


Count Day Error Clean Up and the MSDS Extract

Part 1 & Part 2




The content

Today's Agenda

1. Run the Illuminate Error Report
 - a) Errors that show in the Illuminate Error Report
 - b) Where to look to find why errors exist and how to 'correct' them
2. Running Worksheet AB
3. Count Day Clean Up Custom Reports
 - a) Count Day Clean Up Primary Educational Setting FTE Type
 - b) Count Day Clean Up Initial IEPs
 - c) Count Day Clean Up Initial IEP Early On Transition Timeliness
4. Running the MSDS Extract
 - a) Export to Excel/Sort columns
5. Other helpful docs
 - a) Calhoun's MSDS and Illuminate count Alignment
 - b) Successful MSDS Reporting for SSB's
 - c) Illuminate Help Doc - What Fields Are Contained in the Illuminate MSDS Extract?
6. Questions & Answers

[2015-2016 MSDS Collection Dates](#)



Important Considerations

FTE Type

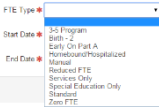

Have you changed FTE Types for the appropriate students in your district?

The default FTE when an IEP is published is **Standard**.

Standard FTE Type uses the Actual Hours from the IEP Program and multiplies it by the Instructional Weeks then divides by the Total Building Clock Hours from the Site Management to calculate the students FTE and Gen FTE.

If the student is not a standard student, then the FTE Type must be adjusted to reflect the appropriate type.

In the same manner if the student has now changed to a standard student, they need to be manually switched back to Standard as their FTE Type if no new IEP was held.

Important Considerations

Primary Ed Setting


Have you changed Primary Ed Settings?

The Primary Ed Setting is figured based on number of hours per week this student will be away from his/her non-disabled peers for this placement in the program(s) of the IEP and defaults to the age 6-26 codes 11, 12 or 13.

If the student's primary educational setting is different it needs to be changed under the Student Demographics area to the appropriate setting. For age 6-26 particular codes to keep in mind are the following:

- 02 – Special Education School Building
- 03 – Public Residential Facility
- 05 – Correctional Facility
- 06 – Homebound/Hospitalized
- 07 – Parentally Placed in Private School or Home School at Private/Parent Expense

A helpful report that we use in Berrien County is the Count Day Clean Up Primary Educational Setting report which helps with both FTE Type as well as Primary Ed Setting. This is available through the ZE Library if you would like to use it as well.



Be Mindful


Student Status

Have you verified your Student Status on Initials?

The Illuminate Error Report catches if a student had an initial IEP and the student status is not filled in for your district. However, if the student had a previous initial IEP within your district, Illuminate's Error report does not know that the Student Status once again needs to be completed for the new initial IEP.

A helpful report that we use in Berrien County is the Count Day Clean Up Initial IEPs report which helps determine if you have previous initial IEP information filled in on a student. This is available through the ZE Library if you would like to use it as well.

We also use the Count Day Clean Up Initial Early On Transition Timeliness in order to catch any students who are missing that field if they were transitioning from Early On to the local. Best way is to check the REED Site column for your district and be sure the Early On Transition Timeliness has been filled out for those students whose meetings have taken place within the count period.



Be Mindful

IEP Placed


Have you verified your students Placed by Another District IEP?

This is a manually set field and if ever changed, when the student switches districts it needs to be changed appropriately.

If a student is placed in your district by another district you have to manually change this field to yes. Also, if a student was placed by your district into a county program at another district that other district had set this field to Yes and if/when they return to you as the Resident/School of Choice district it is important that you go back in and set this field back to No. In Berrien County we use the MSDS Extract to verify this field.

ISE Special Ed

Placed by Another District IEP (FTE Information): Yes No



Be Mindful

MSDS Excluded


Are all of your students in your MSDS Extract file?

Once a student has been manually excluded from your district's MSDS Extract they have to be manually changed back to No to re-include them:

BERRIEN SPRINGS DISTRICT

Exclude student from Yes No
district count *

Students receiving programs come up when not on the Worksheet B's. Students receiving services only you would have to catch through the fact that they are not on the MSDS Extract but are on caseloads.



Helpful

Resources

Important Sites and Documents for State Reporting

Center for Educational Performance and Information (CEPI)
www.Michigan.gov/cepi

[MSDS Collection Component Matrix](#)

[MSDS Collection Details Manual](#)

[Macomb ISD/MSDS Checker](#)

[MPAAA – Pupil Accounting Manual](#)



Get in touch

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