

Michigan Student Data System 2010  
**Special Education Child Count Collection**  
 3<sup>rd</sup> Wednesday In November (3WIN)

**Michigan Pupil Accounting & Attendance Association  
 2010 Fall Conference**

Fran Loose, MDE OSE-EIS  
 Doris Mann, CEPI

September, 2010

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**What is the 3WIN Count?**

- ▶ Formerly known as the "December 1 special education headcount"
- ▶ Changed to the 3<sup>rd</sup> Wednesday in November (3WIN). This year: 11/17/2010
- ▶ Formerly uploaded to MI-CIS from any SIS (including MI-CIS), now uploaded to MSDS from MI-CIS or any other data system
- ▶ Data obtained is critical for federal reporting, monitoring, determinations, public reporting, and state/local funding decisions

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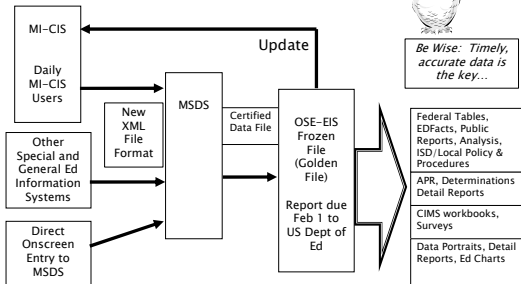
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**Overview**




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## WHEN does the count occur?

- ▶ MSDS submission opens Nov 1 – Submit early
- ▶ 3WiN Count Day is **November 17, 2010**
  - Update data soon after count day – resubmit
- ▶ MSDS error free by Monday, Dec 13
- ▶ Deadline for final ISD certification – Dec 22
  - **YEE HA! HOLIDAY!! – Friday, Dec 17 last day for many**
- ▶ CEPI provides data to OSE-EIS – Jan10
  - Special Education Data Portraits – Jan 20
  - Fed Reporting Deadline February 1

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## MSDS Count STATUS By DECEMBER 13

*Local Districts do NOT certify the 3WiN count*

- ▶ All UIC RESOLUTION COMPLETED and records ERROR FREE by December 13
  - ▶ Monitor & stay ERROR FREE until December 21
- ISD will certify each districts' collection by December 22**

*Be Wise: Complete your count and get to Error Free Status Early!!!*



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## WHAT STUDENTS are counted?

### Active students with an IEP:

1. Students Birth – 26 with an IEP
2. Student is enrolled in the district as of November 17, 2010
3. Student has an active IEP or temporary placement IEP
4. Student is receiving programs and/or services

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### 3WiN is an Unduplicated Count

- ▶ Only active students with an IEP are counted
- ▶ Student is reported by the Operating District
- ▶ A student is counted ONCE
- ▶ If more than one record is reported for a student, the Primary Education Providing Entity (PEPE) is used to de-duplicate
- ▶ PEPE/UIC resolution is done by the Districts' Resolvers and, possibly, ISD

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### 3WiN is an Unduplicated Count

- ▶ All duplicate claims MUST be resolved and corrected
- ▶ ISD has list of duplicate students - work with LEAs to resolve
- ▶ Ideally - 1 LEA/PSA removes record
- ▶ No Resolution may result in the student being removed from the count:
  - PEPE matches 1 district - That district gets student
  - PEPE does not match - **No one gets student**

*Be Wise: Check your student lists and make sure all of your students with IEPs have a correct UIC and PEPE status before the count date!*




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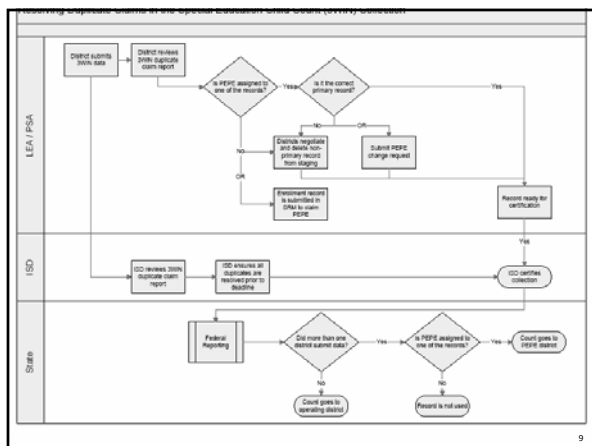
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## Hints & Resources: UIC and PEPE

- ▶ *Every School District and PSA has someone who is the UIC/PEPE Resolver.*

*It is recommended that the special education data entry person **NOT** take on UIC Resolution or PEPE Resolution. Your district data will be of better quality if you work with your District/PSA Resolver on these tasks!*



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## WHAT data does 3WiN collect?

20 required/optional/conditional MSDS *components* of student data with validation rules

Click: [2010-2011MSDS Collection Details Manual](#) (see p. 47 for 3WiN)

3WiN taps only requires 5 components:

- ▶ Personal Demographics
- ▶ Personal Core
- ▶ Entity Demographics
- ▶ Submitting Entity
- ▶ **Special Education**

Each component contains several *characteristics* (formerly called "fields") - 45 total for federal special education reporting

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## Optional & Conditional for 3WiN

- ▶ The 3WiN Collection follows the same XML schema structure as the Spring General Collection
- ▶ All components are available for inclusion in 3WiN
- ▶ If you submit data in more than the 5 required components, the data must comply with all business rules and will be added to the student history
- ▶ FTE submitted in 3WiN do not impact state school aid funding

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### Coding "Student Grade or Setting" for Children Birth through Age 5

- ▶ Use Code "30" for all children enrolled in infant/toddler or pre-kindergarten programs/services including:
  - Early On®,
  - Early Childhood Special Education (ECSE),
  - Head Start,
  - Great Start Readiness Program (GSRP), and
  - Group child development centers or child care.
- ▶ **Caution!!** Check your data to be sure you don't have 3-5 year olds listed in 2<sup>nd</sup>, 3<sup>rd</sup>, or higher grades.
- ▶ **Caution!!** Use Code "14" only for children in kindergarten or above, and only for those children in ungraded special education programs.

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### Hints & Resources: Learn MSDS

*If you are the MSDS submitter:*

- ▶ MSDS Home Page:  
[http://www.michigan.gov/cepi/0,1607,7-113-986\\_50502---,00.html](http://www.michigan.gov/cepi/0,1607,7-113-986_50502---,00.html)
  - Training Tools
  - Link to the MSDS Application
  - Security Information
  - Resources
  - Memos
- ▶ For Assistance: Contact CEPI directly  
[cepi@michigan.gov](mailto:cepi@michigan.gov)  
517-335-0505  
choose option 3 for CEPI customer support

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### Hints & Resources: MSDS listserv

- ▶ The MSDS LISTSERV is an electronic mailing list for MSDS contacts and data managers.
- ▶ To join the Listserv, *send an e-mail to:* [listserv@listserv.michigan.gov](mailto:listserv@listserv.michigan.gov) with no subject, and the following text in the body of the message (exclude all other text such as signatures, etc.): subscribe cepi-srsd

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## Hints & Resources: Ethnic characteristic

*"Federal Two-Part Question":*



1. Is the student Hispanic?
2. Regardless of the answer to the Hispanic question, a race *must* be indicated

Race for Hispanic students is NOT required to be reported on MSDS

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## WHO submits the data?

*Critical: Local districts must decide early in the school year **WHO** will upload the data file to MSDS for the 3WIN count.*

Candidates:

1. Your district's general MSDS submitter
2. Other submitter (e.g., special education staff)

*Be Wise: If a submitter needs to get permission from CEPI to submit at the state MSDS site, complete the application ASAP.*



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## Who uploads the data?

Option 1	Option 2
<ul style="list-style-type: none"> <li>▶ SE staff enters data into student information system</li> <li>▶ <b>Pupil accounting staff extracts the data and uploads into the MSDS</b></li> <li>▶ Existing UIC/PEPE resolver takes care of all student record maintenance and resolution</li> </ul>	<ul style="list-style-type: none"> <li>▶ SE staff enters data into student information system</li> <li>▶ <b>SE staff obtains MSDS Uploader rights and submits the 3WIN data</b></li> <li>▶ Existing UIC/PEPE resolver takes care of all student record maintenance and resolution</li> </ul>

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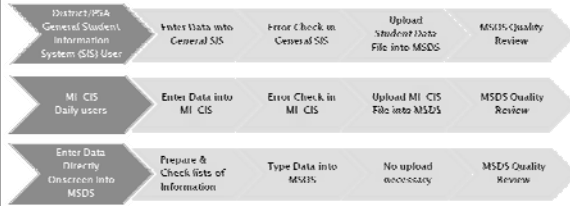
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## HOW is the data submitted?



**WHAT** submission path to the MSDS you take will depend on **WHO** will be submitting. Decide on one of the following early in the school year for the 3WIN count:



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## Using Your General Student Information System (SIS)



- ▶ Uses same general submission process as for Fall, Spring, and End-Of-Year counts
- ▶ Special ed staff can tap into technical support from local experienced MSDS users
- ▶ In some districts one person submits special and general ed counts
- ▶ Uses UICs, PEPE status, other data resolved and obtained for the general SIS

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## Submission Using MI-CIS



- ▶ May be preferred by daily MI-CIS users
- ▶ Data validation provided through MI-CIS
- ▶ May be issues for general SIS data (e.g., UICs, PEPE) not yet acquired/transferred to MI-CIS
- ▶ Technical assistance available from MI-CIS project or other MI-CIS users
- ▶ All data corrections made in MI-CIS must be re-entered in general SIS

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## Hints & Resources: MI-CIS

If you are using MI-CIS to submit to MSDS, go to the Interagency Information Systems home page: [www.mi-iis.com](http://www.mi-iis.com)

- Technical assistance documents
- Spiderphone training schedules and connection info



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## Direct Onscreen Data Entry to MSDS



- ▶ May be convenient for very small districts and PSAs with 50 or fewer students with an IEP
- ▶ Direct entry, no upload needed
- ▶ Data corrections made in MSDS should be re-entered in any general SIS or MI-CIS
- ▶ Limited technical support available from MSDS

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## For all submissions: [www.mi.gov/cepi](http://www.mi.gov/cepi)

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## So...again...who will be involved in the tasks of the 3 WIN Collection?



IEP Providers  
Turn In  
Timely IEPs



Special  
Education  
Data Entry



Checking  
Data  
Accuracy



Submission  
and  
Processing  
of Data in  
MSDS



*Hint to special education staff: Your MSDS submitter is very likely already familiar with all this MSDS stuff!*

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## Hints and Resources: Prepare in September!

*Get staff roles resolved:*

- ▶ Special education data entry
- ▶ MSDS uploader – with MSDS security agreement(s) in place as needed
- ▶ Work with your district UIC and PEPE resolver



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## Hints & Resources: Basic Data Entry

*Be Wise: check **before** submitting to MSDS*



- ▶ Do you have any missing data?
- ▶ Check the total number of students being counted.
- ▶ Do reasonability checks, particularly for “hot topic” characteristics?
  - Ethnicity?
  - Disability?
  - Programs/Services?
  - Educational Environment?
  - Current IEP date?

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## Hints & Resources: New Students

*Look for any student data that emerges or changes between Fall count day and 3WiN count day:*

- ▶ Transfer students who had an IEP after Fall count day
- ▶ New enrollees after Fall count day – UICs and PEPEs resolved for the 3WiN?



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## Help Us Communicate With You

- ▶ Keep your district's **Superintendent Information** and **Special Education Contact** current in the Education Entity Master (EEM):  
<http://cepi.state.mi.us/eem/>
- ▶ *It is up to your district/PSA to make sure the information in the EEM is current and correct!*

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## Questions? Suggestions?

*Contacts:*

### CEPI Customer Support Team

[CEPI@michigan.gov](mailto:CEPI@michigan.gov)

(517) 335-0505, select option 3

### MDE OSE-EIS

(517) 373-0923



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▶ Thanks to:

- *Trina Anderson*, CEPI
- *John Dickey*, Kent ISD
- *Rob Dickinson*, MPAAA
- *Pat Drake*, Wayne RESA
- *Gloria Jostock*, Oakland Schools
- *Allan Knapp*, Interagency Information Systems
- *Fran Loose*, OSE-EIS
- *Doris Mann*, CEPI

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# Resolving Duplicate Claims in the Special Education Child Count (3WiN) Collection

