



Last updated 02/26/2021

## Non-Enrich Users

A real-time review in the ESSU Data Management System is intended for record reviews that are conducted on an individual basis over time, not for an entire sample of students as in the annual record reviews for compliance.

To set up a real-time review, the Director needs to contact your CDE ESSU AU Partner and make the request for the setup, including information regarding the target for the review (e.g., preschool IEPs, school age and/or transition IEPs, Manifestation Determinations, Prior Written Notice, etc.). This will customize the checklist as per the Director’s need.

Once the review has been setup, the Director will see a new review on the Compliance tab that notes Real-Time Review in italics under the heading of the review (see below).

### From the DMS Special Education State Monitoring Compliance Tab:

To conduct the reviews, a student record must be set up in the DMS so the files will have a location to upload to. To prepare the student record for the student files, click on the hyperlink heading to get into the review, i.e., in this example click on **Standard Review 09/16/2015 Real-Time Review** to enter the review area.

\*\*\* This is a training/demo system \*\*\* Not a permanent record \*\*\*

**COLORADO** Department of Education Administration Search Sign Out

Home > Special Education State Monitoring > 0000 - CDESandbox-Dev

### 0000 - CDESandbox-Dev

Profile Dispute Resolution **Compliance** Fiscal Family-School Performance Improvement Summary

#### Compliance

Print Contact Support Help

+ Initiate Submissions

	Standard Review 2/17/2016 <i>Real-Time Review</i>	Standard Review 12/18/2015	Standard Review 9/16/2015 <i>Real-Time Review</i>	Standard Review 4/22/2015 <i>Real-Time Review</i>
Dates of Meeting (Confirm dates with				
Student and Family Information				

**Communication Log**

+ Add Email View All

2/9/2015 - Discussion of results Called Sara to discuss the issues f...

**Attachments**

+ Upload View All

8/10/2016 - I 13 OSEP Complianc...

8/10/2016 - Transition IEP Tracker

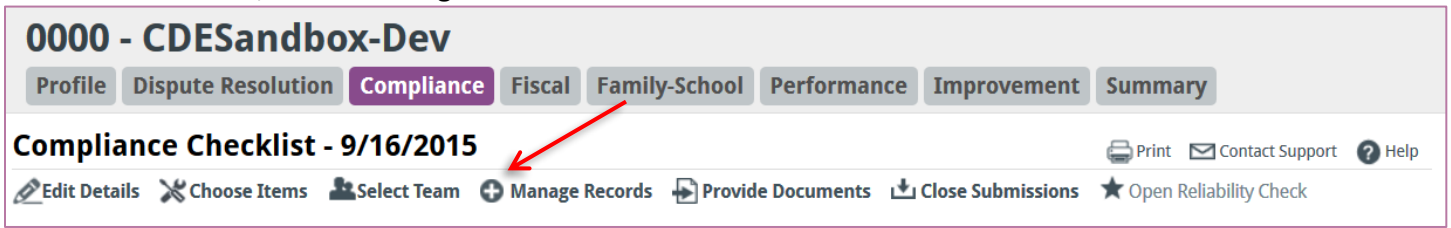
7/15/2016 - IEPReview2016-2017...

7/13/2016 - IEPReview2016-2017...

7/13/2016 - IEPReview2016-2017...

\*The examples shown are taken from the CDE Enrich Sandbox and are not actual students or student information.

From the next screen, click on **Manage Records**.



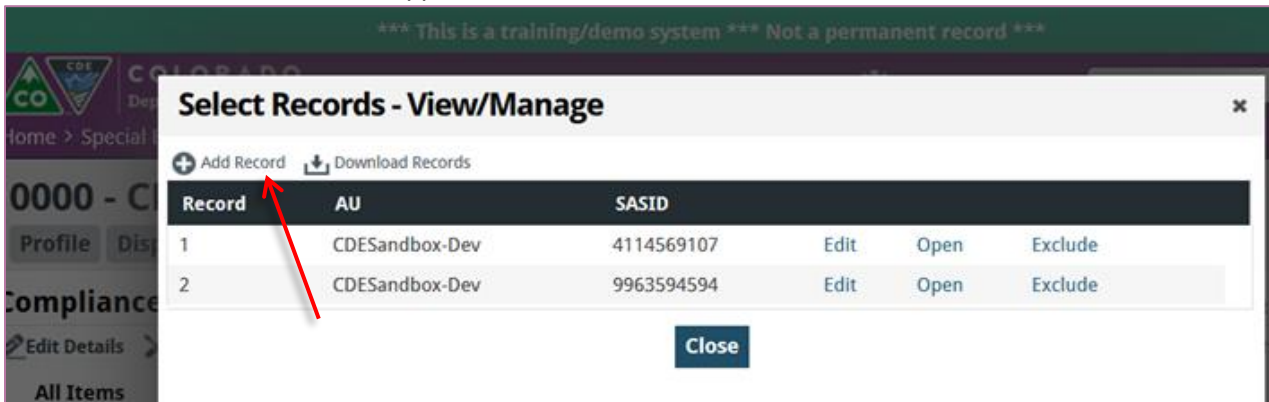
**0000 - CDESandbox-Dev**

Profile Dispute Resolution **Compliance** Fiscal Family-School Performance Improvement Summary

**Compliance Checklist - 9/16/2015** Print Contact Support Help

Edit Details Choose Items Select Team **Manage Records** Provide Documents Close Submissions Open Reliability Check

Then Click on **Add Record** in the upper left corner of the screen.



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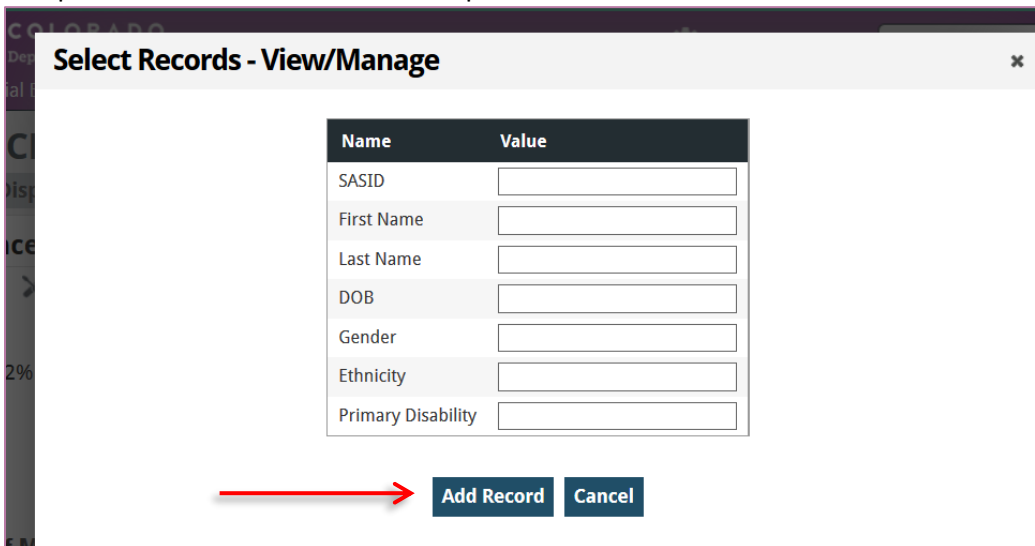
**Select Records - View/Manage**

+ Add Record Download Records

Record	AU	SASID			
1	CDESandbox-Dev	4114569107	Edit	Open	Exclude
2	CDESandbox-Dev	9963594594	Edit	Open	Exclude

Close

Complete the information in the fields provided.



**Select Records - View/Manage**

Name	Value
SASID	<input type="text"/>
First Name	<input type="text"/>
Last Name	<input type="text"/>
DOB	<input type="text"/>
Gender	<input type="text"/>
Ethnicity	<input type="text"/>
Primary Disability	<input type="text"/>

**Add Record** **Cancel**

Click **Add Record** and Close.

The student is now entered into the review and is now available for records to be uploaded and attached to the student.

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