

Special Education 101

Special Education Student Management Systems

Frontline IEP
ClearTrack 200

December 2018

Data Foundation

- Program Fact Records
 - Type of Disability
 - Eligible for Alternate Assessment
 - Section 504 plan
 - 504 plan – Safety Net
- Snapshot (BEDS Day/Year-End)
- Events
- Assessment Fact Extract
- Demographics (Student Lite) *ClearTrack only
- Enrollment *ClearTrack only

Accuracy

- Data must match up to demographic elements in Level 0. Accuracy and data cleanliness is essential.
- Demographic tools can be used to populate key demographic fields in Special Ed SMS using Gen Ed data.

BOCES Support

- Reports
 - Verification
 - Errors
- Extracts
- Online Help/Annual help updates
- Training *supported districts only
- Troubleshooting issues/errors *supported districts only
 - Phone Support
 - Web Meetings to review data

Reports (Frontline)

The screenshot shows the 'Letters & Reports' section of the IEP New York system. The interface includes a top navigation bar with 'My Students', 'Student', 'Messaging', 'Letters & Reports', 'Listings', and 'Maintenance'. A red circle labeled '1' highlights the 'Letters & Reports' menu item. Below the navigation bar, there is a section titled 'Step 1: Select Letter and/or Report (40 reports displayed)'. A text box contains instructions: 'Select the letter and/or report that you wish to generate. Choose the letterhead that you want to appear at the top, then "Process".' A red circle labeled '2' highlights the word 'Process'. Below this, there is a section for selecting reports, with a red circle labeled '3' highlighting the list of report options. A dropdown menu shows '0 students selected on the My Students page'. A 'Processing Center' section has a red circle labeled '4' highlighting the 'Process' button. The interface also includes a 'Language' dropdown set to 'English', a 'Category' dropdown set to 'State Report', and a 'Signature' dropdown set to 'Document Signature (default)'. The list of reports includes: 'October Snapshot Extract CPSE Exception Report?', 'October Snapshot Extract CPSE Exclusion Report?', 'October Snapshot Extract CPSE Inclusion?', 'October Snapshot Extract CSE Exception Report?', 'October Snapshot Extract CSE Exclusion Report?', and 'October Snapshot Extract CSE Inclusion Report?'.

Extracts (Frontline)


The screenshot shows the IEP New York software interface. At the top left is the IEP logo with the text "Formerly IEP Direct New York". At the top right are links for "More Products" and "Support", along with "LIVE CHAT Unavailable" and "Online Help" buttons. A navigation bar contains "My Students", "Student", "Messaging", "Letters & Reports", "Listings", and "Maintenance". Below this is a "Maintenance" section with a question mark icon. A sub-section titled "Student Information Repository System (SIRS) Extracts" contains a list of extract options:

- Programs Fact Extract
- Year-End Snapshot Extract
- October Snapshot Extract
- Events Extract
- Data Verification Extracts
- Indicator 7 Assessment Fact Extract

VR 1-9 – October Snapshot
VR 13 – Year-End Snapshot
VR 11, 12, 14 – Events
VR 15 – Assessment Fact

Identifying errors

Welcome ESRIC of ESRIC My Information [Logout](#)

 **IEP**
Formerly IEP Direct
New York More Products [Support](#)

LIVE CHAT Unavailable [Online Help](#)

My Students • Student • **Messaging** • Letters & Reports • Listings • Maintenance

Export Preview of 2016-2017 Student Information Repository System Fall Snapshot Extract - 10 row(s) found.

Student	F1	F2	F3	F5	F31	F32	F35	F44	F46	F47
Aardvark, Andy	NY280225	0000	2017-06-30	956485165			2016-10-05	SA01		Y
Bunny, Easter	NY280225	234567	2017-06-30	000013579			2016-10-05	SA03		Y
Deschain, Roland	NY280225	0000	2017-06-30	000000099			2016-10-05	SA06		Y
Diamond, Neil	NY280225	111111	2017-06-30	000000054			2016-10-05	SA01		Y
Gian, Luke	NY280225	0000	2017-06-30	999999508	SVC04		2016-10-05	PS07	580410880236	N
Jetson, Elroy	NY280225	234567	2017-06-30	000083976			2016-10-05	SA01		Y
Larsen, Laura	NY280225	0000	2017-06-30	777777778			2016-10-05	SA03		Y
Pan, Peter	NY280225	234567	2017-06-30	000787878			2016-10-05	{Data Missing}		Y
Que, Suzie	NY280225	234567	2017-06-30	393939494			2016-10-05	{Data Missing}		Y
School Age, Early	NY280225	0000	2017-06-30	012345679			2016-10-05	ESA10		Y

Online Help (Frontline)

The screenshot displays the IEP New York online help interface. At the top, the IEP logo and 'Formerly IEP Direct New York' are visible. Navigation links include 'My Students', 'Student', 'Messaging', 'Letters & Reports', 'Listings', and 'Maintenance'. In the top right corner, there are links for 'More Products', 'Support', 'LIVE CHAT Unavailable', and 'Online Help'. A red line highlights the 'Online Help' link and points to a search bar in the middle of the page. The search bar contains the text 'state reporting' and is circled in red. Below the search bar, a search results window is open, showing a list of contents on the left and search results on the right. The search results indicate that the search for 'state reporting' returned 200 results. The first result is titled 'State Reporting Information' and provides a brief overview of the state reporting section.

IEP
Formerly IEP Direct
New York

More Products Support
LIVE CHAT Unavailable Online Help

My Students • Student • **Messaging** • Letters & Reports • Listings • Maintenance

IEP
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state reporting All Files

Contents

- State Reporting
 - Processing State Reports
 - SA-FTE (State Aid-Full Time Equivalent) Reports
 - State Reporting Supported by and Contained in
 - State Reporting not Supported or Contained in

Your search for "state reporting" returned 200 result(s).

[State Reporting Information](#)

The **State Reporting** Information section contains fields for recording information used to process **state**-mandated reports. Because **state reporting** requirements are different for CPSE and CSE students, different fields are displayed according to

Reports (ClearTrack)

The screenshot shows the ClearTrack Reports interface. At the top, there is a navigation bar with buttons for 'Report Status', 'Messages (0)', 'Contact Log', 'Calendar', 'V6.02 Highlights', and 'Forum'. Below this is a secondary bar with 'Main Menu', 'Favorites', 'Visited', 'Return', 'Schedule Report', and 'Create Export'. The 'Create Export' button is circled in red and labeled with a red '2'. Below the navigation bars, there is a 'Snapshot Date' dropdown menu set to '10/04/2017'. Underneath, the 'Id to use for Export' section has radio buttons for 'ClearTrack Student ID' (selected), 'Social Security Number', 'Attendance ID', and 'User Field' (with a dropdown set to '1'). Below these are checkboxes for 'Copy export file to designated FTP site', 'Copy export file to directory on server', 'Include ClearTrack 200 Verification Reports' (checked), and 'Include New York State VR Reports (VR 13 for 6/30 export; VR 1-9 for BEDS day)'. The 'Include ClearTrack 200 Verification Reports' checkbox is circled in red and labeled with a red '1'.

Report Status Messages (0) Contact Log Calendar V6.02 Highlights Forum

Main Menu Favorites Visited Return Schedule Report **Create Export**

Snapshot Date 10/04/2017

Id to use for Export

- ClearTrack Student ID
- Social Security Number
- Attendance ID
- User Field 1

Copy export file to designated FTP site

Copy export file to directory on server

Include ClearTrack 200 Verification Reports

Include New York State VR Reports (VR 13 for 6/30 export; VR 1-9 for BEDS day)

Extracts (ClearTrack)

ClearTrack²⁰⁰ School **Main Menu**

Report Status Messages (0) Contact Log Calendar V6.02 Highlights Forum






Favorites Preferences Help

Data Warehouse ▸

- Assessments (VR 15)
- Events (VR 11, 12, 14)
- Program Service (Programs Fact Template)
- Special Education Snapshot (VR 1-9, 13)
- Student Enrollment
- Student Lite
- Test Accommodations

VR 1-9 – October Snapshot
VR 13 – Year-End Snapshot
VR 11, 12, 14 – Events
VR 15 – Assessment Fact

Identifying errors

ClearTrack ²⁰⁰		** Training Database **		11/18/2016 (Auto log-off in 90 mins) Session Info		Log OFF		
DW - Snapshot								
Student ID	Export ID	Name	Primary Service Code	LRE	School Age Indicator	Primary Placement Type	Primary Service Provider	Error/Exclusion
000019823	000019823	Bstudentm, Yalisa	 HD (2.5 hrs or less) SC integrated	Reg EC 10 hrs or more, Spec Ed in EC (PS09)	N		580512030002	
000020521	000020521	Bstudentp, Jordany			N			• No special ed placement on Snapshot date 10/05/16 [12]
000020832	000020832	Bstudentq, Mason	 Related services only	Home (PS07)	N		580602640003	
000021327	000021327	Bstudents, Nicolas	 HD (2.5 hrs or less) SC integrated	Reg EC 10 hrs or more, Spec Ed in EC (PS09)	N		580512030002	
000021927	000021927	Bstudentw, Kelvin			N			• Preschool student needs Weekly Early Childhood Time set in Recommended Services [51]

Online Help (ClearTrack)

The screenshot shows the ClearTrack 200 School Main Menu interface. The logo 'ClearTrack²⁰⁰' is on the left, and 'School Main Menu' is on the right. A row of buttons includes 'Report Status', 'Messages (0)', 'Contact Log', 'Calendar', 'V6.02 Highlights', and 'Forum'. Below this, a row of green buttons includes 'Favorites', 'Preferences', and 'Help'. The 'Help' button is circled in red, and its dropdown menu is open, showing 'User Manual' and 'Contact ClearTrack/RTI Edge Support'.

Data Warehouse Training

- Trainings are listed on the Data Central webpage Event calendar.
- Training classes are included free as part of the software support CoSer. There is a nominal charge for districts not part of our service.

Troubleshooting issues/errors

- Phone support included with software support CoSer.
- We can help identify the cause of any errors.
- Don't wait until the last minute to start loading data.

ES BOCES Student Management Teams

- Knowledgeable – Trained and experienced on multiple SE SMS applications.
- SE SMS vendor contact – teams are in contact with vendor for updates and changes made to the SE SMS for state reporting compliance.
- Support and training – Our team offers support and training in all areas of SE SMS, including state reporting elements.
- Provide assistance with data exports from the SE SMS to be used for data analysis, as well as reports.

Special Education Student Management System Help Desk Information

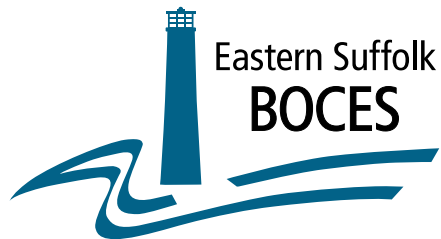
spedhelp@esboces.org

(631) 218-4196

Steven Quick

Janet Edwards

Debbie Dylnicki



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