WISCONSIN DEPARTMENT OF PUBLIC INSTRUCTION

Indicator 11: Timely Initial Evaluations

Application User Guide

Data is Always Prior School Year (7/1 -6/30)

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Indicator 11: Timely Initial Evaluations – Application User Guide

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1. Introduction

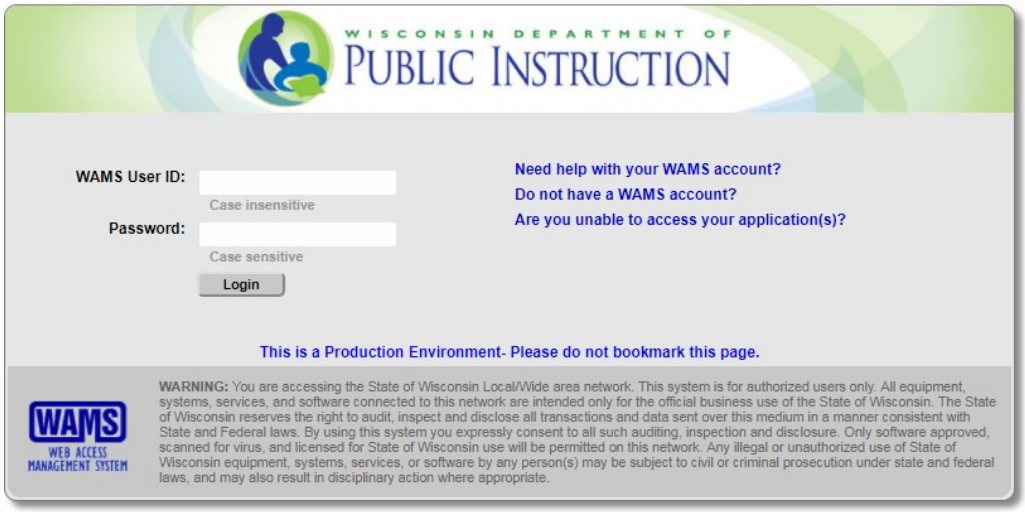
The Indicator 11: Timely Initial Evaluations web application will first be used by districts included in the 2015-2016 self-assessment cycle, collecting information on the 2014-2015 school year (July 1 through June 30). The application will collect student level information directly and will apply the required calculations and business rules to ensure accurate data is reported.

Prior to the 2015-2016 cycle year, districts reported this information in aggregate in the Procedural Compliance Self-Assessment Report application and uploaded recording forms with relevant student level information instead of reporting student level information directly into the application.

Please also see the Indicator 11 website: http://dpi.wi.gov/sped/about/state-performance-plan/indicators/11-eligibility.

2. Special Education Web Portal

The application is accessed through the Special Education Web Portal by logging in with your WAMS User ID:
(https://access.dpi.wi.gov/nidp/idff/sso?id=DPILogin&sid=1&option=credential&sid=1&target=https://apps2.dpi.wi.gov/secure/)



To create a WAMS ID, or modify an existing one, go to: https://on.wisconsin.gov/WAMS/home
Users are set up for the New Special Education Portal through Secure Home and ASM (Application Security Manager).

Each District has a District Security Administrator (DSA) assigned. To request access from your district's DSA or Application Administrator, use the following website.
https://apps2.dpi.wi.gov/ldsutil/admin/lookup

2.1. Application Assignments/Granting Access

Application assignments have been streamlined in the New Special Education Portal. Users can be assigned to any of three application groups. (Users can be assigned to all groups). Users assigned to an area can access the applications within that group.

Cyclical Indicator Applications

- Procedural Compliance Self- Assessment (Cyclical)
- Indicator 11: Timely Initial Evaluations (Cyclical)
- Indicator 8: Parent Survey Manager (Cyclical)
- Indicator 8 – District Results (also publicly available through the District Profile)
- Disproportionality: Procedural Compliance Self-Assessment (as required)

Early Childhood Applications

- Indicator 7: Child Outcomes
- Indicator 12: PPS Reports

Fiscal Applications

- IDEA Flow-through and Preschool Entitlement Budgets
- High Cost Special Education Aid Claims
- IDEA Maintenance of Effort
- WISEgrants

2.2 Portal Roles

Users are also assigned a role (Director, User, Read Only etc...) for each application group based on their responsibilities and access rights. The role assigned determines the functionality and level of access users have within the applications.

Director of Special Education

- Each LEA is required to have an individual assigned to this role.
- Read, Write, Submit Data, Submit Assurances
- Responsibility for maintaining LEA District Users and Read Only users

District Super User (Where applicable)

- Some applications have this role to allow users to submit records on behalf of Districts.
- Read, Write, Lock and Submit Data

District User

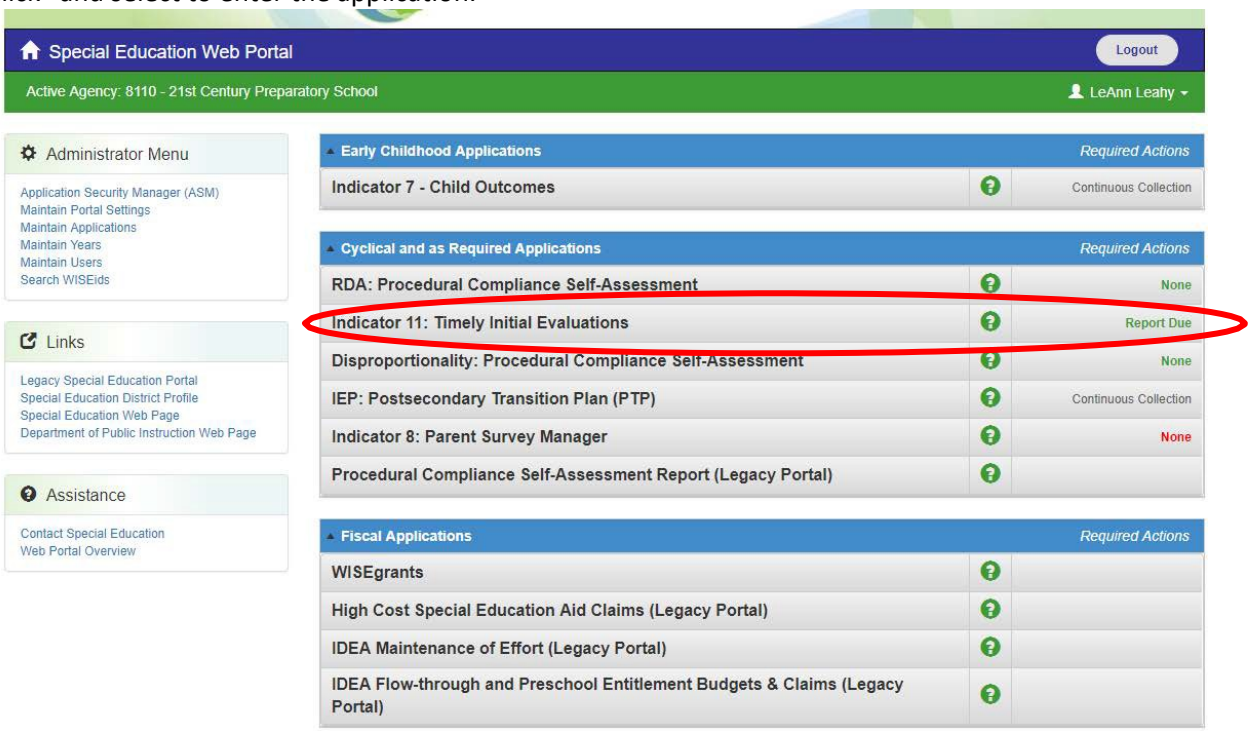
- This role has update access to the applications granted by the Director of Special Education
- Read, Write, Lock Data

Read Only User (Where applicable)

- This role has read only access to the applications granted by the Director of Special Education
- Can only read data

2.3 Required Action

There are four possible 'Required Action' statuses for the Indicator 11: Timely Initial Evaluations application in the Special Education Web Portal. Scrolling over the application allows you to "click" and select to enter the application.



In the new SPED Portal for Ind 11 the "Required Actions" should read as follows:

1. **None - for any districts that are not in cycle. Nothing else appears within the Required Actions Column.**

2. **Report Due - for any district that is in cycle that needs to submit a report.**

3. **Assurances Due (District is required to submit assurances within the application)**
   Due Date (Date Assurances are due)

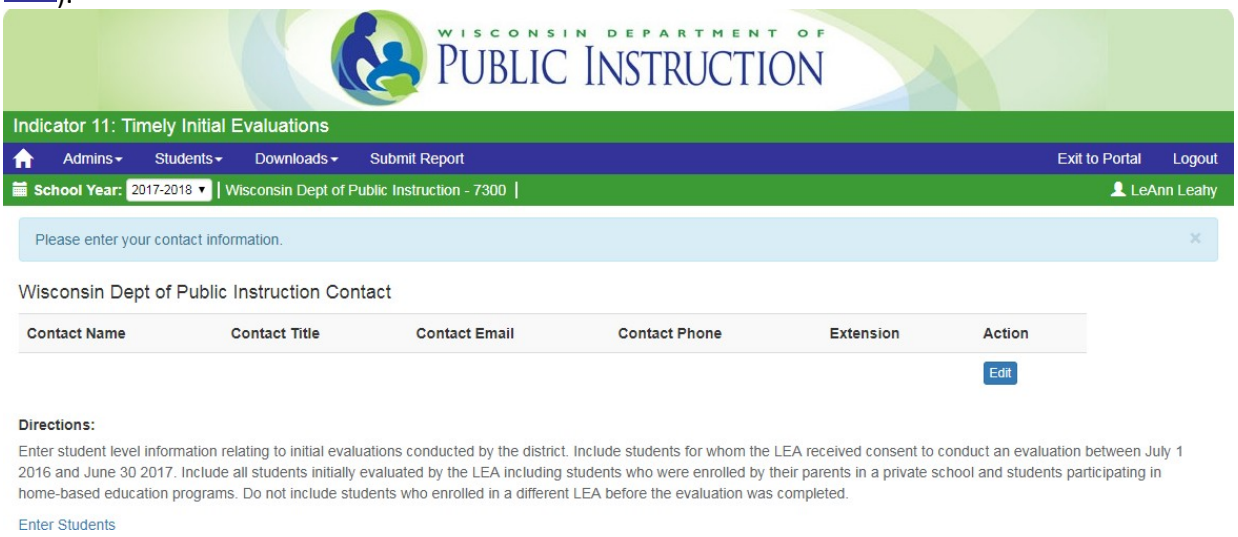
4. **Assurances Submitted (when the district has submitted their assurances)**
   Date Submitted (date assurances were submitted)

3. Home Page

The home page is the page that is presented each time that you enter the application, prior to submitting your report.

After you submit your report, your home page will become the Final Report page. See section 8 for more information.

You can navigate back to the Home Page at any time by selecting the home icon from the blue menu bar ( ).



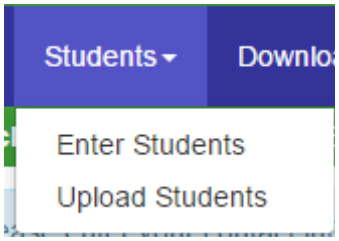
3.1. Menu bar

The following describes the items that are available in the menu bar.

3.1.1. Home icon

You can navigate back to the Home Page at any time by selecting the home icon from the blue menu bar.

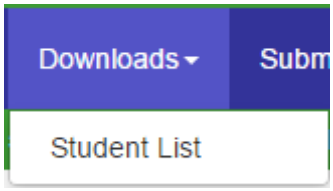
3.1.2. Students menu



The Student menu is made up of two items, 'Enter Students' and 'Upload Students'. If you would like to manually enter each evaluation, edit or delete an evaluation, choose the 'Enter Students' option. If you would like to bulk upload multiple evaluation records, choose 'Upload Students'.

The 'Enter Students' link is also available at the bottom of the Home Page as well.

3.1.3. Downloads menu



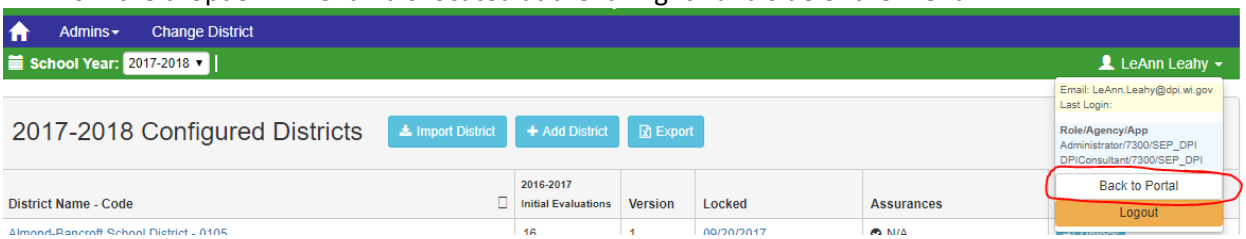
The Downloads menu is made up of only one item – 'Student List'. Selecting the 'Student List' menu item will download a list of all of the evaluations that are currently entered in the system.

3.1.4. Submit Report

This will take you to the Submit Report – Summary Page. This page summarizes the items you must fix before you are able to submit your report to DPI. There is a Preview button available so you can look at a draft version of the Final Report and confirm that the totals we have calculated match your local records.

3.1.5. Exit to Portal

If you would like to go back to the Special Education Web Portal at any time, choose this link from the dropdown menu. It is located at the far right hand side of the menu.



3.1.6. School Year

This represents the School Year of when you are completing the application, typically your self-assessment year.

This will usually be static text, but once you have completed the Indicator 11 data collection in the new application more than once, you will be able to access your previously submitted Final Report and Student List by changing the School Year to the last year that your LEA was in the self-assessment cycle.

3.1.7. District Name and Number

This indicates the district you are currently working in. If you need to complete this collection for multiple districts in the same year, be sure you are providing information for the correct district.

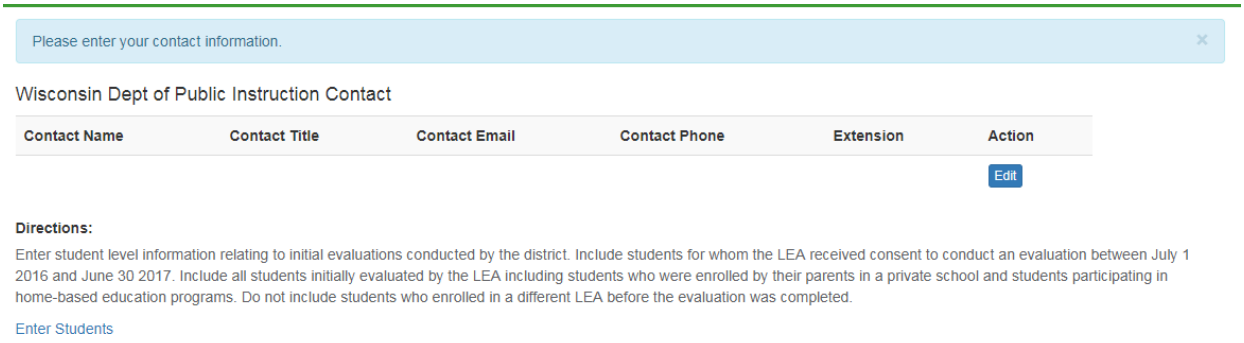
3.1.8. Person icon and Login ID

This is the login ID of the person that is currently logged in. This ID will be used to track who is creating and modifying records in the system.

3.2. District Contact

Each LEA must provide contact information before they will be allowed to submit the report to DPI. This information will be used by DPI to contact you if any questions arise regarding the content of your data or status of your report.

Please provide this information as soon as possible.

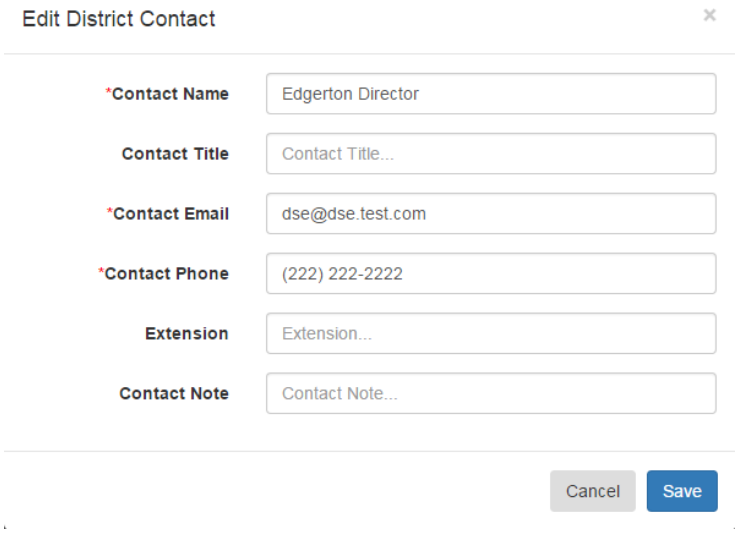


3.2.1. Blue Message Bar

The blue message bar stating: 'Please enter your contact information.' will appear on the home page every time you enter the application until contact information is entered.

3.2.2. Enter Contact Information

Select the Edit button to enter contact information. A popup window will appear.
The information that is stored against your user account in the Special Education Web Portal will pre-populate into the relevant fields.



Review the information, correct it if necessary and select the Save button.

3.3. Required Information

The application includes the high level directions for which initial evaluations to report in several places, one of them is on the Home Page. Always remember that the collection is asking for data from the **school year prior** to the one displayed in the menu (July 1 – June 30).

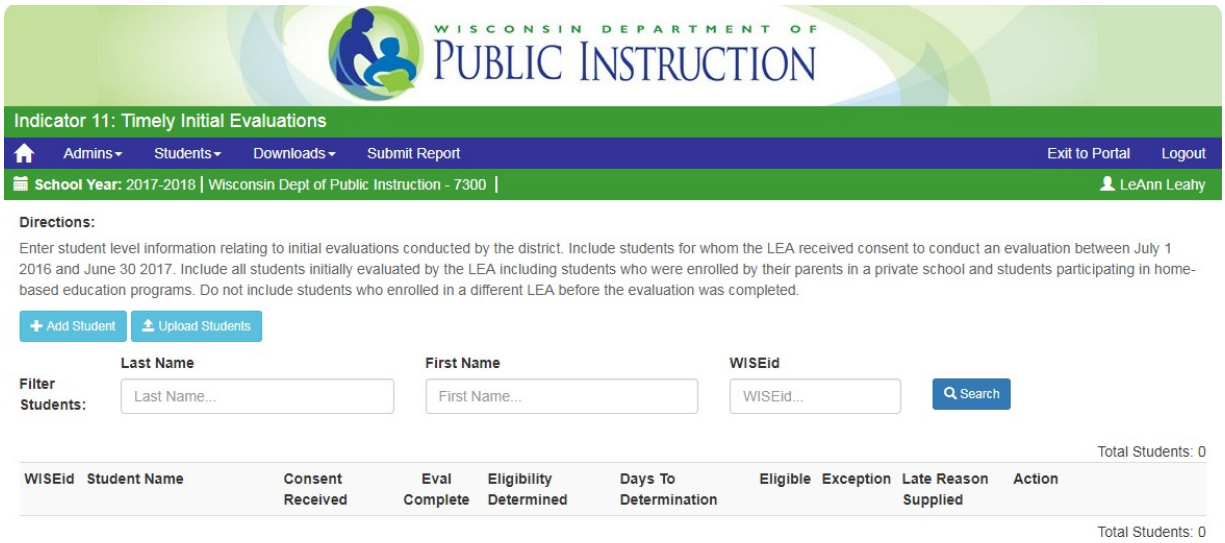
You can also select the 'Enter Students' link from this section of the Home Page to enter that page instead of using the Students > Enter Students menu option.

4. Enter Students

This will be the main page that you work in when completing this data collection.

All initial evaluations that you either enter via this page or upload will be displayed here for you to review for accuracy. The high level directions for this application are repeated on this page as well.

Please see the following sections for further information and instructions about how to use the features available on this page.



4.1. Add Student

If you would like to enter information about a single initial evaluation, select the Add Student button from the Enter Students page.

The following page will appear:

4.1.1. Required Fields

The following information is always required when adding an initial evaluation. These fields are preceded by red asterisks to indicate that they are required.

Field	Description
Does the student have a WISEid?	This question will always be defaulted to Yes. Students without a WISEid can be entered but you will then be required to enter the student's first and last name.
WISEid – a unique, permanent, and unduplicated person identifier assigned to each person by DPI. (if applicable)	If the student has a WISEID assigned, you will need to provide a verified WISEID prior to submitting the report (see definition in section 4.3). If you know the student should have a WISEID, but don't know what it is, you can enter a temporary identifier (up to 10 characters). This must be updated to a verified WISEID prior to submitting the report.
Date Consent Received	This date must be between the dates as indicated in the directions. Consent must have been received within the prior school year to be included in the current year's collection.

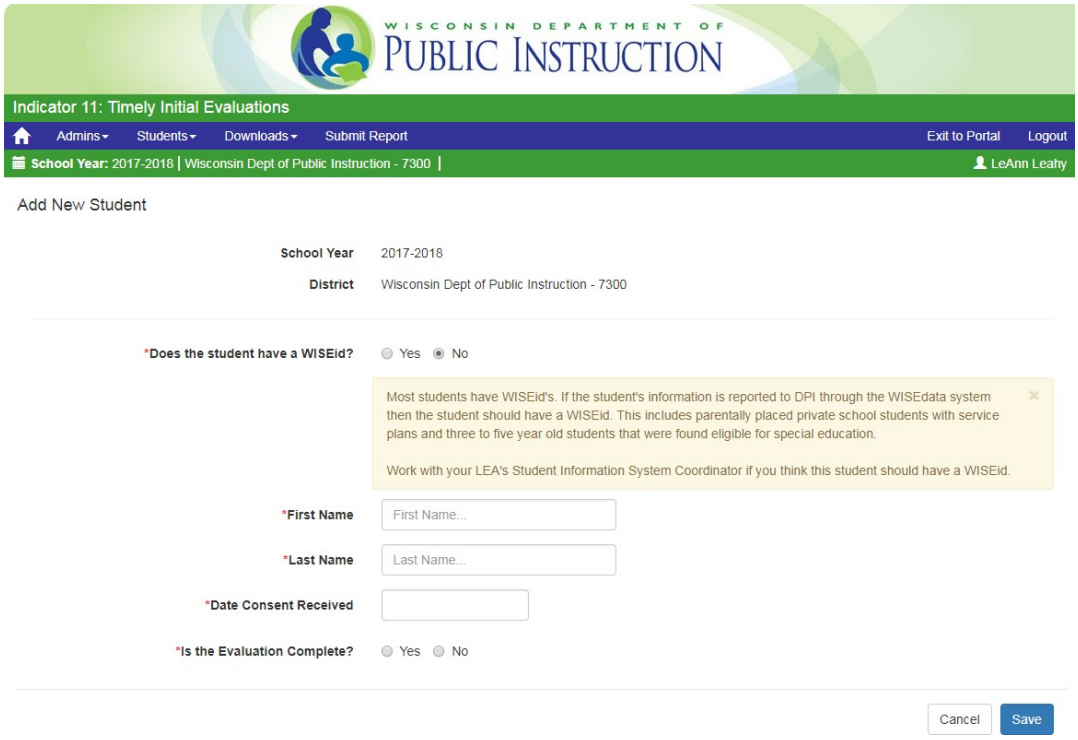
Field	Description
Is the Evaluation Complete?	You must indicate whether the evaluation has been completed or not. All incomplete initial evaluations must be completed as soon as possible, but the report can be submitted to DPI while including incomplete evaluations.

4.1.2. Student does not have a WISEID

If your student is not eligible to have a WISEID, change the answer to 'Does the student have a WISEID?' to No. You will then be prompted to enter the student's First and Last Name instead of their WISEID.

Most students have Wisconsin Student Numbers (WISEIDs). If the student's information is reported to DPI through WISEdata, then the student has a WISEID. This includes parentally placed private school students with service plans and three to five year old students that were found eligible for special education.

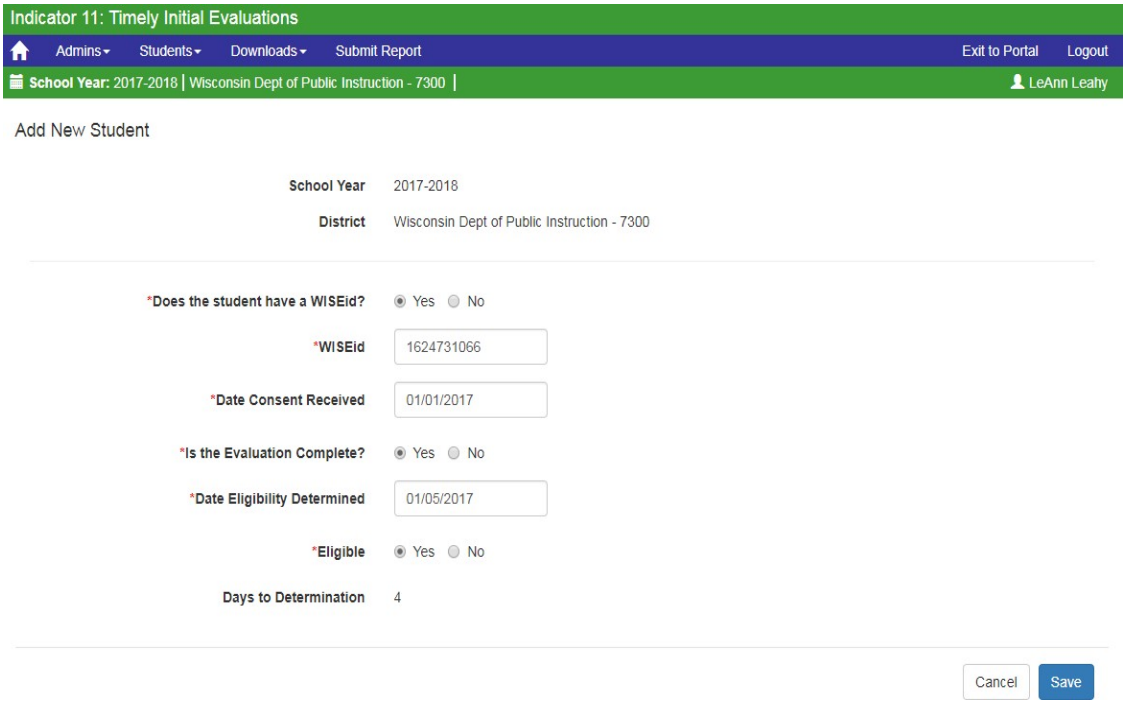
Work with your LEA's WISEdata Coordinator if you think this student should have a WISEID.



Field	Description
First Name (if student does not have a WISEID)	If you indicated that the student does not have a WISEID assigned, you will be required to enter the student's first name.
Last Name (if student does not have a WISEID)	If you indicated that the student does not have a WISEID assigned, you will be required to enter the student's last name.

4.1.3. Complete Evaluation Fields

If you indicate that the evaluation has been completed, the Date Eligibility Determined and Eligible fields are also required. The Date Eligibility Determined, Eligible and Days to Determination fields appear once 'Yes' is selected for the 'Is the Evaluation Complete?' question.



Field	Description
Date Eligibility Determined	This date must be on or after the Date Consent Received and cannot be in the future.
Eligible	Was the student determined to be eligible to receive special education services?

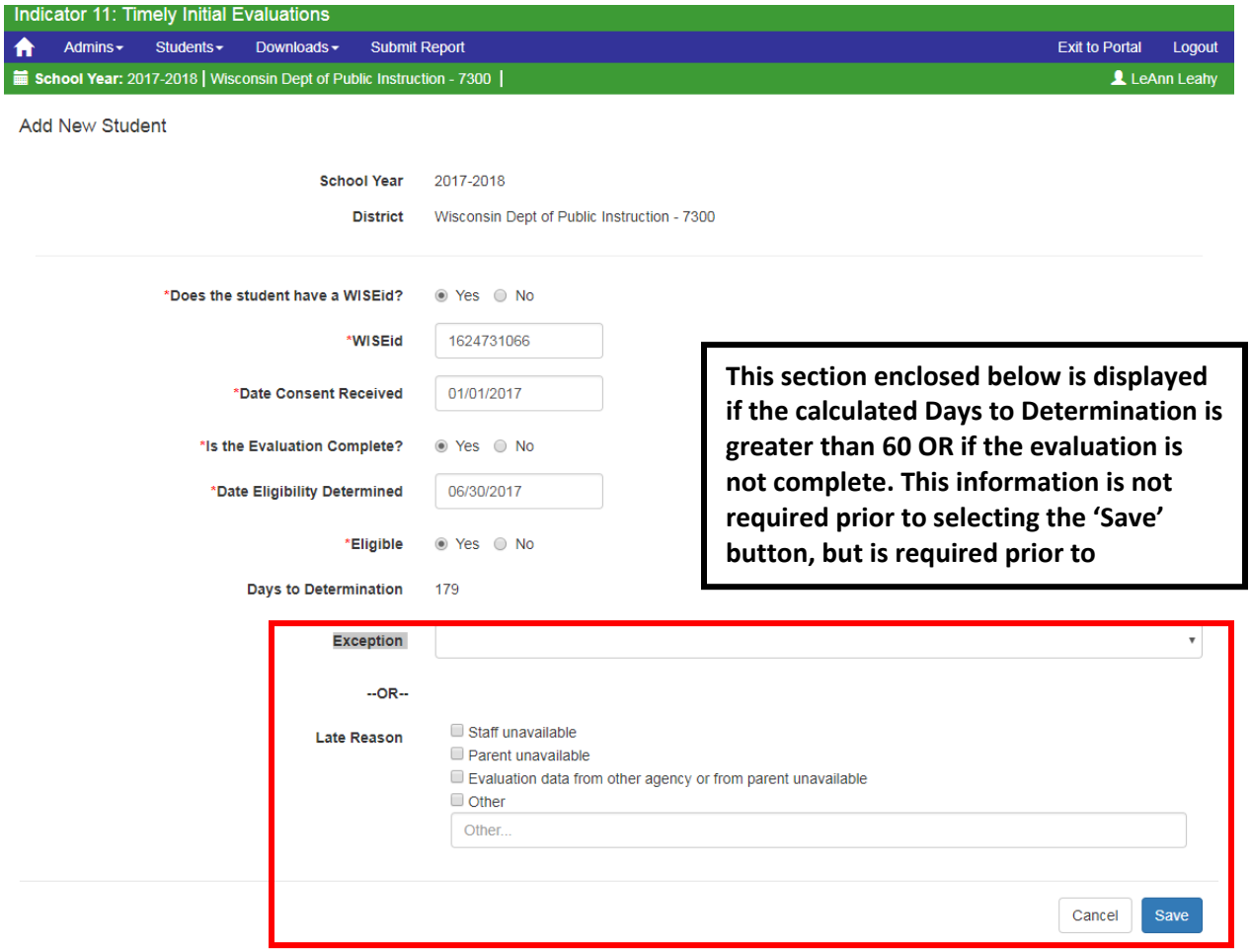
4.1.4. Calculated Fields – Days to Determination

Days to Determination is automatically calculated for complete evaluations once both the Date Consent Received and Date Eligibility Determined have been entered.

4.1.5. Optional Fields – Exception or Late Reason

If the student's initial evaluation was completed past the 60 day timeframe or if the evaluation is not complete, you must also enter either a valid Exception to the 60-day timeframe that applied or provide at least one Late Reason.

This information is NOT required at the time an initial evaluation is entered, but MUST be provided prior to submitting the report.



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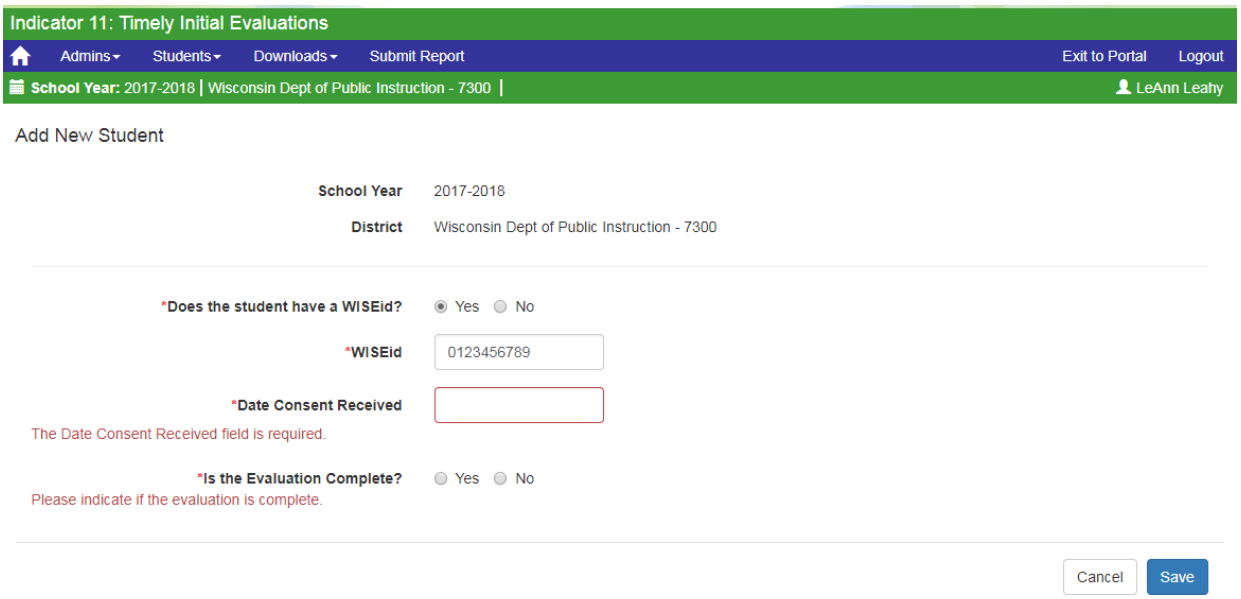
Errors

If the Save button is selected and there is a problem with the information you have (or have not) entered on the page, the system will notify you via a red message underneath the item.

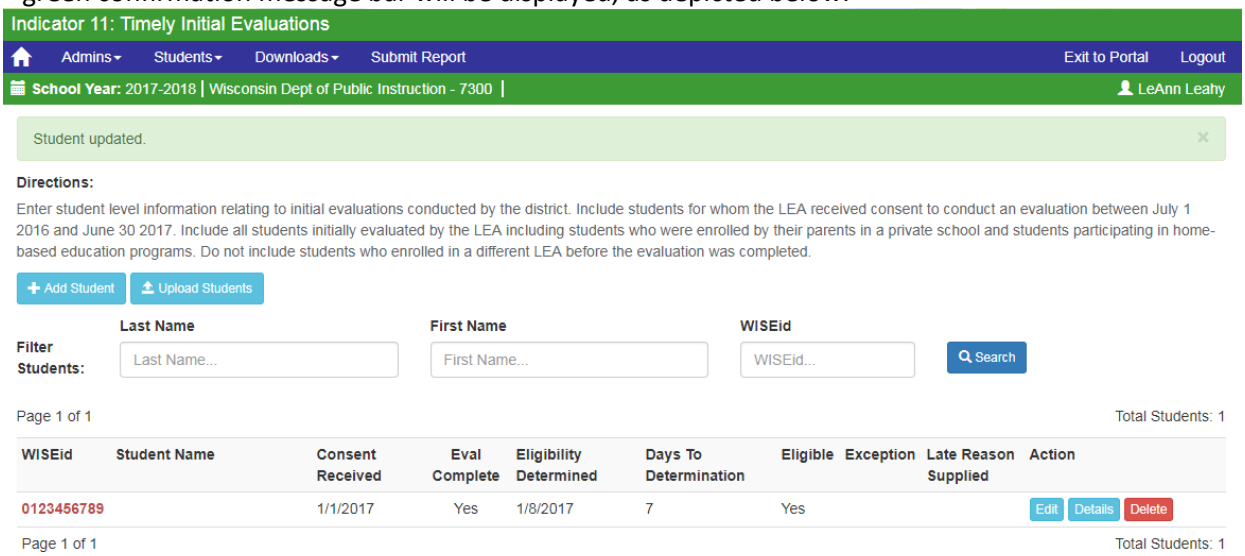
If there is an error, the information you entered has not been saved.



4.1.6. Save / Cancel

If you do not wish to save the information you entered, click the Cancel button at any time and you will be brought back to the 'Enter Students' page.

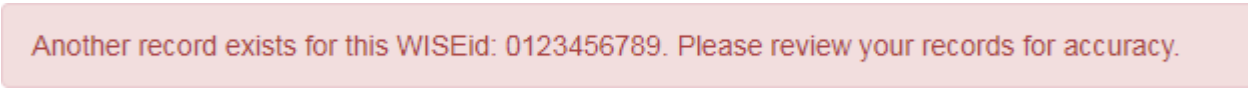
When you select the Save button and your information is successfully saved, you will be brought back to the 'Enter Students' page once the student is successfully saved and a green confirmation message bar will be displayed, as depicted below.



On some occasions, the student will be saved but a red warning message bar will be displayed instead.

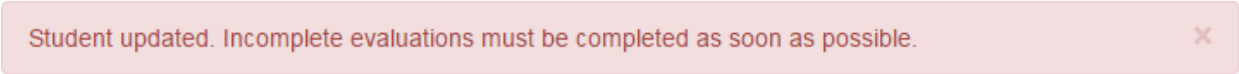
Duplicate Students

When you save a record that has the same WISEID or identifier as another record, a red message bar will be displayed to you. See more information in section 7.2.4 which describes the Duplicate Students report available on the Submit Report – Summary page.



Incomplete Evaluations

Incomplete evaluations must be completed as soon as possible. If you save or edit a record that is an incomplete evaluation, the system will remind you of this requirement each time.



4.2. Upload Students Button

Select the 'Upload Students' button to be taken to a page that explains this process. See section 5 for more information.

4.3. Verified WISEID

A WISEID (Wisconsin Student Number) is verified if the following is true:

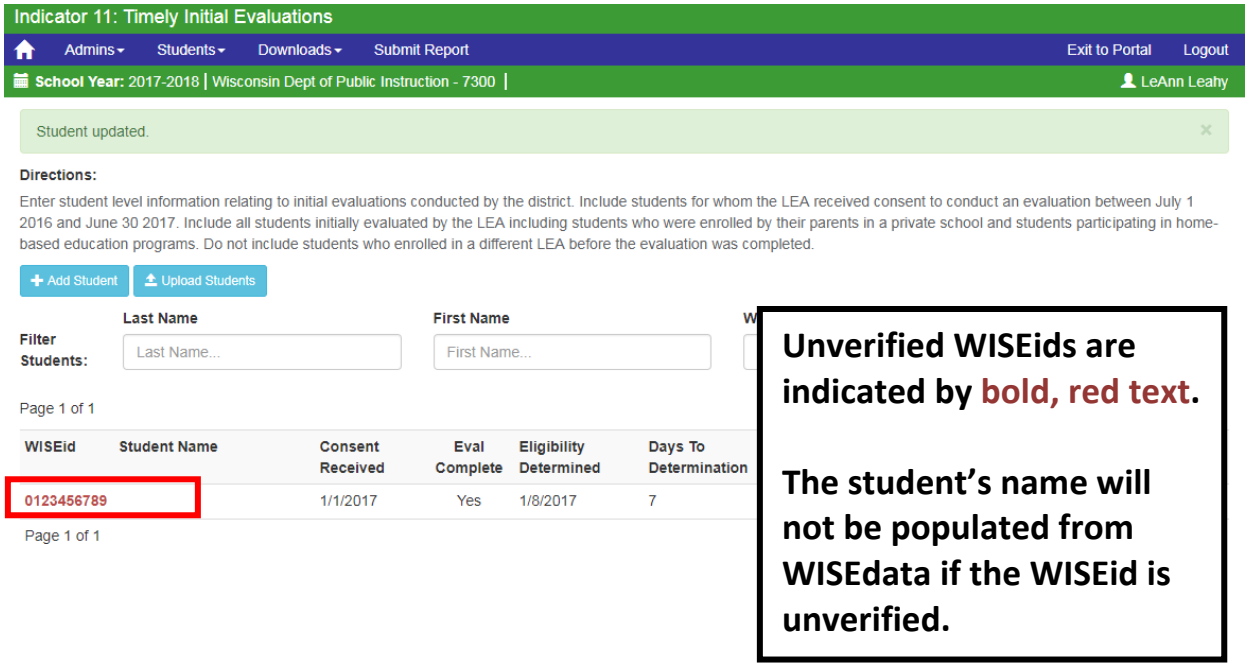
- The WISEID is a valid 10 digit WISEID; and
- The student that holds the WISEID is currently enrolled or has been enrolled at your LEA in WISEdata.

A WISEID must be verified prior to submitting the report. Once a WISEID is verified, it cannot be changed via the Edit Student page. You must delete the record and use the 'Add Student' page to re-add the information and the correct WISEID.

Unverified WISEIDs are indicated on the 'Enter Students' page by being both red and bold (see screenshot below). In addition, the system will not retrieve and display the student's legal name from WISEdata if the WISEID is unverified. Also see section 7.2.1 that describes the 'WISEIDs Not Verified' report that is available on the Submit Report – Summary page.

You can select the 'Edit' action for the student and update the WISEID field to the correct number at any time prior to submission and/or indicate that the student is not eligible to have a WISEID.

If the WISEID is correct, work with your WSLS coordinator to correct the enrollment records of the student in WSLS. After WSLS has been corrected, you can navigate to the Submit Report page at any time, and the system will automatically try to verify any unverified WISEIDs based on the most recent information available in WSLS.

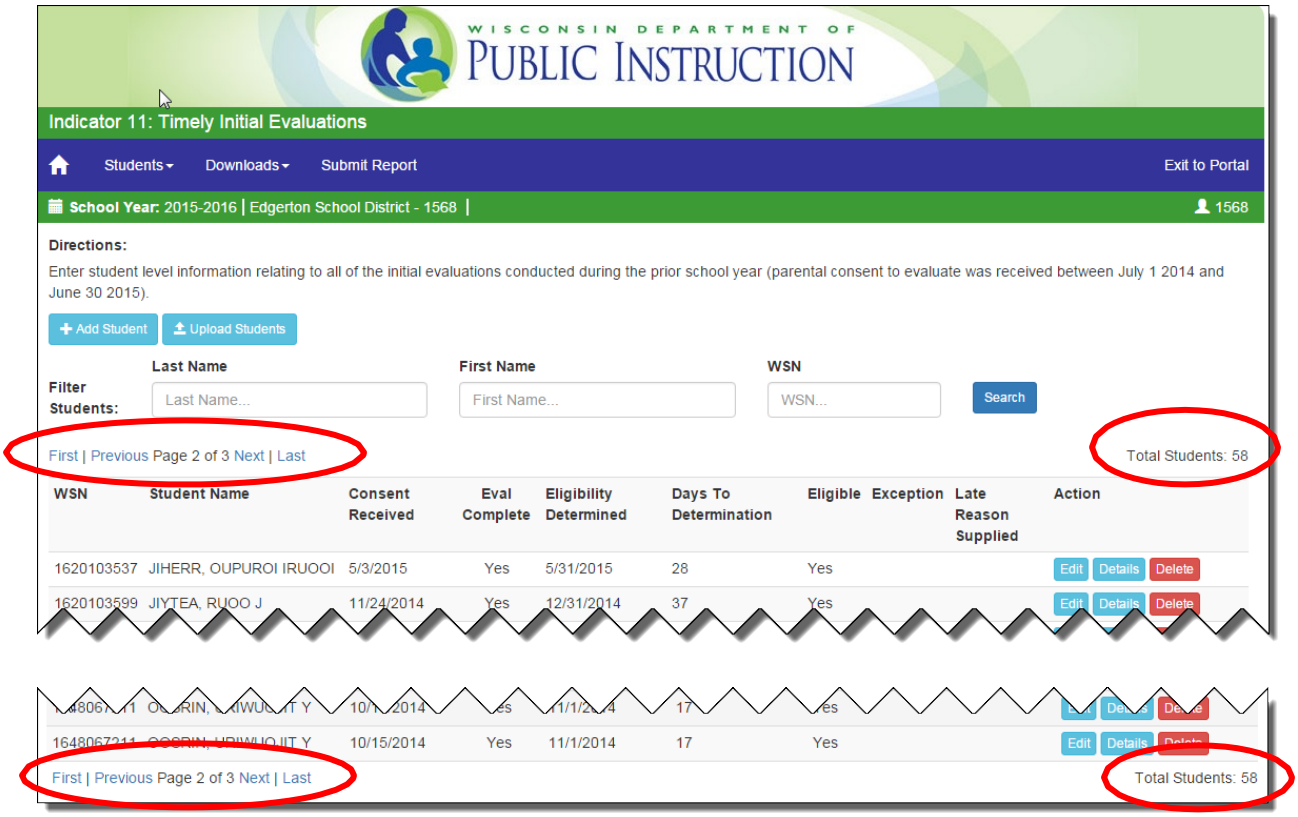


4.4. Paging

The 'Enter Students' page will only display 20 evaluations per page. If you have entered more than 20, use the 'First', 'Previous', 'Next', or 'Last' navigation options to move between the pages.

The paging navigation options are located on the left-hand side of the table on each page.

In addition, the total number of students / evaluations is displayed on the right-hand side of the table on each page.

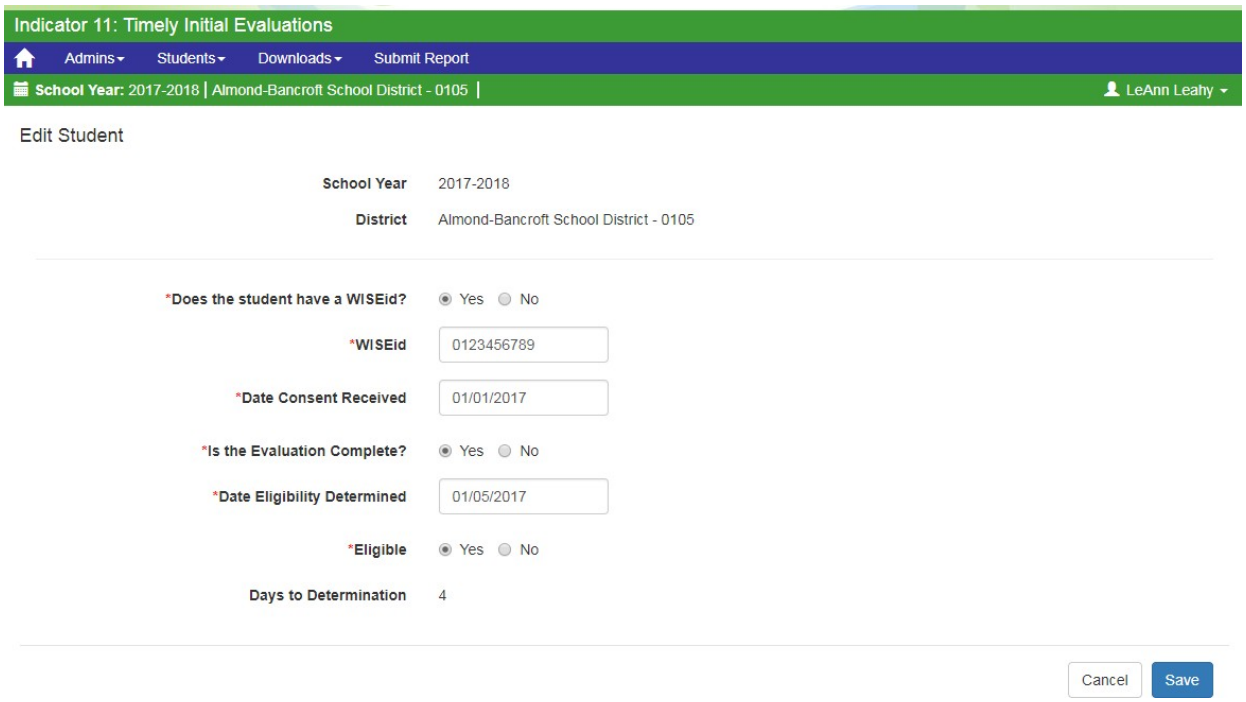


4.5. Actions

There are three actions available after a student has been either manually added or uploaded: Edit, Details and Delete.

4.5.1. Edit Student

Selecting the 'Edit' button from the student list on the 'Enter Students' page will open a page very similar to the 'Add Student' page described in section 4.1. See that section for further information.



The only difference between the Add Student page and Edit Student page is the location of the WISEID field. If the WISEID has already been verified, the Student Name will appear at the top of the page and the WISEID field is moved to the top of the page as well, and you will **NOT** be able to edit the WISEID field.

If you had previously indicated that the student did not have a WISEID, you can modify the student record to indicate that a WISEID has now been assigned or change other fields as needed.

If you need to change the WISEID of a record where the WISEID is verified, go back to the 'Enter Students' page, choose the 'Delete' action for the student with the incorrect WISEID and use the 'Add Student' page to add the student again with the correct WISEID.

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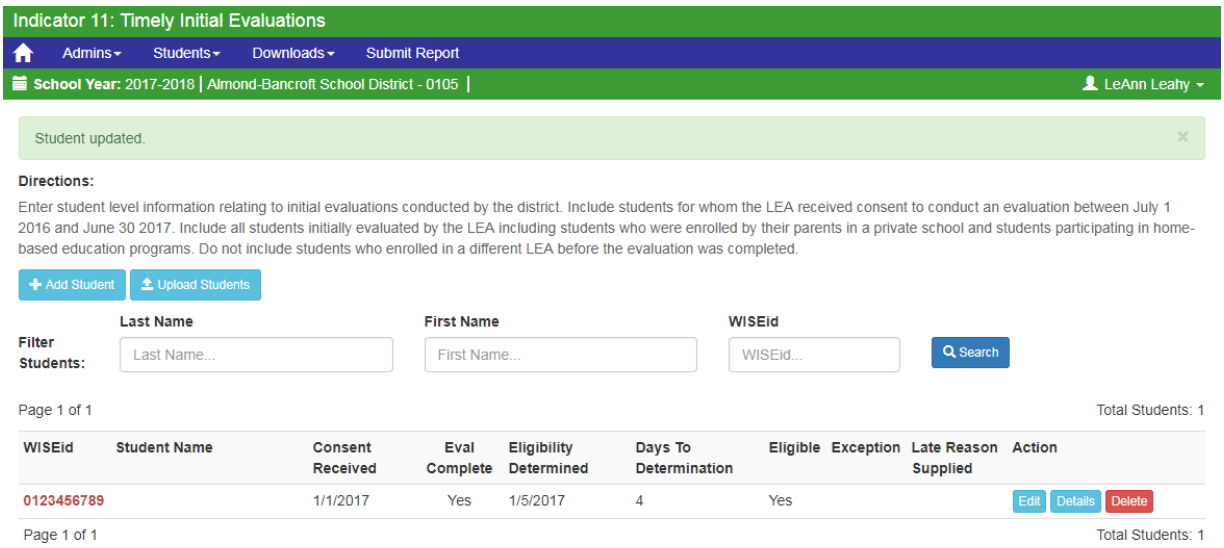
After making changes, select the 'Save' button. If the student is successfully saved, you will be brought back to the 'Enter Students' page and a green confirmation message bar displays with the message 'Student added.', as depicted below.

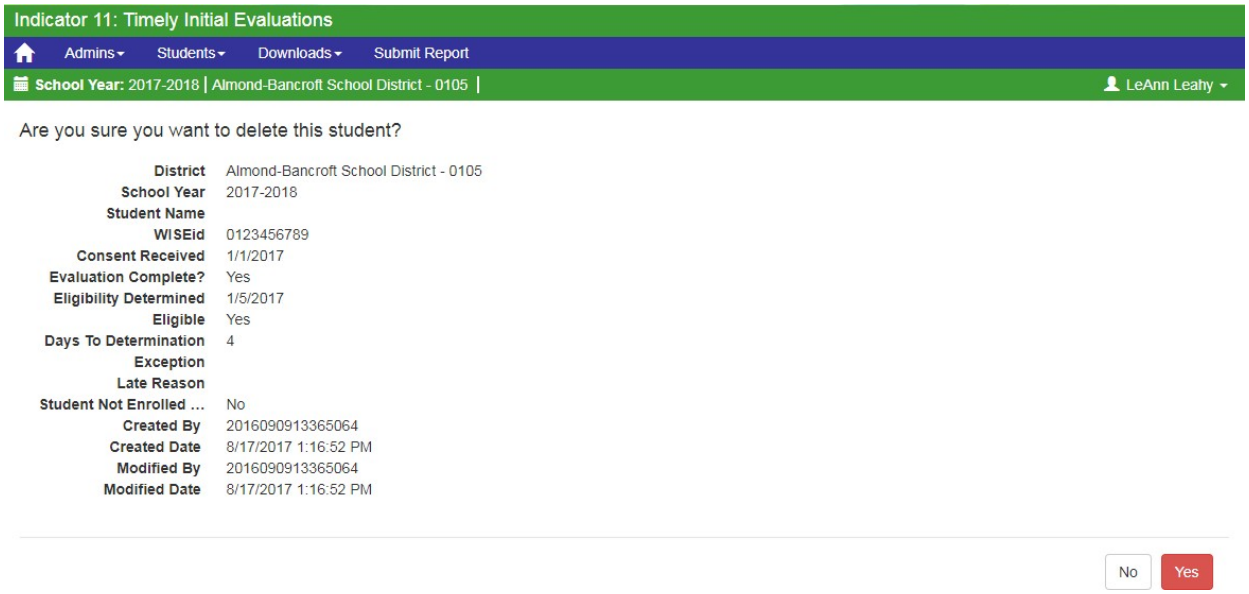


4.5.2. Delete Student

If you would like to delete a record, select the 'Delete' button from the Action column. The following page will appear.

Selecting the 'No' button will not delete the record and will take you back to the first page of records on the 'Enter Students' page.

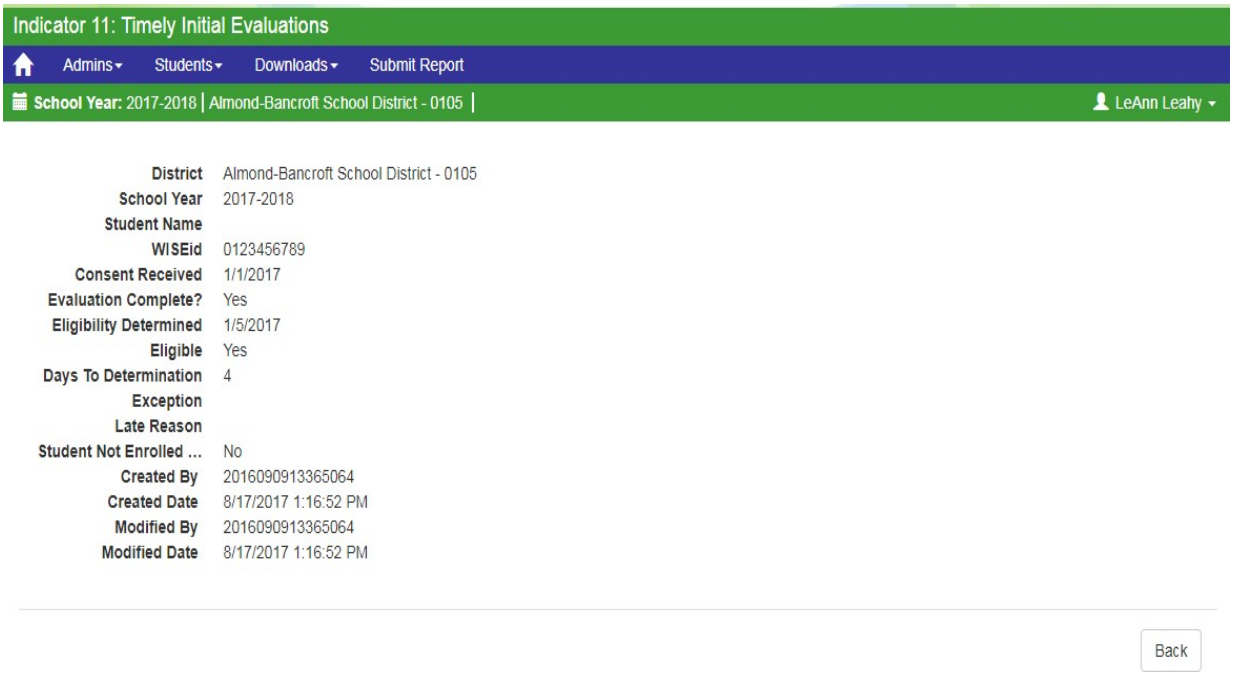
Selecting the 'Yes' button will delete the record and will also take you back to the first page of records on the 'Enter Students' page and display a green confirmation message.



4.5.3. Details

Select the Details button to find out the login ID of the person who created the record, when the record was created, who last modified the record and when the record was last modified.

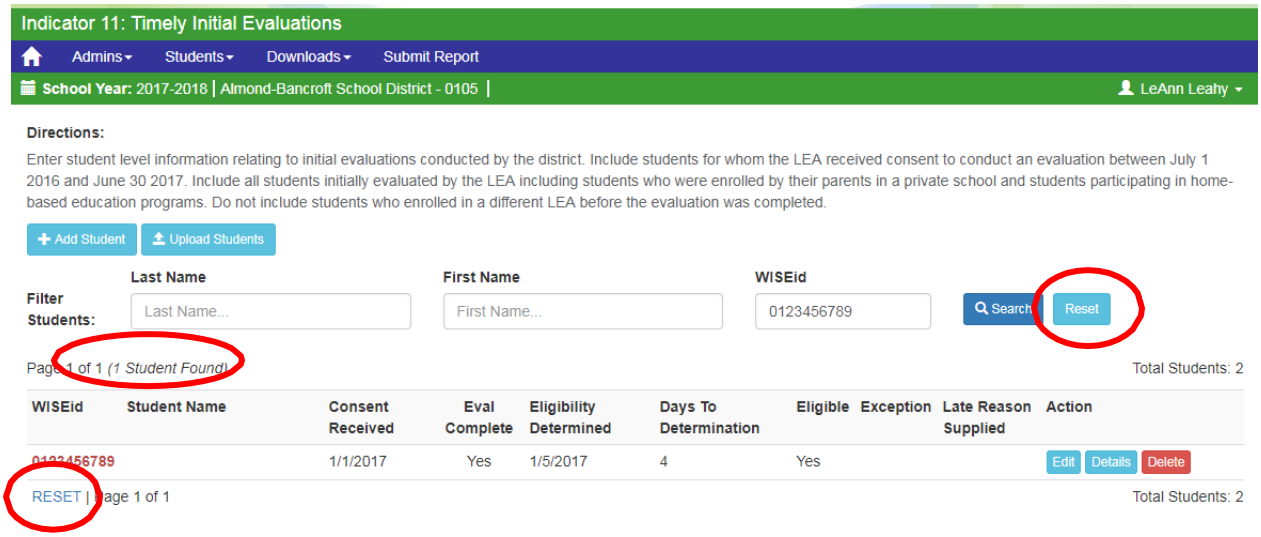
Select the 'Back' button to go back to the first page of record list on the 'Enter Students' page.



4.6. Filter Students

If you need to find a specific student to edit in a large list of records, you can type in a partial last name, partial first name or complete WISEID in order to find the student. Not all fields are required, but the system will attempt to find matches based on all fields entered. Select the 'Search' button once you have entered your filter criteria.

When the list is filtered, there will be several navigation options available to reset the list to the total records in the system. They are circled in the screenshot below. In addition, the number of students found is displayed in the upper left hand corner of the table (also circled).

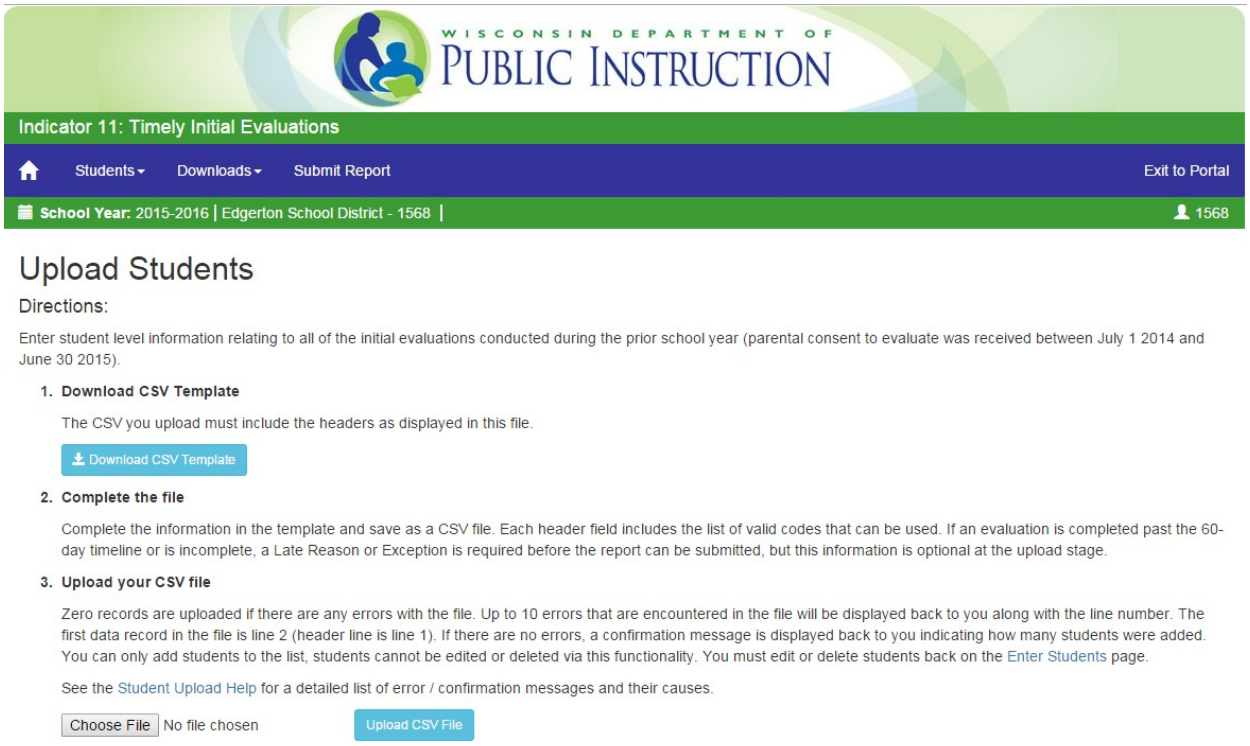


5. Upload Students page

If your LEA has a large number of initial evaluations to enter, you may wish to upload your data into the system.

You can access this page via the 'Students > Upload Students' option in the menu or by selecting the 'Upload Students' button from the 'Enter Students' page.

This functionality only adds students to the current list, it does **NOT** include functionality to bulk delete or bulk edit students, so you may wish to break up your file into smaller files in order to monitor and verify the evaluations that were uploaded.



5.1. Download the CSV Template

Select the 'Download CSV Template' button in order to start the process. The file you upload into the system must include the headers exactly as included in the template file.

The template also includes the valid values that must be used for certain fields.

5.2. Complete the CSV file

The complete list of data elements, whether they are required or not and their valid values are included below. Ensure that you save your file as a CSV, not as an XLS file.

Data Element	Required?	Max Length	Valid Values	Comments
Student has WISEID	Yes	1	Y/N	This will be 'Y' for most students. See section 4.1.2 for more information.
WISEID	When Student has a WISEID	10	N/A	Any identifier up to 10 digits will be accepted. Unverified WISEIDs must be corrected prior to report submission.
Student Last Name	When Student does not have WISEID	35	Text	Can only be provided when 'Student has WISEID' is 'N'.
Student First Name	When Student does not have WISEID	35	Text	Can only be provided when 'Student has WISEID' is 'N'.
Date Consent Received	Yes	10	Date in the format of MM/DD/YYYY	Must occur within the school year prior to the year displayed in the menu (July 1 – June 30)
Eval Complete	Yes	1	Y,N	
Date Eligibility Determined	When evaluation is complete	10	Date in the format of MM/DD/YYYY	Must occur on or after the Date Consent received and cannot be in the future.
Eligible	When evaluation is complete	1	Y,N	

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Data Element	Required?	Max Length	Valid Values	Comments
Exception Code	No	1	1,2,3	The Exception Code can only apply when: • The difference between the Date Eligibility Determined and the Date Consent Received (Days to Determination) is more than 60 days OR • The evaluation is incomplete. The Late Reason Code/Other Late Reason cannot also be supplied. 1 – Transfer 2 – Child Unavailable 3 – Initial SLD Eval 4 – Evaluation Delayed due to COVID-19
Late Reason Code	No	5	1,2,3	The Late Reason Code can only apply when: • The difference between the Date Eligibility Determined and the Date Consent Received (Days to Determination) is more than 60 days OR • The evaluation is incomplete. If more than one reason applies, separate the values with commas. The Exception Code cannot also apply. 1 – Staff unavailable 2 – Parent unavailable 3 – Evaluation data from other agency or from parent unavailable

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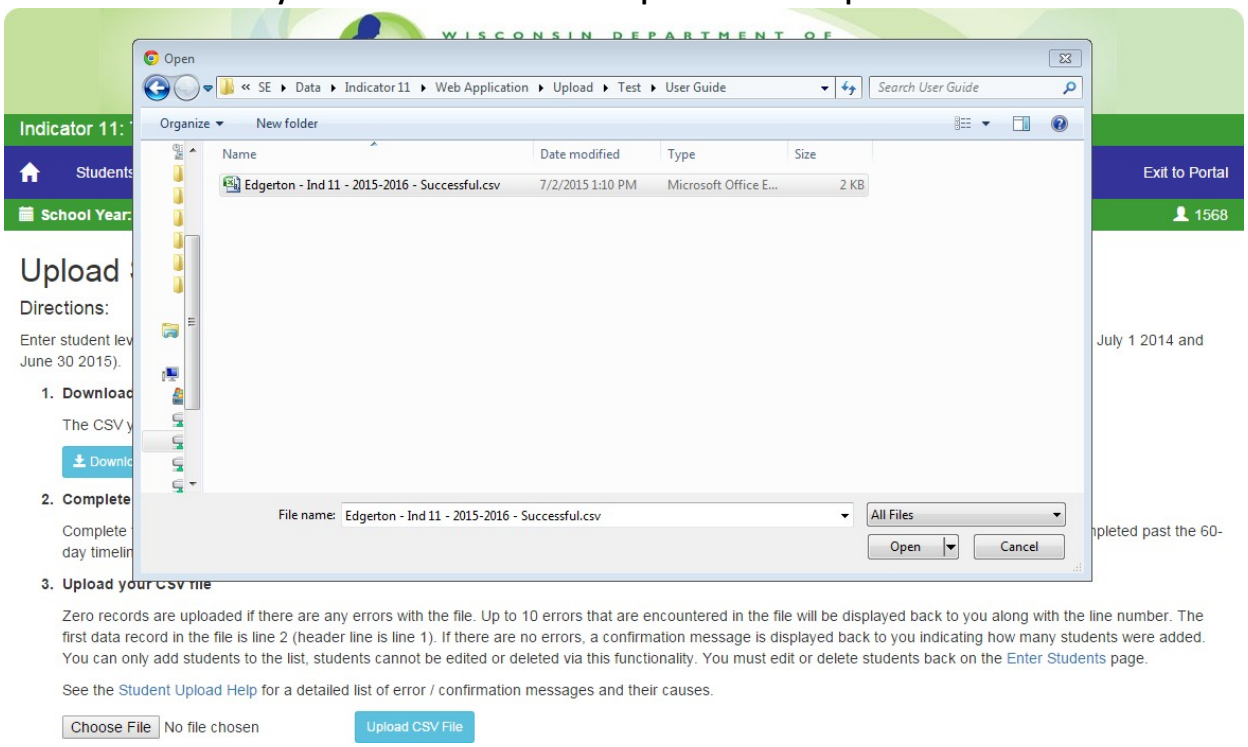
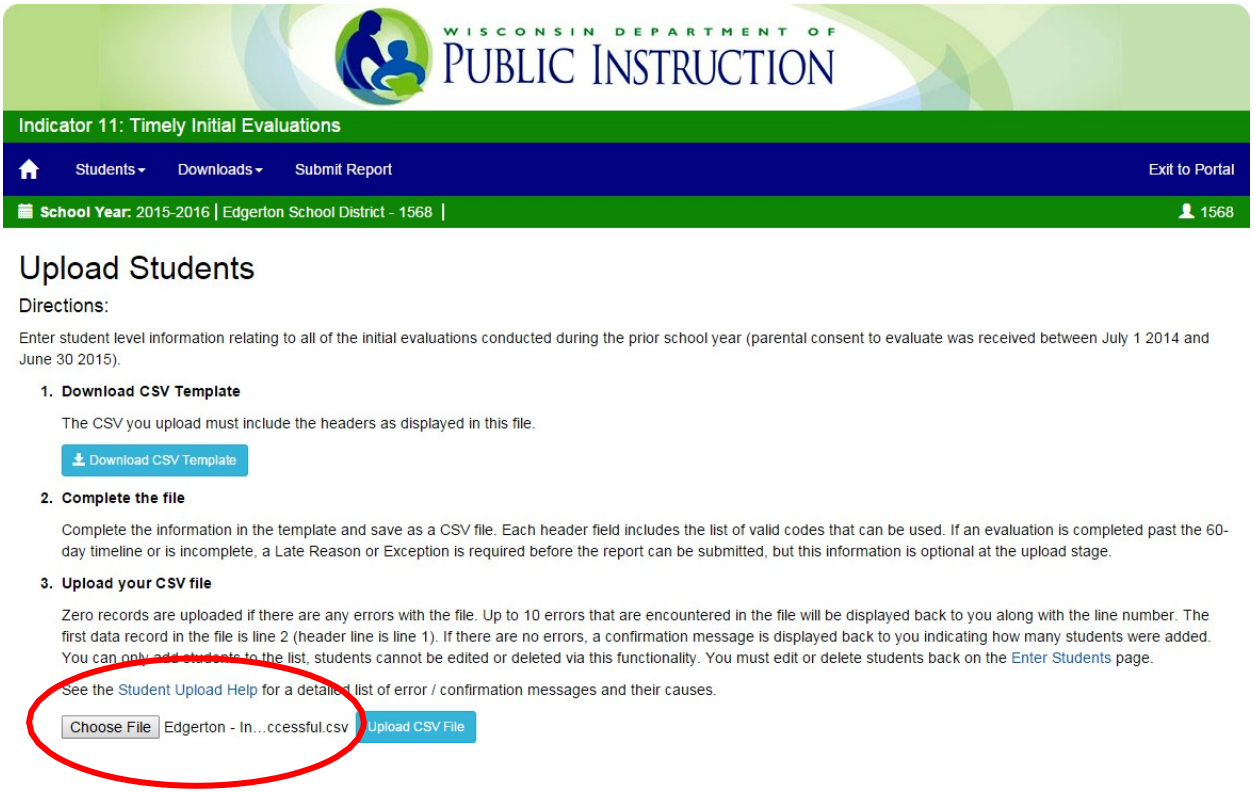
Data Element	Required?	Max Length	Valid Values	Comments
Other Late Reason	No	500	Text	Any text up to 500 characters will be accepted. The Late Reason Code can only apply when: • The difference between the Date Eligibility Determined and the Date Consent Received (Days to Determination) is more than 60 days OR • The evaluation is incomplete. The Exception Code cannot also apply.

5.3. Upload your CSV file

1. **Once your file is ready to upload, select the 'Choose File' button and then navigate to the location of your CSV file and select the 'Open' button or equivalent.**



2. **Once that occurs the file name will appear next to the 'Choose File' button**



3. **Select the 'Upload CSV File' button to start the upload process**

If the file takes some time to load, a loading indicator (spinning wheel) will appear directly to the right of the Upload CSV File button. Once the upload process begins a 'File Upload Status' box will appear to the right of that.

Make sure to scroll to the bottom of the page to see all messages that the upload file validation process produces.

If there are any errors, no records will be uploaded. See the screenshot examples of a processing, successful and failed upload in the following sections.

5.3.1. Screenshot – Example of processing upload

3. Upload your CSV file

Zero records are uploaded if there are any errors with the file. Up to 10 errors that are encountered in the file will be displayed back to you along with the line number. The first data record in the file is line 2 (header line is line 1). If there are no errors, a confirmation message is displayed back to you indicating how many students were added. You can only add students to the list, students cannot be edited or deleted via this functionality. You must edit or delete students back on the Enter Students page.

See the Student Upload Help for a detailed list of error / confirmation messages and their causes.

Choose File No file chosen Upload CSV File

File Upload Status

- Upload complete, starting file validation.
- File validation complete, starting student validation

5.3.2. Screenshot – Example of successful upload

3. Upload your CSV file

Zero records are uploaded if there are any errors with the file. Up to 10 errors that are encountered in the file will be displayed back to you along with the line number. The first data record in the file is line 2 (header line is line 1). If there are no errors, a confirmation message is displayed back to you indicating how many students were added. You can only add students to the list, students cannot be edited or deleted via this functionality. You must edit or delete students back on the Enter Students page.

See the Student Upload Help for a detailed list of error / confirmation messages and their causes.

Choose File No file chosen Upload CSV File

File Upload Status

- Upload complete, starting file validation.
- File validation complete, starting student validation
- 25 students added.
- **Upload successful.** Navigate to Enter Students or Downloads > Student List to review the uploaded records.

5.3.1. Screenshot - Example of failed upload

3. Upload your CSV file

Zero records are uploaded if there are any errors with the file. Up to 10 errors that are encountered in the file will be displayed back to you along with the line number. The first data record in the file is line 2 (header line is line 1). If there are no errors, a confirmation message is displayed back to you indicating how many students were added. You can only add students to the list, students cannot be edited or deleted via this functionality. You must edit or delete students back on the Enter Students page.

See the Student Upload Help for a detailed list of error / confirmation messages and their causes.

Choose File No file chosen Upload CSV File

File Upload Status

- Upload complete, starting file validation.
- Line 17 of CSV is invalid: Date Eligibility Determined cannot be in the future.
- Line 20 of CSV is invalid: Date Eligibility Determined cannot be in the future.
- Line 21 of CSV is invalid: Date Eligibility Determined cannot be in the future.
- File validation complete, please fix errors and try again.
- **Upload failed.** Zero records saved.

5.4. Upload Error / Confirmation Messages

These messages are also available via the 'Student Upload Help' link displayed in Step 3 – Upload your CSV file on the 'Upload Students' page.

Message	Triggered When
Line {0} of CSV is invalid: CSV header not correct.	The current template header is not in the uploaded file.
Line {0} of CSV is invalid: Student has WISEID field is required.	Student has WISEID field is not "Y" or "N".
Line {0} of CSV is invalid: WISEID is required when student has a WISEID	WISEID/identifier was not provided or white spaces entered as WISEID when student has a WISEID.
Line {0} of CSV is invalid: WISEID cannot be more than 10 characters long.	WISEID is more than 10 characters long.
Line {0} of CSV is invalid: WISEID cannot be provided when the student does not have a WISEID.	WISEID is provided when the student does not have a WISEID.
Line {0} of CSV is invalid: Student Last Name is required when student does not have a WISEID.	Student Last Name is blank when the student does not have a WISEID.
Line {0} of CSV is invalid: Student First Name is required when student does not have a WISEID.	Student First Name is blank when the student does not have a WISEID.
Line {0} of CSV is invalid: Student Last Name cannot be provided when the student has a WISEID	Student Last Name is provided when the student has a WISEID.
Line {0} of CSV is invalid: Student First Name cannot be provided when the student has a WISEID.	Student First Name is provided when the student has a WISEID.
Line {0} of CSV is invalid: Student Last Name cannot be more than 35 characters long.	Student Last Name is more than 35 characters long.
Line {0} of CSV is invalid: Student First Name cannot be more than 35 characters long.	Student First Name is more than 35 characters long.
Line {0} of CSV is invalid: Date Consent Received is not valid.	Date Consent Received is blank or is not a date.
Line {0} of CSV is invalid: Eval Complete is not valid.	Eval Complete is blank or not "Y" or "N". This is a required field.
Line {0} of CSV is invalid: Date Eligibility Determined is not valid.	Date Eligibility Determined is not a date.
Line {0} of CSV is invalid: Date Eligibility Determined is required when the evaluation is complete.	Date Eligibility Determined is blank when the evaluation is complete.

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Message	Triggered When
Line {0} of CSV is invalid: Date Eligibility Determined cannot be provided when the evaluation is incomplete.	Date Eligibility Determined is a valid date and the evaluation is incomplete.
Line {0} of CSV is invalid: Eligible is not valid.	Eligible has a value that is not "Y" or "N".
Line {0} of CSV is invalid: Eligible is required when the evaluation is complete.	Eligible is blank when the evaluation is complete.
Line {0} of CSV is invalid: Eligible cannot be provided when the evaluation is incomplete.	Eligible is "Y" or "N" and the evaluation is incomplete.
Line {0} of CSV is invalid: Exception is invalid.	The Exception entered is not a valid option or multiples have been entered. If an exception applies, only one is allowed. Valid options are: 1: Transfer, 2: Child Unavailable, 3: Initial SLD Eval.
Line {0} of CSV is invalid: Late Reason is invalid.	One of the Late reason codes entered is not a valid option or entries have been separated with something other than a comma. Valid options are 1: Staff unavailable, 2: Parent unavailable, 3: Evaluation data from other agency or from parent unavailable
Line {0} of CSV is invalid: Other Late Reason cannot be more than 500 characters long.	Other Late Reason is more than 500 characters long.
Line {0} of CSV is invalid: line cannot be parsed.	The line cannot be parsed. One possible cause is that an opening double quote character exists (") but the closing one does not.
Line {0} of CSV is invalid: Date Eligibility Determined must occur on or after Date Consent Received.	The evaluation is complete and the date entered for Date Eligibility Determined occurs before the date entered for the Date Consent Received.
Line {0} of CSV is invalid: Date Eligibility Determined cannot be in the future.	The evaluation is complete and the date entered for Date Eligibility Determined is in the future.
Line {0} of CSV is invalid: Exception does not apply if Days to Determination is less than or equal to 60.	Only Exception or both Exception and Late Reason/Other Late Reason entered when one is not required. Evaluation was completed within the 60 day timeframe.

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Message	Triggered When
Line {0} of CSV is invalid: Late Reason does not apply if Days to Determination is less than or equal to 60.	Exception not entered and either Late Reason or Other Late Reason entered when one is not required. Evaluation was completed within the 60 day timeframe.
Line {0} of CSV is invalid: Consent was not received between July 1 {Year} and June 30 {Year+1}.	Consent was not received within the previous school year. For example if the school year in the application displays as 2014-2015, the consent date must be between July 1 2013 and June 30 2014.
Line {0} of CSV is invalid: Both an Exception and a Late Reason cannot apply at the same time.	Both a valid Exception and one or more valid Late Reasons/Other Late Reason was entered. Only an Exception or Late Reason/s can apply.
Line {0} of CSV is invalid: Duplicate Late Reasons cannot apply.	Late Reason contains a list of reasons, one of which is a duplicate.
No file data.	A blank file without a header row has been uploaded or 'Upload CSV File' button selected and no file was chosen.
No students to add.	A blank file with only the header row has been uploaded.

6. Downloads – Student List

You can download all of the student information you have entered at any point, both before and after you submit your report for the year.

An Excel (xls) file will be downloaded when you choose the Student List option from the Downloads menu.

6.1. Header

The following common fields are included in the header of the report.

Field	Description
School Year	This represents the year that appears in the menu, this will usually represent your self-assessment year.
Collection Period	This is the period that the data collection applies to. All initial evaluations where parental consent was received in this period should be reported.
District Number	The four digit number that represents your district/LEA at DPI.
District Name	Your district name
Date/Time Generated	The date and time this report was generated.
Privacy Disclaimer	The data in these reports are not redacted and may contain protected information regarding students and/or staff and should be handled accordingly. These reports are specifically for internal use and analysis and shall not be shared. For more information on data privacy please visit http://dpi.wi.gov/wise/data-privacy.

6.2. Data

The following data fields are included in the report.

Field	Description
WISEID	The WISEID or temporary identifier assigned to the student. If student does not have a WISEID the text 'No WISEID' will be populated into this field.
WISEID Verified	Y or N to indicate if the WISEID is verified or not.
First Name	First name of the student from WSLS for Verified WISEIDs or manually entered for student with no WISEID
Last Name	Last name of the students from WSLS for Verified WISEIDs or manually entered for student with no WISEID
Consent Received	Date Consent Received as entered into the application.
Evaluation Complete	Y or N to indicate if the evaluation has been completed.
Eligibility Determined	Date Eligibility Determined as entered into the application.
Days to Determination	Days to Determination as calculated by the application.

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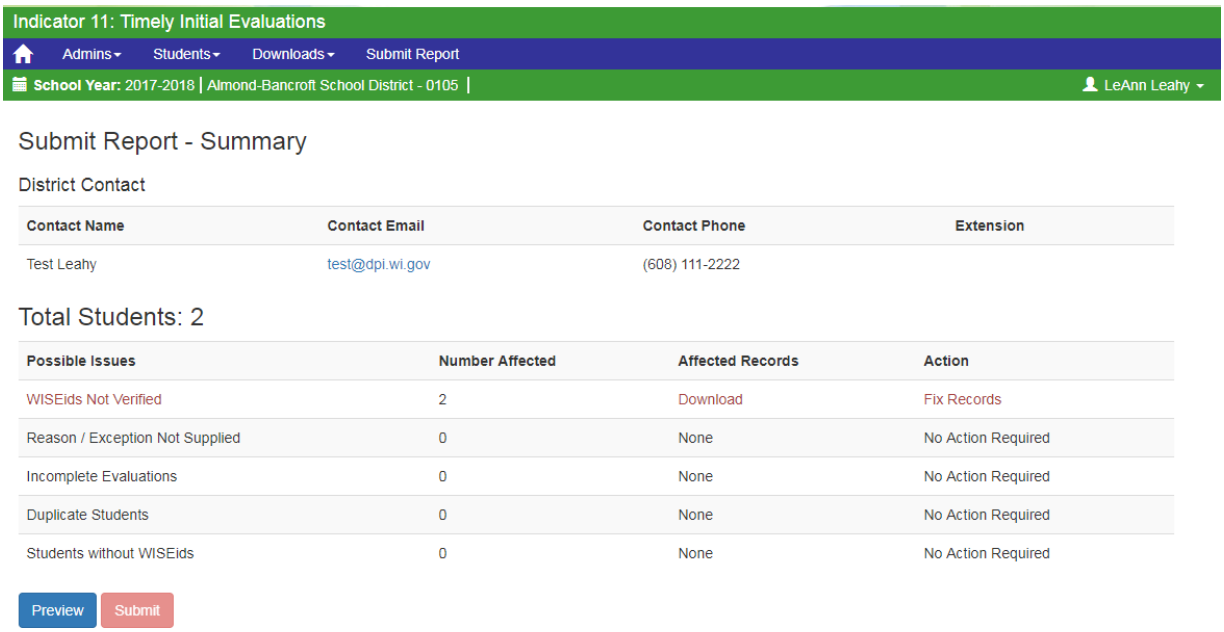
Field	Description
Eligible	Y or N to indicate if the student was eligible for special education services.
Exception	The exception that was selected or uploaded into the application, if applicable.
Late Reason: Staff unavailable	Y or blank. If Y, this Late Reason was selected or uploaded into the application.
Late Reason: Parent unavailable	Y or blank. If Y, this Late Reason was selected or uploaded into the application.
Late Reason: Eval data unavailable	Y or blank. If Y, this Late Reason was selected or uploaded into the application.
Other Late Reason	Text entered to describe the Late Reason.
Created By	The login ID of the user who created the record.
Created Date	The date the record was created.
Modified By	The login ID of the user who last modified the record.
Modified Date	The date the record was last modified.

7. Submit Report – Summary Page

You can select the 'Submit Report' link in the menu bar at any time to navigate to the Submit Report – Summary page. This page will summarize the issues you need to correct before you can submit your report.

In addition, you can preview your Final Report at any time to verify that the aggregate totals are correct prior to submitting your report.



7.1. District Contact

The district contact is required before you are able to submit. Selecting any of the 'Required' links will take you back to the Home Page to enter the District Contact information there.

Submit Report - Summary

District Contact

Contact Name	Contact Email	Contact Phone	Extension
Required	Required	Required	

7.2. Possible Issues

The first two issues must be fixed prior to submitting the report to DPI, and the last three issues should be reviewed prior to submitting the report to DPI.

Selecting the 'Fix Records' or 'Review Records' link in the Action column will take you to the 'Enter Students' page to correct the records. You can copy the WISEID from any of the reports and enter it into the WISEID field in the Filter Students section of the 'Enter Students' page. Selecting the 'Download File' link in the Affected Records column will download an Excel (XLS) file that lists the affected records.

Total Students: 2

Possible Issues	Number Affected	Affected Records	Action
WISEids Not Verified	2	Download	Fix Records
Reason / Exception Not Supplied	0	None	No Action Required
Incomplete Evaluations	0	None	No Action Required
Duplicate Students	0	None	No Action Required
Students without WISEids	0	None	No Action Required

Preview Submit

<u>Issues that must be fixed prior to submit</u>

The two issues that you will need to fix prior to submitting the report are:

- Supply verified WISEIDs for all students that do not have a verified WISEID one; and
- Supply either an appropriate Exception or Late Reason for evaluations that were not completed within the 60-day timeline or that are incomplete.

Issues that should be reviewed prior to submit

The three issues that should be reviewed prior to submitting the report to DPI are:

- Duplicate records that were entered for the same WISEID or identifier. You are not required to fix prior this issue prior to submitting as you may have conducted two separate initial evaluations for the same student within the collection period.
- Incomplete Evaluations – You must complete the evaluation as soon as possible, but you can still submit the report to DPI prior to the completion of the evaluation.
- Students without WISEIDs – Ensure that none of these students are eligible to have a WISEID.

7.2.1. WISEIDs Not Verified

Each time you access the Submit Report – Summary page, the system will automatically try to re-verify any unverified WISEIDs in the case that WSLS records have been updated since you initially entered the identifier.

If a WISEID can be verified when a user accesses the Submit Report – Summary page, the modified date of the record will be updated, even though no one physically edited the record.

The following fields are included in the report:

Field	Description
School Year	The school year that appears in the menu of the application, usually the self-assessment year.
Collection Period	This is the period that the data collection applies to. All initial evaluations where parental consent was received in this period should be reported.
District Number	The four digit number assigned to the district by DPI.
District Name	The name of the district.LEA at DPI.
Date/Time Generated	The date and time the report was generated.
Error Type	Unverified WISEID
Privacy Disclaimer	The data in these reports are not redacted and may contain protected information regarding students and/or staff and should be handled accordingly. These reports are specifically for internal use and analysis and shall not be shared. For more information on data privacy please visit http://dpi.wi.gov/wise/data-privacy.
Unverified WISEID	List of the unverified WISEIDs currently in the system.
Not Verified Reason	• WISEID is not 10 digits – This reason is listed when there are any alpha characters in the identifier or the identifier is less than 10 digits. • WISEID not found at LEA – If the identifier that was entered is a number and is 10 characters long, this message will display. Work with your district's WSLS

	coordinator to identify the issue (mistyped number, student never enrolled at the district/LEA, etc.)

7.2.2. Reason / Exception Not Supplied

You must supply either an exception to the timeline that applied or provide a late reason prior to the report being submitted in the following scenarios:

- Days to Determination is more than 60 days; or
- The initial evaluation is incomplete

This report is provided to you because the exception/late reason is not required when an initial evaluation is initially saved.

The following fields are included in the report:

Field	Description
School Year	The school year that appears in the menu of the application, usually the self-assessment year.
Collection Period	This is the period that the data collection applies to. All initial evaluations where parental consent was received in this period should be reported.
District Number	The four digit number assigned to the district by DPI.
District Name	The name of the district/LEA at DPI.
Date/Time Generated	The date and time the report was generated.
Error Type	Reason / Exception Not Supplied
Privacy Disclaimer	The data in these reports are not redacted and may contain protected information regarding students and/or staff and should be handled accordingly. These reports are specifically for internal use and analysis and shall not be shared. For more information on data privacy please visit http://dpi.wi.gov/wise/data-privacy.
WISEID	The identifier of the student. This may be an unverified WISEID.
Student Name	The last name, first name and middle initial of the student for WISEIDs that are verified. If a WISEID was provided but the WISEID is not verified, this field will be blank. Otherwise if the LEA confirmed the student does not have a WISEID, the name is sourced from what the LEA entered into the application.
Date Consent Received	As entered or uploaded into the application.
Evaluation Complete	Yes or No – as entered or uploaded into the application.
Date Eligibility Determined	As entered or uploaded into the application.
Days to Determination	As calculated by the application.
Eligible	Yes or No – as entered or uploaded into the application.

7.2.3. Incomplete Evaluations

The system does not require you to complete evaluations prior to submission, but evaluations must be completed as soon as possible.

If you will be completing the evaluation prior to the due date of the report (November 15), please wait to submit until the evaluation is completed. Once completed, edit the record in the application to reflect that the evaluation was completed, when it was completed and if the student was eligible for special education.

If the evaluation cannot be completed prior to the due date of the report, submit the report to DPI. DPI will follow up with your LEA to ensure the evaluation is completed as soon as possible.

The following fields are included in this report:

Field	Description
School Year	The school year that appears in the menu of the application, usually the self-assessment year.
Collection Period	This is the period that the data collection applies to. All initial evaluations where parental consent was received in this period should be reported.
District Number	The four digit number assigned to the district by DPI.
District Name	The name of the district/LEA at DPI.
Date/Time Generated	The date and time the report was generated.
Error Type	Incomplete Evaluations
Privacy Disclaimer	The data in these reports are not redacted and may contain protected information regarding students and/or staff and should be handled accordingly. These reports are specifically for internal use and analysis and shall not be shared. For more information on data privacy please visit http://dpi.wi.gov/wise/data-privacy.
WISEID	The identifier of the student. This may be an unverified WISEID
Student Name	The last name, first name and middle initial of the student for WISEIDs that are verified. If a WISEID was provided but the WISEID is not verified, this field will be blank. Otherwise if the LEA confirmed the student does not have a WISEID, the name is sourced from what the LEA entered into the application.
Date Consent Received	As entered or uploaded into the application.
Exception	If an exception has been entered, it is included here as additional identifying information.

Field	Description
Late Reason: Staff unavailable	If the 'Staff unavailable' late reason has been selected, it is included here as additional identifying information.
Late Reason: Parent unavailable	If the 'Parent unavailable' late reason has been selected, it is included here as additional identifying information.
Late Reason: Eval data unavailable	If the 'Evaluation data from other agency or from parent unavailable' late reason has been selected, it is included here as additional identifying information.
Other Late Reason	If an 'Other' late reason was entered, it is included here as additional identifying information.

7.2.4. Duplicate Students

The system does not require you to remove duplicate students identified in this report prior to submission, as it may be possible for your LEA to have conducted two separate initial evaluations for the same student with two different dates of consent.

However, if you know this scenario did NOT occur in your LEA, then you should carefully review the report and delete or edit any records as appropriate to remove the duplicates.

Students are only considered duplicates when the same WISEID is entered more than once. The duplicate check does not occur for students without WISEIDs.

The following fields are included in this report:

Field	Description
School Year	The school year that appears in the menu of the application, usually the self-assessment year.
Collection Period	This is the period that the data collection applies to. All initial evaluations where parental consent was received in this period should be reported.
District Number	The four digit number assigned to the district by DPI.
District Name	The name of the district/LEA at DPI.
Date/Time Generated	The date and time the report was generated.
Error Type	Duplicate WISEID
Privacy Disclaimer	The data in these reports are not redacted and may contain protected information regarding students and/or staff and should be handled accordingly. These reports are specifically for internal use and analysis and shall not be shared. For more information on data privacy please visit http://dpi.wi.gov/wise/data-privacy.

Field	Description
Duplicate ID	Each group of duplicates is assigned a sequential identifier (starting at 1), so you can more easily see which students are duplicates.
WISEID	The identifier of the student. This may be an unverified WISEID.
Student Name	The last name, first name and middle initial of the student for WISEIDs that are verified. Otherwise this field is blank.
Date Consent Received	As entered or uploaded into the application.
Evaluation Complete	Yes or No – as entered or uploaded into the application.
Date Eligibility Determined	As entered or uploaded into the application.
Days to Determination	As calculated by the application.
Eligible	Yes or No – as entered or uploaded into the application.
Exception	If an exception has been entered, it is included here as additional identifying information. Late Reasons are not included in this report.

7.2.5. Students without WISEIDs

Ensure that all students listed in this report are NOT eligible to have WISEIDs.

Most students have Wisconsin Student Numbers (WISEIDs). If the student's information is reported to DPI through the Individual Student Enrollment System (ISES), then the student has a WISEID. This includes parentally placed private school students with service plans and three to five year old students that were found eligible for special education.

Work with your LEA's Wisconsin Student number Locator System (WSLS) Coordinator if you think this student should have a WISEID. See this WSLS FAQ for more information.

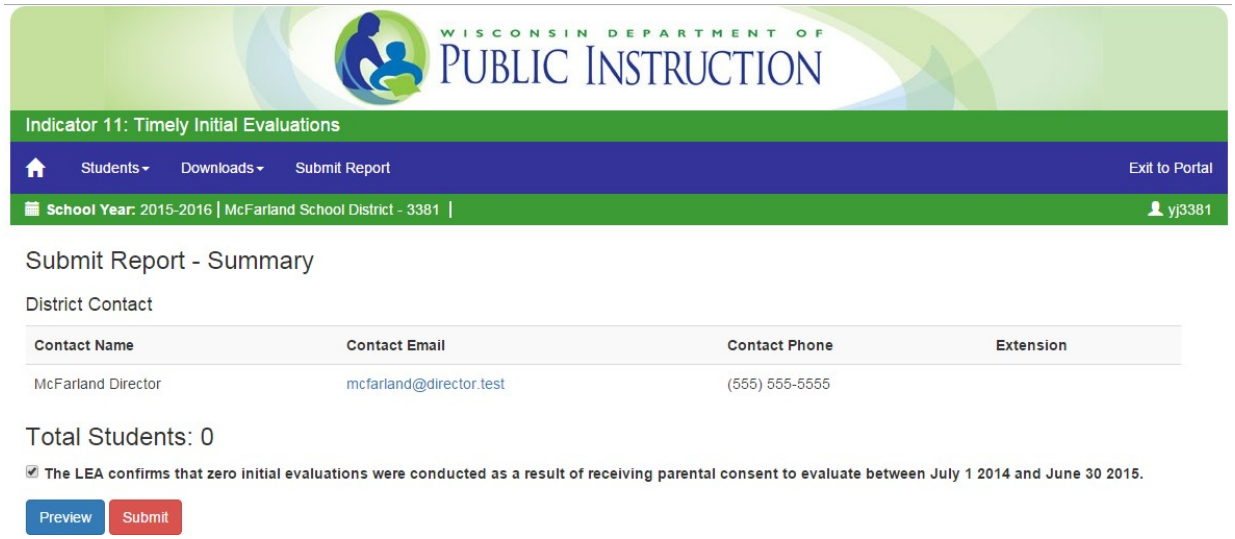
Field	Description
School Year	The school year that appears in the menu of the application, usually the self-assessment year.
Collection Period	This is the period that the data collection applies to. All initial evaluations where parental consent was received in this period should be reported.
District Number	The four digit number assigned to the district by DPI.
District Name	The name of the district/LEA at DPI.
Date/Time Generated	The date and time the report was generated.
Possible Issue	Students without WISEIDs
Privacy Disclaimer	The data in these reports are not redacted and may contain protected information regarding students and/or staff and should be handled

Field	Description
	accordingly. These reports are specifically for internal use and analysis and shall not be shared. For more information on data privacy please visit http://dpi.wi.gov/wise/data-privacy.
Student Last Name	As entered or uploaded into the application.
Student First name	As entered or uploaded into the application.
Date Consent Received	As entered or uploaded into the application.
Evaluation Complete	Yes or No – as entered or uploaded into the application.
Date Eligibility Determined	As entered or uploaded into the application.
Days to Determination	As calculated by the application.
Eligible	Yes or No – as entered or uploaded into the application.

7.3. Zero Initial Evaluations

If your LEA did not conduct any initial evaluations as a result of receiving parental consent during the collection period, you will see a checkbox where you can confirm this on the Submit Report page.

Once contact information is entered and the checkbox is checked, you will be able to submit the report.



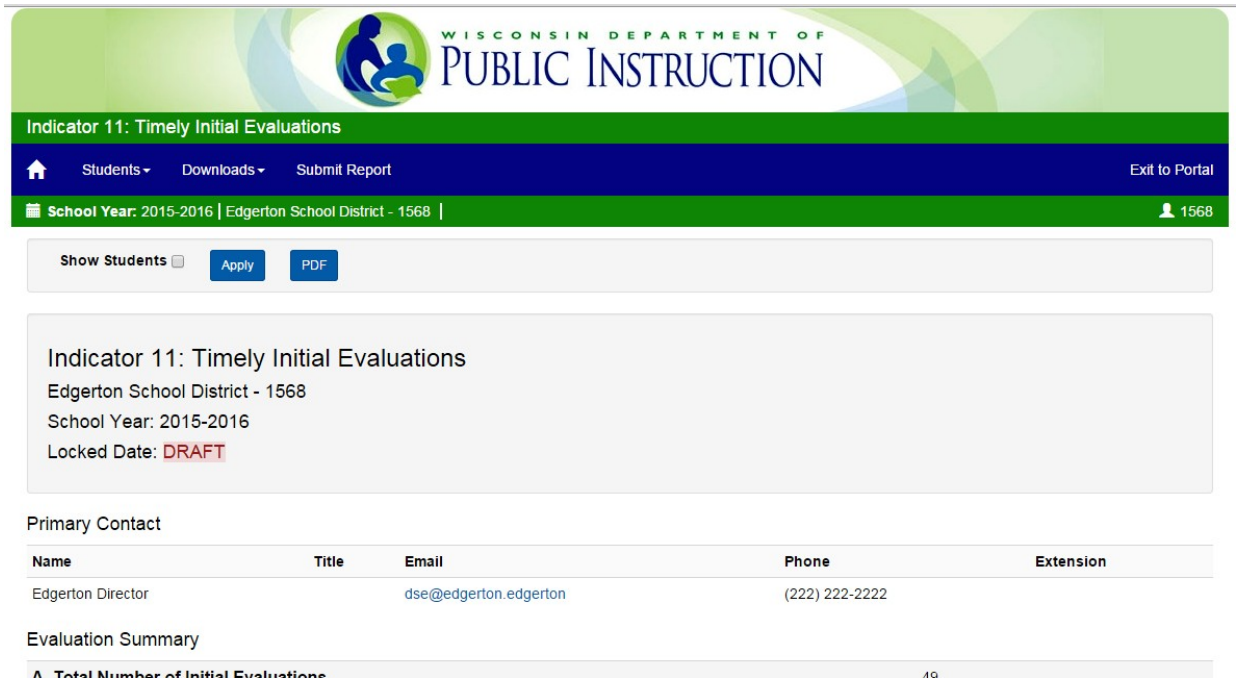
7.4. Preview – Final Report

You can select the blue 'Preview' button at any time while you are completing this data collection, even if you aren't able to submit yet.

This will display a draft version of the Final Report for you to review, as indicated by the red 'DRAFT' text in the Locked Date field.

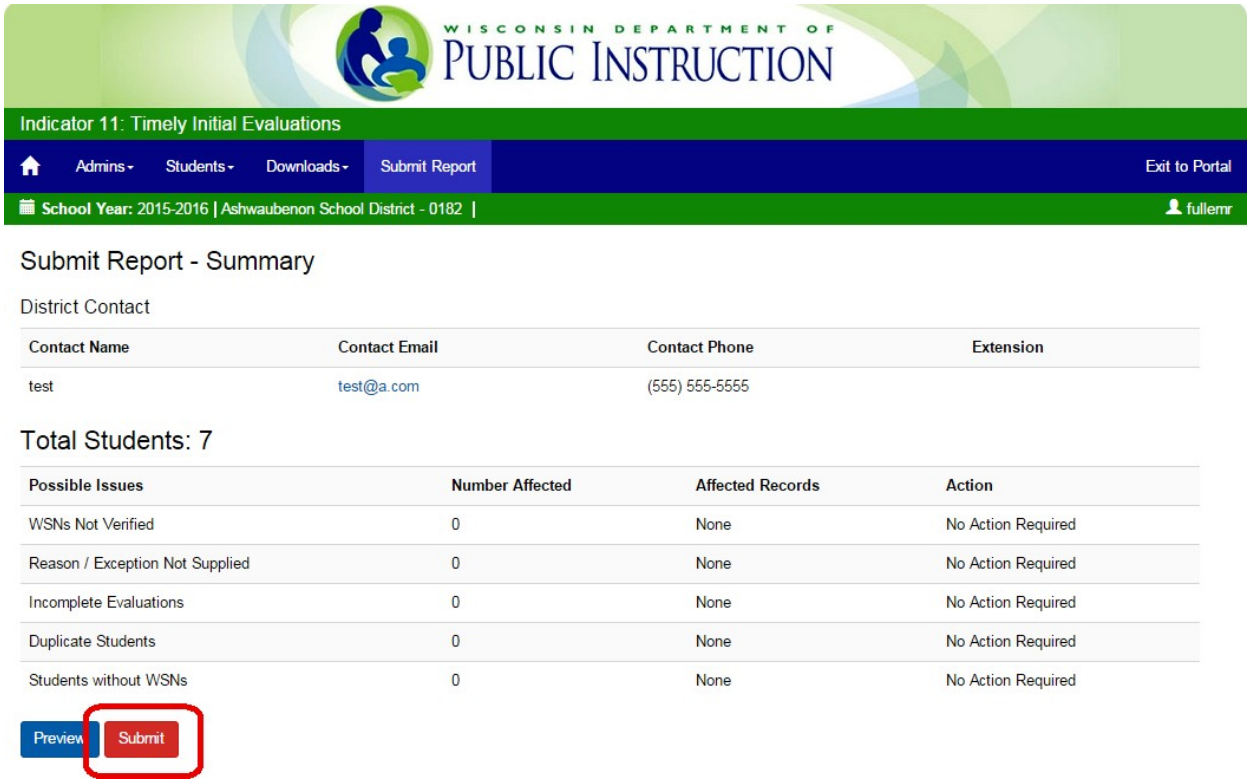
It is highly recommended that you preview your report before you actually submit to DPI, so you can check for any errors in the aggregate counts.

See the section 8 for a full explanation of the data and functionality included in the Final Report.

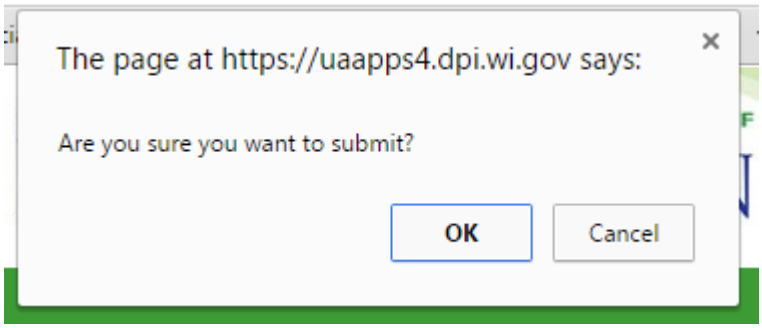


7.5. Submitting your Report

After you have previewed your Final Report and made sure all of the information is correct, return to the Submit Report – Summary page and select the red 'Submit' button.



You will be asked to confirm your selection. You will no longer be able to edit your data after you select OK.



Select the 'OK' button if you are ready to submit, otherwise select the 'Cancel' button to return back to the Submit Report - Summary page.

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Once you select the 'OK' button, you will receive a green confirmation message bar that says: 'Report submitted.'

Your home page now becomes the Final Report and the only menu option available is 'Downloads > Student List'.

See the following section for a full explanation of the data and functionality included in the Final Report.

8. Final Report

Prior to submission, you are strongly encouraged to preview the Final Report via the 'Preview' button on the Submit Report – Summary page.

After you have submitted your report to DPI, your home page in the application becomes the Final Report.

This section will cover how the Final Report is counting and aggregating the information you have provided. Prior to the 2015-2016 self-assessment year, much of the information on this report was previously collected in aggregate from districts via the NO-SAMPLE 1 recording form and 60-Day Data Report Template.

8.1. Report Header

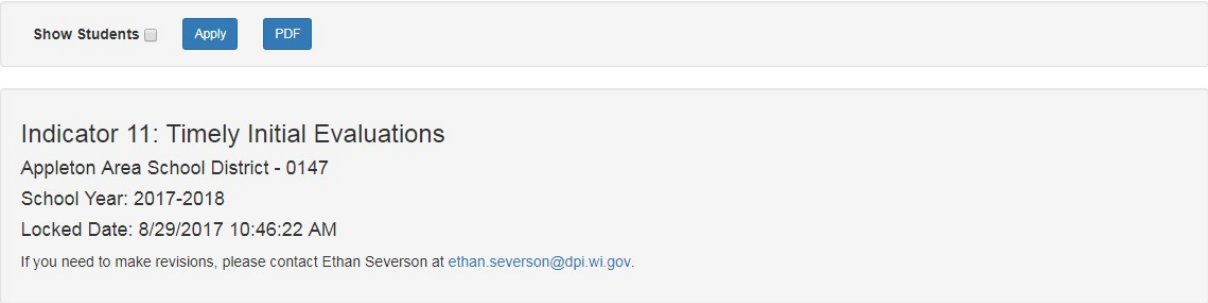
The Report Header includes the 'Show Students' checkbox which allows you to choose whether student names in relation to noncompliant records are displayed on the report or not. Student names are not included by default.

There is also a PDF button available so that you can easily save or print the report.

The following global information is included on the report:

- Application name – Indicator 11: Timely Initial Evaluations
- School district name and number
- School Year – This is usually your self-assessment year or the school year in which you provided the data to DPI.
- Locked Date – This either displays as 'DRAFT' in red letters if you are previewing the report or displays the date that your LEA submitted the report to DPI.

If you need to make revisions to your data, please use the link on this page to contact DPI.



8.2. Evaluation Summary

The majority of information in this section of the report was previously reported to DPI in aggregate. This is now a summary of the data you have provided to us for you to review prior to submission, as well as to keep for your own records as evidence of what was provided to DPI.

Data Element List

Data Element	Description
A. Total Number of Initial Evaluations	The number of initial evaluations where parental consent to evaluate was received within the prior school year. The actual collection period will be displayed on the Final Report.
B. Eligibility Determined Within Timeframe	The number of evaluations in item A where the student is ineligible for special education and the evaluation and eligibility determination were: • completed within 60 days OR • completed beyond the 60-day timeline and one of the exceptions to the timeline applied.
B1. Not Eligible – Completed Within 60 Days	The number of evaluations in item B where the evaluation and eligibility determination were completed within 60 days.
B2. Not Eligible – Exception Applies	The number of evaluations in item B where the evaluation and eligibility determination were completed after 60 days, but one of the exceptions to the timeline applied.
C. Eligibility Determined Within Timeframe – Eligible Students	The number of evaluations in item A where the student was determined eligible and the evaluation and eligibility determination were: • completed within 60 days OR • completed beyond the 60-day timeline and one of the exceptions to the timeline applied.
C1. Eligible – Completed Within 60 Days	The number of evaluations in item C where the evaluation and eligibility determination were completed within 60 days.
C2. Eligible – Exception Applies	The number of evaluations in item C where the evaluation and eligibility determination were completed after 60 days, but one of the exceptions to the timeline applied.
D. Eligibility Not Determined – Incomplete Evaluations	The number of incomplete evaluations in A.

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Data Element	Description
D1. Incomplete Evaluation – Exception Applies	The number of incomplete evaluations in item D where one of the exceptions to the timeline applies.
E. Eligibility Determined Outside Timeframe	The number of evaluations in item A whose evaluations were completed beyond the 60-day timeline and none of the exceptions applied.
E1. Ineligible Students	The number of evaluations in item E where the student is ineligible for special education.
E2. Eligible Students	The number of evaluations in item E where the student is eligible for special education.
E3. Range of Days	For the evaluations identified in E1 and E2 above, the range of days (minimum and maximum) from consent to determination of eligibility.
E3. Range of Days – Actual Days	The minimum and maximum Days to Determination – the actual number of days that elapsed from date of consent to determination of eligibility.
E3. Range of Days – Days Past Timeframe	60 days subtracted from the minimum and maximum Actual Days above.
E4. Eligibility Not Determined – Incomplete Evaluations	The number of evaluations in item E where the eligibility has not been determined.
E5. Late Reasons	For evaluations identified in E above, the reasons eligibility determinations were not completed within 60 days. The sum of this count may be more than the number of evaluations in E because more than one Late Reason can be chosen per late evaluation.
F. Exceptions	For evaluations identified in items B2 and C2 above, the number of specific exceptions that applied.

8.3. Correction of Student-level Noncompliance and Current Compliance

The 'Correction of Student-level Noncompliance' section of the Final Report will always display and the text displayed will tell you whether corrective action is required or not. This section will be customized to the data that you have submitted or are previewing.

The 'Current Compliance' section will only display when at least one evaluation has not been completed or was completed past the 60-day timeframe and an exception to the timeline did not apply.

8.3.1. Show Students checkbox is unchecked

Correction of Student-level Noncompliance

Student-level corrective action is required for 1 student(s). These students were found eligible for special education.

The LEA must consider compensatory services because of the delay in the evaluation. The LEA can consider whether compensatory services are required by doing one of the following:

1) Hold an IEP team meeting; or

2) With the agreement of the student's parent, develop a written document to amend or modify the student's current IEP to reflect the compensatory services (complete Form I-10-A, Form I-10-B and attach copy of IEP); or

3) Discuss with the student's parent and document agreement that no compensatory services are necessary (see Sample Letter).

Current Compliance

The LEA must take action to ensure future compliance including implementing a system of internal controls. The department will verify current compliance on a new student record sample.

8.3.2. Show Students checkbox is checked

If you would like to see which students are included in the counts displayed in this section, scroll to the top of the report, select the 'Show Students' checkbox and click Apply. The students will be displayed in the format of 'LastName, FirstName'.

There will also be a privacy disclaimer included at the bottom of the report when this checkbox is selected. When this checkbox is selected, the report should only be shared internally.

Correction of Student-level Noncompliance

Student-level corrective action is required for 1 student(s). These students were found eligible for special education.

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The LEA must consider compensatory services because of the delay in the evaluation. The LEA can consider whether compensatory services are required by doing one of the following:

1) Hold an IEP team meeting; or

2) With the agreement of the student's parent, develop a written document to amend or modify the student's current IEP to reflect the compensatory services (complete Form I-10-A, Form I-10-B and attach copy of IEP); or

3) Discuss with the student's parent and document agreement that no compensatory services are necessary (see Sample Letter).

Current Compliance

The LEA must take action to ensure future compliance including implementing a system of internal controls. The department will verify current compliance on a new student record sample.

8.4. Indicator 11 Compliance Calculation

This is the Indicator 11 calculation that is posted to the Special Education District Profile (http://dpi.wi.gov/sped/educators/local-performance-plans/profile) after that year's Annual Performance Report is submitted to the US Department of Education's (USDE) Office of Special Education Programs (OSEP). The year that is displayed on the District Profile relates to the collection year, i.e. the year that parental consent was received.

The numerator of the calculation is the total number of initial evaluations completed within the 60 day timeframe (excluding exceptions).

The denominator of the calculation is the total number of initial evaluations (excluding exceptions).