



# Special Education 101

## Special Education

### Student Management Systems

Frontline IEP  
ClearTrack 200

December 2017



# 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 IEP Frontline Reports interface. At the top left is the IEP logo with the text "Formerly IEP Direct New York". On 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". The "Letters & Reports" link is circled in red and labeled with a red "1". Below the navigation bar is a teal header with the text "Step 1: Select Letter and/or Report (40 reports displayed)". A yellow instruction box says "Select the letter and/or report that you wish to generate. Choose the letterhead that you want to appear at the top, then click 'Process'." Below this is a section for "For those reports that may be run against either selected students or all students, please choose the selection status to use:" with a dropdown menu showing "0 students selected on the My Students page". A "Processing Center" link is also visible. The main form area includes a "Letterhead" dropdown set to "Eastern Suffolk Boces, Student Data Services - Special Education", a "Language" dropdown set to "English", and a "Category" dropdown set to "State Report". A "Process" button is circled in red and labeled with a red "4". A "Document Signature" dropdown is set to "Document Signature (default)". At the bottom is a list of report types, each with a checkbox and a document icon. The first six items are circled in red and labeled with a red "3": "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 displays the IEP New York web application interface. The top navigation bar includes the IEP logo (Formerly IEP Direct, New York), 'More Products' and 'Support' dropdown menus, and 'LIVE CHAT Unavailable' and 'Online Help' buttons. A secondary navigation bar contains 'My Students', 'Student', 'Messaging', 'Letters & Reports', 'Listings', and 'Maintenance'. The 'Maintenance' section is active, showing a sub-section for 'Student Information Repository System (SIRS) Extracts'. This sub-section contains a grid of links for various data extracts.

| Student Information Repository System (SIRS) Extracts |                            |                                       |
|---|----------------------------|---------------------------------------|
| → Programs Fact Extract                               | → October Snapshot Extract | → Data Verification Extracts          |
| → Year-End Snapshot Extract                           | → Events Extract           | → 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 More Products [Support](#)  
 New York 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 image shows two screenshots of the IEP New York online help interface. The top screenshot displays the main navigation menu with options like 'My Students', 'Student', 'Messaging', 'Letters & Reports', 'Listings', and 'Maintenance'. A red line points from the 'Online Help' button in the top right corner to the search bar in the bottom screenshot. The bottom screenshot shows a search bar containing the text 'state reporting', which is circled in red. Below the search bar, a search results window is open, displaying the following text:

**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 another row of buttons: 'Main Menu', 'Favorites', 'Visited', 'Return', 'Schedule Report', and 'Create Export'. The 'Create Export' button is circled in red and has a red box with the number '2' above it. Below the navigation bar, there is a 'Snapshot Date' dropdown menu set to '10/04/2017'. Underneath, there is a section titled 'Id to use for Export' with four radio button options: 'ClearTrack Student ID' (selected), 'Social Security Number', 'Attendance ID', and 'User Field' (with a dropdown menu showing '1'). Below these are three checkboxes: 'Copy export file to designated FTP site', 'Copy export file to directory on server', and 'Include ClearTrack 200 Verification Reports' (checked). The 'Include ClearTrack 200 Verification Reports' checkbox is circled in red and has a red box with the number '1' to its left. The last checkbox is 'Include New York State VR Reports (VR 13 for 6/30 export; VR 1-9 for BEDS day)'. The entire interface is set against a light gray background.

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)

**ClearTrack<sup>200</sup>** 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

| 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 displays the ClearTrack 200 School Main Menu. The interface includes a header with the ClearTrack 200 logo on the left and 'School Main Menu' on the right. Below the header is a navigation bar with several buttons: 'Report Status', 'Messages (0)', 'Contact Log', 'Calendar', 'V6.02 Highlights', and 'Forum'. A second row of buttons includes 'Favorites', 'Preferences', and 'Help'. The 'Help' button is circled in red, and its dropdown menu is open, showing two options: '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.

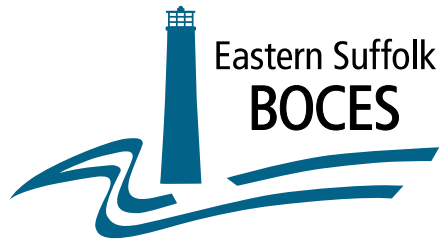
# Special Education Student Management System Help Desk Information

[spedhelp@esbooces.org](mailto:spedhelp@esbooces.org)

(631) 218-4196

Steven Quick  
Janet Edwards





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