

ESE Data Management

In this section, you will learn how to maintain the required IEP information for Exceptional Student Education Students.

Overview

The Exceptional Student Education (ESE) program in Palm Beach County receives special funding from both the Florida Education Finance Program (FEFP) and state/federal entitlement grants (IDEA, Preschool Handicapped, and Discretionary). To be eligible for these funds, specific information must be reported electronically to the Florida Department of Education (DOE) each survey period. Each school year, the necessary data elements for all handicapped and gifted student will be maintained on TERMS.

IMPORTANT!!!

It is extremely important that accurate information be maintained on TERMS. If an Individual Education Plan (IEP) is written and NOT entered onto TERMS, it does not exist. The student's IEP and program information on TERMS should represent the actual working IEP. Additionally, the IEP information on TERMS is used to determine ESE Resource (Budget) Allocations to the school centers.

Time Task Calendar

ESE data is to be maintained accurately throughout the school year. It is critical that ESE data be accurate for each FTE survey (October, February, June, July) and at the close of the school year (Survey 5).

Who To Call When You Have Questions

Questions regarding Exceptional Student Education programs and schedules should be referred to the appropriate personnel listed below.

Topic	Contact Person(s)
TERMS software and it's operation	User Support Center PX 4-8940 or 434-8940
Entering IEP information, Unduplicated Child Count, ESE Scheduling/building sections, ESE Data Collection Forms, ESE Courses, ESE Matrices, ESE Budgets	Andy Binns PX: 4-8542 Linda Guzman PX: 4-8069 Kimberly Free PX: 4-8168 FAX: 434-8997 (px 4-8997) or 434-8384 (px 4-8384)
McKay Scholarships	Linda Guzman PX: 4-8069 FAX: - 963-3867 (43867)
Community Based Instruction (CBI)	Kristy Hoot PX: 4-8460

Handicapped Codes

Code	Description	
A	Educable Mentally Handicapped	EMH (deleted 08/09)
B	Trainable Mentally Handicapped	TMH (deleted 08/09)
C	Physically Impaired	PI
D	Occupational Therapy	OT
E	Physical Therapy	PT
F	Speech Impaired	SI
G	Language Impaired	LI
H	Hard of Hearing	HI
I	Vision Impaired (VI)	VI
J	Emotionally Handicapped	EH
K	Specific Learning Disabilities	SLD
L	Gifted	GIFT
M	Hospital Homebound	HH
N	Profoundly Mentally Handicapped	PMH (deleted 08/09)
O	Deaf & Blind (Dual Sensory Impaired)	DUAL
P	Autistic	AUT
S	Traumatic Brain Injured	TBI
T	Developmentally Delay (age 3-5)	DD
U	Existing Condition (age 0-2)	
V	Other Health Impaired	OH
W	Intellectual Disability	(NEW 08/09)
Z	Not Eligible for ESE	

Panel A23-Special Programs Data Elements

The following data elements are found on Panel A23-Special Programs:

Code	Title	Description
PRIM	Primary Exceptionality	The ESE student's primary exceptionality. <i>(See Handicapped Codes in section 1--2)</i>
IEP	Individual Education Plan	The date the current IEP was written .
IEP DUE	Individual Education Plan Due Date	The date the student's IEP is to be updated.
REEVAL	Re-evaluation Date	The date on which the three (3) year re-evaluation must be completed.
MATRIX	Matrix Score	Matrix score of 251, 252, 253, 254, or 255 for ALL ESE Students.
MOD	Miscellaneous	<p>This field is used to indicate:</p> <p>PK codes 100 – PK disabled students receiving services in a 1425 minutes per week model 101 – PK disabled students receiving services in a 1350 minutes per week model 102 – PK disabled students receiving services in a 750 minutes per week model 103 – PK disabled students receiving services in a 600 minutes per week or less model</p> <p>Elementary codes 222 – Elementary students who have a Primary Exceptionality of F, G, H, or I and receive academic instruction from an ESE teacher 322 – Elementary students who are participating in a designated LLD program 422 – Elementary students who are enrolled in a designated Autism program and the student DOES NOT have a Primary Exceptionality of "P" 522 – Elementary students who are enrolled in a designated TMH program and the student DOES NOT have a Primary Exceptionality of "B" 622 – Elementary students who are enrolled in a designated EH program and the student DOES NOT have a Primary Exceptionality of "J"</p> <p>High School codes* 601 – High school ESE students are working on a special diploma, option 1 602 – high school ESE students are working on a special diploma, option 2 603 – High school ESE student who previously received a special diploma and have returned to public school due to FAPE.</p> <p><u>*These codes set the Grad Option (A08) and the Diploma Screen (A14)</u></p>

Code	Title	Description
FUND	FEFP Funding Level	A three-digit code indicating the FEFP funding level of the student. (111, 112, 113, 254, 255). EVERY ESE student MUST have a code entered on TERMS in this field. ESE students that previously had a matrix score of 251-253, will be coded as follows: 111 – Grades PK-3 112 – Grades 4-8 113 – Grades 9-12 Some ESE students may still have a matrix of services of 254 or 255.
AA	Alternate Assessment	The student will be administered an Alternate Assessment for the current school year. Code: Y or Z (Reported during October & February FTE)
SUM	Summer FEFP Funding Level	A FEFP Funding level for an ESE student with an Extended School Year (ESY) IEP. (111-113, 254, 255)
MC	Medicaid	A code designating a handicapped student as eligible for Medicaid reimbursement and parent has or has not given consent. 3 Yes, consent 9 No, consent *NOTE: student already coded as a “2” needs to be replaced with a “3” or “9” once consent is obtained.
T	Transportation	A code indicating why a handicapped student is eligible for special transportation funding <u>To be marked on TERMS, the special transportation section MUST be checked on the IEP AND the student must be riding the bus</u> A Medical equipment required (Equipment includes wheelchair, crutches, walker, cane, tracheotomy equipment, positioning or seating devices) B A medical condition that requires a special transportation environment per a physician’s prescription (e.g. tinted windows, dust controlled, etc.) C Aide or monitor required due to medical or Emotional need. D Shortened day required due to disability and specific need of student
LSS		DO NOT ENTER ANYTHING INTO THIS FIELD.
WAV		DO NOT ENTER ANYTHING INTO THIS FIELD.
C	Consultation ONLY	Code: Y if student receives consultation ONLY for ALL ESE Services . All A23 Programs must equal 0005 Min.
504	504 Date	The date of the most recent 504 plan.
Alt Ed. Placement in Progress		Field to indicate a referral to alternative education.
ESE Placement in Progress		Field to indicate a referral for evaluation for an ESE program.
(Located on the bottom	Test Modification	Fields to indicate if a student is exempt or requires modifications for specific standardized tests.

Code	Title	Description
of A23)		Based upon the disability of the student, a code can be entered to indicate E (Exempt) or M (Accommodations) for one or more of the assessed areas (Communication, Mathematics, Writing, and/or Science). The field consists of three (3) spaces. The first space is E or M, the second space corresponds with the ESE program eligibility (IND) that drives the exemption/modification, and the third space is left blank

Panel A23-Exceptional Student Data Elements

The following data elements are found on Panel A23-Exceptional Student. This is the second page of the A23 screen. The elements are presented in the order in which they appear on this panel:

Code	Title	Description
IND	Exceptionality	The exceptionality for which the student is receiving services. <i>(See Handicapped Codes above page 2-2)</i>
ST	Placement Status	Indicates whether the student is placed in each specific program on a T (Temporary), P (Permanent), I (Ineligible), or N (Eligible Not Placed) basis. <i>For T (Temporary) status, the following elements must be completed: REF, PLACED, IEP, MIN/WK</i> <i>When changing from T (Temporary) to P (Permanent), add/adjust the following elements:</i> <i>EV AL, ELIG, PLACED (new placement date), IEP (new IEP date), REEV AL</i> <i>For P (Permanent), REF thru REEV AL dates must be completed.</i> <i>For I (Ineligible), the program must be Z. REF, EV AL, ELIG (the student cannot be in any ESE programs)</i> <i>For N (Eligible, Not Placed), the program the student is eligible for and REF, EV AL, ELIG dates. (Gifted ONLY)</i>
REF	Referral Date	The date the student was INITIALLY referred for evaluation for each particular program.
EV AL	Evaluation Completion Date	The date the student's evaluation was INITIALLY determined to be complete for INITIAL eligibility.
ELIG	Eligibility Determination Date	The date upon which the student's INITIAL eligibility for each ESE program was determined.
PLACED	Student Placement Date	The date the student was INITIALLY placed in a particular ESE program. The only time this date can be changed is when a student's status is changed from T (Temporary) to P (Permanent). <i>NOTE: EV AL, ELIG, PLACED dates may be the same for a particular program. If the dates are different, they must fall in the sequence – EV AL, ELIG, PLACED. REF date must predate all other program dates by at least one day.</i> Once the above dates have been entered onto

		TERMS Panel A-23-Exceptional Student, they cannot be changed. Remember, these dates reflect when a student was INITIALLY considered for a particular ESE program.
IEP	Individual Education Plan Date	The date the current IEP/EP was WRITTEN . This date CANNOT be greater than the current date.
IEP DUE	IEP Due Date	The date the IEP/EP is to be rewritten.
REEVAL	Re-evaluation Date	The date on which the 3-year re-evaluation must be COMPLETED . A student's 3-year re-evaluation must be completed by the anniversary date of 3 years from the initial evaluation date. Once a 3-year re-evaluation has been completed, add three (3) years to the date the first instrument was administered to determine the next re-evaluation date. Once a new REEVAL date is entered for one ESE PGM, TERMS will convert all remaining ESE Programs for that student to the same REEVAL date. <i>For Gifted students, the program will generate a 3-year Re-evaluation date from the initial EVAL date. Since REEVAL is not used with Gifted students, this date is ignored for DOE reporting.</i>
DISMISD	Dismissal/Discontinue Date	The date upon which the student was dismissed / discontinued from each ESE program. When this date is entered onto TERMS, the following dates will be converted to zeros (0) – IEP, REEVAL, MIN/WK will change to 0001. <i>The student MUST be dropped from their corresponding ESE course (Panel A10 or C20).</i>
MIN/WK	Minutes Assigned per Week	Amount of time spent (<i>on a weekly basis</i>) in certain ESE programs. <u>This will ONLY be filled in for OT, PT, Speech, Language, Vision/Hearing (Itinerant), and pullout SLD/EH/MH.</u> If the student remains in the regular classroom for these services, these minutes are left blank. If a student receives both speech and language services, the minutes are entered on the "G" program record. <u>DO NOT ENTER "1" MINUTE IN THIS FIELD AS THIS INDICATES THE STUDENT IS DISCONTINUED (DISMISSED) FROM THE PROGRAM.</u>
<i>These local data elements are marked with a Y if a particular service/program is present. If the service/program is no longer provided, the space bar should be used to remove the Y.</i>		
A	Articulation	The student receives assistance with articulation from the speech program
F	Fluency	The student receives assistance with fluency from the speech program
V	Voice	The student receives assistance with voice through the speech program

Developing and Implementing an IEP

When a student is enrolled in an ESE program an Individual Education Plan (IEP) must be developed. The IEP indicates the type of services a student receives within individual ESE programs. To implement an IEP, it is necessary to schedule the student into the appropriate ESE courses. These courses may represent direct instruction from an ESE teacher, Co-teaching between ESE and regular/vocational teachers, or consultation services. It is also necessary to drop a student from an ESE course once they have been discontinued from a particular ESE program or dismissed from ESE altogether.

NOTE:

EVERY TIME an ESE student's IEP is changed or modified, it is necessary to review and make necessary corresponding schedule changes. The changes will need to be made on Panel A23-Exceptional Student (IEP changes) and/or Panel A10 or Panel C20 (Schedule changes).

IEPs, Schedules, and Funding

School districts are funded for all students receiving instruction in public schools in Florida through the Florida Education Finance Program (FEFP). The funding unit is referred to as a Full Time Equivalent (FTE). Students in regular education courses are funded at a basic weight. For ESE students, special education programs are funded at higher weights for the entire school week. Funding is generated for all students scheduled in courses during FTE survey periods (October & February). For ESE students to be eligible for weighted funds, the student must have:

- ✓ A Current IEP
- ✓ A Current Matrix of Services
- ✓ ESE program information for each ESE program in which the student receives instruction/services (Panel A23-Exceptional Student)

- ✓ An active schedule with correct courses













Therefore, it is extremely important that each student's schedule is consistent with his/her IEP to insure that the district receives the appropriate funding.

Adding ESE Program Information



(Panel A23 – Special Programs & Panel A23 – Exceptional Student)

To **Add** a student in the ESE Program Panels: (second page MUST be done first!)

Panel A23 – Exceptional Student (second page of Panel A23)

-  Type in student number then hit the <ENTER> key
-  <TAB> to T (look for : DATE T IND)
-  Type S (for ESE programs)
-  Hit <F9> Key (*Brings you to the second page of the A23 screen Panel A23-Exceptional Student*)
-  Type Referral Date into this field then hit the <ENTER> key
-  Type the letter that corresponds to the students' exceptionality in the field labeled IND. (*See codes on page 2-2 above*) hit the <ENTER> key
-  Type Status (SI) code (*either P (permanent) , T (temporary), N (Eligible Not Placed)*) then hit the <ENTER> key
 -  For **P (Permanent)** placements fill in the following data elements:
EVAL, ELIG, PLACED, IEP, IEP DUE, MIN/WK
 -  For **T (Temporary)** placements fill in the following data elements:
PLACED, IEP, IEP DUE, MIN/WK
 -  For **N (Eligible Not Placed)** placements fill in the following data elements: EVAL, ELIG, PLACED (***GIFTED ONLY***)
-  Hit the <ENTER> key to save changes
-  Hit <F3> (*Returns you to Panel A23 – Special Programs Screen*)

Select Panel A23 – Special Programs

-  Type Student Number then hit the <ENTER> key
-  Type the student's Primary Exceptionality (PRIM), Matrix Code (MATIX) (251, 252, 253, 254, 255), Miscellaneous (MOD) (601, 602, 603, 222, 322, etc.), FEFP code (*FUND*) (111, 112, 113, 254,

255), Alternate Assessment (AA), Summer (SUM), Transportation (TRANS) codes, Consultation (C) and testing information (bottom of A23).


 Hit the <ENTER> key.


Editing ESE Program Information


(Panel A23 – Special Programs & Panel A23 – Exceptional Student)

To **Edit** a student in the ESE Program Panels:

Select Panel A23 – Special Programs


 Type Student Number then hit the <ENTER> key

 Update PRIM, IEP, IEP DUE, REEVAL, MATIX, MOD, FUND, AA, T, C and testing information then hit the <ENTER> key

 Move cursor to program line which requires editing then hit <F9> key

 Make corrections as needed


NOTE: *The only time that corrections need to be made on the second page of the A23 screen is when changing IEP minutes (OT, PT, Speech, Language, Vision or Hearing), updating speech codes or changing a Gifted student's status from "P" to "N" or vice versa.*


 To save changes hit the <ENTER> key


 Hit <F3> (Returns you to Panel A23 – Special Programs Screen)


To **Delete** a student in the ESE Program Panels:

Select Panel A23 – Special Programs

 Type Student Number then hit the <ENTER> key

 Move cursor to program line which requires deleting then hit <F9> key

 Then hit <F10>


 Then hit <F3> to return to the front page.











(CAUTION: Be very careful. This should ONLY be done for the following reasons:

- 1) **The ESE Program that is on TERMS is in error. The student was NEVER eligible for the program.**

- 2) The student was dismissed from a program and is being reinstated into the program. When reinstating the student use the ORIGINAL REF, EVAL, ELIG, and PLACE Dates. On TERMS it will appear that the student was never dismissed from the program. However, dismissal information is maintained in the student's confidential file. No student should have two of the same program on A23.

To Change the status from P to N (Gifted ONLY) or to change the student from N to P:

 **Select Panel A23 – Special Programs**

-  Type Student Number then hit the <ENTER> key
-  Move cursor to the Gifted line which requires changing then hit <F9> key
-  Change the P to N (or vice versa)
-  Hit <ENTER>
-  If changing to **N**, space out the PLACE, IEP, IEP DUE, and REEVAL dates and minutes. Hit <ENTER>.
-  Hit <F3>
-  On the front page of A23, space out the information on the top row (PRIM, MAT, & FUND). (**NOTE: If the student is eligible for another program (i.e. speech) it will be necessary to adjust the PRIM, MATRIX, and FUND fields. It will also be necessary to enter the current IEP, IEP Due, & REEVAL dates.**)
-  If changing to **P**, fill in the PLACE, IEP, IEP DUE, and REEVAL dates. Hit <ENTER>
-  Hit <F3>
-  On the front page of A23, FILL IN the information on the top row (PRIM, MAT, & FUND). Hit <ENTER>

ESE Program Models

This data element is used to indicate which ESE high school students are working on a special diploma. This is located on Panel A23 the **MOD** field.

601 – Special Diploma (*Option 1*)

602 – Special Diploma (*Option 2*)

603 – ESE student who has received a special diploma and returned due to FAPE

If an ESE student is working toward a regular diploma, this field MUST be left BLANK!

This data element is used to indicate which ESE Speech (F), Language (G), Hearing (H), or Visually Impaired (I) **elementary** students who are receiving academic support. The primary exceptionality of the student must be an F, G, H, or I. This is located on Panel A23 in the **MOD** field.

222 – Academic Support

These students must be enrolled in an ESE academic course (7755010) on A10 – Student Schedule to demonstrate that the student is receiving academic support.

The following codes apply to disabled students in grades Kg-05 and are participating in specific program:

322 – LLD

422 – Autism (not primary exceptionality of “P”).

522 – TMH (not primary exceptionality of “B”

622 – EH (not primary exceptionality of “J”).

The following codes apply to disabled PK students:

100 – served 1425 minutes per week

101 – served 1350 minutes per week

102 – served 750 minutes per week

103 – served 600 minutes per week or less

Monitoring the ESE Component of FTE

The following steps should be taken to insure that the ESE FTE is accurate by the last day of FTE week.

REPORTS TO
PRINT

☞ Alpha Listing – MTS5508P

☞ IEP Due -- MT5505P

☞ Re-Eval Due -- MT5506P

☞ Comparison Report--
MT55517P

- ✓ Verify that the ESE Program eligibilities, identified on the IEP, correspond with the ESE programs on Panel A23 – Special Programs on TERMS.
- ✓ On the IEP Due Report, verify that NO students have EXPIRED IEP's.
- ✓ On the Re-evaluation Report, make sure that all of the re-evals have been completed and entered into TERMS.
- ✓ On Comparison Report, verify that schedules correspond with IEP activities.
- ✓ On the Detailed Comparison Report, verify that student's eligible for Speech/Language, OT/PT, Vision, or Hearing have appropriate student schedules on A10.