Louisiana Believes

Special Education Reporting System (SER)

September 2018 Collaborations

A copy of this presentation is located on LDOE INSIGHT under Shared Documents in folder Training and Guidance Documents/2018 September Collaborations
Objectives

At the conclusion of this training, participants should be able to:

• explain how to obtain access to LDOE application systems, choose the optimal computer settings, and how to receive assistance with password issues

• access the Coordinator Portal on INSIGHT

• describe requirements of Act 837 and what is considered PII

• understand the overall functionality of SER

• enter and modify SER data

• create, validate, and submit IEP forms

• troubleshoot errors

• identify the role of a sped coordinator

• list communication and support tools
Agenda

- Gaining System Access
  - Protecting Student Privacy
  - Overall Functionality of SER
  - Searching for a Student
  - Claiming Jurisdiction/Add a Student
  - Student Options
  - IEP Forms
  - Services
  - Troubleshooting Errors
  - Role of the Coordinator
    - Data Collection Timeline
    - Managing Compliance
    - Communications and Support
Role of the Security Coordinator

- LEAs and CMOs are required to designate a local Security Coordinator who is responsible for granting authorized users access to LDOE Application Systems.

- The Security Coordinator grants local authorized users access to LDOE Application Systems using the Totally Automated Security System (TAS).

For assistance, contact: SecurityDOE@la.gov
User Access Rights and Authorization

• To request access to LDOE application systems, users should contact their local LEA Security Coordinator.
• For authorized users, a unique User ID and initial password will be established.
  • Each User IDs follows a set standard which identifies and associates the user with a 3-digit Sponsor Code.
• User IDs for LDEO application systems are not to be shared among users.
Assigning & Establishing User Passwords

- Users can change an initial password or reset a forgotten or expired password, using the self-service [Password Reset System (PRS)](#).
- Users should refer to the Password Reset User Guide (located [here](#)) or contact their local Security Coordinator when having difficulties with their password.
- Passwords must follow specific rules:
  - Minimum length: 8 characters
  - Must contain at least 3 of the 4 complexity categories as follows:
    - Upper case characters (A-Z)
    - Lower case characters (a-z)
    - Numeric digits (0-9)
    - Non-alphanumeric characters (e.g., %, &, $)
  - Cannot be the same as any of the previous 5 passwords
  - Cannot contain the user’s ID or parts of the user’s full name that exceeds two consecutive characters

For assistance, contact your [local Security Coordinator](#).
Many different staff members are responsible for using the SER system. In order to ensure users have proper permission assigned, please refer to the table below.

<table>
<thead>
<tr>
<th>Group</th>
<th>SER Data Change</th>
<th>Modify State IDs</th>
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</tr>
</thead>
<tbody>
<tr>
<td>SER Data Reader</td>
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<td>X</td>
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<td>SER Data Writer</td>
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</table>
## Windows Account Summary

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<thead>
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<tr>
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</tr>
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<td><strong>Email:</strong></td>
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<tr>
<td><strong>Phone:</strong></td>
<td>[Redacted]</td>
</tr>
</tbody>
</table>
| **Member of groups:** | LEADS Inquiry-Leads Inquiry  
LEADS Inquiry-Bossier Parish-All Sites  
Leads Portal-Leads Portal  
Leads Portal-All Sponsors  
Longitudinal Data System-LDS District Administrators, other than Superintendent with access to Data Coordinator Portal  
Longitudinal Data System-Bossier Parish-All Sites  
SER IEP-Approves IEP Forms  
SER IEP-Bossier Parish-All Sites  
SER Medicaid-SMD Medicaid Admin  
Special Education-SER LASID Writer  
Special Education-Bossier Parish-All Sites |

## PRS Account Summary

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
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</thead>
<tbody>
<tr>
<td><strong>Account Locked:</strong></td>
<td>No</td>
</tr>
<tr>
<td><strong>Questions Completed:</strong></td>
<td>Yes</td>
</tr>
</tbody>
</table>
FYI: Assisting your Security Coordinator
SER Access in TAS

PRS Account Summary

Account Locked: No
Questions Completed: Yes

Application Systems

Account Permissions for SER

- No Access
- SER_Data_Writer
- SER_Data_Reader
- SER_LASID_Writer

Clear Sites

Save | Cancel

Application Systems

Account Permissions for IEP

- No Access
- IEP_Form_Writer
- IEP_Form_Approver

Clear Sites

Save | Cancel

Louisiana Believes
FYI: Assisting your Security Coordinator
LDOE INSIGHT Coordinator Portal

PRS Account Summary

Account Locked: No
Questions Completed: Yes

Application Systems

Account Permissions for LDS

- No Access
- LDS_LEAS_ADMIN
- LDS_LEAS_SUPT
- **LDS_LEAS_DATACOORD**

Save | Cancel
Protocol for Addressing Security Issues

• For authorization access and security issues, users should first contact their local LEA Security Coordinator

• If the problem cannot be resolved, contact SecurityDOE@la.gov.

• For additional information regarding security and how to access the LDOE application systems, users can be referred to this training module Module 1: LDOE Data Systems Security and Access located on the LDOE INSIGHT Coordinator Portal in the Shared Documents folder.

• For access to the LDOE INSIGHT Coordinator Portal users should have their Security Coordinator add LDS_LEAS_DATACOORD role under the Longitudinal Data System (LDS) in TAS.
SER System Description and Access

SER provides for the establishment of a statewide special education student database from which specified reports can be generated.

- Allows online, batch and XML submissions
- Web-based application
  - SER can be accessed through the LEADS Portal and INSIGHT.
  - SER can be accessed through direct link: https://serp.doe.louisiana.gov/ser
Accessing LDOE INSIGHT

- Users also have the ability to access LDOE Application Systems through LDOE INSIGHT https://insight.doe.louisiana.gov
- Authorized users must enter a **User ID** and **Password** on the LDOE INSIGHT login screen

For assistance, contact your **local LEA Security Coordinator**
To access the LDOE INSIGHT Portal, users must enter a **User ID** and **Password** on the INSIGHT Portal **login screen**.

**https://insight.doe.louisiana.gov**

For assistance, contact your **local Security Coordinator**.
All LDOE Application Systems for which a user is authorized to access will be displayed under the My Apps button.
LEAs can access all LDOE systems via the LDOE INSIGHT Coordinator Portal.

In addition to system access, the Coordinator Portal is also used by LDOE to post pertinent information for LEAs.

Local security coordinators can grant user access by:
- Accessing the Totally Automated Security System (TAS) and adding LDS_LEAS_DATACOORD role under the Longitudinal Data Systems (LDS)
- Data Coordinators and Data Managers should check daily for important announcements, reminders and other system related information.

For assistance, contact your local Security Coordinator.
Users can sign up for email Alerts when information is added or changed.

- Access the LDOE INSIGHT Coordinator Portal.
- Click your user ID near the top, right of the screen.
- Select My Settings.
- Choose My Alerts to set which alerts you would like to receive.

For assistance, contact: SystemSupport@la.gov
Users also have the ability to access LDOE Application Systems directly through LEADS at https://leads3.doe.louisiana.gov/ptl/.

For assistance, refer to any LDOE Application System User Guide.
Agenda

- Gaining System Access
- **Protecting Student Privacy**
- Overall Functionality of SER
- Searching for a Student
- Claiming Jurisdiction/Adding a Student
- Student Options
- IEP Forms
- Services
- Troubleshooting Errors
- Role of the Coordinator
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- Communications and Support
Louisiana legislature passed Act 837 (2014), which provides for limitations and prohibitions on the collection and sharing of student information.

• Required the Department to create a system of unique student identification numbers
• Required LEAs to assign unique student identification numbers to all students enrolled in public schools

• The Department is not allowed to view or access student personally identifiable information (PII) except in instances where one of the three exceptions to the law are met:
  1. Auditing
  2. Parental consent
  3. Superintendent/charter leader authorization
What is Personally Identifiable Information (PII)?
Information that reveals the identity of an individual and can be directly obtained from a single data source or through the combination of multiple sources.

Examples of PII include but are not limited to:

1. Student Name
2. Date of Birth
3. Social Security Number
4. Address
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SER System Description

SER provides for the establishment of a statewide special education student database from which specified reports can be generated

• Web-based application
  • Link to SER:  https://serp.doe.louisiana.gov/ser

• SER can also be accessed through the LEADS Portal
SER Home Screen

Special Education Reporting System (SER)

STOP.

Before entering student data into this system, please contact your district office to ensure that your LEA has opted into the data sharing agreement with the contractor that operates SER. Per R.S. 17:3514, LEA employees are prohibited from entering personally-identifiable student information into SER unless the LEA has opted into the data sharing agreement with the contractor that operates SER. Unlawful disclosure of personally-identifiable student information is punishable by a fine of not more than ten thousand dollars or imprisonment for not more than three years, or both.

All student information is confidential and subject to LEA, State and Federal regulations regarding privacy of individual student and family information. Use of SER must be for official school purposes only, and all users must follow local and state security procedures. Before using SER, you should:

1. Be familiar with LEA/System policies regarding confidentiality of individual student information.
2. Be familiar with State and Federal Laws and Regulations regarding confidentiality of individual student information.
3. Follow SER procedures for security.

THIS IS THE PRODUCTION SER SYSTEM

Please ensure that you open a completely new browser session if you are unable to log in after a reboot.

SCHEDULED MAINTENANCE:

SER will be down the first Wednesday of every month for scheduled maintenance. The outage will begin at approximately 3:30 p.m. and last for approximately two hours. Users will be notified by pop up messages to save data and log off of SER.
SER Functionality

- Allows for storing of IEPs
- Stores student data relevant to special education for state and federal reporting
  Examples include:
  - Extended School Year Services (ESYS) data
  - Post School Transition
  - State Performance Plan (SPP) reporting
  - Part C, IEP and evaluation compliance monitoring
- Allows entry, editing, and inquiry of data
- Facilitates state (MFP) and federal (IDEA) child counts and reporting
Many different staff are responsible for using the SER system. In order to ensure users have proper permission assigned, please refer to the table below.

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Searching for a Student

• Student Search (Quick Search)
  • Enter first name and last name
  • Enter last name, first name
  • Enter student’s unique ID
  • Click Go or press Enter

• Regular Search
  • Enter information in the appropriate fields
  • Click Search

• Advanced Search
  • In addition to fields in the Regular Search section, search can be modified to include date of birth, gender, and school code
  • Allows a search for inactive students (students with records 5 years old or greater)
Searching for a Student Regular Mode

Student Search

Quick Search

Regular Search

State ID:
Legacy State ID:
First:
Middle:
Last:
Suffix:
LEA of Jurisdiction:

Search  Clear  Switch to Advanced Mode

Advanced Search
Searching for a Student Advanced Mode

Enter the information in any of the fields to narrow a search for a student.

Check the Show Inactive box to search for a student with records 5 years or older.

Click Switch to Regular Mode to return to the default search screen.
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Claiming Jurisdiction for a Student

- Once SER returns the student, click on the student’s State ID number.
Claiming Jurisdiction

• Click on the student’s unique ID
• Click on the Jurisdiction tab
• Click the Add New tab
• Enter the student’s Begin Date and School Code
• Local Student ID is optional
  • Do not use a student’s SSN as the Local Student ID
• Click Save
Claiming Jurisdiction

If “Yes” was displayed in the Open Services column, you would need to contact EBR Parish to close services before the student could be picked up.
Claiming Jurisdiction

Enter the student’s begin date, local ID, and school code, then click Save. The LEA is defaulted to your LEA and cannot be changed.

Use this button to transfer a student to another school site within your LEA.
Adding a New Student

To add a new student:

- Click New Student button in top left corner.
- OR
- Click Add New Student tab.

Regular Search

State ID: 0123456789
Legacy State ID:
First:
Middle:
Last:
Suffix:
LEA of Jurisdiction:
Receiving Rel Serv/Medicaid:

Search Clear Switch to Advanced Mode

Add New Student

State ID  Name
Adding a New Student

- The State ID field is required to find a student in eScholar.
- The remaining fields are optional.
- Click Find Student.
Adding a New Student

- The State ID will populate the student assigned to that ID.
- Validate that the student is correct then click Confirm.
Adding a New Student

- The Student Profile screen will populate after confirming the student is correct.
- Enter the remaining fields, then click Save.
Adding a New Student

After saving the record:

- Enter a new jurisdiction record.
- Enter parent/guardian information.

The remaining links become accessible after the parent/guardian info is saved.
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Once an LEA has jurisdiction on a student, data readers and data writers can access all links in the Student Options area:
Student Profile

Demographic information cannot be edited in SER. Any corrections needed should be made in eScholar.

The remaining fields can be edited in SER.
Assigning/Updating Secure IDs in SER

To assign or update a Secure ID:

Click on the student’s State ID.

On the Student Profile page, click Modify State ID/PII data.
Assigning/Updating Secure IDs in SER

To assign or update a Secure ID:

Enter the student’s Secure ID in the Search eScholar By State ID field, then click Find.

The student’s Secure ID and PII data in eScholar will display next to the student’s Secure ID and PII data in SER.

Users should compare the data and verify the information is correct. Once the Secure ID is assigned or updated, the student’s PII data will be updated with the PII data in eScholar.
Assigning/Updating Secure IDs in SER

To assign or update a Secure ID:

<table>
<thead>
<tr>
<th>SER PII Data</th>
<th>eScholar PII Data</th>
</tr>
</thead>
<tbody>
<tr>
<td>State ID:</td>
<td>State ID:</td>
</tr>
<tr>
<td>Legacy State ID:</td>
<td>Legacy State ID:</td>
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<tr>
<td>First:</td>
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<td>Middle:</td>
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<td>Last:</td>
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<tr>
<td>Suffix:</td>
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<tr>
<td>DOB:</td>
<td>DOB:</td>
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</table>

After verifying the information is correct, click Save eScholar PII to SER.
Guidance when assigning or updating Secure IDs:

• LEAs should limit access to one or two staff members for data quality purposes.

• Email SystemSupport@la.gov contact information of staff members who will assign/update Secure IDs.

• Staff members with access should always work with their LEA’s Secure ID manager to verify the student’s active Secure ID before assigning or updating the ID in SER.

• Verify the student’s Secure ID and PII data match in SER and eScholar before assigning or updating the ID.

• “Assigning/Updating Secure IDs in SER” help document is available under the SER application on the Coordinator Portal.
View Attachments

Allows a user to upload any pertinent records about the student

After clicking View Attachments, click the Add New tab.

Click Browse to upload the attachment. Use the Description box to describe the attachment, e.g., Healthcare Plan, then click Save.
View Attachments

- Once saved, the attachment can be viewed, edited, or deleted

<table>
<thead>
<tr>
<th>Document Name</th>
<th>Description</th>
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</thead>
<tbody>
<tr>
<td>Non Diploma Consideration Checklist 1 9 13 final.docx</td>
<td>IGP-2/11/14</td>
</tr>
</tbody>
</table>
Parent/Guardian

Parent/Guardian information can still be edited in SER by the LEA.

Title: MS
First: FIRST
Middle: MIDDLE
Last: LAST
Suffix: X
Address: 123 Some Rd
City: City
State: LOUISIANA
Zip Code: 00000

Title and Suffix are optional, not required to enter in SER.
Special Education Activity

- Sped Activity shows when a student entered and if the student exited special education

The sped activity is created when an initial IEP or the first IEP after a student was exited is submitted to SER.
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Creating IEPs

To create an IEP Form:

• Click on the IEP Forms link.
• Click the Add New tab.
Creating IEPs

- The form will populate after clicking the Add New tab.
- The IEP Forms page will display information about the form.
Before an IEP can be made official, it must first be validated to ensure that all required information has been entered and all rules have been met.

- Forms that have passed validation are indicated by a green check.
- Forms that do not pass validation are indicated by a red ‘X’.
- Forms that have potential errors but can still pass validation are indicated with a yellow exclamation point.
- Once all errors are resolved, the Make This IEP Official button will display.
- If a user has access to submit IEPs, the Submit to SER button will display after the IEP is made official.
Adding/Deleting Forms to the IEP Form

- Additional forms can be added or deleted to the IEP
- Click the Add/Delete Forms to IEP link in the top right corner of the IEP
- Check a form to add it to the IEP; uncheck a form to delete it
- If a form is added, it will display in the IEP Forms list

**WARNING:** Removing a form will delete that form's data permanently.
Submitting IEPs

• To change a draft IEP to an official IEP, click the Official/Signed button

• Once the IEP is official, it can be submitted to SER
Submitting IEPs

- Click the Submit to SER button to submit the IEP

- Once submitted, the N under the Submitted to SER column will change to a Y
Amendments

- When an IEP requires changes after being made official, the IEP must be amended.
- Click View to open the official IEP and click the Amend button to amend the IEP.
- The IEP status changes from Official to Amended-Draft.
- Once changes are made, the user must document the following on the Amendments form:
  - How the parent was informed of the change.
  - An explanation of what was changed and why.
- After validating the amendment, the amended IEP must be made official.
- There is no limit to the number of amendments created.

NOTE: The Team Meeting Date does not change with amendments.
Amendments

Amendment form added when the IEP is amended.

Parent contact method and explanation is required to validate the amended IEP.
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A listing of a student’s services is found under the Service link.

• Services displayed come from services listed on the student’s IEP.
• Services must be entered manually; they are not pulled in from the IEP.
• Service listing will display the most recent service first followed by each preceding service.
Adding Services

When to add a new service:

- After claiming jurisdiction on a student new to your LEA
- After an initial IEP is completed for a student new to special education
- After a student becomes eligible for a new service
  - e.g., Student now qualifies for Adapted Physical Education when s/he did not initially qualify

To add a new service, click the Add New button at the top of the Service listing.
Adding Services

The teacher of record can be entered in this field.

You must add a new service for each service that a student receives, including special transportation. Services are found on the Program Services page of the student’s IEP.
Adding Services

After clicking the Add New tab, the Service page will populate.

• The Service Recipient is defaulted to Student.
• Enter the information for the required fields then click Save.
• You must add a new service for each service the student receives.
Adding Services

Enter the information for each field, then click Save.

Do not assign dummy SSNs for service providers!
Terminating Services

• To terminate a service, click View/Edit next to the service that should be terminated.
• Check the Service Terminated box to display the End Date and Termination Reason fields.
• Enter an end date and termination reason then click Save.
Terminating Services

End date and Termination Reason fields will appear when you check the Service Terminated box.
Bulk Update

Service Provider Bulk Update allows you to reassign multiple students from an old provider to a new provider.

- **Useful for transferring caseloads from one provider to another**
- **Found under Tools**
Bulk Update

You must have the SSNs of the old provider and the new provider to use this feature.

Click Get Student List to pull up the provider’s case load.

You can pick the students you want to reassign, or you can click Select All to reassign all students.
• Number of records updated successfully are highlighted in green.
• If a student’s record was not updated, a validation error will appear and include the reason along with the student’s name.
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Error Codes

When entering actual data, you may experience errors with your data.

How do you correct data errors?

• Refer to the complete list of error codes listed in Appendix D of the SER User Guide or the IEP User Guide.
• Read the definition and solution next to the error code name in search of a resolution.
• Compare your entry steps to suggested steps in the user guide.
• If the error is from the IEP form, use help instructions within the IEP for additional information.
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Data Collection Timeline

Annually, data are collected in one of two ways:

- During scheduled data collection periods (SIS, SPC, CUR, PEP, CVR, TSDL, AFR)
- Daily for systems with no scheduled collection periods (SER, STS)
October 1 Collection  (Early August to Late October)

- **SIS**: Student Enrollment, Attendance, Discipline, Free/Reduced Lunch Data (MFP)
- **SPC**: Planned calendars
- **PEP**: Teacher Data (Budgeted)
- **SER**: SPED Data (IDEA Child Count)
Data Collection Timeline

<table>
<thead>
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<th>Jul</th>
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</table>

February 1 MFP Collection  (Mid-January to Late February)

- **SIS**: Student Enrollment, Attendance, Discipline, Free/Reduced Lunch Data (MFP)
- **SPC**: Planned calendars
- **SER**: SPED Data (MFP Child Count)
**Data Collection Timeline**

<table>
<thead>
<tr>
<th>Jul</th>
<th>Aug</th>
<th>Sep</th>
<th>Oct</th>
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<th>Dec</th>
<th>Jan</th>
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</table>

**End-Of-Year-EOY (Mid-March to Mid-July)**

- **SIS**: Final Student Enrollment, Attendance, Discipline, Free/Reduced Lunch Data
- **SPC**: Final Calendars
- **PEP**: Final Teacher and Staff Data
- **SER**: Final SPED Data
Data Collection Timeline

<table>
<thead>
<tr>
<th>Jul</th>
<th>Aug</th>
<th>Sep</th>
<th>Oct</th>
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<td>Oct 1</td>
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</table>

October 1 IDEA Child Count

- Reports to Run:
  - **IDEA**: Counted, Not Counted, Listing by Teacher, and Summary
  - **New FAPE**: Counted, Not Counted, and Summary
  - **Fed Eval**: Listing Pub/Private and Summary Pub/Private
  - **Cross Check**: SER/SIS, SER/SIS (Child Count Compare), SIS/SER
  - **Personnel**: Table 2 Detail, Table 2 Summary, IDEA Services Listing
## Data Collection Timeline

<table>
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<tr>
<th>Jul</th>
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<th>Feb</th>
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</tbody>
</table>

**February 1 MFP Child Count**

- Reports to Run:
  - **MFP:** Counted, Not Counted, and Summary
  - **Gifted/Talented Reports**
  - **Cross Check:** SER/SIS, SER/SIS (Child Count Compare), SIS/SER
Data Collection Timeline

End-Of-Year-EOY

- Reports to Run
  - ESY
  - **Post School Transition**: PST Missing, PST Listing, P/G Listing, and P/G Missing
  - **Exit**: Counted, Summary, and SER/SIS Exit Cross Check
  - Discipline
  - Purge
  - **SPP Indicator 11**
  - **Part C Transition** (if applicable)
Child Count Reports

- Counted report is an alpha listing of all the students included in your child count.
- Not Counted report is a list of students not included in child count by reason.
- Listing by teacher is used to ensure that students are assigned to the correct teachers (LEADS).
- Summary report provides a child count total by race, exceptionality, gender, etc.
Child Count Reports: Counted Report

• Looks at a student’s record as if the present day was the count date (October 1 or February 1)

• To be included in the child count, a student must have in SER:
  • A current evaluation
  • A current IEP
  • Open services on or before the count date

• Should be reviewed to verify the list is accurate
  • Students who should be counted are on the list
  • Students who should not be counted are not on the list
  • Student counts are subject to audits
Child Count Reports: Not Counted Report

- Also looks at a student’s record as if the present day was the count date (October 1 or February 1)
- Groups students by reason
- Reason prompts necessary action to resolve the error
- Students move to the Counted Report once all errors corrected
The report looks at each student as though today’s date is 10/1 (the IDEA count date).

Note that even though the report was run on 9/6 the IEPs due at the end of September are on this report as being invalid because...

If today were 10/1, they would not have a current IEP/SP.
Not Counted Reports

Look up students to see why no services are open.

contact your pupil appraisal staff to do a reevaluation on this student
Cross Check Reports

There are four types of Cross Check Reports:

- **General Reports**
  - SER/SIS Cross Check: Compares current SER data to SIS data for active students with a current IEP
  - SER/SIS Cross Check (Child Count Compare): Compares the current SER child count to SIS data as of the count date
  - SIS/SER Cross Check: Compares current SIS data to SER data with active enrollments

- **Exit Report**
  - SER/SIS Exit Cross Check: Compares exit reasons of SIS and SER

Due to system changes per Act 837, cross check reports will no longer display discrepancies in PII.
SER/SIS Cross Check Report

• Compares current SER data to SIS data for active students with a current IEP
  • Finds students who moved to another LEA
    • Displayed in the SER Site/SIS Site Column
  • Identifies students who withdrew/did not return
    • Displayed in the Not Found in SIS Column
SER/SIS (Child Count Compare)
Cross Check Report

• Compares the current SER child count to SIS data as of the count date
  • Use for IDEA (October 1 Count) and MFP (February 1 Count)

• **Used to audit IDEA and MFP funding**

• For IDEA and MFP counts SER and SIS should match
  • No errors should be reported
Examples of SER/SIS Cross Check Discrepancies (General & Child Count Compare)

<table>
<thead>
<tr>
<th>SER Last Name / SIS Last Name</th>
<th>SER First Name / SIS First Name</th>
<th>State ID / Local ID</th>
<th>SER Site / SIS Site</th>
<th>SER Birth Date / SIS Birth Date</th>
<th>SER Ethnicity / SIS Ethnicity</th>
<th>SER Gender / SIS Gender</th>
<th>SER Jur / SIS LEA</th>
<th>Not Found in SIS</th>
<th>SER Profile Grade / SIS Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>Example 1</td>
<td></td>
<td></td>
<td>026017</td>
<td>12/26/1997</td>
<td>Black or African American</td>
<td>M</td>
<td>026</td>
<td>X</td>
<td>09</td>
</tr>
<tr>
<td>Example 2</td>
<td></td>
<td></td>
<td>026000</td>
<td>7/30/2010</td>
<td>White</td>
<td>F</td>
<td>026</td>
<td>X</td>
<td>09</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>026000</td>
<td>2/17/2012</td>
<td>Hispanic/Latino</td>
<td>M</td>
<td>026</td>
<td>X</td>
<td>20</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>026000</td>
<td>9/19/2011</td>
<td>White</td>
<td>M</td>
<td>026</td>
<td>X</td>
<td>20</td>
</tr>
</tbody>
</table>

Remember the Child Count Compare Cross Check displays students with discrepancies included in your Child Count. Therefore that report must be blank!
SIS/SER Cross Check Report

• Compares current SIS data to SER data with active enrollments
  • Identifies students who have moved to your LEA who may need services
  • Helps assure students are being provided FAPE
  • Helps prevent out of timeline evaluations and IEPs
Examples of SIS/SER Cross Check Discrepancies:

<table>
<thead>
<tr>
<th>SIS Last Name / SER Last Name</th>
<th>SIS First Name / SER First Name</th>
<th>SIS State ID / SER Site</th>
<th>SIS Site / SER Site</th>
<th>SIS Birth Date / SER Birth Date</th>
<th>SIS Ethnicity / SER Ethnicity</th>
<th>SIS Gender / SER Gender</th>
<th>SIS LEA / SER Jur</th>
<th>SIS Grade / SER Profile Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>Example 1</td>
<td></td>
<td></td>
<td>396003</td>
<td>396002</td>
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<tr>
<td>Example 2</td>
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<td>396003</td>
<td>396002</td>
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<td>Example 4</td>
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</tbody>
</table>
| Example 5                     |                                 |                         | 396001              | 396002                          | Hispanic/ Latino, Native Hawaiian or other Pacific Islander Hispanic/Latino |.
SER/SIS Exit Cross Check Report

• Compares SER exit data to SIS exit data
  • Count date as of June 30th
  • Exits reported for students 14 and older
  • Compares only certain exits from SER
    • HS diploma
    • Moved out of State/Known to be Continuing
    • Certificates of Achievement, LHSD
    • Death
  • SER exit reason must be comparable to SIS exit reason
Examples of Exit Cross Check Discrepancies:

<table>
<thead>
<tr>
<th>Item number</th>
<th>SER Exit Date</th>
<th>SER Exit Reason</th>
<th>SIS Exit Reason</th>
</tr>
</thead>
<tbody>
<tr>
<td>996</td>
<td>8/12/2010</td>
<td>Moved Out of State/Kwn to be Continuing</td>
<td>DID NOT RETURN TO SCHOOL BEFORE 10/01</td>
</tr>
<tr>
<td>993</td>
<td>11/16/2010</td>
<td>Moved Out of State/Kwn to be Continuing</td>
<td>TRANSFER TO PUB SCHOOL IN LOUISIANA</td>
</tr>
<tr>
<td>996</td>
<td>10/29/2010</td>
<td>Moved Out of State/Kwn to be Continuing</td>
<td></td>
</tr>
<tr>
<td>990</td>
<td>9/8/2010</td>
<td>High School Diploma</td>
<td>X</td>
</tr>
<tr>
<td>989</td>
<td>6/30/2010</td>
<td>Certificate of Achievement</td>
<td>X</td>
</tr>
</tbody>
</table>
Agenda

• Gaining System Access
• Protecting Student Privacy
• Overall Functionality of SER
• Searching for a Student
• Claiming Jurisdiction/Adding a Student
• Student Options
• IEP Forms
• Services
• Troubleshooting Errors
• **Role of the Coordinator**
  • Data Collection Timeline
  • **Managing Compliance**
• Communications and Support
Compliance Reports

- Compliance and management reports can be run as detail reports or summary reports
- Reports can be run monthly, quarterly, or yearly
- Use the Milestone Benchmark Calendar for pertinent dates and when to run these reports.
  - Posted on [INSIGHT](#)
  - Contains a high level yearlong checklist to meet data collection deadlines
Compliance Reports

- **Business Day**: timelines for evaluations for a calendar year
- Eval Summary and IEP Summary: compliance percentage (%) and number of students in and out of timelines for a given month
- Evaluation and IEP: detailed listing of students in and out of timelines for a given month
- **Initial Eval Management**: student listing of initial evaluations in process
- Re-Eval Management: three month view of evaluation compliance from the date generated
- **Rosters**: student IEP and evaluation anniversary date by school year
Compliance Reports

- Developmental Delay (DD) Turning 9: Detail or summary of DD students turning 9 that must be reclassified or dismissed of the exceptionality

- IEP/SP Mgt: Detail or summary of IEPs for a school year

- Re-Eval Management: Detail or summary of re-evaluations for a school year
  - Can be customized to a date range.
Compliance Reports

- IDEA Services Listing: Listing of students in IDEA Child Count

- Services Listing: Student case loads by services

- Teacher Listing: Student case loads by teacher
## Compliance Reports

### Reports to Monthly:

<table>
<thead>
<tr>
<th>Report Name</th>
<th>Report Folder</th>
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<tbody>
<tr>
<td>Initial Evaluation Compliance</td>
<td>Compliance</td>
</tr>
<tr>
<td>Initial Evaluation Mgmt. Report</td>
<td>Compliance</td>
</tr>
<tr>
<td>IEP Compliance (Detail and Summary)</td>
<td>Compliance</td>
</tr>
<tr>
<td>Draft + SER Flag Report</td>
<td>IEP Forms</td>
</tr>
<tr>
<td>IEP Benchmark</td>
<td>IEP Forms</td>
</tr>
<tr>
<td>Re-Evaluation Mgmt. Roster</td>
<td>Rosters</td>
</tr>
<tr>
<td>DD Turning 9</td>
<td>Rosters</td>
</tr>
<tr>
<td>IEP/SP Mgmt. Report</td>
<td>Rosters</td>
</tr>
<tr>
<td>Business Day Table Report</td>
<td>Compliance</td>
</tr>
<tr>
<td>Duplicate Students</td>
<td>General</td>
</tr>
<tr>
<td>Open Jurisdiction</td>
<td>General</td>
</tr>
<tr>
<td>Part C Transition (if applicable)</td>
<td>General</td>
</tr>
</tbody>
</table>
General Reports Folder

- Includes many pertinent reports:
  - **Act 833 Application** – listing of eligible students and where 833 is being applied
  - **Act 833** – student listing of Act 833 eligibility
  - **Discipline**: Detail and Summary
  - **Alternate Assessment**: LAA 1 Summary (Code), LAA 1, and LAA 2
  - **Personnel**: Table 2 Detail and Table 2 Summary
  - **Purge** – listing of students to be purged (marked inactive)
  - **Seclusion/Restraint**: Detail and Summary
  - **Cross Checks**
  - **SPP Indicator 11**
  - **Student Audit** – history records on an individual student
  - **Student Detail** – high level information of student’s record
  - **Student Profile** – listing of all students in an LEA, including exited students
Agenda

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Communication and Support

2017-2018 SER User Guide
2017-2018 SER IEP User Guide

SER Contact: Bernetta.Sims@la.gov
Accommodations and Assessment questions: Assessment@la.gov
Special Education questions: SpecialEducation@la.gov
INSIGHT Portal: https://insight.doe.louisiana.gov/