

**Texas Education Agency  
Division of IDEA Coordination**

*Instructions for Entering Data for State Performance Plan Indicator 7*

**Indicator 7: Early Childhood Outcomes**

The percent of preschool children with individualized education programs (IEP) who demonstrate improved: (1) Positive social-emotional skills; (2) Acquisition and use of knowledge and skills; and (3) Use of appropriate behaviors to meet their needs.

Authorization: 20 U.S.C. 1416 (a)(3)(A)

Due Date: **August 29, 2014**

Sampling Allowed: No

Online Submission: SPP 7 can be accessed through TEASE at <https://sequin.tea.state.tx.us/apps/logon.asp>  
SPP 7 online application is open Monday, January 6, 2014 to August 29, 2014.

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**General Instructions**

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1. The 2013-2014 data collection period is **July 1, 2013 to June 30, 2014**. All children, ages three through five, who meet the Entry and Exit criteria, between July 1, 2013 and June 30, 2014, should be reported.
2. The application will only allow data from the current school year to be entered. "Date Services Began" or "Date Services Ended" must be between July 1, 2013 and June 30, 2014.
3. Child level assessment data will be collected using the Child Outcomes Summary Form (COSF) and submitted using the web-based State Performance Plan Indicator 7 (SPP 7) application.

**Entry and Exit Data**

1. Data must be submitted in the SPP 7 application for all three-, four-, and five-year-old children who meet scenarios described below:
  - **A new student.** Summarize assessment data related to child and record the data on the COSF within 30 school days after a child, age three, four, or five, has been found eligible and placed in the Preschool Program for Children with Disabilities Program (PPCD).
  - **A transfer student from another district.** Summarize assessment data related to child and record the data on the COSF within 30 school days after a child, age three, four, or five, has transferred into special education from another district.

Note: For a transfer student who has existing Entry Data and moves between campuses in the same district, "new" Entry Data are not required to be reported on the student by the receiving campus.

*\*The term District is inclusive of charter schools.*

- **A student with an auditory and/or visual impairment enrolled in a school receiving special education services prior to age three.** Upon the child's enrollment in a PPCD program at age three, an assessment team will complete the COSF using current assessment data reflecting the child's current functioning levels as he/she prepares to enter the PPCD program. The assessment date used will be the date the assessment team meets and completes the COSF.

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- **Exit data are reported for a student with entry data who has been in the PPCD program at least six months.** Summarize assessment data related to child and record the data on the COSF no earlier than 30 school days before a student age three, four, or five, has:
    - aged out of the PPCD program
    - been dismissed from special education by the Admission, Review, and Dismissal Committee (ARDC).
  - **If a 5-year-old child turns six after September 1 of the current school year** and the ARDC has determined the child will continue receiving special education services, then the assessment must be conducted and results recorded on the COSF not earlier than 30 school days (not calendar days) before the child exits the program, which may be at the end of the school year.
  - **If a child turns six after the end of the school year, but before September 1** of the subsequent school year, then assessments are conducted and summarized, progress data on the three outcomes are recorded on the COSF and entered into the online application during the last 30 school days (not calendar days) of the regular school year.
  - **Exit data are not reported** for children with Entry data who:
    - left prior to 6 months in the program
    - were in the program at least 6 months and moved out of the district before meeting one of the two criteria for Exit data collection.
2. There is validation on the Entry and Exit screen to make sure the child is between the ages three and six.
  3. Sampling is **not** permitted for this data collection.
  4. In the SPP 7 application, a child can have ONE entry record only per district. A child may have one entry record for each district the child attends.
  5. After a child's Entry record is complete, an Exit record can be added for that child. Once an Exit record is started and saved, the Entry record cannot be modified or changed. Changes can only be made to Entry records from the current year. All Entry records "rolled over" from a previous year cannot be modified.
  6. **"Rollover" Entry data** from a previous school year will automatically appear as a list of children on the Exit Child Outcomes screen ONLY.

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**Specific Instructions**

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**Entry Child Outcomes Form**

1. Click **Entry Child Outcomes** from the toolbar at top of screen.  
The Entry Child Outcomes Summary Form appears.
2. Select the appropriate school year from the list (the current year is the default). If you are authorized for more than one district and campus, make the necessary selections and then click **Go**. Information for the selected district and campus appears.

**Reporting No Students meet the Data Collection Criteria**

Even if the campus has no students to enroll, you must report this to TEA. If you are already viewing the Entry Child Outcomes page, you can do this by clicking the link under the student record table.

The link takes you directly to the [Campus Administration](#) page, where you can complete the survey for the campus by reviewing and checking the assurance statements and clicking **Submit** for the campus.

**Adding a New Student Record**

To add a new student record, you must find the student in the PEIMS database by performing a PET match and then complete the survey.

***Performing a PET Match***

1. Scroll to the next section and type the student's social security number.
2. Click **PET Match**. The student's name appears in the box when the student has a current PET enrollment event on the campus for which you are attempting to enter the student's data.
3. If you get a student match, the student's name will appear highlighted in the box, and then click **Select Student**. The student data then appears in the form.

**Note:** Children entered into the COSF must be between three and five years of age. The age must be three years or greater and less than six years on the date services began. If the child is outside this age range, an error message appears.

In addition, an eligible child's **Date Services Began** must be July 1 of the previous year through June 30 of the current year, and must be a valid date (for example, cannot be February 29 in a year where February has only 28 days).

***No PET Match***

**Check with your PEIMS Coordinator to be sure you have the correct SSN/Alt ID and that the campus entering the data have the most current PET enrollment event entered (the campus number in the PET event must match the campus where the data is being entered).**

***Completing Student Data***

1. Select the child's primary disability.
2. Click **Yes** or **No** to indicate whether the child has multiple disabilities.
3. Select the instructional setting.

Go on to complete the other sections. Required information is indicated by an asterisk.

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### **Completing Survey Questions**

1. Click an answer between **1 Not Yet** and **7 Completely** to describe how the child shows age-appropriate functioning on the outcomes listed in questions 1–3.
2. Click on **Save Child Outcome**. If all questions are answered, the student's survey status will show as **Complete**. If all questions are not answered, the data can still be saved and the student's survey status will show as **Incomplete**.

The **Reset** button clears out any data entered, including the student's name and demographic data.

**Reminder:** Students' records must be **Complete** before the campus data can be submitted.

### **Deleting a Student Record**

To delete a student record, go to the [Campus Administration](#) page by clicking **Campus Admin** on the menu on top of web page.

### **Exit Child Outcomes Form**

1. Click **Exit Child Outcomes** from the toolbar at top of screen.  
The Exit Child Outcomes Summary Form screen appears.
2. Select the appropriate school year from the list (the current year is the default). If you are authorized for more than one district and campus, make the necessary selections and then click **Go**. Information for the selected district and campus appears.

### **Completing Student Data**

1. A list of students who have a completed entry record appears below the campus and district information. A student's exit status of **None**, means that an exit record has not been entered for this student.

**Note:** All students listed have **Edit** buttons next to their name unless campus records have been submitted. After records are submitted to the certifier, the **Edit** button changes to **View** and the record becomes view only. If records are returned, then the button changes back to **Edit**.

2. To add an Exit Record, click the **Edit** button to the left of the student's name. The student's information is filled in automatically.
3. Select an **Exit Reason** from the list.
  - Child has aged out
  - Dismissed by ARD (the Admission, Review, and Dismissal Committee)
4. Type the **Date Services Ended** in MM/DD/YYYY format. This date must be July 1 of the previous year through June 30 of the current year and must be later than the **Date Services Began** date entered on the **Entry Child Outcomes** page. It must also be a valid date (for example, cannot be February 29 in a year where February only has 28 days).
5. Edit the information as needed. You can change a student's **Primary Disability**, the answer to the **Multiple Disabilities** question, and the **Instructional Setting** if any of these has been changed by the student's ARD committee.
6. Select an **Instructional Setting** if none appears in the box.

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### Answering Survey Questions

1. Scroll down to the **Survey Status** portion of the page to answer the survey questions.

**Important:** It is critical that you complete and save a student's Exit Survey before proceeding to the next student or signing out of the application for the day. Do not leave any Exit Surveys in an incomplete status.

2. Answer the questions in the survey. For each of the outcomes listed in 1–3, click one of the buttons between **(1) Not Yet** and **(7) Completely** to describe how the child shows age-appropriate functioning. You must answer all of the questions.
3. Click **Save Child Outcome**.

### Campus Administration Page

Use the **Campus Administration** page to track the assessment instruments used by each school and to submit student records to the District Certifier. As new student records are entered on the **Entry** and **Exit Child Outcomes Summary Form** pages, the names of the students appear in a list at the bottom of the **Campus Administration** page with a status of **Complete** or **Incomplete**. Every student record must have a status of **Complete** before records for a campus can be submitted.

### Submitting Student Records

1. Click **Campus Admin** to access the **Campus Administration** page.
2. Select the school year, district, and campus, and click **Go**. Campus detail information appears.
3. Check the box in front of each assessment instrument used by the campus. You must select at least one assessment instrument. If you check **Other**, type the names of the assessment tools used in the text box provided.
4. A list of students who have been submitted for this campus is displayed at the bottom of the screen. If a student's survey status is **Incomplete**, all of the student's data must be entered and the form status changed to **Complete** before the campus can be submitted.
5. After all students have been entered into the system and have a survey status of **Complete** and assessment tools have been marked, review and check the assurance statements at the bottom of the page.
6. Click **Submit Campus Student Records**. The campus status changes from **Not Submitted** to **Submitted** and is now transferred to the District Administrator screen.

**Note:** The **Submit Campus Student Records** button will not be activated until all student records have a status of **Complete**.

### Resubmitting Data

Once a campus submits data to its District Administrator, the system will not allow additional student records to be entered. **The system will be closed to the campus.** If additional student data must be entered, the campus must ask the District Certifier to return the submitted data.

After the District Administrator returns the data, the system will allow additional student records to be entered at the campus level. When **all** student records, including assessment tools, are entered, click **Submit Campus Student Records** to re-submit data to the District Certifier.

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### Printing Data

To print the list of student records shown at the bottom of the screen, click **Print**. The standard print dialog box appears.

### Indicating You Have No New Student Records to Submit for the Current Year

If you have **no** new students and **no students who need to be exited from your program this year**, use the following steps:

1. If you are not already on the **Campus Administration** page, click **Campus Admin**.
2. Select the appropriate campus and then click **Go**. Campus detail information appears, including the nine digit campus number.
3. Scroll to the bottom of the screen to review and check the assurance statements. If you have no student records, you must check all three.
4. Click **Submit Campus Student Records**. The campus status changes from **Not Submitted to Submitted** and data is transferred to the **District Administrator** screen.

### Deleting Records That Are Not Submitted

If there are records for the current year that have not been submitted, those records can be deleted.

- You can delete the exit record.
- You can delete the entry record, which deletes both the entry and exit records.
- You can't have an exit record without a matching entry record.
- You cannot delete the records for transferred students. (The button is grayed out.)

#### Follow these steps to delete a record:

1. Locate the school and then the student record that you wish to delete.
2. Click **Delete**. The following message appears:



3. Click **OK** to complete the process.

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### District Administration Page

The **District Administration** page is used by the District Certifier (Administrator) to view and possibly reject a campus's data. After all district's campuses have submitted their data and there are no returns, the District Certifier can certify the records. When the campus records are certified by the District Certifier, they are automatically submitted to TEA.

#### **Certifying District Data**

1. Click **District Admin**.
2. Select the school year and click **Go**. A list of **all the campuses for the district** appears at the bottom of the screen. To see detailed information for a campus, click on the campus name.
3. When you are ready to certify the data **after all campuses are submitted with no returns**, check the assurance statement under **District Certification** and click **Certify** to submit the data to TEA.

**Note:** The check box and **Certify** button are not activated until all campus records have been submitted.

### Request Data to be Returned:

#### **District Data Return Process**

1. Once the district has **Certified**, the District Certifier can request TEA to return data for corrections or additions by accessing the **District Admin** tab.
2. Select the appropriate school year and district. Click **Go**.
3. An email will be generated to TEA. Once TEA returns the data, the status will change to **TEA Returned**.
4. The District Certifier notifies the Data Entry Agent and returns the campus level data through the

#### **Campus Data Return Process**

1. From the **District Admin** page select a campus by clicking the button next to the campus number.
2. Select **Return Reason** button from the drop-down menu. A **Return** notes box will appear above the campus list. (The return text box will only allow 150 characters.) Enter return notes and then click on the **Return** button again. The campus status will change to **LEA Returned**.
3. Notify Data Entry agent that the campus data has been returned. Once the status has changed from **Submitted** to **LEA Returned**, the Data Entry agent may add, delete and/or correct student level data.
4. The Data Entry agent will need to resubmit the campus data.

**Important:** *Be careful not to include any confidential information (such as student information) in the **Return Notes**, as this information can be viewed by all users of SPP.*

**Note:** *If you click **Return** without selecting a **Return Reason**, the screen focus changes to the **Return Reason** and an asterisk appears to show you that a selection is required.*

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**Certifying TEA Returned District Data**

1. Verify all campuses are in **Submitted** status.
2. Read and check the assurance statements.
3. Click **Certify**.
4. The Status will change from **TEA Returned** to **Certified**.