

Special Education Child Count December 1, 2010



Software Instructions

Due No Later Than December 15, 2010



IT Team: Data Management & Analysis
(802) 828-3777

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GENERAL INFORMATION

Minimum System Requirements

Microsoft Access 2000 or higher version
Microsoft Windows 98 or higher

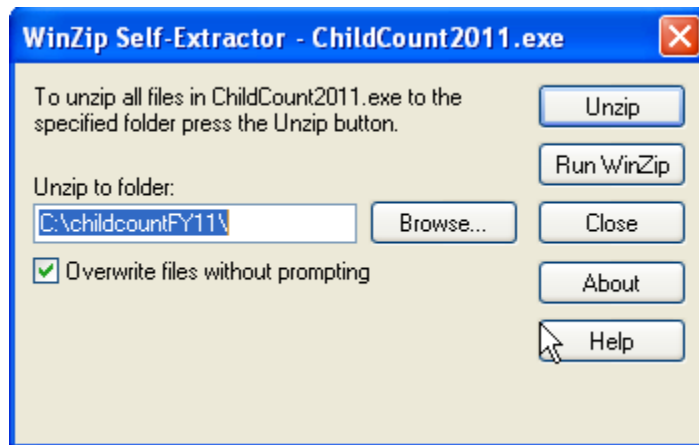
Technical Support

Call (802) 828-3777 for assistance with the data entry program.

Installation Instructions

Place the CD in the computer and look for the zipped file containing the database for your Supervisory Union. The file name will include your supervisory union code and the Access version. Please work with the file that is consistent with the version of Access installed on your computer. For example, if your SU ID is SU001 then the file named “ChildCountDateEntry2011_SU001.exe” is the appropriate file to use.

Double click on the file name and WinZip will open. There will be a prompt for you to enter a destination file for your application. We recommend entering C:\childcountFY10\ as your folder. WinZip will automatically create this folder for you.



Click on “Unzip,” and your application will be unzipped to the destination folder. Please click “OK”. When you get a message that unzipping was successful click the “Close” button on the Self-Extractor window. Your Access database is now ready for use.

Starting the Application

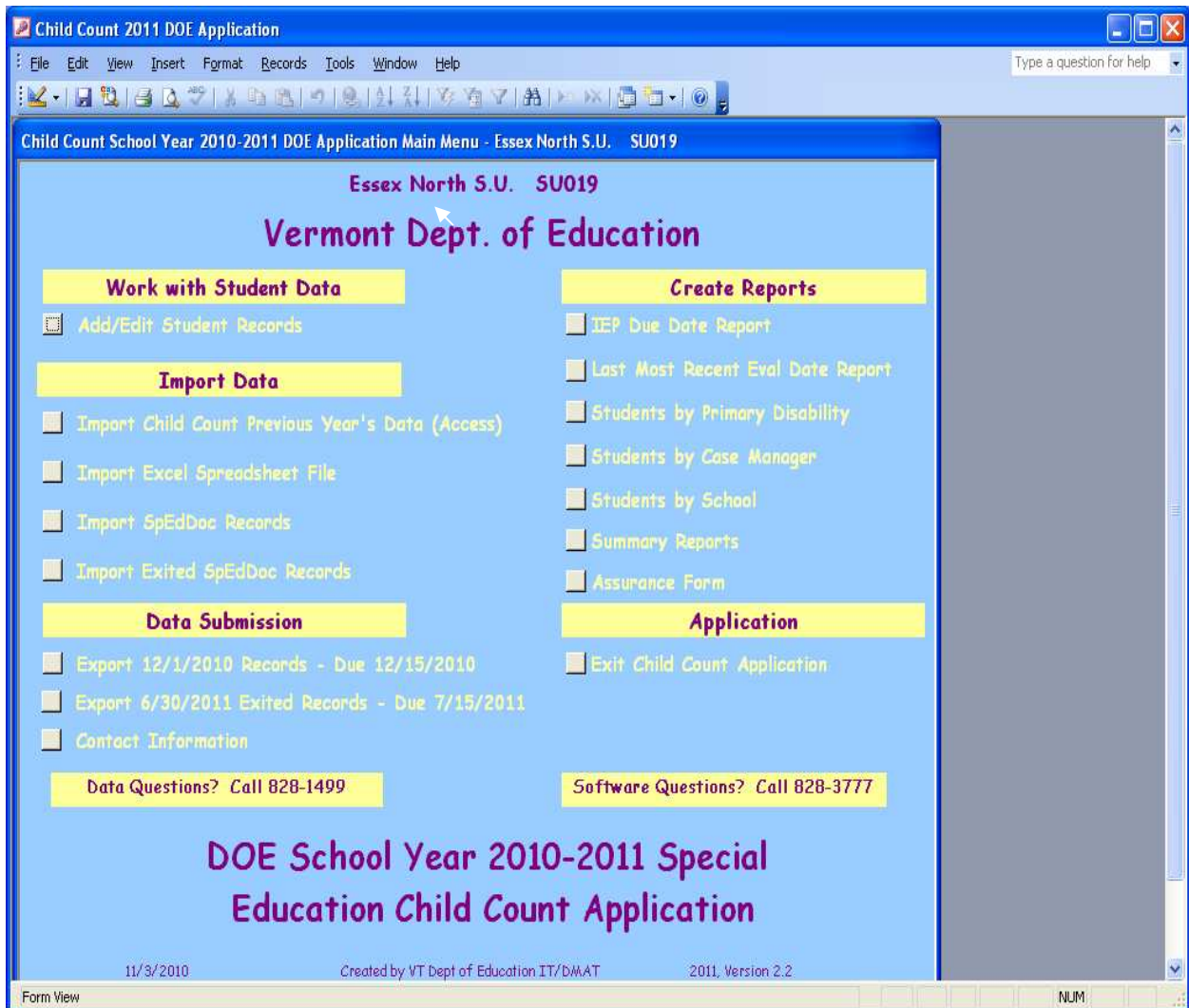
Start Microsoft Access. Open the database by selecting “open” under the File menu and browsing for the application. If you followed the instructions above you will find the application at C:\ChildCount2011\ChildCountDateEntry2011_SU0XX.mdb. The program’s “Main Menu” will open automatically.

Submitting Data

Please submit completed data no later than December 15, 2010. The instructions for making a floppy disk for submission are on pages 10-11. Submit a floppy disk AND assurance form to:

Vermont Department of Education
IT Team: Data Management and Analysis
120 State Street
Montpelier, VT 05620

MAIN MENU OPTIONS



Child Count Main Menu – Quick Reference

Work with Student Data	
Add/Edit Student Records	This button brings the user to a form where he/she can add new students or edit existing student records. See page 6 for more information about this option.
Import Data	
Import Child Count Previous Year's Data (Access)	This import screen allows the user to import student data from last year's Child Count Access Application. Use this feature only if you have kept last year's information up-to-date and would like to import it into this year's data entry program. The current application is pre-loaded with data as submitted to fulfill last year's December 1 requirement. See Page 7 for more information about this option.
Import Excel Spreadsheet File	This import screen allows the user to import student data stored in an Excel spreadsheet file. See page 7 and Appendix A for more information about this option including file specifications.
Import SpedEdDoc Records (Comma Delimited File)	This import screen allows the user to import student data stored in a comma delimited text file. Choose this option if you are importing from the SpedEdDoc program using FileMaker Pro. See page 8 and Appendix B for more information about this option including file specifications.
Import Exited SpedEdDoc Records (Comma Delimited File)	This import screen allows the user to import student data stored in a comma delimited text file. Choose this option if you are importing from the SpedEdDoc program using FileMaker Pro. See page 8 and Appendix B for more information about this option including file specifications.
Data Submission	
Export 12/1/2010 Records	Use this feature to create a floppy disk to send to the DOE for the December 1 st Child Count data collection. Before exporting, the program runs checks on the data and creates an error log to notify the user of any problems with entered data. Once the error log has been reviewed and critical errors corrected the user may export the data to a floppy disk for submission to DOE. See pages 9-10 for more information about this option.
Export 06/30/2011 Exited Records	Use this feature to create a floppy disk to send to the DOE for the June 30 th Child Count data collection. Before exporting, the program runs checks on the data and creates an error log to notify the user of any problems with entered data. Once the error log has been reviewed and critical errors corrected the user may export the data to a floppy disk for submission to DOE. See pages 9-10 for more information about this option.
Contact Information	This form allows entry of the name and telephone number of the person the DOE may contact in the event there are questions concerning the data submitted. This information is required.
Create Reports	
IEP Due Date Report	Report of students whose last IEP date falls within a period determined by the user.
Last Most Recent Eval Date Report	Report of students whose last evaluation falls within a period determined by the user.
Students by Primary Disability	Report of students by each primary disability.
Students by Case Manager	Report of students by each case manager.
Students by School	Report of students by each facility.
Summary Reports	Report of active students by the above categories, or a report of exited students.
Assurance Form	The Assurance Form must be submitted by each SU.
Application	
Exit Child Count Application	This button closes the application. All data will be saved before exiting.

Work with Student Data

Add/Edit Student Records

You may add or edit student records via this screen. The user will be prompted to save record after making any changes. To save the changes click yes, if not, click no.

Options for managing records are available through buttons on the right side of the form.

Sorting

The **sort order** buttons allow the user to control the sequence in which records are displayed.

- **Sort by Student ID** – Sorts records in ascending order by student ID numbers
- **Sort by Last Name** – Sorts records in ascending order by last name
- **Sort by Grade** – Sorts records in ascending order by grade

Searching

The **search** buttons allow the user to search through the records for a particular student.

- **Search by Student ID** – Search for a student by using a known student ID
- **Search by Student Name** – Search for a student record by name

Work with Student Data

Save Record

This button saves any changes made to the current record and moves to the next student's record.

Add New Record

Use the "Add New Record" button if you need to include information for a student not already in the database. **Before entering a new record, please use the search options to verify that the student is not already in the data provided.**

Main Menu

Returns to the main menu and asks if the record needs to be saved.

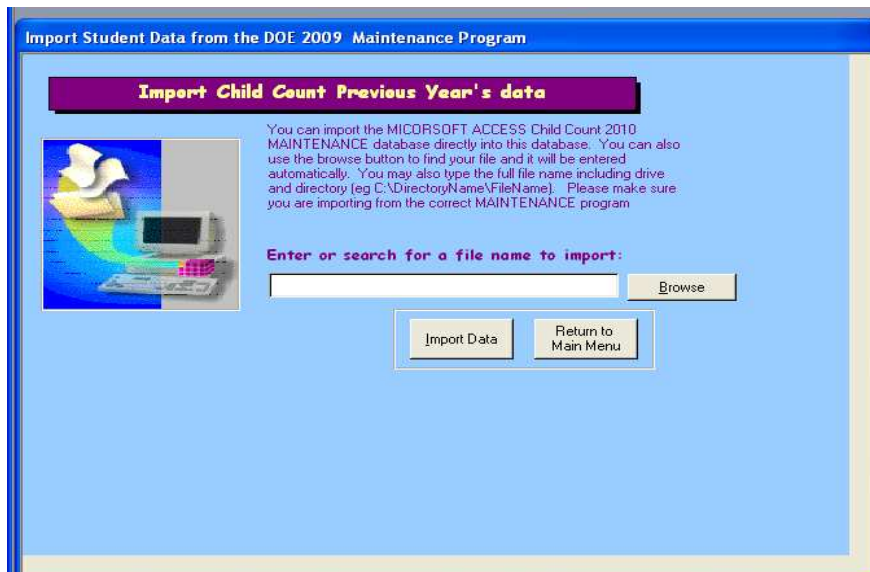
Import Data

The application allows the user to import student data from one or more tables. These tables may be in your Child Count 2011 Maintenance Application or in either a fixed width or comma delimited text file that you have created from another application containing your student data.

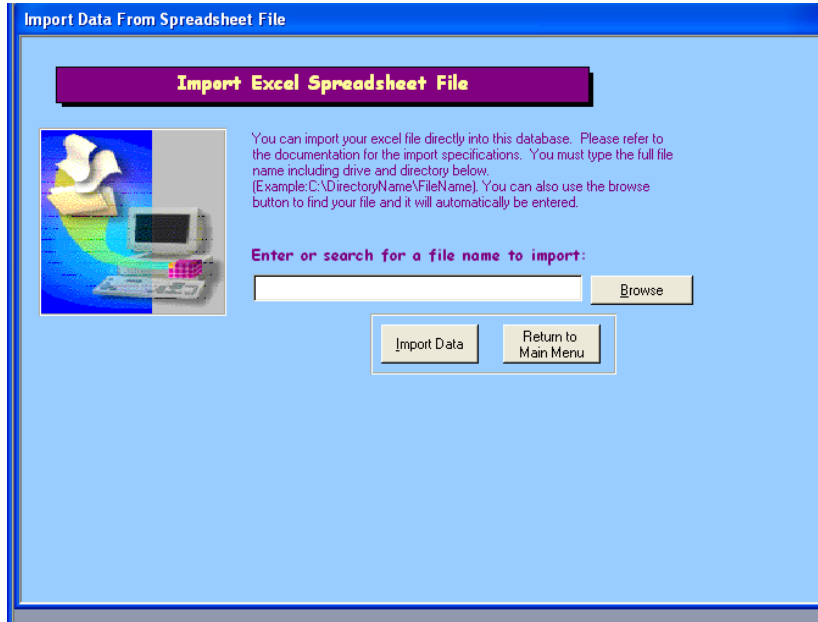
If more than one table is imported, the user will be able to either overwrite previous imports or add the data from subsequent imports to the information in the first table that is imported. Therefore, if you currently keep active and exited student data separate, you may import both tables into one new table in this year's application. When importing exited student information, only those students who have exited since December 1, 2009 should be included.

Import Data from Child Count 2010 Data

This import screen allows the user to import data stored in either last year's Access Child Count or the Maintenance version that was sent out for use throughout the past year. Use this feature if your Supervisory Union has kept up-to-date student information in this database. Simply enter the file name of the Maintenance Program and click on "Import Data."



Import Data



Import Excel Spreadsheet File

This import screen allows the user to import data stored in an Excel file. Use this feature if your Supervisory Union has up-to-date student information in this format.

Please see Appendix A for file layout information if using this option. If your file does not meet the format specifications, a screen message will be displayed. Your file will be imported, but you will have to make the necessary corrections through the Add/Edit Student Record form. Alternatively, you may re-import your text file.

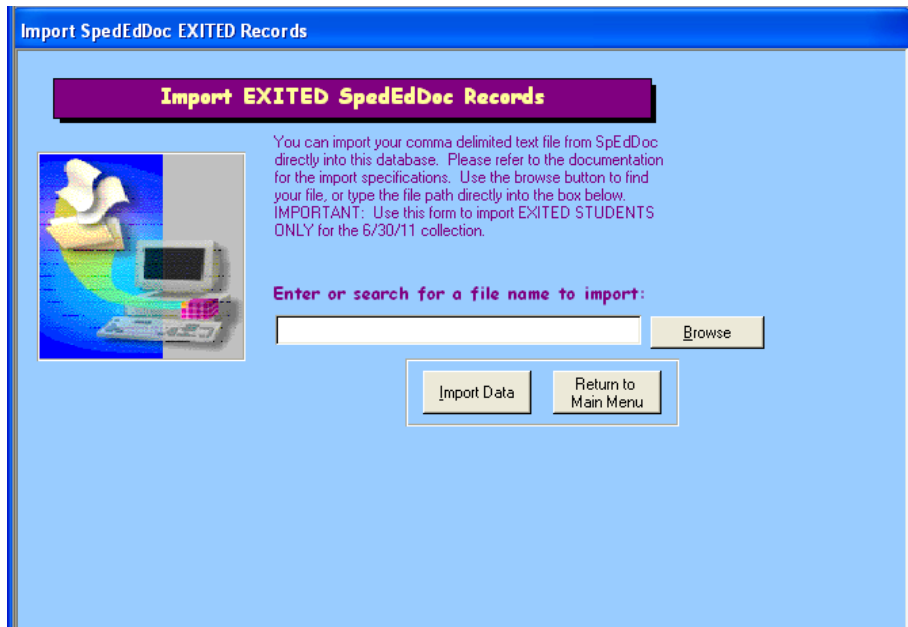


Import Data

Import Comma SpedEdDoc Records

This import screen allows the user to import data for **December 1st Child Count** stored in a comma delimited text file. Use this feature if your SU has up-to-date student information in this format. This is the option you will use if importing data from the SpedEdDoc program. **Please note that the importing in this format has separate utilities for the December 1st Child Count and June 30th Exited Students data collections.**

Please see Appendix B for file layout information if using this option. If your file does not meet the format specifications, a screen message will be displayed. Your file will be imported, but you will have to make the necessary corrections through the Add/Edit Student Record form. Alternatively, you may also re-import your text file.

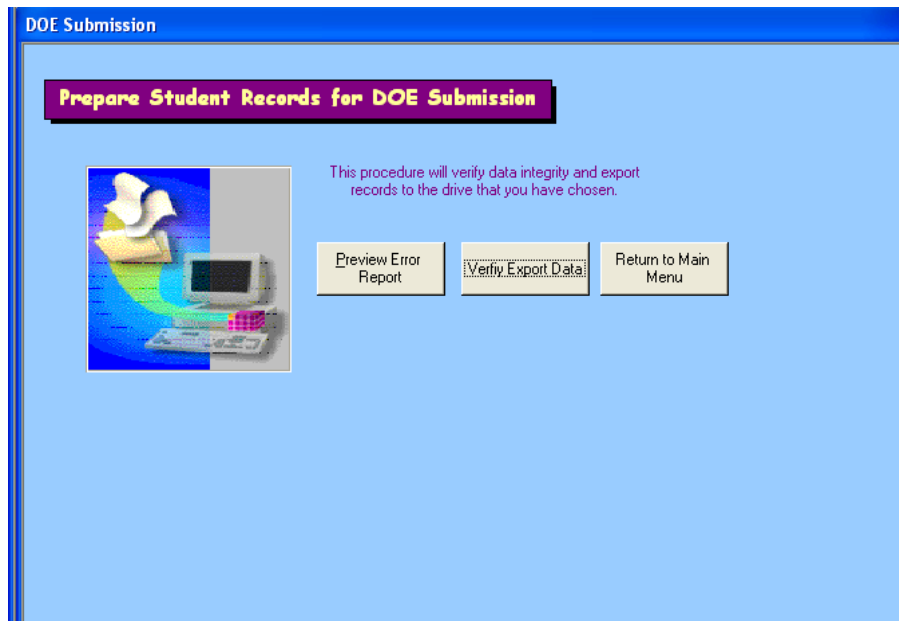


Import Exited SpedEdDoc Records

This import screen allows the user to import data for **June 30th Exited Students Child Count** stored in a comma delimited text file. Use this feature if your SU has up-to-date student information in this format. This is the option you will use if importing data from the SpedEdDoc program.

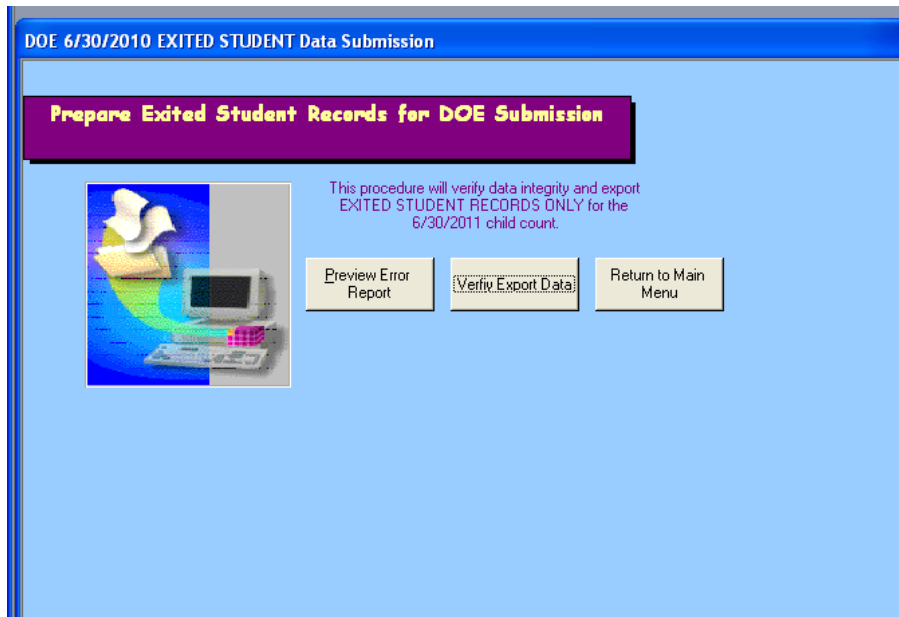
Please see Appendix B for file layout information if using this option. If your file does not meet the format specifications, a screen message will be displayed. Your file will be imported, but you will have to make the necessary corrections through the Add/Edit Student Record form. Alternatively, you may also re-import your text file.

Data Submission



Export 12/1/2010 Records

To create a floppy disk to send to the DOE for the December 1st Child Count click the “prepare floppy disk for DOE” button on the main menu. You will see the above screen.



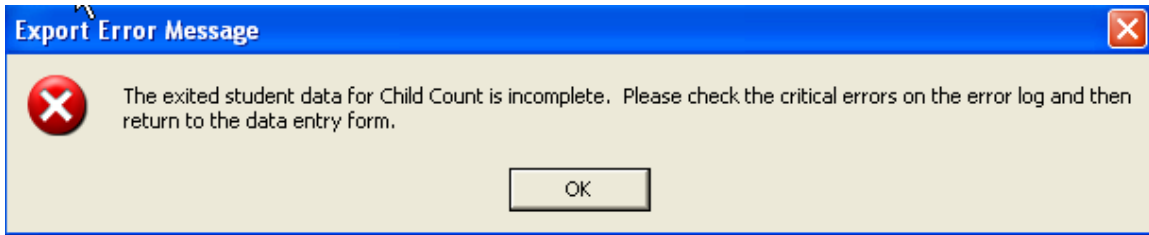
Export 6/30/2011 Records

To create a floppy disk to send to the DOE for the June 30th Child Count click the “prepare floppy disk for DOE” button on the main menu. You will see the above screen.

Data Submission

Verify/Export Data

Before exporting the data file (for DOE submission) the software application will execute a series of data checks. If errors are found, the user will see the following messages:



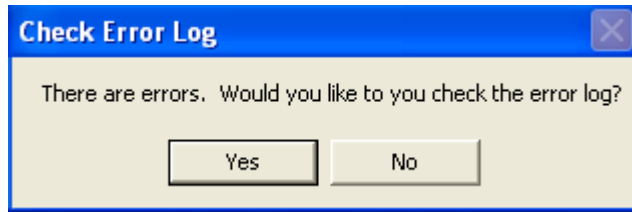
The program will generate an error log, like the one pictured on the next page, listing errors identified by the program. The program will not create a file for submitting until the user has corrected the errors identified as “critical”. Other edit checks identify data which falls out of normal patterns and may generate inquiries from DOE staff but will not prevent export.

Once the critical errors are cleared you may click “Create Floppy Disk for DOE” to export your data to a floppy disk.

First Name	Last Name	Error Description	Critical Error?
NICHOLAS	ACKEL	Most Recent Evaluation older than 3 years and Child Count Category not Out of Compliance	Yes
NICHOLAS	ACKEL	IEP Meeting Date before 12/1/2009 and Child Count category NOT Out of Compliance or Unilateral Placement.	Yes
THOMAS	ADAMS	Most Recent Evaluation older than 3 years and Child Count Category not Out of Compliance	Yes
THOMAS	ADAMS	Placement is not valid for student age (critical error).	Yes
		IEP Meeting Date before 12/1/2009 and Child Count category	Critical Error?

Data Submission

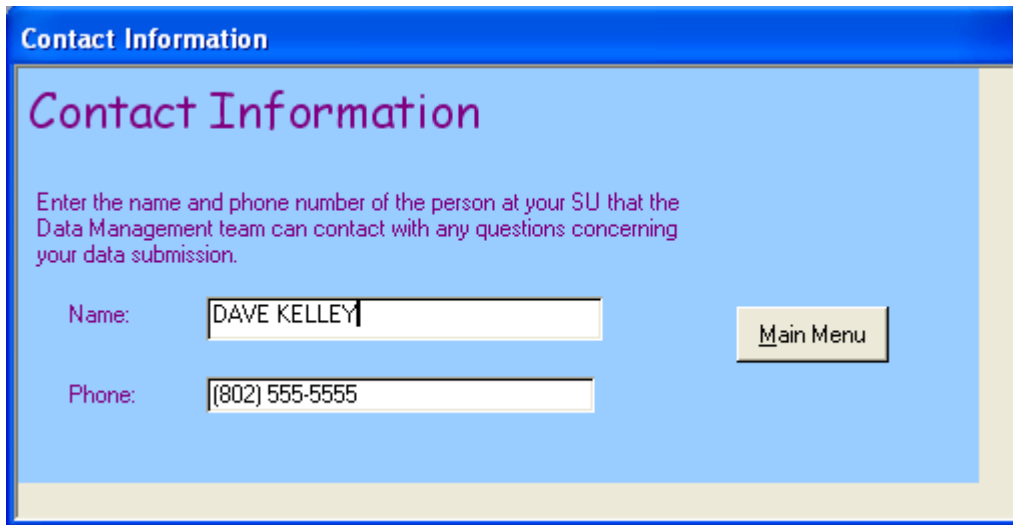
When no critical errors are identified the following message will be displayed.



You may click “No” when asked to look at the error log, and the data file will be copied to the diskette in the A drive for submission to DOE.

Please send the disk to:

Department of Education
IT Team: Data Management & Analysis
120 State Street
Montpelier, VT 05620



Contact Information

Enter name and telephone number of the person the IT Data Team may contact if we have questions concerning the submitted data. You must enter contact information to create a floppy disk for the DOE.

Create Reports

Use the buttons included in this section to print any of the reports available. The reports allow different configurations so that you may print them sorted in a way that is best for you. A screen similar to the one below will appear for many of the reports. Use the drop down boxes to determine how you would like your report set up.

NOTE: Most of these reports are for your own use and do not need to be submitted to the Department of Education; however, the **Assurance Form must** be printed out, signed and submitted to the Department.

IEP Due Date Report

Report of students whose last IEP date falls within a period determined by the user.

Last Most Recent Eval Date Report

Report lists students whose last evaluation falls within a period determined by the user.

Students by Primary Disability

Report of students by each primary disability.

Students by Case Manager

Report of students by each case manager.

Students by School

Report of students by each facility.

Summary Reports

Report of active students by the above categories, or a report of exited students.

Assurance Form

The Assurance Form **must be submitted** by each Supervisory Union to Department of Education.

APPENDIX A: Importing an Excel File

Excel Import Table Constraints			
NOTE: Column order must be as appears below.			
Field Name	Start	Width	Type
PERMNUMBER	Number(Long)	7	DOE assigned
LNAME	General	36	A-Z, "-". No apostrophes. Upper Case only.
FNAME	General	20	A-Z, "-". No apostrophes. Upper Case only.
MNAME	General	20	A-Z, "-". No apostrophes. Upper Case only.
POSTNAME	General	3	A-Z, "-". No apostrophes. Upper Case only.
DOB	Date		mm/dd/yyyy
EDULVLNO	General	2	Grade Level - See Appendix D
GENDER	General	1	"M" or "F"
DSTID	General	4	Town District of Residence - See Appendix D
CASEMANAGER	General	3	2 or 3 ltr initials
LNGNO	General	2	1 to 9
ORGID	General	5	Supervisory Union - See Appendix D
CCORGID	General	6	See Appendix D
CUSNO	General	1	1 TO 5
DIS1NO	General	2	1 to 14
DIS2NO	General	2	1 to 14
AUTNO	General	1	0 to 5
ADD*	General	1	"Y" or "N"
INITEVAL	Date		mm/dd/yyyy
MOSTRECEVAL	Date		mm/dd/yyyy
IEPMEETINGDATE	Date		mm/dd/yyyy
MULTIYEARPLAN	General	1	"Y" or "N"
CHCNO	General	2	2 to 5
PLCNO	General	2	1 to 18
EXTNO	General	1	1 to 8
EXITDATE	Date		mm/dd/yyyy
ETHNO	General	1	"1" or "2"
RACE_AMI	General	1	"Y" or "N"
RACE_ASI	General	1	"Y" or "N"
RACE_AFA	General	1	"Y" or "N"
RACE_NAT	General	1	"Y" or "N"
RACE_WHT	General	1	"Y" or "N"
ALTORGNAME	General	55	A-Z, 0-9
ALTORGADDRESS1	General	55	A-Z, 0-9
ALTORGCITY	General	55	A-Z
ALTORGSTATE	General	2	A-Z
ALTORGZIP	General	11	0-9, "-"
NOTES	General	255	A-Z
PARTC	General	1	"Y" OR "N"
PRIMARYCONTACTRIGHTS	General	1	"Y" or "N"
PCRNO	General	2	0-6
PRIMARYCONTACTNAME	General	70	A-Z
PRIMARYCONTACTADDRESS	General	55	A-Z, 0-9
PRIMARYCONTACTCITY	General	55	A-Z
PRIMARYCONTACTSTATE	General	2	A-Z
PRIMARYCONTACTZIP	General	11	0-9, "-"
PRIMARYCONTACTPHONE	General	12	0-9, no dashes
COORDINATEDSERVICEPLAN	General	1	"Y" or "N"
DDQUAI	General	1	0-7

APPENDIX A: Importing an Excel File

This is what your file will look like before importing.

The screenshot shows a Microsoft Excel spreadsheet with the following data:

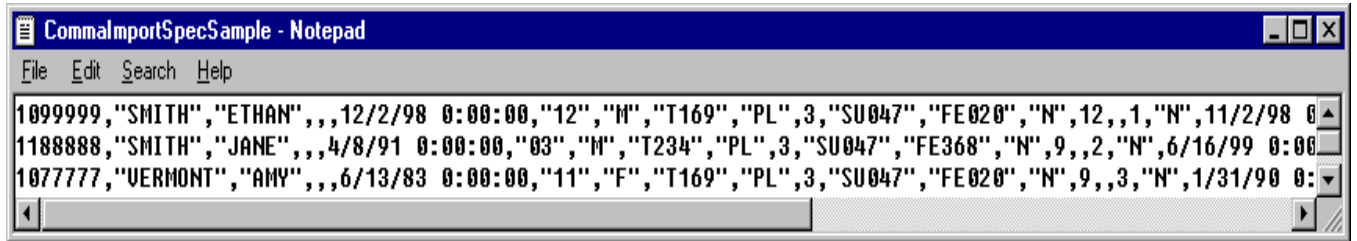
	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S
1	PERMNUMBER	lname	fname	mname	postname	DOB	eduklvno	Gender	dstid	CaseManager	lngno	orgid	fcldid	cusno	dis1no	dis2no	autno	ADD	initedval
2	1118490	ADAMS	aaaaa			3/18/1997	02	M	T112	CKP	3	SU001	FE170	4	4		0	N	11/4/1999
3	1030718	AHERN	bbbbb			12/23/1986	11	M	T196	KDS	3	SU001	FE207	4	14		1	N	12/16/1991

APPENDIX B: Importing a Comma Delimited File

Comma Delimited Import Table Constraints			
NOTE: Column order must be as appears below. All fields must have double quotes around data.			
Field Name	Data Type	Field Size	Acceptable Values
PERMNUMBER	Number(Long)	7	DOE assigned
LNAME	Text	36	A-Z, "-". No apostrophes. Upper Case only.
FNAME	Text	20	A-Z, "-". No apostrophes. Upper Case only.
MNAME	Text	20	A-Z, "-". No apostrophes. Upper Case only.
POSTNAME	Text	3	A-Z, "-". No apostrophes. Upper Case only.
DOB	Date		mm/dd/yyyy
EDULVLNO	Text	2	Grade Level - See Appendix D
GENDER	Text	1	"M" or "F"
DSTID	Text	4	Town District of Residence - See Appendix D
CASEMANAGER	Text	3	2 or 3 ltr initials
LNGNO	Text	2	1 to 9
ORGID	Text	5	Supervisory Union - See Appendix D
CCORGID	Text	6	See Appendix D
CUSNO	Text	1	1 TO 5
DIS1NO	Text	2	1 to 14
DIS2NO	Text	2	1 to 14
AUTNO	Text	1	0 to 5
ADD	Text	1	"Y" or "N"
INITEVAL	Date		mm/dd/yyyy
MOSTRECEVAL	Date		mm/dd/yyyy
IEPMEETINGDATE	Date		mm/dd/yyyy
MULTIYEARPLAN	Text	1	"Y" or "N"
CHCNO	Text	2	2 to 5
PLCNO	Text	2	1 to 18
EXTNO	Text	1	1 to 8
XITDATE	Date		mm/dd/yyyy
ETHNO	Text	1	"1" or "2"
RACE_AMI	Text	1	"Y" or "N"
RACE_ASI	Text	1	"Y" or "N"
RACE_AFA	Text	1	"Y" or "N"
RACE_NAT	Text	1	"Y" or "N"
RACE_WHT	Text	1	"Y" or "N"
ALTORGNAME	Text	55	A-Z, 0-9
ALTORGADDRESS1	Text	55	A-Z, 0-9
ALTORGCITY	Text	55	A-Z
ALTORGSTATE	Text	2	A-Z
ALTORGZIP	Text	11	0-9, "-"
NOTES	Text	255	A-Z
PARTC	Text	1	"Y" OR "N"
PRIMARYCONTACTRIGHTS	Text	1	"Y" or "N"
PCRNO	Text	2	0-6
PRIMARYCONTACTNAME	Text	70	A-Z
PRIMARYCONTACTADDRESS	Text	55	A-Z, 0-9
PRIMARYCONTACTCITY	Text	55	A-Z
PRIMARYCONTACTSTATE	Text	2	A-Z
PRIMARYCONTACTZIP	Text	11	0-9, "-"
PRIMARYCONTACTPHONE	Text	12	0-9, no dashes
COORDINATEDSERVICEPLAN	Text	1	"Y" or "N"
DDqual	Text	1	0-7

APPENDIX B: Importing a Comma Delimited File

This is what the file will look like before import.



```
CommlmportSpecSample - Notepad
File Edit Search Help
1099999,"SMITH","ETHAN",,,12/2/98 0:00:00,"12","M","T169","PL",3,"SU047","FE020","N",12,,1,"N",11/2/98 0:
1188888,"SMITH","JANE",,,4/8/91 0:00:00,"03","M","T234","PL",3,"SU047","FE368","N",9,,2,"N",6/16/99 0:00
1077777,"VERMONT","AMY",,,6/13/83 0:00:00,"11","F","T169","PL",3,"SU047","FE020","N",9,,3,"N",1/31/90 0:
```

APPENDIX C: Definitions – Data Fields

ADD/ADHD: The value “Yes” (Y) for students who are receiving special education and have a diagnosis as ADD or ADHD.

Autism Spectrum: The diagnosis for students who are receiving special education and have a diagnosis on the Autism Spectrum. Please select from the list of acceptable values given. If you have any questions concerning how to complete the Autism Spectrum field, please refer to “*Frequently Asked Questions*” in this packet, or contact David Phillips @ 828-5936. Please refer to “Data Field Code Values” on Appendix D for code definitions.

Birthdate: The student’s date of birth in mm/dd/yyyy format.

Case Manager: The initials of the special educator who has been designated on the IEP as the IEP manager. Acceptable values include A through Z with a maximum length of 3 characters.

Child Count Category: The appropriate funding category for this student, as certified on the Assurance Form. Select from the list of values given. Please refer to “Data Field Code Values” on Appendix D for code definitions.

Coordinated Services Plan- a plan designed to coordinate the Educational and Human Services for children with high needs.

Custody Status: Select the appropriate custody status for this student. Please refer to “Data Field Code Values” on page 18 for code definitions.

Educational Location: The name of the school, program, or center that the student attends. Please select from the list given. Some selections may ask you to add the name of the school if it is an alternative placement.

Ethnicity: The student’s ethnicity, whether or not of Hispanic or Latino origin. Select from the list of values given.

Exit Date: The date in mm/dd/yyyy format that the student exited from special education and stopped receiving special education services.

Exit Code (Reason): The most appropriate reason why the student is no longer receiving special education services. Select from acceptable list of values given.

First Name: The student’s first name to a maximum of 20 characters. Acceptable values include characters A through Z, “-“. No apostrophes.

Gender: The student’s gender. Acceptable values include male (M) or female (F).

Generation Code: The student’s generation, e.g. II or Jr., to a maximum of 3 characters. Acceptable values include A through Z.

Grade: The student’s appropriate grade placement. Select from the list of values given. Please refer to “Data Field Code Values” on Appendix D for code definitions.

APPENDIX C: Definitions – Data Fields

IEP Meeting Date: The date of the meeting at which the most recent IEP was completed. Format mm/dd/yyyy.

Initial Evaluation Date: Enter the date of the meeting at which the initial eligibility was decided. Format mm/dd/yyyy.

Last Name: The student's last name to a maximum of 36 characters. Acceptable values include characters A through Z, "-". No apostrophes. Values must be in Upper Case only.

Middle Name: The student's middle name to a maximum of 20 characters. Acceptable values include

A through Z, "-". No apostrophes.

Most Recent Evaluation: The date of the meeting at which eligibility was decided. (Do not enter the date that the next evaluation is due.) Format mm/dd/yyyy.

Multi-year Plan: Select Y (yes) or N (no) to indicate whether or not the student has a multi-year plan.

Placement: Select the educational environment that best indicates where the student is receiving services. All placement categories must be aligned with the child's age as of December 1, 2006. The appropriate placement categories are defined for children ages 3 through 5, and for children 6 to 21. Placements are to be considered in terms of placements due to the disability of the child. Select from acceptable list of values given. See the Child Count Program and Data Definition Manual for further explanation.

Primary Disability: The primary disability category (as defined in 2361 and 2362.1 of the Vermont Department of Education Special Education Regulations) that was identified in the evaluation report. Please refer to "Data Field Code Values" on Appendix D for code definitions.

Primary Language: The primary language of the parent, legal guardian, or adult student. This indicates what language the Parental Rights should be in when presented to the parent, etc. Select from the list of values given.

Race: The appropriate race for the student, regardless of whether or not the student is of Hispanic origin. Select from the list of values given.

Secondary Disability: If applicable, a secondary disability category (as defined in 2361 and 2362.1 of the Vermont Department of Education Special Education Regulations) that was identified in the evaluation report.

Student ID #: Unique 7 digit number assigned to each Vermont student by the Department of Education. Districts cannot enter information into this field. Once the child count is verified, the districts will receive a diskette back with the ID numbers for each student. If a district needs an identification number for a student for paperwork purposes, please contact the IT unit at 828-3777.

Town: The name of the town that is educationally responsible for the student. Select from the list of values given.

APPENDIX D: Data Field Code Values

DISABILITY	
1	Learning Impairment
2	Hard of Hearing
3	Deaf
4	Speech or Language Impairment
5	Visual Impairment
6	Emotional Disturbance
7	Orthopedic Impairment
8	Other Health Impairment
9	Specific Learning Disability
10	Deaf-Blindness
11	Multiple disabilities
12	Developmental Delay
13	Traumatic Brain Injury
14	Autism

CHILD COUNT CATEGORY	
2	Receiving Services on Services Plan
3	Unilateral Placement, No Services
4	IDEA-B (age 3-21)
6	IEP Paperwork out of compliance
7	ISP Paperwork out of compliance

EXIT REASONS	
1	Grad with Regular High School Diploma
2	Grad with a Certificate
3	Reached Maximum Age
4	Dropped Out
5	Transferred to Regular Education
6	Died
7	Moved, known to be continuing

LANGUAGE	
1	Cambodian
2	Chinese
3	English
4	Vietnamese
5	French
6	German
7	Spanish
8	Russian
9	Other

AUTISM SPECTRUM	
0	None
1	Autistic Disorder
2	Asperger's Syndrome
3	Pervasive Developmental Disorder(PDD-NOS)
4	Rett's Syndrome
5	Childhood Disintegrative Disorder

PLACEMENT	
1	Ages 6 to 21: Homebound/Hospital
3	Ages 6 to 21: Correctional Fac-UNDUPLICATED
7	Ages 6 to 21: Inside Reg Classroom < 40% of time
10	Ages 6 to 21: Inside Reg Class 40% to 79%of time
19	Ages 6 to 21: Resident Facility - Public or Private
20	Ages 6 to 21: Separate School: Public or Private
21	Ages 3 to 5: In Regular Ed Program < 40% of time
22	Ages 3 to 5: In Reg Ed Prog at least 80% of time
23	Ages 3 to 5: In Reg Ed Prog 40% to 79% of time
24	Ages 3 to 5: Not Attending SPED Prog; Services at home
25	Ages 3 to 5: Not Attending SPED Prog; Services at service provider location
26	Ages 3 to 5: In SPED Prog; Separate Class
27	Ages 3 to 5: In SPED Prog; Residential Facility
28	Ages 3 to 5: In SPED Prog; Separate School

GRADES	
EE	Early Education
KP	Kindergarten Part-time
KF	Kindergarten Full-time
01	1 st Grade
02	2 nd Grade
03	3 rd Grade
04	4 th Grade
05	5 th Grade
06	6 th Grade
07	7 th Grade
08	8 th Grade
09	9 th Grade
10	10 th Grade
11	11 th Grade
12	12 th Grade
AW	Adult Without a Diploma

CUSTODY STATUS	
1	Parent(s)
2	Legal Guardian
3	Self (over 18)
4	SRS
5	Another State

PRIMARY CONTACT ROLE	
1	Parent
2	Adult Student
3	DCF
4	Ed. Surrogate
5	Foster Parent
6	Guardian