Student October Count Instructions for Approved Facility Schools

2013

Colorado Department of Education
Facility Schools Unit
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Student October Count Instructions

The Student October count is a critical data collection process that sets up the funds for PPR billing for the school year. It is essential that the information be accurate and timely so that all students who should be counted as part of the facility count are included. All required information must be entered into the Facility Schools Student Data System (FSSDS). The Facility Schools Unit at CDE then pulls the report from the FSSDS system. No additional documentation is sent to CDE or to school districts.

The official count date is Tuesday, October 1, 2013.

Students should be added to the FSSDS system and attendance taken daily. Discharges should also be entered daily.

REQUIRED FIELDS

The following fields are required for the Student October count:

Student Info Tab:

- Include Student on PPR Report – check this box for students who should be included in the count, leave it blank for students who should not be included
- First Name
- Middle Name
- Last Name
- Birth Date
- Gender
- Grade Level – be sure to check and update to correct grade level
- SASID – students without a SASID cannot be counted
- Parental Status
- District Residence – make sure to verify the correct district of residence
- Primary Disability – leave this field blank if the student is a general education student
- Student address – where the student sleeps at night
- Type of Home
- Is the student Hispanic/Latino?
- What is this student's race?

Facility Placement Tab:

- Location code
- Program code
- Human Services License code
- Placement Made by
- Date Placed into the Program
- Date the Student Exits the Program (if applicable)

Parent/Guardianship Tab:

- First Parent/Legal Guardian – this is the address that will show on the report and will be sent to the district of residence.

  Note: if the student lives in a foster home, enter the address of the foster home here. If parental rights are still intact, biological parent's address can be entered in the Parent/Legal Guardian 2 section and/or the non-custodial parent section.

Student October Count Process

Step 1: October Count Contact

Designate one person as the October Count Contact and send that person's name, phone number and e-mail address to the Facility Schools Unit at facility_schools@cde.state.co.us

This person will need to be available during the October count process to answer questions and follow up on issues that need to be resolved.

Step 2: Enter Students and Attendance and complete all required fields

Add or enroll all the students who should be included in the Student October count and enter attendance into the FSSDS system. All required fields as listed above, including attendance and discharge dates (if applicable) must be entered by **October 4, 2013**.

Continue to enter attendance and discharge dates **daily** until October 15, 2013 so that students who were absent on October 1 but return to the program within that timeframe can be included in the count if appropriate.

It is critical that discharge dates be entered right away. If the student is placed into another facility without the discharge date being entered at the previous placement, the count process is delayed.

If a student was in school on October 1, but discharges at the end of the day, enter the discharge date as October 2.

If a student is placed into a facility during the day on October 1, but does not attend school until October 2, enter the Placed in facility date as October 2 .

If a student moves from one facility to another on October 1, and attends school for part of the day in each facility, the two facilities in question can split the count - .5 FTE each.

All students who have been enrolled in a Colorado school will have a SASID number. If you do not have the SASID number for a particular student there are several options for locating the number. In the "Parent Organization Admin" Tab, there is a tab for SASID Lookup. This tab will connect you to the RITS system to search for a student's SASID number. Remember that the RITS system only looks for exact matches, it will not find names that are similar. If you do not find a match, try entering less information (i.e. only the first few letters of the last name, only the first initial or omit the date of birth, etc.) to broaden the search and you may be able to find the correct student.

If you are unable to locate the student in the system or if there are several similar names and you aren't sure which is the correct student, contact the district of residence. The district will be able to give you the correct SASID number. It is critical that the information entered is accurate. There have been situations in which the wrong student information has been entered into the FSSDS system. If the SASID number and information in FSSDS is actually that of a student with a similar name but who is enrolled in a district rather than a facility, the student will be counted in

the district and deleted from the facility count. If in doubt, confirm the SASID number with the home district.

If a student's SASID number is not entered, the student will be deleted from the Student October count report and the facility will not be able to bill PPR for the student.

If the student is a Colorado resident, but the placement in the facility school is the first Colorado school the student has attended (i.e. preschool students who have not previously attended a Colorado school or students new to the state) then a SASID number may not have been assigned. The district of residence will assign a SADID number for such students as "non-attending" students in the RITS system. If the district has questions about this, have them contact the Facility Schools Unit.

Step 3: Check October Count Report

In the FSSDS system, click on "Reports". Find the "Display Facility Attendance on Oct. 1st" option and click on "Create Report".

Verify the accuracy of the students included in the report.

Ensure that all students who should be included in the count are included in the report and that no students are showing on the report who should not be counted.

Students who **should** be included in the count are:

- Students who are Colorado residents, and
- are placed by a Colorado public agency (residential and day treatment programs)
  or
  are patients of the hospital (admitted by a physician for hospital programs); and
- are placed in the licensed and approved program; and
- are enrolled in your school program and participating in the school program; and
- are accruing High School credits (for secondary programs); and
- are enrolled and active in the program on October 1, 2013

Students who **cannot** be included in the count:

- Out of state students – those placed by another state
- Private placements in residential or day treatment programs
- "School only" placements – the school district counts these students and receives the PPR funding
- Students who do not attend and participate in the approved school program at least part time – for example, a student who is placed in a residential facility but attends a public school program cannot be included in the Facility Schools count
- A student who has already received his/her H.S. diploma or a student who is working exclusively toward a GED and is not accruing H.S. credits
- Students who were enrolled, but were discharged prior to October 1, 2013. Even if they return to the program after October 1, if they were discharged and not enrolled on October 1, then they cannot be included in the count.

Additional Information about "School-Only" placements:

When a student is placed in a facility by a school district, there are two options. The student may be placed into the day treatment program or the student may be placed for school services only.
If the student is placed into the day treatment program, then the district will pay the facility for treatment costs and excess costs (if the student is a special education student). In this situation the facility counts the student for the Student October count.

If the student is placed for school-only services, then the district pays the facility the PPR and the excess costs (if the student is a special education student). In this situation the district counts the student in its Student October count. The student should be entered into the FSSDS system for other reporting purposes, grades and transcripts, but as long as the "include in PPR" box is left blank, the student will not be included in the October count report.

Additional information on out-of-state students:

Students who are placed by an agency of another state and whose placement costs are paid for by that state or an agency of that state, are not included in either the Student October count or the PPR billing for the facility. Attendance and other information should be entered into the FSSDS system for student records and other data reports, but the "include in PPR report" box should be left empty so that the student does not appear in either the PPR or the Student October count reports.

A student who may have been from another state, but whose placement has been made by a Colorado agency – i.e. Division of Youth Corrections (DYC) or a Colorado county department of social services – and whose placement is paid for by that Colorado agency, is considered a resident of Colorado and may be included in the Student October count even if the parents of the child still live in another state. If there are questions about residency issues contact the Facility Schools Unit.

Students who <u>May</u> be included in the count:

- Students who are absent on October 1
  If the student was absent on October 1 but was present in the two weeks prior to October 1 and returned to the program within the two weeks after October 1 and was still enrolled (not discharged) in the program on October 1, they student should be included in the count.
- Students in Detention on October 1
  If the student was in detention on October 1 but was present in the two weeks prior to October 1 and returned to the program within the two weeks after October 1 and was still enrolled (not discharged) in the program on October 1, they student should be included in the count.
- Students who attend a facility school part time and a district program part time
  If a student attends a facility school and a district program, the facility and the district may be able to each count the student as a .5 FTE.

- Students with a reduced day
  Students who only attend partial days may be counted as a .5 FTE if the student attends at least half time – 3 hours per day for secondary, 2.75 hours per day for elementary, 2 hours per day for hospital programs

Verify the accuracy and completeness of the other data fields. Pay particular attention to the district of residence. Make sure that the parent's address, or foster home address if applicable, is located within the boundaries of the reported district of residence. You can look up the school district that an address is located in according to the 2010 census by going to the following web site:

http://factfinder2.census.gov/faces/nav/jsf/pages/searchresults.xhtml?refresh=t

Click on the "Geographies" button on the left, then the "address" tab. You can then enter an address, click on "Go" and it will show you a list of information, including the school district.

If you are not sure about the district of residence, contact the Child Welfare Education Liaison for the district. A list of those individuals is located on the Facility Schools Unit web page:

http://www.cde.state.co.us/facilityschools/index.asp

Other options for verifying school districts include:

http://schooldistrictfinder.com

http://www.greatschools.org/school-district-boundaries-map

For addresses in the metro area, the DPS locator will give information regarding the district the address is located in if it is not within DPS boundaries. Under "Quick Links", choose "Find Your Neighborhood School".

www.dpsk12.org

Step 4: Make Corrections

If students are missing from the Student October count report, check to be sure that all the fields listed above are entered and that attendance has been entered.

If students are included in the report who should not be, such as "school-only" placements, private placements in residential or day treatment programs or out-of-state students, make sure the "include in PPR" box is NOT checked.

Check the report again and if there are still errors, make a list of those to report to the Facility Schools Unit

Also – if a student is scheduled to attend the facility program half days, or if the student attends the facility school certain days and the local district other days, report those to the Facility Schools Unit so that the adjustments can be made. The FSSDS system is not able to adjust for those types of situations. A .5 FTE split between a district and a facility is the only type of adjustment that can be made. Dividing the count in any other proportion is not allowed.

Step 5: Notify the Facility Schools Unit **Deadline: October 4**

This is a firm deadline – there are no exceptions or extensions.

As soon as attendance for October 1 has been entered, send an e-mail to the Facility Schools Unit: facility_schools@cde.state.co.us stating that your facility is ready to run its Student October count report and noting any adjustments that will need to be made, .i.e. part time students. Someone from the Facility Schools Unit will contact the person designated as the October count contact to review the report and make any corrections or adjustments that need to be made.

The unit strongly encourages facilities to complete their attendance for October 1 as soon as possible and prior to the October 4 deadline if at all possible.

Step 6: Notify Facility Schools Unit of Returning Students

If students who were enrolled but absent on October 1, return to the program by October 14, notify the Facility Schools Unit right away. It is likely that these students can be included in the Student October count for facilities.

In any e-mail to the Facility Schools Unit regarding individual students **do not use the student's name**. Use only the SASID number or 6 digit ID and initials.

Step 7: Certification of Report

As soon as the facility report is finalized, the Facility Schools Unit will send a copy of the Student October count report for the facility to the October count contact along with a certification form. The contact will be required to review the report and certify its accuracy and return the certification form to the Facility Schools Unit by e-mail.

Step 8: Resolve Issues

On October 15, 2013, the Facility Schools Unit will send a list to each school district in Colorado of the students reported to be a resident of that district and enrolled in a facility school. The districts will contact the Facility Schools Unit if they have questions, such as if they do not believe the student is a resident of their district. The Student October count contact for your facility will be notified of any such discrepancies and instructed to contact the district to resolve issues. The facility may need to contact the placing agency or the parents directly to confirm addresses or obtain other information.

Step 9: Notify the Facility Schools Unit of the Resolution

As soon as the issue is resolved, send the information to the Facility Schools Unit. If the student is in fact a resident of a different district, the Unit will need to notify the correct district.

Step 10: Duplicate Check

The Facility Schools Unit will prepare a final list of the students being counted by facilities for the Auditing Unit and this list will be run against the list of students reported by districts. If there are duplicate SASID numbers (the same SASID reported by both a district and facility) the facility will be notified by November 11, 2012 of the duplication. The facility will have until November 15, 2013 to submit documentation to the Auditing Unit to justify why the student should be included in the facility count.

Documentation is submitted directly to the Auditing Unit, either by:

fax: 303.866.6844
or
e-mail: audit@cde.state.co.us

This information is critical and the deadline is firm. If the Auditing Unit does not receive sufficient information from the facility by the deadline, the student will be given to the district's count and the facility will not be able to bill PPR for that student.

Step 11: Final List

Once the duplicates have been resolved and the count is finalized, a list will be sent to the facility of the students from the facility who were included in the count. At this point, no further changes can be made, the list is sent so that the facility has a record of the count.

If there are questions about the Student October Count process, please contact the Facility Schools Unit: facility_schools@cde.state.co.us