Nebraska Student and Staff Record System
http://www.education.ne.gov/nssrs

SPECIAL EDUCATION SNAPSHOT

Template Instruction Manual

Version 4.0.1 – April 11, 2011

Special Education Snapshot

Replaces: **NDE 06-0501 Special Education Student Information System (SESIS)**

2011-2012

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GENERAL INSTRUCTIONS

This instruction manual describes the data elements collected by the Nebraska Student and Staff Record System (NSSRS) via the Special Education Snapshot template. The Special Education Snapshot template collects data on students with verified disabilities on an Individualized Education Plan (IEP) or Individualized Family Service Plan (IFSP). Valid values and data validation rules that can be performed prior to data submission are listed where appropriate. NSSRS validations ensure data submitted is of high quality. A link to an interactive list of all NSSRS validations is available on the NSSRS Resources page of the NSSRS website (http://www.education.ne.gov/nssrs).

The detailed NSSRS Data Source Templates (i.e., file layout specifications) for all NSSRS templates can be downloaded from the “NSSRS Secured Information website”, which is accessible via the NDE Portal (http://portal.education.ne.gov). The “NSSRS Desktop Database” is also available for download from this website. Contact the NDE Helpdesk (nde.helpdesk@nebraska.gov or 888-285-0556) for additional information regarding the NSSRS Secured Information website and the NSSRS Desktop Database.

Scope

All public districts and Special Purpose Schools (State Operated Systems). The Special Education Snapshot template collects data on students with verified disabilities on an Individualized Education Plan (IEP) or Individualized Family Service Plan (IFSP).

Frequency

The Special Education Snapshot is collected at different points during the school year. The information for each student, particularly Entry Date [Special Education Snapshot:Special Ed Entry Date (33)] and Exit Date [Special Education Snapshot:Special Ed Exit Date (34)], must reflect the values as of certain dates.

Demographic data provided in the Student template, not Student Snapshot, will be used for those students included in Special Education Snapshot.

Both the "Monthly Special Education Snapshot" and "Year-end Special Education Snapshot" are cumulative sets of all students with verified disabilities on an Individualized Education Plan (IEP) or Individualized Family Service Plan (IFSP) at any time during 2011-2012 with information current as of a particular date. However, the "October Special Education Snapshot" is not cumulative; it must include only students with verified disabilities on an Individualized Education Plan (IEP) or Individualized Family Service Plan (IFSP) as of October 1, 2011.

October Special Education Snapshot

Include only students with verified disabilities on an Individualized Education Plan (IEP) or Individualized Family Service Plan (IFSP) as of **October 1, 2011** and any student who exited special education between July 1, 2011 and October 1, 2011. The value of Snapshot Date [Special Education Snapshot:Snapshot Date (35)] is to be "2011-10-01". The October Special Education Snapshot is accepted during the NSSRS Fall Collection Window.

This will be the source for the Individuals with Disabilities Education Act (IDEA) Annual Child Count.

Monthly Special Education Snapshot

Include all students with verified disabilities on an Individualized Education Plan (IEP) or Individualized Family Service Plan (IFSP) at any time during 2011-2012 with information current as of the submission date. The value of Snapshot Date [Special Education Snapshot:Special Ed Snapshot Date (35)] is to be "2012-06-30". Submission of the Monthly Special Education Snapshot is optional and is accepted during all collection windows that follow the NSSRS Fall Collection Window.

The Monthly Special Education Snapshot will be the source of special education data to be compared with data provided by the Department of Health and Human Services (DHHS) that occurs on the 24th day of each month for the purpose of creating the Medicaid in Public Schools (MIPS) claim forms/lists.

Year-end Special Education Snapshot

Include all students with verified disabilities on an Individualized Education Plan (IEP) or Individualized Family Service Plan (IFSP) at any time during 2011-2012 with information current as of **June 30, 2012**. The value of Snapshot Date [Special Education Snapshot:Special Ed Snapshot Date (35)] is to be "2012-06-30". The Year-end Special Education Snapshot is accepted during the NSSRS Year-end Collection Window.

The Year-end Special Education Snapshot will be the source for the Individuals with Disabilities Education Act (IDEA) Special Education Exiter Report.

Conventions

File Names

Template	File Name
Special Education Snapshot	##-####_special_ed_snap_YYYYMMDDHHMM.xxx

Where:	Represents:
##-####	Your NDE-assigned district code
YYYYMMDDHHMM	Date and time stamp
.xxx	One of the following: .tab Tab delimited .csv Comma delimited (comma-separated values) .txt Fixed Width

Data Element Names

The following syntax is used throughout this document when referencing data elements.

Format: * NDE Field Name [Template Name:Field Name(Field Number)]
Where:

- An asterisk (*****) indicates the data element is a key field. A value must be supplied in all key fields for each record or the data loading process will reject the record.
- **NDE Field Name** represents the name of the data element commonly used by the Nebraska Department of Education (NDE).
- **Template Name** indicates the formal name of the template.
- **Field Name** indicates the formal name of the field within the specified Template Name.
- **Field Number** indicates the position of the field within the specified Template Name.

Example: * County District Number [Special Education Snapshot:District Code (1)] indicates a key field referenced at NDE as “County District Number” that is the first field on the Special Education Snapshot template with a field name of “District Code.”

School Year

June 30 is used throughout NSSRS as the logical representation of a school year. As with all dates in NSSRS, it must be in ISO format (YYYY-MM-DD). Therefore, since this document applies to the “2011-2012” school year, all template fields that are to be populated with a logical school year will simply read: Provide the literal “2012-06-30”.

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The Special Education Snapshot template collects data on students with verified disabilities on an Individualized Education Plan (IEP) or Individualized Family Service Plan (IFSP).

A Student template must first be submitted for each student appearing in a Special Education Snapshot template or the data loading process will reject the record.

* County District Number [Special Education Snapshot:District Code (1)]

This is the number assigned to your school district by NDE and should include a hyphen ("-") between the county number and the district number. The number is based on the county in which the district headquarters is located and an assigned district number. You have used this number in reporting before NSSRS; it was preprinted on your forms in the past. This value is used in every template. This is a key field; a value must be supplied for each record or the data loading process will reject the record. The County District Number can be obtained from the Education Directory Search (http://educdirsrc.education.ne.gov).

School Number [Special Education Snapshot:Primary Special Ed Location Code (2)]

Provide the primary school number the student is attending. This number is the last three digits of the county district school number which was preprinted on your forms in the past. The School Number can be obtained from the Education Directory Search (http://educdirsrc.education.ne.gov).

* School Year [Special Education Snapshot:School Year Date (3)]

Provide the literal "2012-06-30". This is a key field; a value must be supplied for each record or the data loading process will reject the record.

* NDE Student ID [Special Education Snapshot:Student ID (5)]

Provide the 10 digit Nebraska Department of Education Student Identifier. This is a key field; a value must be supplied for each record or the data loading process will reject the record. This ID is validated against the Nebraska Uniq-ID system during the File Validation process.

Last Name [Special Education Snapshot:Last Name Short (6)]

OPTIONAL: Provide this student's surname or name borne in common by members of a family. Including this optional field will make locating an individual student's record easier when district staff are working with the output data file.

First Name [Special Education Snapshot:First Name Short (7)]

OPTIONAL: Provide this student's name given to this individual at birth, baptism, or during another naming ceremony, or through legal change. Including this optional field will make locating an individual student's record easier when district staff are working with the output data file.

Middle Initial [Special Education Snapshot:Middle Initial (8)]

OPTIONAL: Provide the middle initial of this student. Please note that this is the middle initial only - not the full middle name. If the Student Information System (SIS) contains the full middle name, the extract program must pull the initial only. Leave blank if not applicable or not available. Including this optional field will make locating an individual student's record easier when district staff are working with the output data file.

Verified Disability [Special Education Snapshot:Primary Disability Code (11)]

Provide the appropriate code indicating the verified disability of this student who is receiving special education and related services according to an Individualized Education Program (IEP) or Individualized Family Service Plan (IFSP). A student should only have one verified disability on the IEP and IFSP. If you have any questions on the disability categories, please see 92 NAC 51-006.

Code	Description
01	Behavioral Disorder
02	Deaf-Blindness
03	Hearing Impaired
07	Multiple Impairment
08	Orthopedic Impairment
09	Other Health Impairment
10	Specific Learning Disability
11	Speech Language Impairment
12	Visual Impairment
13	Autism
14	Traumatic Brain Injury
15	Developmental Delay
16	Mental Handicap

Related Services [Special Education Snapshot:Related Services (16)]

Provide the appropriate code indicating the related services received by this student.

Code	Description
1	Occupational Therapy
2	Physical Therapy
3	Speech-Language Therapy
4	Occupational Therapy - Physical Therapy
5	Physical Therapy - Speech-Language Therapy
6	Speech-Language Therapy - Occupational Therapy
7	All
8	None

Alternate Assessment Flag [Special Education Snapshot:Alternate Assessment (23)]

Provide the appropriate code indicating if this student's Individual Education Plan (IEP) is to take alternate state assessments in at least one subject.

Code	Description
1	Yes
2	No

Placement Type [Special Education Snapshot:Primary Placement Type (32)]

Provide the appropriate code indicating placement type of this student.

Code	Description
0	Not Applicable
1	Nonpublic Placement

Placement Type [Special Education Snapshot:Primary Placement Type (32)] of "1" (Nonpublic Placement) is only appropriate for students age 6 to 21.

If Placement Type [Special Education Snapshot:Primary Placement Type (32)] equals "1" (Nonpublic Placement), then Setting [Special Education Snapshot:Primary Setting Code (44)] must equal "14" (Private School).

Entry Date [Special Education Snapshot:Special Ed Entry Date (33)]

Provide the date on which this student was first identified with a verified disability in the state of Nebraska in the format YYYY-MM-DD. In some instances, this date will be from a previous school year and/or as determined by a different Nebraska school district in which this student was previously enrolled.

Exit Date [Special Education Snapshot:Special Ed Exit Date (34)]

Provide the date within the current school year on which this student ceased receiving special education services at this district in the format YYYY-MM-DD. Leave Exit Date blank if this student continues to receive special education services at this district.

*** Snapshot Date [Special Education Snapshot:Special Ed Snapshot Date (35)]**
Provide the date specified by NDE for the specific data collection. The date should be in the format YYYY-MM-DD. This is a key field; a value must be supplied for each record or the data loading process will reject the record.

The Snapshot Dates for 2011-2012 are:

Snapshot Date	Description
2011-10-01	**October Special Education Snapshot**: Include only students with verified disabilities on an Individualized Education Plan (IEP) or Individualized Family Service Plan (IFSP) as of **October 1, 2011**. This will be the source for the Individuals with Disabilities Education Act (IDEA) Annual Child Count.
2012-06-30	**Monthly Special Education Snapshot:** Include all students with verified disabilities on an Individualized Education Plan (IEP) or Individualized Family Service Plan (IFSP) at any time during 2011-2012 with information current as of the submission date. This will be the source of special education data to be compared with eligibility data provided by the Department of Health and Human Services (DHHS) that occurs on the 24th day of each month for the purpose of creating the Medicaid in Public Schools (MIPS) claim forms/lists. **Year-end Special Education Snapshot**: Include all students with verified disabilities on an Individualized Education Plan (IEP) or Individualized Family Service Plan (IFSP) at any time during 2011-2012 with information current as of **June 30, 2012**. This will be the source for the Individuals with Disabilities Education Act (IDEA) Special Education Exiter Report.

Setting [Special Education Snapshot:Primary Setting Code (44)]

Provide the appropriate code indicating the setting for this student. This value must be appropriate in combination with School Aged Indicator [Special Education Snapshot:School Aged Indicator (47)] or the data loading process will reject the record.

Ages birth to three (Part C) Appropriate for use with School Aged Indicator [Special Education Snapshot:School Aged Indicator (47)] = "N"	
Code	**Description**
1	Home
2	Community Based
3	Other

Ages three to five (Part B) Appropriate for use with School Aged Indicator [Special Education Snapshot:School Aged Indicator (47)] = "Y"	
Code	**Description**
5	Separate School
6	Separate Class
7	Residential Facility
8	Home
9	Service Provider Location
16	Regular Early Childhood Program, 10+ h/wk; Services at EC Program
17	Regular Early Childhood Program, 10+ h/wk; Services outside EC Program
18	Regular Early Childhood Program, <10 h/wk; Services at EC Program
19	Regular Early Childhood Program, <10 h/wk; Services outside EC Program

Age six to twenty-one (Part B) Appropriate for use with School Aged Indicator [Special Education Snapshot:School Aged Indicator (47)] = "Y"	
Code	**Description**
5	Separate School
7	Residential Facility
10	Public School
13	Home/Hospital
14	Private School
15	Correction/Detention Facility

Provide the appropriate code indicating the setting for this student. This value must be appropriate in combination with School Aged Indicator [Special Education Snapshot:School Aged Indicator (47)]

School Aged Indicator [Special Education Snapshot:School Aged Indicator (47)]

Provide the appropriate code indicating if this student is of school age as of October 1, 2011. The date of October 1, 2011 is used for this determination in all instances without regard to Snapshot Date [Special Education Snapshot:Special Ed Snapshot Date (35)] value.

- This value is to be "N" (No) for all students age 2 or less as of October 1, 2011.
- This value is to be "N" (No) for all students age 3 **after August 31, 2011**, if on an Individualized Family Service Plan (IFSP) as of October 1, 2011.
- This value is to be "Y" (Yes) for all students age 3 **prior to August 31, 2011**, if on an Individualized Education Plan (IEP) as of October 1, 2011.
- This value is to be "Y" (Yes) for all students ages 4 thru 21 as of October 1, 2011.

Code	Description
Y	Yes
N	No

NOTE: This is the only Yes/No field in NSSRS where the codes "Y" (Yes) and "N" (No) are used. This inconsistency is unfortunate but beyond the control of the Nebraska Department of Education.

Surrogate Appointed [Special Education Snapshot:Surrogate Appointed Code (48)]

Provide the appropriate code indicating if a surrogate has been appointed for this student.

Code	Description
1	Yes
2	No

Special Education Percentage [Special Education Snapshot:Program Special Ed Percentage (50)]

Provide the percentage of time this student spends receiving special education and/or related services separate from general education peers. This value is to be provided as an integer without a percentage sign. For example, 25% is to be specified as 25.

Placement Reason [Special Education Snapshot:Primary Entry Reason Code (51)]

Provide the appropriate code indicating the placement reason for this student. A Placement Reason of "1" (Parent Placement) is provided only if a student attends a nonpublic school for their general education and is a parental placement. A Placement Reason of "0" (Not Applicable) is provided for all other students, including students who do not attend a nonpublic school.

Code	Description
0	Not Applicable
1	Parent Placement

Placement Reason [Special Education Snapshot:Primary Entry Reason Code (51)] of "1" (Parent Placement) is only appropriate for students age 6 to 21.

If Placement Reason [Special Education Snapshot:Primary Entry Reason Code (51)] equals "1", then Placement Type [Special Education Snapshot:Primary Placement Type (32)] must equal "1" (Nonpublic Placement) <u>and</u> Setting [Special Education Snapshot:Primary Setting Code (44)] must equal "14" (Private School).

Exit Reason [Special Education Snapshot:Primary Exit Reason Code (52)]

Provide the appropriate code indicating the circumstances resulting in this student's exit from special education. Leave Exit Reason blank if this student continues to receive special education services at this district.

Ages birth to three (Part C) Appropriate for use with School Aged Indicator [Special Education Snapshot:School Aged Indicator (47)] = "N"	
Code	**Description**
1	Transferred to another school district
6	Deceased
9	Withdrawn by parent
12	Completion of the IFSP prior to the age of 3 years old
13	Exit to other program, reached age 3 years old, re-evaluated and found no longer eligible for Special Education Services
14	Exit with no referral, reached age 3 years old, re-evaluated and found no longer eligible for Special Education Services
16	Moved out of state
17	Attempts to contact parents unsuccessful

Ages three to twenty-one (Part B) Appropriate for use with School Aged Indicator [Special Education Snapshot:School Aged Indicator (47)] = "Y"	
Code	**Description**
1	Transferred to another school district
2	Returned to full-time regular education program
3	Graduated with a regular high school diploma
4	Graduated with a certificate of completion
5	Reached maximum age
6	Deceased
7	Dropped Out
11	Moved known to be continuing

Age twenty-two	
Code	**Description**
18	Student is 22 years or older

Provide the appropriate code indicating the setting for this student. This value must be appropriate in combination with School Aged Indicator [Special Education Snapshot:School Aged Indicator (47)]

Appendix A – Change Summary

Version 4.0.1

April 11, 2011

1. Added reference to the "Special Education NSSRS Data Element Definitions" document for additional information when selecting values for Setting [Special Education Snapshot:Primary Setting Code (44)] and Exit Reason [Special Education Snapshot:Primary Exit Reason Code (52)].

Version 4.0.0

April 4, 2011

1. Updated date references for 2011-2012.

Version 3.0.1

September 30, 2010

1. School Aged Indicator [Special Education Snapshot:School Aged Indicator (47)]
    a. Corrected dates referencing incorrect year.

Version 3.0.0

April 21, 2010

1. Updated date references for 2010-2011.
2. Alternate Assessment Flag [Special Education Snapshot:Alternate Assessment (23)] added.
3. Setting [Special Education Snapshot:Primary Setting Code (44)]
    a. Removed
        i. 4 = Regular Early Childhood Program
    b. Added
        i. 16 = Regular Early Childhood Program, 10+ h/wk; Services at EC Program
        ii. 17 = Regular Early Childhood Program, 10+ h/wk; Services outside EC Program
        iii. 18 = Regular Early Childhood Program, <10 h/wk; Services at EC Program
        iv. 19 = Regular Early Childhood Program, <10 h/wk; Services outside EC Program
4. School Aged Indicator [Special Education Snapshot:School Aged Indicator (47)]
    a. Refined guidance for reporting students age 3.

Version 2.1.0

November 18, 2009

1. Clarified definition for Placement Reason [Special Education Snapshot:Primary Entry Reason Code (51)].

Version 2.0.0

July 27, 2009

1. Updated date references for 2009-2010.
2. Scope section updated to include all public districts and Special Purpose Schools (State Operated Systems).
3. Added the following optional fields. Including these optional fields will make locating an individual student's record easier when district staff are working with the output data file.
    a. Last Name [Special Education Snapshot:Last Name Short (6)]
    b. First Name [Special Education Snapshot:First Name Short (7)]
    c. Middle Initial [Special Education Snapshot:Middle Initial (8)]
4. Emphasis added that submission of the Monthly Special Education Snapshot is optional.
5. Emphasis added that Exit Date and Exit Reason are to be left blank if student continues to receive special education services at this district.

Version 1.2.0

September 18, 2008

1. Changed text for "October Special Education Snapshot" in the "Frequency" section to "Include only students with verified disabilities on an Individualized Education Plan (IEP) or Individualized Family Service Plan (IFSP) as of October 1, 2008 *and any student who exited special education between July 1, 2008 and October 1, 2008.*"

Version 1.1.0

July 29, 2008

1. Changed underlying template from Special Education Fact to Special Education **Snapshot** because eScholar withdrew support for Special Education Fact.
2. Emphasis added that Entry Date [Special Education Snapshot:Special Ed Entry Date (33)] should reflect the date on which this student was first identified with a verified disability in the state of Nebraska.
3. Added Snapshot Date [Special Education Snapshot:Snapshot Date (35)].
4. Setting [Special Education Snapshot:Primary Setting Code (44)]
    a. Ages three to five (Part B)
        i. Code "1" (Home) changed to "8" (Home)
    b. Age **six** to twenty-one (Part B)
        i. Code "1" (Home) changed to "13" (Home/Hospital)
5. Added School Aged Indicator [Special Education Snapshot:School Aged Indicator (47)].
6. Exit Reason [Special Education Snapshot:Primary Exit Reason Code (52)]
    a. Text "Completion of the IFSP upon reaching maximum age for Part C, exit with no referral" removed from description of code 14.
7. Added "Frequency" section.
8. Added "Conventions" section, which includes file and data element naming conventions.

Version 1.0.0

April 9, 2008

1. Initial Publication.