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September 14, 2009

To: OCEC Special Education Teachers
From: Julie Eads
Re: Child Count Turnaround #1

Due Monday, Sept. 28

For better or worse, here we go with another new school year. I hope you've had a chance to work with our new IEP software and find it to be a change for the better. May I suggest that you bookmark the OCEC website? In particular, the FACTS/IEP tab contains information regarding childcount that you may find useful. Entry and Exit forms are on the Help tab. We will post IEP software FAQs in the near future. Also this year, we hope to do a better job posting upcoming workshops and archiving workshop materials. Don't forget to send your IEPs as soon as they have been written. We've received very few IEPs compared to the number of students that have been added to the software.

Let's start the ball rolling by explaining the purpose of Childcount. Student data that is reported to ISBE is drawn primarily from IEPs we receive. Childcount rosters are the means we use to make sure that data is accurate and current before it is reported to ISBE. Due to the volume of information ISBE now requires, it has become increasingly difficult to avoid making mistakes. Since these mistakes can cost your school district reimbursement funding, it is especially important that we do our best to get it right.

Of the four turnarounds that will be sent to you throughout the year, this one takes the most time and the most effort- for you and for me. There are new students- some of whom we've added to the IEP software, but because we were so busy with the software, we failed to add them to your roster. There are new students we've not heard about yet. There are students who have left, and then there are all the changes....

The following is what you'll see on your roster. Remember that your roster documents your caseload for the entire 09/10 school year. It notes students who have been added, those who have exited, and changes that have occurred throughout the year.

FACTS is required data that is reported to ISBE. It may include: Student Last, First, Middle Names; Birth Date; Gender; Ethnic; Parent Name, address, phone number; Grade; Resident District/School; Serving District/School; Fund; Disabilities; Related Services; % Spec Ed; % Time In; EEC; FTE; Begin Date; End Date; Exit Code; SIS ID#; (and for older students, Transition data, but it doesn't appear on childcount rosters).

Enrollment - services you are/were required by the IEP to provide for the student for a particular period in time. This includes: Start & Stop Dates; Direct mpw; Consult mpw; and, when they appear, Note 13 & Note 14.

General - information useful to case mgrs, related service providers, psychologists, etc. Important fields include: Rev (date next reevaluation is due) and Annual Rev (date the current IEP will expire).

If you have questions or aren't sure about something on your roster, call or email me! A Code and Definition Summary document is included. It will help you to understand your roster. So, before you start on your roster, take a moment or two to read the Code and Definition Summary document. It is not comprehensive, but covers the most commonly used codes and required fields.

Start Childcount by checking:

1. Who is on your caseload, but not listed?
2. Who is listed on your caseload but shouldn't be? (an end date & reason for exit is needed)

Then- to the details:

1. Is parent info correct?
2. Is student's legal name shown? Is it spelled correctly?
3. Is the student's birth date correct?
4. Is the student's grade correct?
5. Are begin & start dates correct? (8/1/09 start or no re-eval date = OCEC has not received an IEP)
6. Are disability and related service codes correct?
7. Are minutes correct? (what about percentages?)
8. Do foster/orphanage students show a Fund E?
9. Do part time students show an FTE less than 1.00?
10. Do comments appear in Note 13 or Note 14 columns?

OVER

New Paperwork

IEPs and IEP revisions: please send them to the coop within two weeks after they are written. Do not leave fields, especially required fields like middle name, initiation and duration dates, blank. Make sure all required forms are with the IEP submitted- Transition Plans and Consent for Eval are most often omitted.

Move-in students: Within two weeks of a student's start date, send a copy of a new, or if it is a move-in, the IEP *accompanied with a note providing case mgr. name, and parent name, new address and phone number.* Without that note, we don't know where the student has enrolled.

Your updated roster needs to be returned (mailed or faxed) to me **no later than** Monday, September 28. Don't hesitate to call (234-2722 x 118) or email (jeads@ocecil.org) if you have questions or need clarification on something.