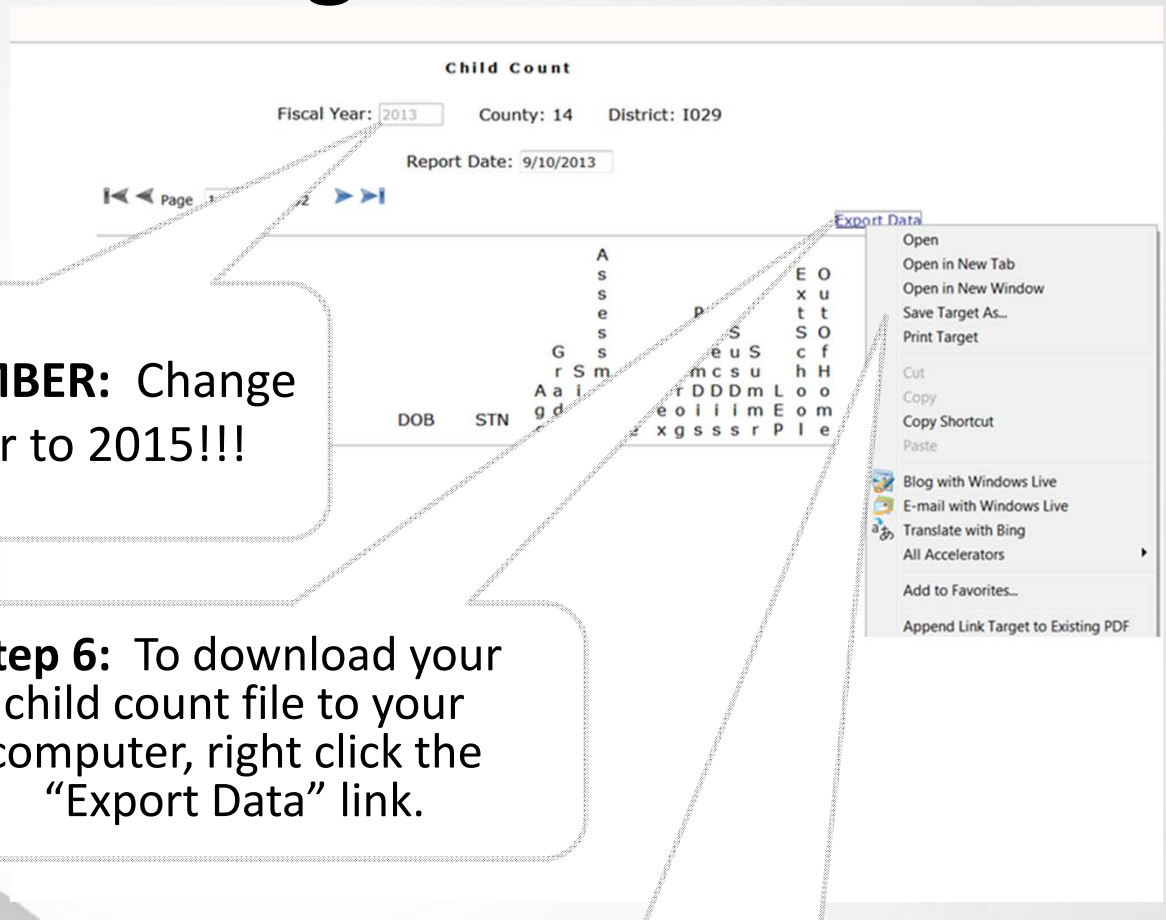
Step 3: When you are done with changes, pick "Reports" from the Main Menu.



Step 4: Select "Child Count."

OKLAHOMA STATE DEPARTMENT OF EDUCATION
JANET BARRESI
STATE SUPERINTENDENT OF PUBLIC INSTRUCTION

Downloading Child Count from SEAS



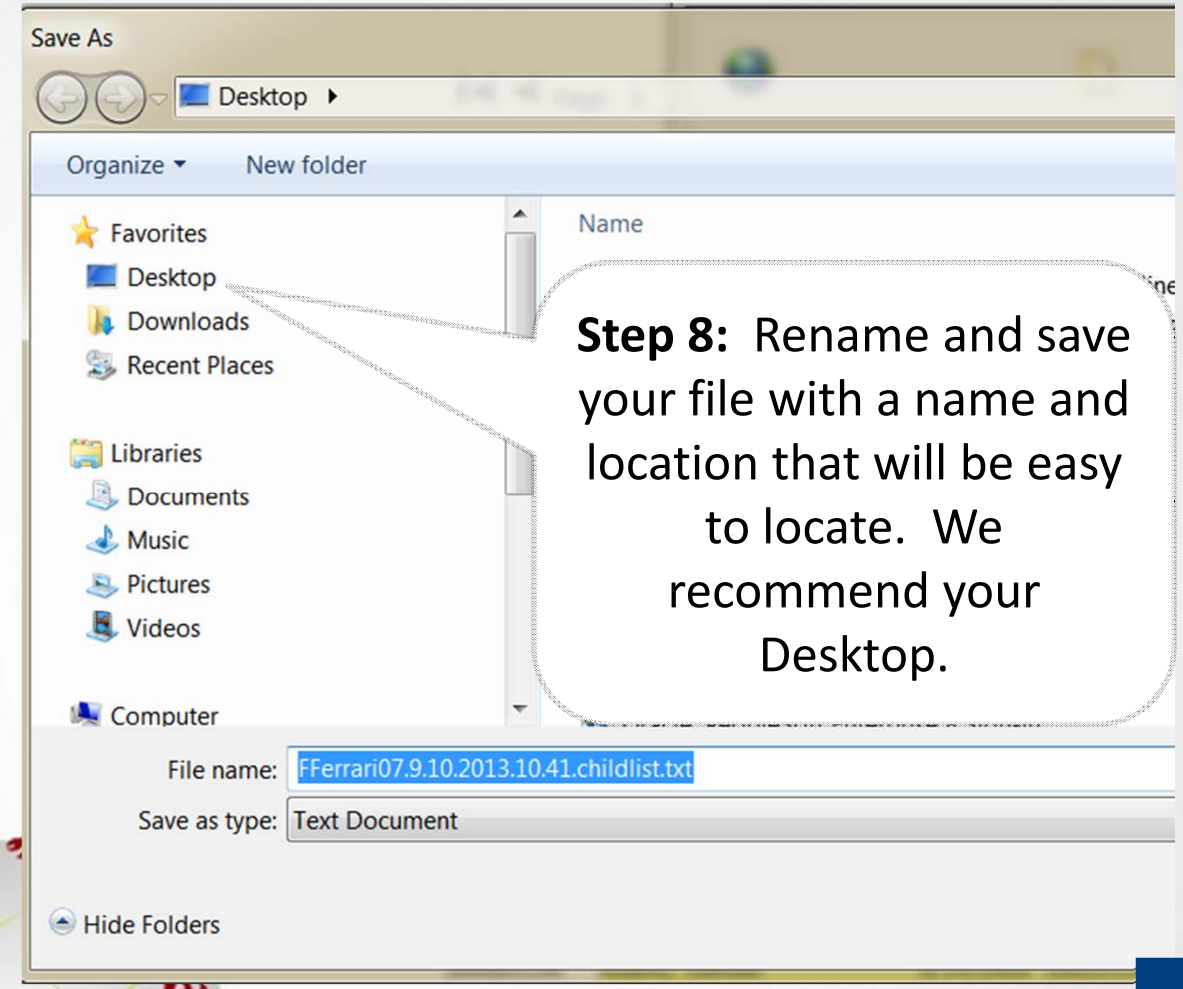
Step 5: REMEMBER: Change the Fiscal Year to 2015!!!

Step 6: To download your child count file to your computer, right click the "Export Data" link.

Step 7: Select "Save Target As."

OKLAHOMA STATE DEPARTMENT OF EDUCATION
JANET BARRESI
STATE SUPERINTENDENT OF PUBLIC INSTRUCTION

Downloading Child Count from SEAS



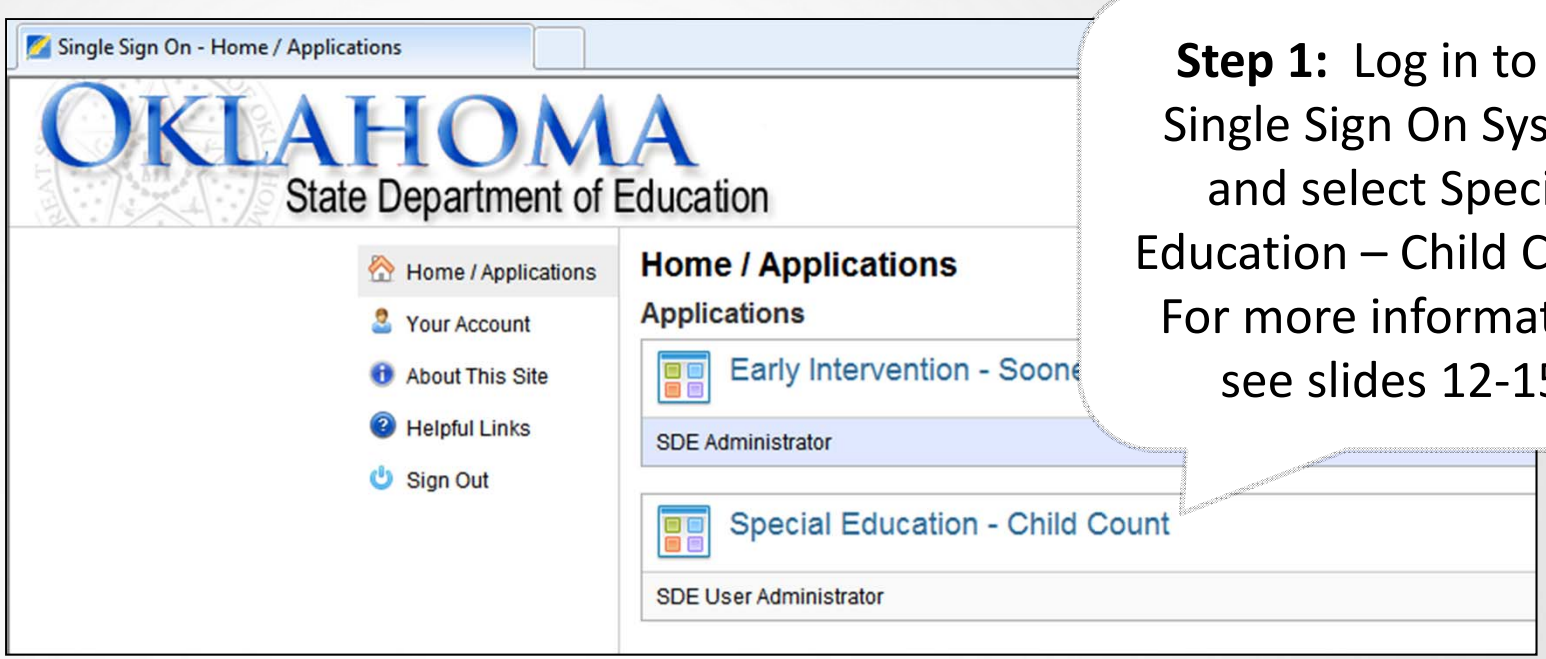
Step 8: Rename and save your file with a name and location that will be easy to locate. We recommend your Desktop.

OKLAHOMA STATE DEPARTMENT OF EDUCATION
JANET BARRESI
STATE SUPERINTENDENT OF PUBLIC INSTRUCTION

UPLOADING TO THE SPECIAL EDUCATION CHILD COUNT SYSTEM

OKLAHOMA STATE DEPARTMENT OF EDUCATION
JANET BARRESI
STATE SUPERINTENDENT OF PUBLIC INSTRUCTION

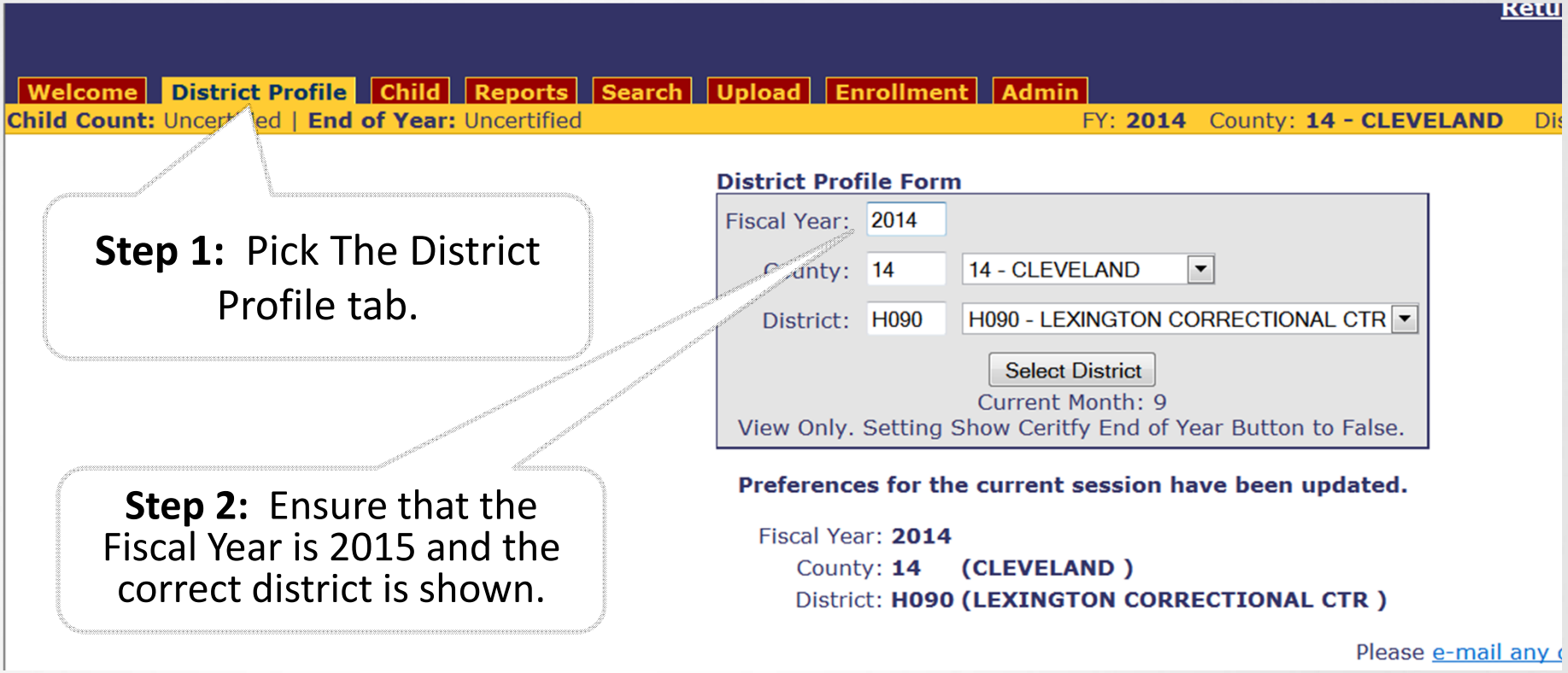
Entering the Child Count System



Step 1: Log in to the Single Sign On System and select Special Education – Child Count. For more information, see slides 12-15.

OKLAHOMA STATE DEPARTMENT OF EDUCATION
JANET BARRESI
STATE SUPERINTENDENT OF PUBLIC INSTRUCTION

Upload the Child Count from SEAS

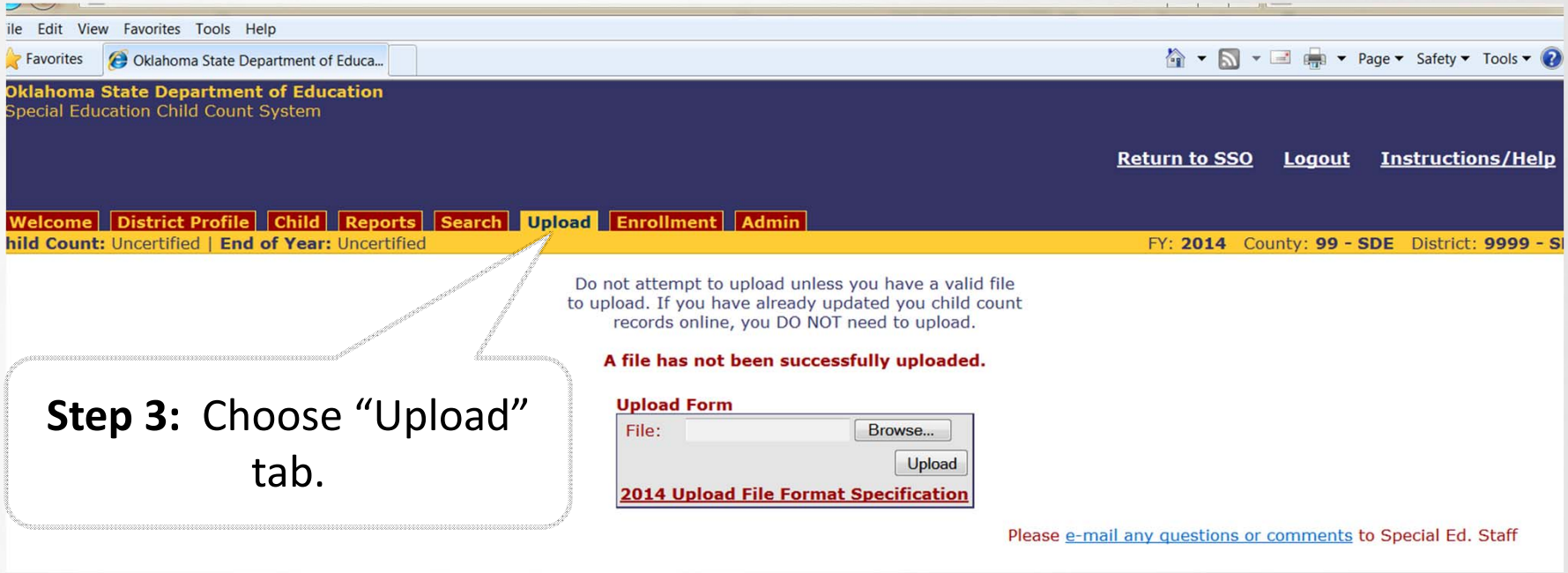


Step 1: Pick The District Profile tab.

Step 2: Ensure that the Fiscal Year is 2015 and the correct district is shown.

OKLAHOMA STATE DEPARTMENT OF EDUCATION
JANET BARRESI
STATE SUPERINTENDENT OF PUBLIC INSTRUCTION

Upload the Child Count from SEAS



Step 3: Choose "Upload" tab.

OKLAHOMA STATE DEPARTMENT OF EDUCATION
JANET BARRESI
STATE SUPERINTENDENT OF PUBLIC INSTRUCTION

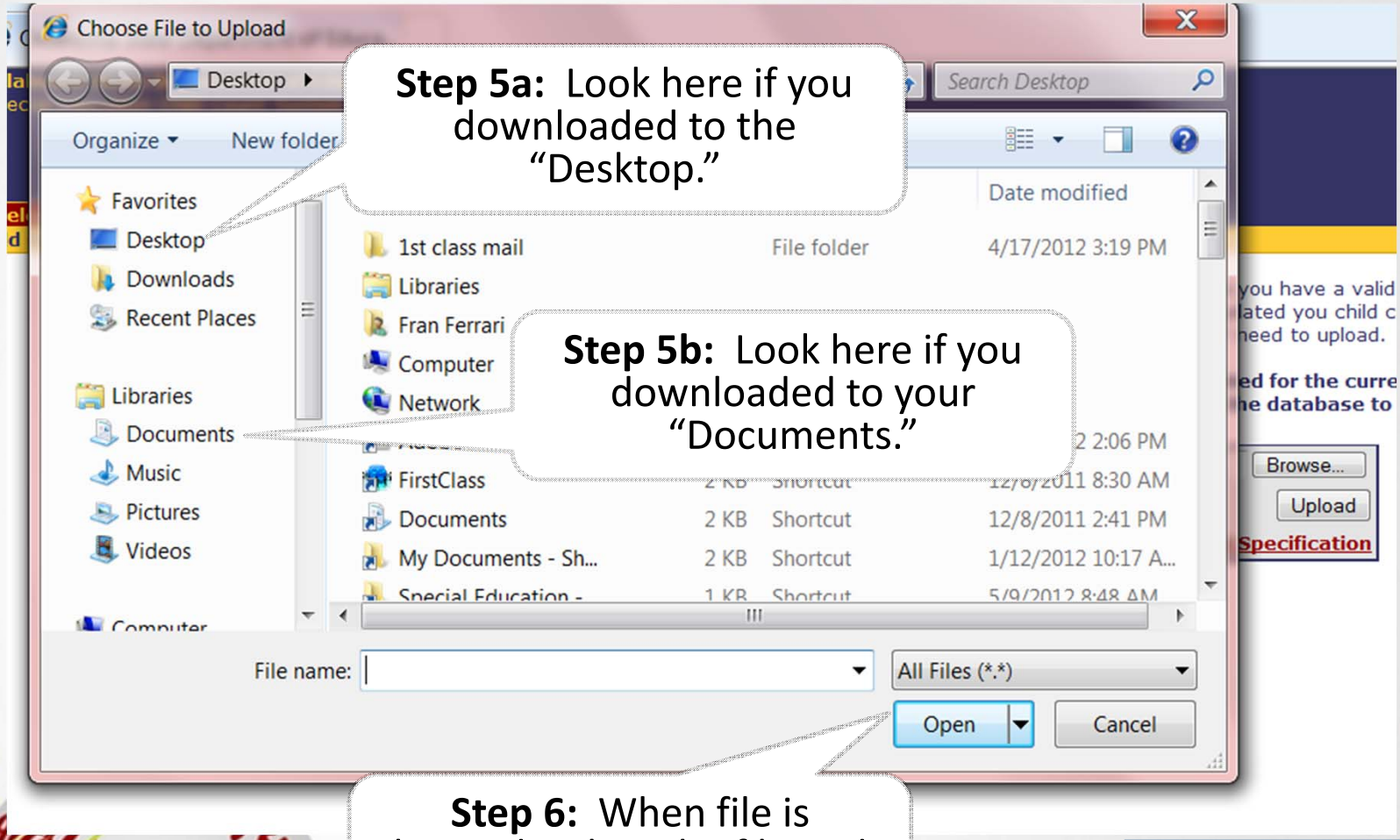
Upload the Child Count from SEAS

Step 4: Place your cursor in the box to find the file you have downloaded from SEAS. Use the "Browse" button to help.

Coach's Tip: New file specifications for 2015 will be posted

OKLAHOMA STATE DEPARTMENT OF EDUCATION
JANET BARRESI
STATE SUPERINTENDENT OF PUBLIC INSTRUCTION

Upload the Child Count from SEAS



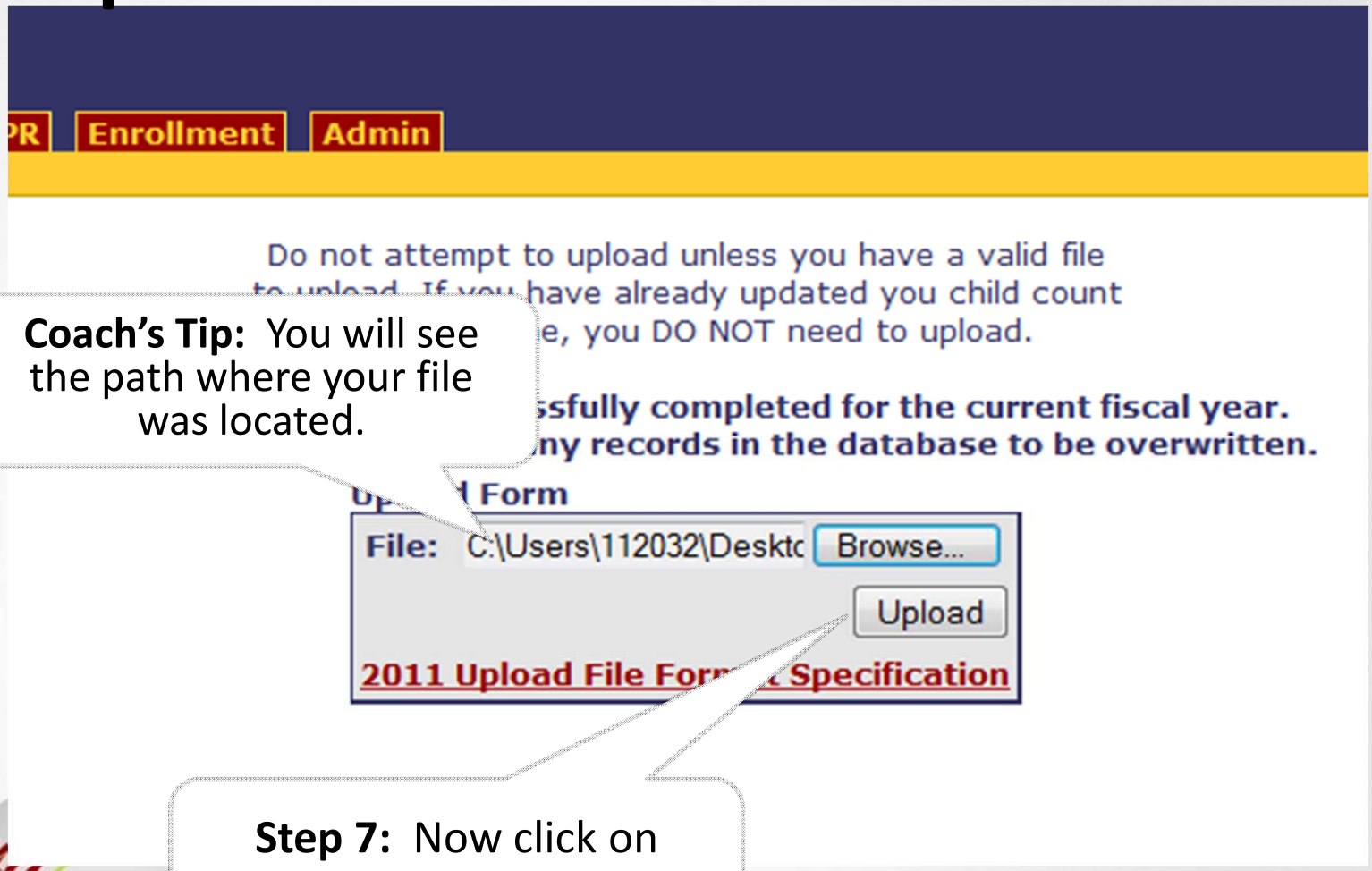
Step 5a: Look here if you downloaded to the "Desktop."

Step 5b: Look here if you downloaded to your "Documents."

Step 6: When file is located, select the file and click "Open".

OKLAHOMA STATE DEPARTMENT OF EDUCATION
JANET BARRESI
STATE SUPERINTENDENT OF PUBLIC INSTRUCTION

Upload the Child Count from SEAS

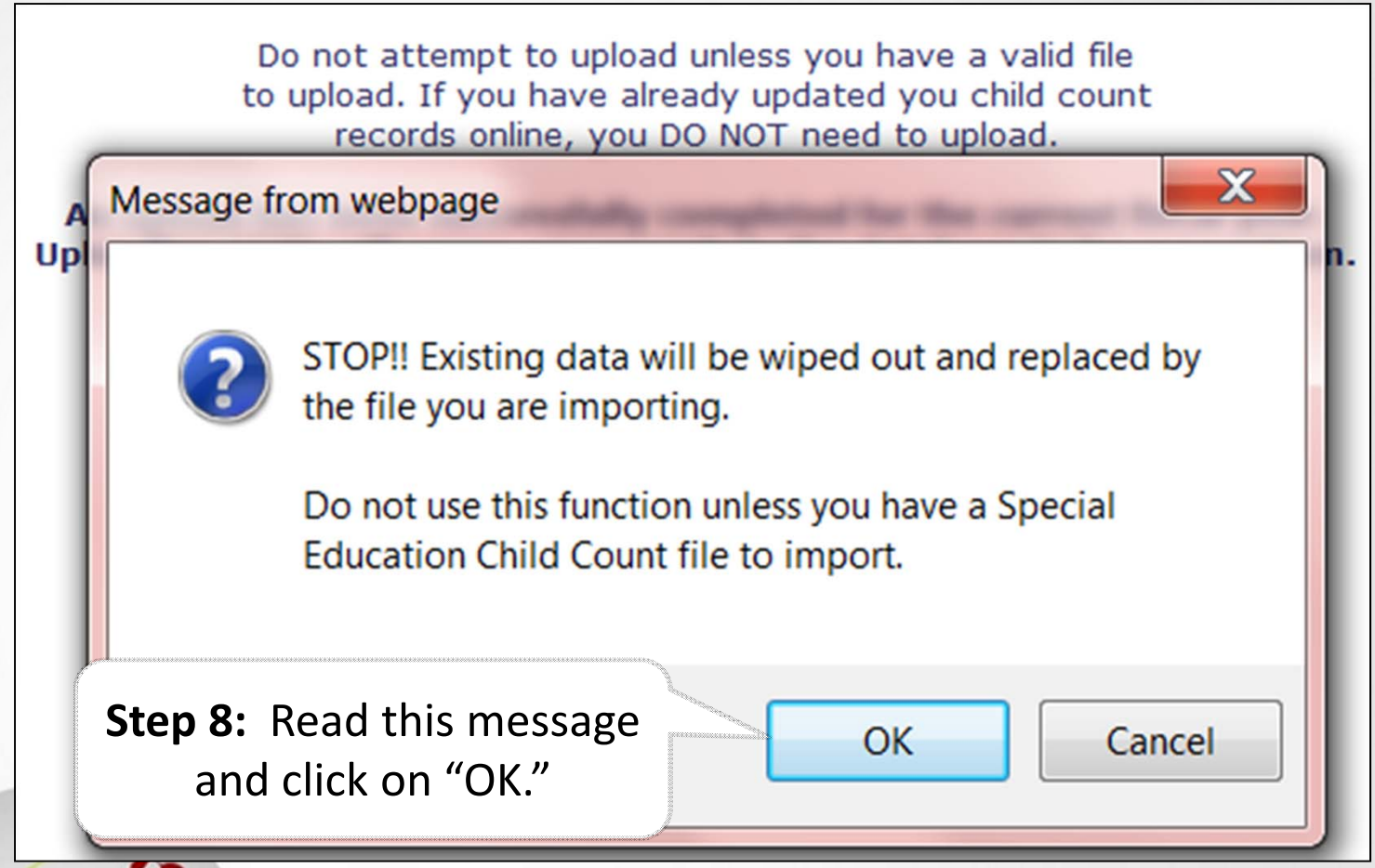


Coach's Tip: You will see the path where your file was located.

Step 7: Now click on "Upload."

OKLAHOMA STATE DEPARTMENT OF EDUCATION
JANET BARRESI
STATE SUPERINTENDENT OF PUBLIC INSTRUCTION

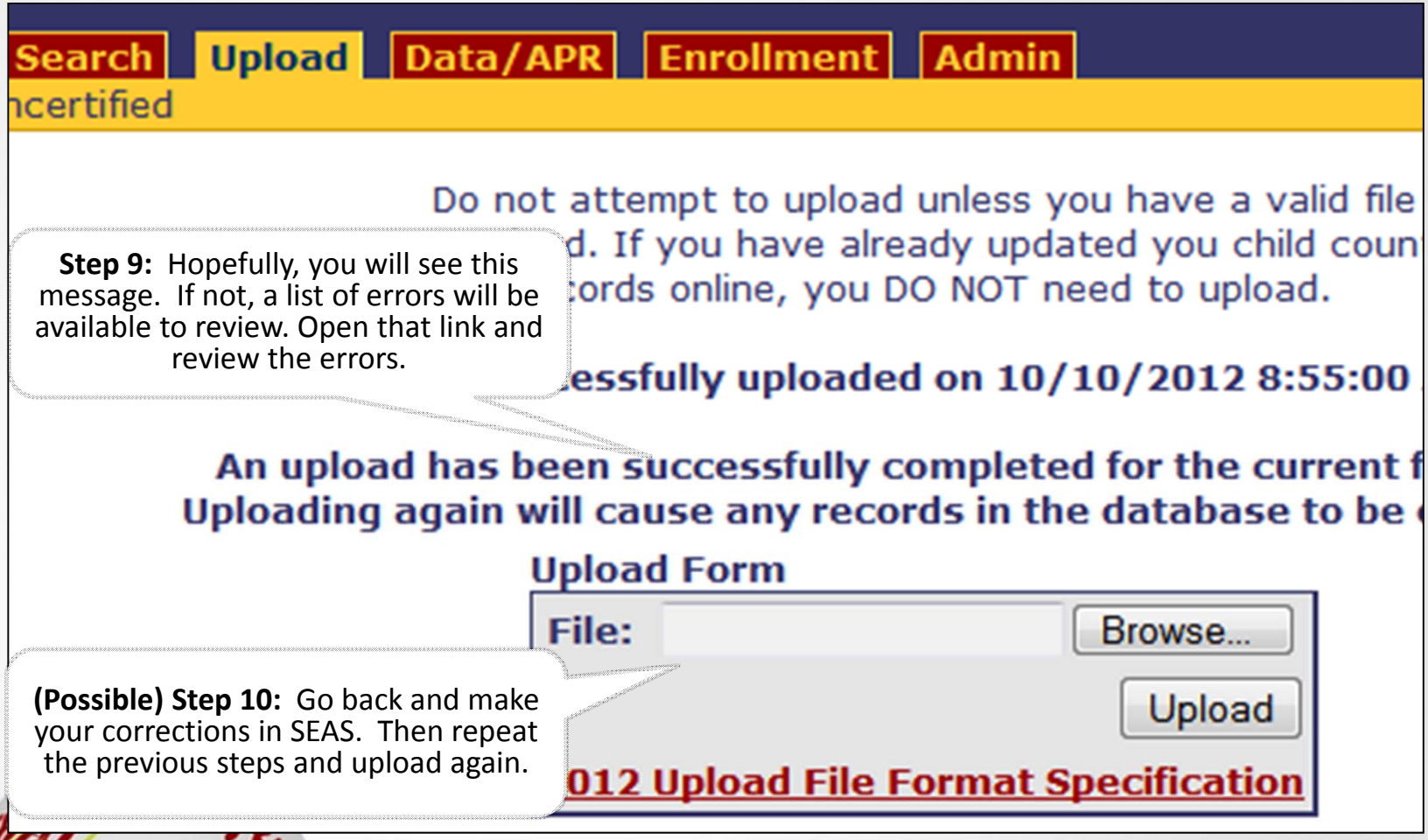
Upload the Child Count from SEAS



Step 8: Read this message and click on "OK."

OKLAHOMA STATE DEPARTMENT OF EDUCATION
JANET BARRESI
STATE SUPERINTENDENT OF PUBLIC INSTRUCTION

Upload the Child Count from SEAS



Step 9: Hopefully, you will see this message. If not, a list of errors will be available to review. Open that link and review the errors.

(Possible) Step 10: Go back and make your corrections in SEAS. Then repeat the previous steps and upload again.

OKLAHOMA STATE DEPARTMENT OF EDUCATION
JANET BARRESI
STATE SUPERINTENDENT OF PUBLIC INSTRUCTION

DATA ACCURACY

OKLAHOMA STATE DEPARTMENT OF EDUCATION
JANET BARRESI
STATE SUPERINTENDENT OF PUBLIC INSTRUCTION

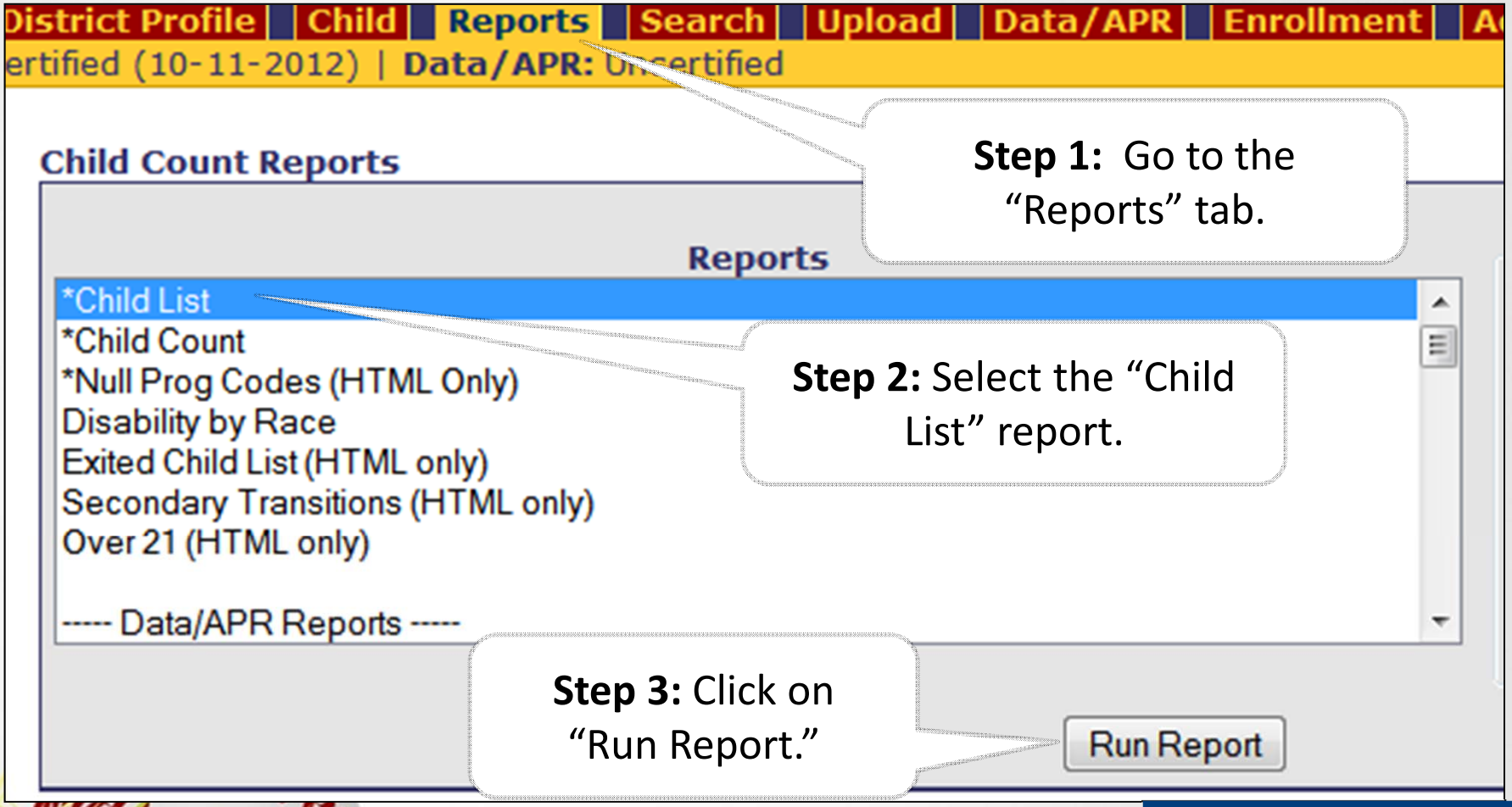
Data Accuracy

Before the report is certified by the district superintendent, check the data for accuracy.

Under the Reports tab, you can print copies of results to review.

OKLAHOMA STATE DEPARTMENT OF EDUCATION
JANET BARRESI
STATE SUPERINTENDENT OF PUBLIC INSTRUCTION

Data Accuracy



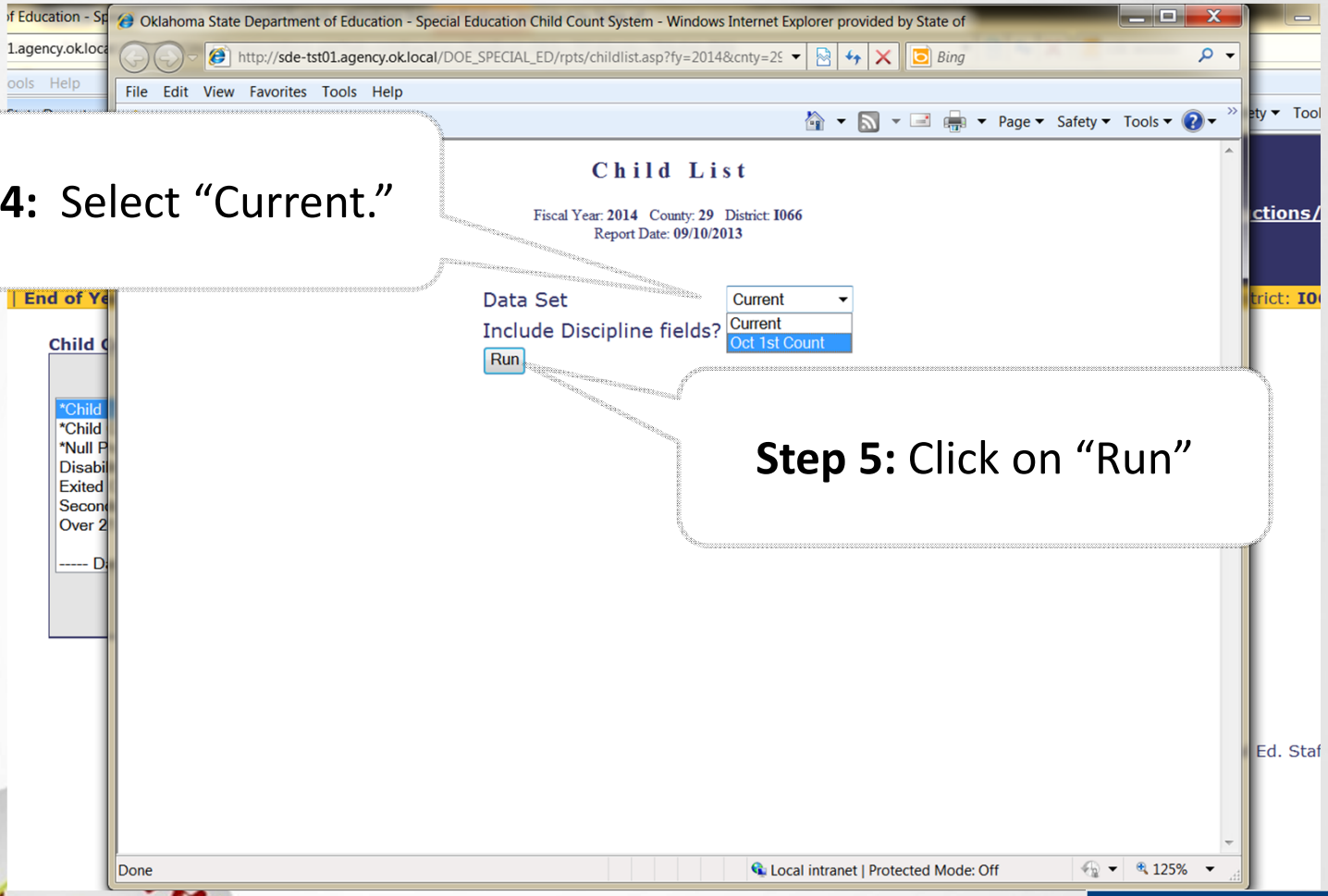
Step 1: Go to the "Reports" tab.

Step 2: Select the "Child List" report.

Step 3: Click on "Run Report."

OKLAHOMA STATE DEPARTMENT OF EDUCATION
JANET BARRESI
STATE SUPERINTENDENT OF PUBLIC INSTRUCTION

Data Accuracy

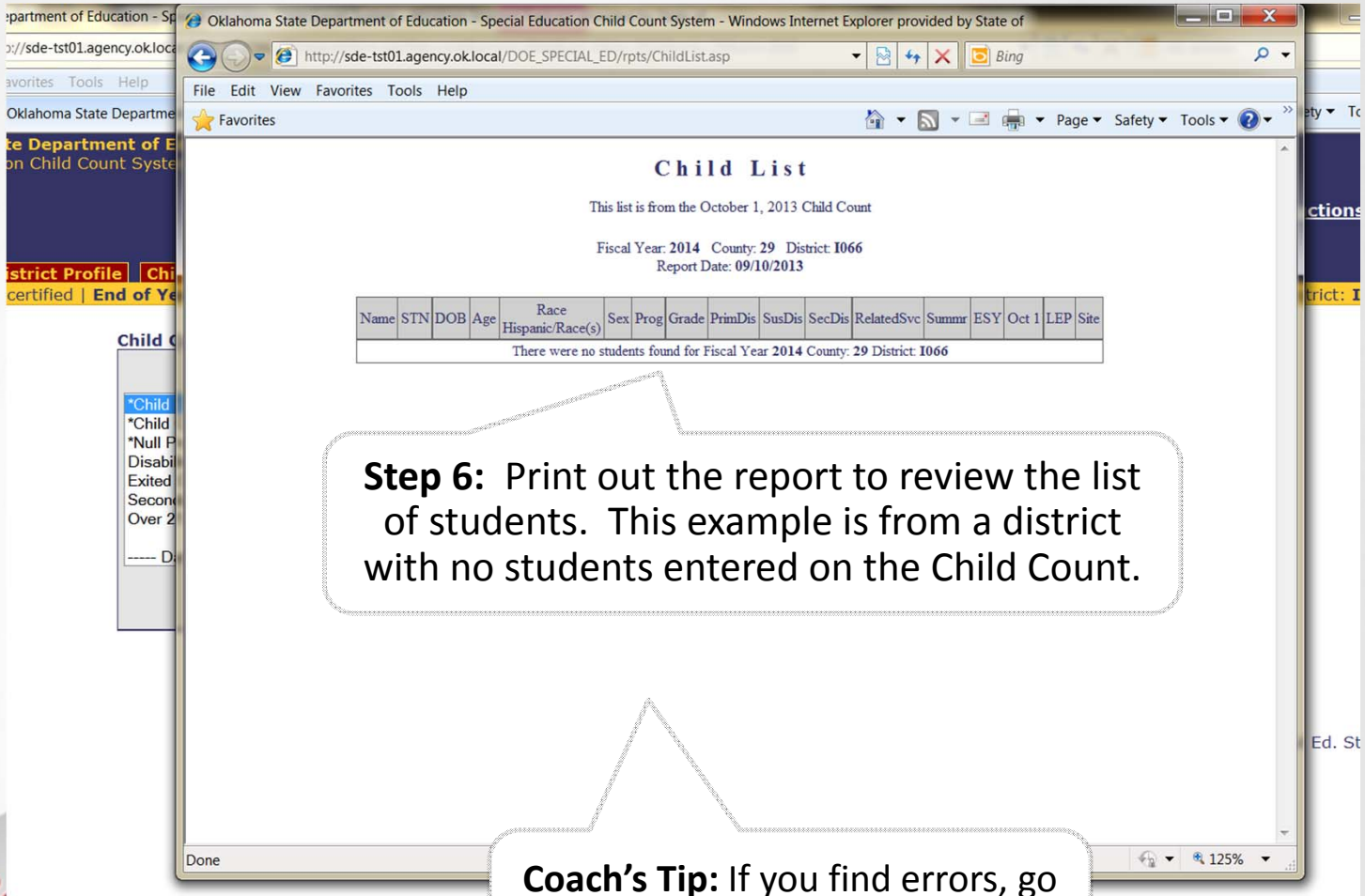


Step 4: Select "Current."

Step 5: Click on "Run"

OKLAHOMA STATE DEPARTMENT OF EDUCATION
JANET BARRESI
STATE SUPERINTENDENT OF PUBLIC INSTRUCTION

Data Accuracy

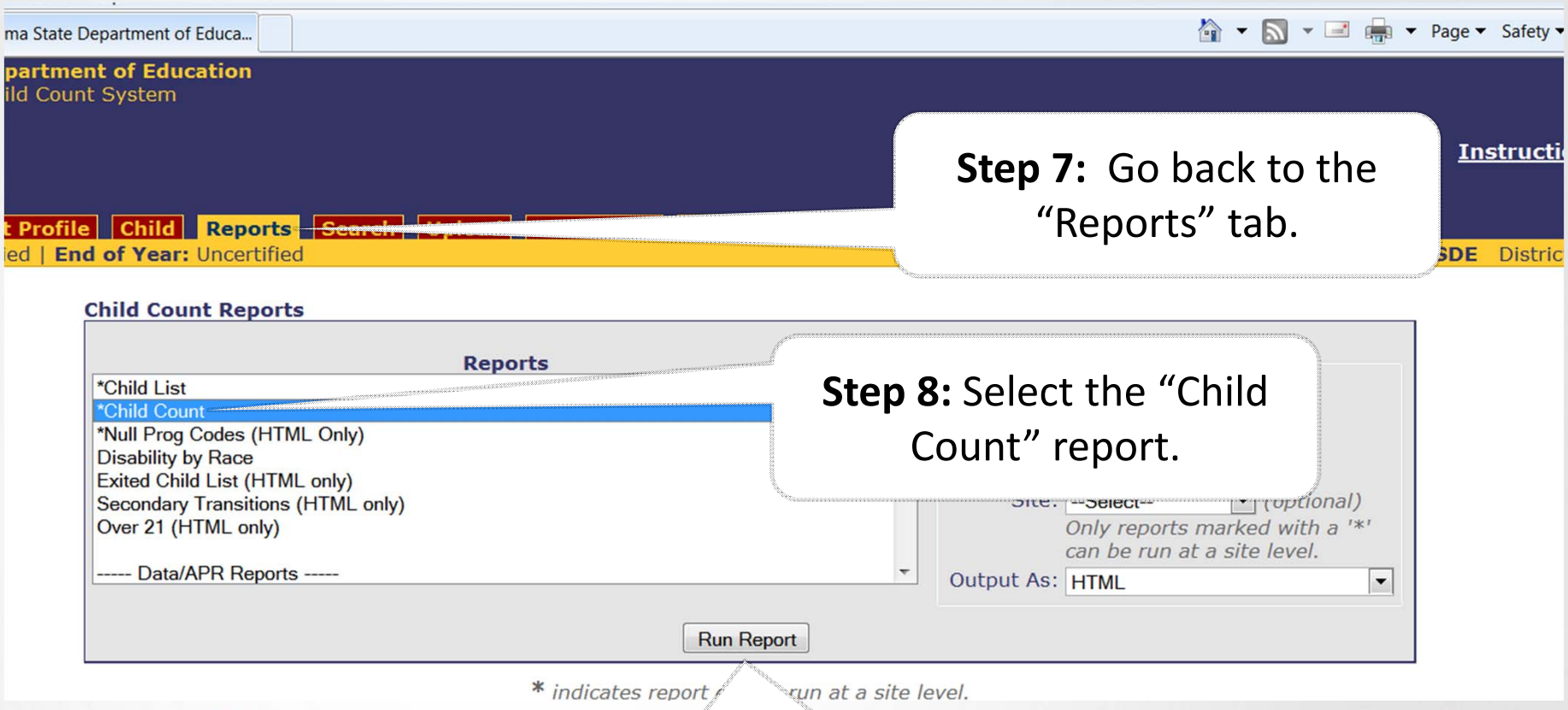


Step 6: Print out the report to review the list of students. This example is from a district with no students entered on the Child Count.

Coach's Tip: If you find errors, go back to correct them now, ***before*** the Child Count is certified.

OKLAHOMA STATE DEPARTMENT OF EDUCATION
JANET BARRESI
STATE SUPERINTENDENT OF PUBLIC INSTRUCTION

Data Accuracy



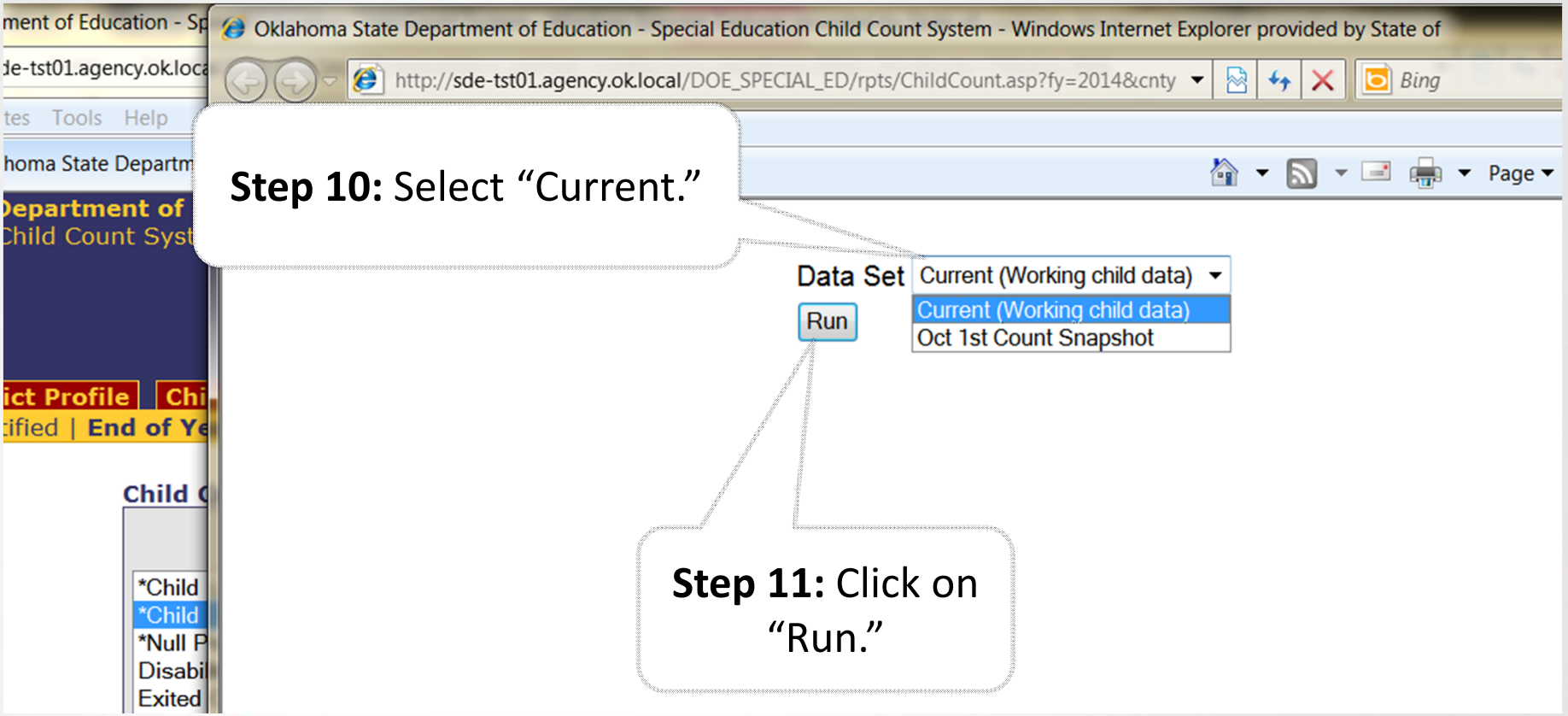
Step 7: Go back to the "Reports" tab.

Step 8: Select the "Child Count" report.

Step 9: Click on "Run Report."

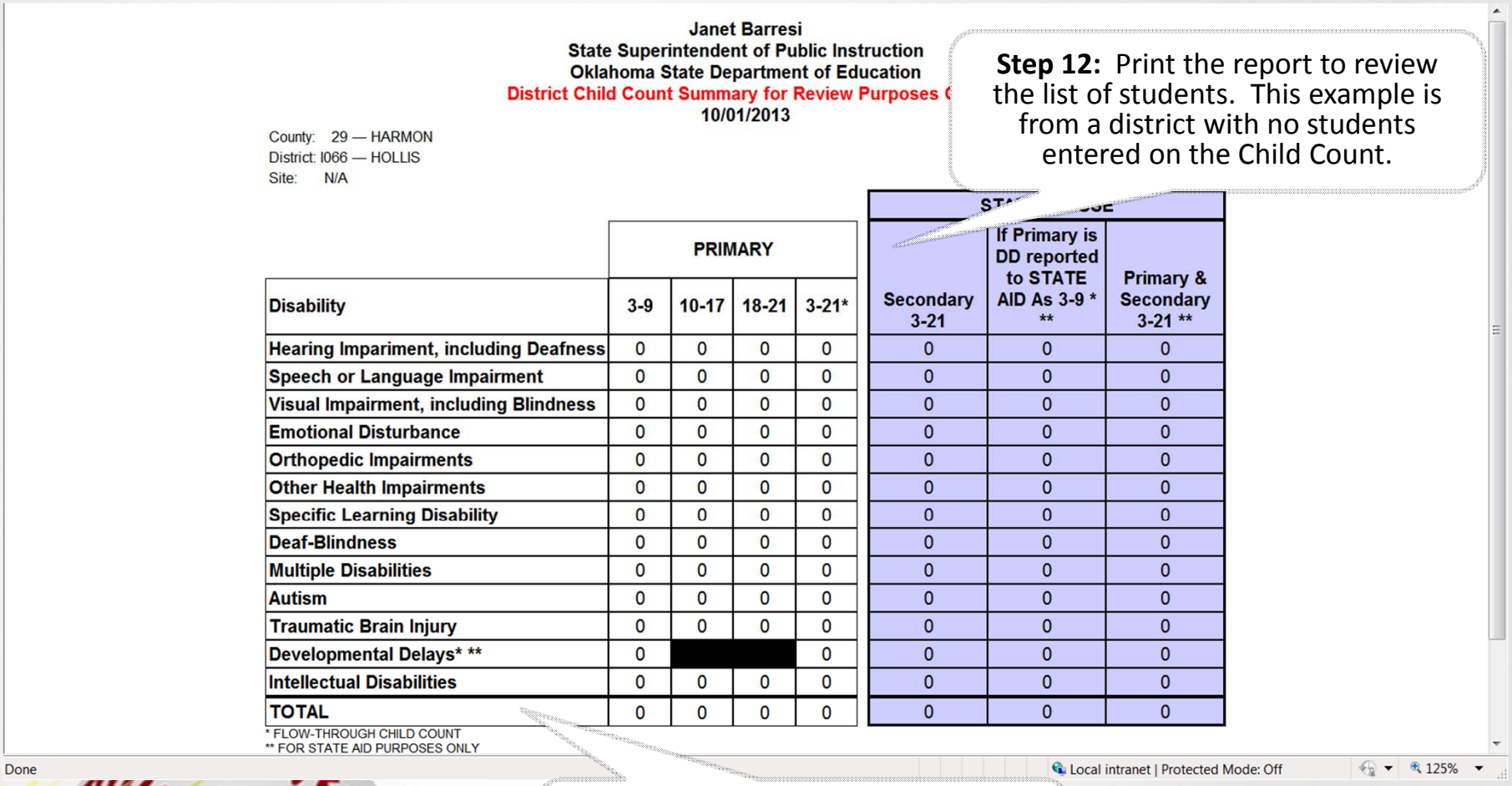
OKLAHOMA STATE DEPARTMENT OF EDUCATION
JANET BARRESI
STATE SUPERINTENDENT OF PUBLIC INSTRUCTION

Data Accuracy



OKLAHOMA STATE DEPARTMENT OF EDUCATION
JANET BARRESI
STATE SUPERINTENDENT OF PUBLIC INSTRUCTION

Data Accuracy



Janet Barresi
State Superintendent of Public Instruction
Oklahoma State Department of Education
District Child Count Summary for Review Purposes
10/01/2013

County: 29 — HARMON
District: I066 — HOLLIS
Site: N/A

Disability	PRIMARY 3-9	PRIMARY 10-17	PRIMARY 18-21	PRIMARY 3-21*	STATE USE Secondary 3-21	STATE USE If Primary is DD reported to STATE AID As 3-9 * **	STATE USE Primary & Secondary 3-21 **
Hearing Impairment, including Deafness	0	0	0	0	0	0	0
Speech or Language Impairment	0	0	0	0	0	0	0
Visual Impairment, including Blindness	0	0	0	0	0	0	0
Emotional Disturbance	0	0	0	0	0	0	0
Orthopedic Impairments	0	0	0	0	0	0	0
Other Health Impairments	0	0	0	0	0	0	0
Specific Learning Disability	0	0	0	0	0	0	0
Deaf-Blindness	0	0	0	0	0	0	0
Multiple Disabilities	0	0	0	0	0	0	0
Autism	0	0	0	0	0	0	0
Traumatic Brain Injury	0	0	0	0	0	0	0
Developmental Delays* **	0			0	0	0	0
Intellectual Disabilities	0	0	0	0	0	0	0
TOTAL	0	0	0	0	0	0	0

* FLOW-THROUGH CHILD COUNT
** FOR STATE AID PURPOSES ONLY

Done | Local intranet | Protected Mode: Off | 125%

Step 12: Print the report to review the list of students. This example is from a district with no students entered on the Child Count.

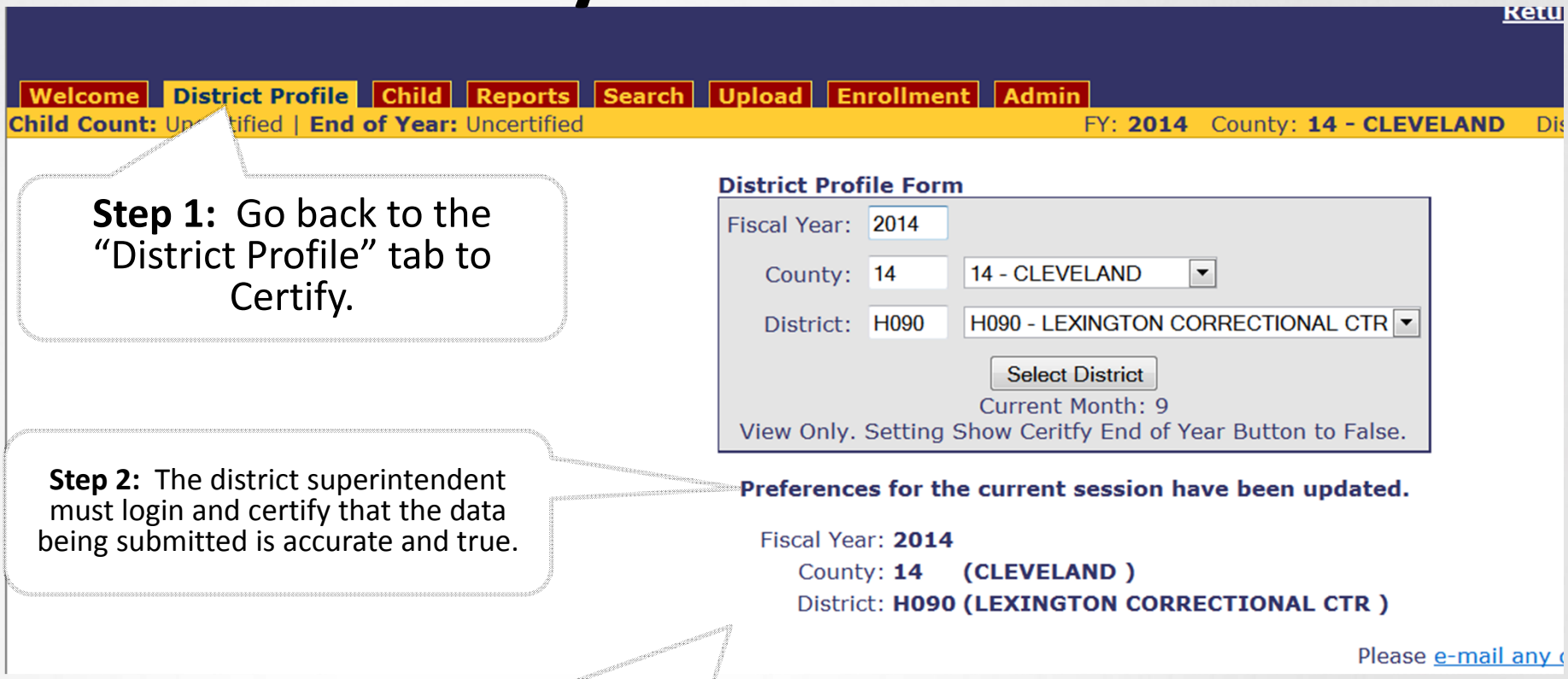
Coach's Tip: If you find errors, go back to correct them now, before the Child Count is certified.

OKLAHOMA STATE DEPARTMENT OF EDUCATION
JANET BARRESI
STATE SUPERINTENDENT OF PUBLIC INSTRUCTION

CERTIFY THE CHILD COUNT

OKLAHOMA STATE DEPARTMENT OF EDUCATION
JANET BARRESI
STATE SUPERINTENDENT OF PUBLIC INSTRUCTION

Certify the Child Count



Step 1: Go back to the "District Profile" tab to Certify.

Step 2: The district superintendent must login and certify that the data being submitted is accurate and true.

Coach's Tip: This must be certified by the deadline, Friday, October 10, 2014. Any late entries will result in not meeting the target of 100% for this data submission.

OKLAHOMA STATE DEPARTMENT OF EDUCATION
JANET BARRESI
STATE SUPERINTENDENT OF PUBLIC INSTRUCTION

CONTACT INFORMATION

OKLAHOMA STATE DEPARTMENT OF EDUCATION
JANET BARRESI
STATE SUPERINTENDENT OF PUBLIC INSTRUCTION

Contact Information

Our team is here to help you complete your Child Count. Each district is assigned to one of the Compliance, Data, and Finance (CDF) staff. They will personally be your guide through any questions on our data collection and reporting in addition to helping with finance and compliance activities.

OKLAHOMA STATE DEPARTMENT OF EDUCATION
JANET BARRESI
STATE SUPERINTENDENT OF PUBLIC INSTRUCTION

OSDE Contact Information

Karen Howard Regions 1, 2, and 7 (405) 521-3587 Karen.Howard@sde.ok.gov	Janet Felton Regions 3 and 4 (405) 522-1578 Janet.Felton@sde.ok.gov
Felica Denton Regions 5 and 6 (405) 521-4857 Felica.Denton@sde.ok.gov	Carole Tomlin Regions 8, 9, and 10 (405) 521-2335 Carole.Tomlin@sde.ok.gov
Mark Everhart Compliance/Complaints Specialist (405) 521-4863 Mark.Everhart@sde.ok.gov	Matt Morgan Director of Data Analysis (405) 521-2198 Matt.Morgan@sde.ok.gov
Anita Eccard Director of Finance (405) 521-4865 Anita.Eccard@sde.ok.gov	Dr. Rene Axtell Assistant State Superintendent (405) 521-4873 Rene.Axtell@sde.ok.gov

OKLAHOMA STATE DEPARTMENT OF EDUCATION
JANET BARRESI
STATE SUPERINTENDENT OF PUBLIC INSTRUCTION

SEAS Contact Information

Toll FREE: (877) 221-7327

http://www.okseas.com

District contact persons:

- jill.burroughs@seasweb.net
- jeni.robison@seasweb.net
- judy.steele@seasweb.net
- tracy.hoover@seasweb.net

OKLAHOMA STATE DEPARTMENT OF EDUCATION
JANET BARRESI
STATE SUPERINTENDENT OF PUBLIC INSTRUCTION

Contact Information

If you are having trouble signing in or need additional assistance, please contact the OMES Help Desk at (405) 521-2444 or at (866) 521-2444.

OKLAHOMA STATE DEPARTMENT OF EDUCATION
JANET BARRESI
STATE SUPERINTENDENT OF PUBLIC INSTRUCTION

Policies and Handbooks

- http://ok.gov/sde/
- Hover over “Services”
- Select “Special Education” - http://ok.gov/sde/special-education
- Scroll down to “Resources” http://ok.gov/sde/documents-forms

OKLAHOMA STATE DEPARTMENT OF EDUCATION
JANET BARRESI
STATE SUPERINTENDENT OF PUBLIC INSTRUCTION

Don’t hesitate to let us know how we can help! We are always happy to “Play Ball!”

OKLAHOMA STATE DEPARTMENT OF EDUCATION
JANET BARRESI
STATE SUPERINTENDENT OF PUBLIC INSTRUCTION