

GO-IEP and Student Record Reporting

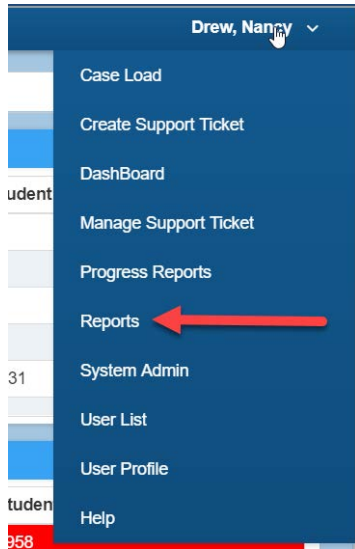
2020 Data Conference
Georgia Online IEP
Georgia Department of Education
Division of Special Education
Services and Supports



GO-IEP Student Record Extract

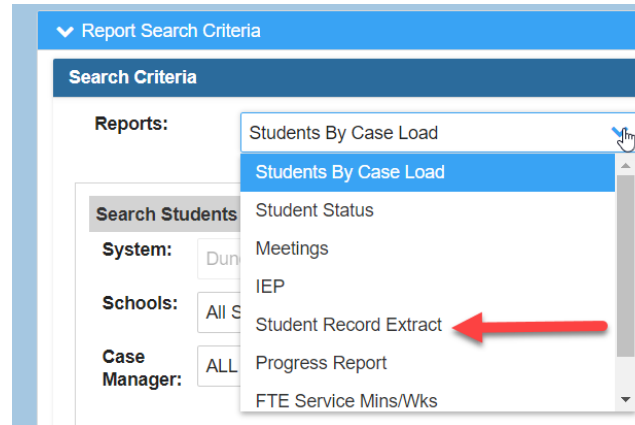
- GO-IEP has a report that includes all events that will need to be reported for Special Education Student Record
- This information is available in an Excel which is a readable format for system and school admins.
- It is also available in an extract available only to system admins which is used for importing data to the SIS.
- GO-IEP System and School Admins can access it through reports by choosing SR Extract

GO-IEP Student Record Extract



Drew, Nancy ▾

- Case Load
- Create Support Ticket
- Dashboard
- Manage Support Ticket
- Progress Reports
- Reports ←
- System Admin
- User List
- User Profile
- Help



Report Search Criteria

Search Criteria

Reports:

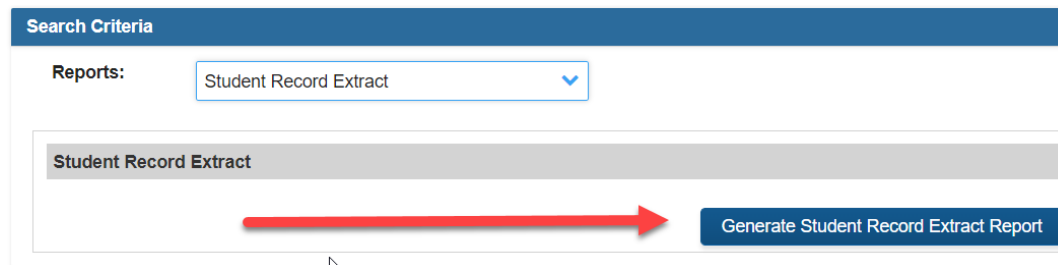
- Students By Case Load
- Students By Case Load ←
- Student Status
- Meetings
- IEP
- Student Record Extract ←
- Progress Report
- FTE Service Mins/Wks

Search Students

System:

Schools:

Case Manager:



Search Criteria

Reports:

Student Record Extract

Generate Student Record Extract Report

GO-IEP Student Record Extract

Export to Excel Generate Student Record Extract

No.	Fiscal Year	Period	System Code	School Code	School Name	Record Type	Event Code	Event Date	Student Present at Conference	Parent Present at Conference	GTID
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To download the full report in Excel.

To generate the extract to be imported into the Ga DOE portal for the Special Ed SR file.

GO-IEP Student Record Extract

Fiscal Year	Period	System Code	School Code	School Name	Record Type	Event Code	Event Date	Student Present at Conferen	Parent Present at Conferen	GTID	Student Name	Submitted Da	Override Reason
2020	1	678			G0104	4	20150218			9000468732	Brashear , Wallace	8/13/2019	Reporting event that occurred at a previously a
2020	1	678			G0104	4	20160901			9003340882	Mayes, Elmer	5/6/2019	This event occurred in this system in a prior ya
2020	1	678			G0105	5	20161020	Y	Y	9000416008	Loveland , Rudolph	8/9/2019	Reporting event that occurred at a previously a

Note: all information shown is taken from the GO-IEP Demo site

GO-IEP Student Record Extract

Student Record Event	Description of the event	Where does GO-IEP get this event?
01 Babies Can't Wait Transition Meeting Date	The date of the Transition Meeting	Upon initial set up, this date would be entered on the Timelines Override
02 Initial Parent Consent for Evaluation	The date the Parent Consent for Evaluation is received by any district personnel	The date entered on the Timelines page within GO-IEP OR the date entered on the Timelines Override
03 Initial Evaluation	The date the comprehensive evaluation and ALL evaluation reports were completed (could be the same date as the Initial Eligibility)	The date entered on the Timelines page OR the date entered on the Timelines Override
04 Initial Eligibility Determination	The date the meeting determining Initial Eligibility status was held OR the date of an eligibility from another state accepted as GA eligibility	The date on the Meeting notice for the Initial Eligibility meeting OR the date entered on the Timelines Override

GO-IEP Student Record Extract

Student Record Event	Description of the event	Where does GO-IEP get this event?
14 Initial Consent for Services	The date the Parent Consent for Provision of Special Ed Services and Supports is received by any district personnel	The date entered on the Timelines Screen within GO-IEP
05 Initial IEP Meeting	The date the Initial IEP or SP was held. For BCW, this is also the date services transfer from BCW to the LEA	The date on the Meeting notice for the Initial IEP meeting OR the date entered on the Timelines Override
06 Initial Placement	The date when student first receives services (NOT when parent signs the Consent for Services)	The earliest start date of any service in the Initial IEP OR the date entered on the Timelines Override
07 IEP Annual Review	Date of the Annual IEP or SP meeting	The date on the Meeting notice for the Annual Review IEP or SP meeting OR the date entered on the Timelines Override

GO-IEP Student Record Extract

Student Record Event	Description of the event	Where does GO-IEP get this event?
08 Eligibility Reevaluation	Date Reevaluation was completed	The date on the Meeting notice for the Reevaluation Eligibility meeting OR the date on the meeting notice for the Reevaluation Data Review meeting IF the determination was continued eligibility OR the date of an IEP Amendment or Annual Review in which results of any reevaluation requested only for purposes of obtaining information for the development of an IEP were reviewed and used to develop the educational plan OR the date entered on the Timelines Override
15 Waiver of Reevaluation Process	Date the parent and the LEA agree that without a review of existing data, the student remains eligible for existing disabilities.	The date entered on the Timelines Screen within GO-IEP

GO-IEP Student Record Extract

Student Record Event	Description of the event	Where does GO-IEP get this event?
09 Special Education Exit	Date of the meeting determining ineligibility (no longer eligible) THIS IS NOT a withdrawal from school and will match an 08 event.	The date on the meeting notice for the Reevaluation Eligibility meeting where the determination was ineligible OR the date entered on the Timelines Override
10 Parent Revocation of Consent	Date services will cease following a parent signing a Revocation	The date entered by a system administrator on the Timelines Exit area OR the date entered on the Timelines Override
11 Student not Eligible after Initial Eligibility	Date of the Initial Eligibility meeting in which the determination was ineligible; will match an 04 event	The date on the meeting notice for the Initial Eligibility meeting in which the determination was ineligible OR the date entered on the Timelines Override

GO-IEP Student Record Extract

Student Record Event	Description of the event	Where does GO-IEP get this event?
12 Parent Refused Initial Placement	Date the parent refused Consent for Provision of Special Ed Services and Supports	The date entered on the Timelines Screen within GO-IEP OR the date entered on the Timelines Override
13 Student was Incorrectly Reported as SWD	Used if a system previously reported special education events in error for a student who was never placed in special education; will require documentation	This event is not reported through GO-IEP. It must be entered on the DOE portal prior to SR sign off

1. If the student has not been previously served in GA, dates from a prior state that are being accepted should be entered in the initial sections.

- The Eligibility that is received from another state may be a reevaluation for that state, but is the INITIAL GA Eligibility (04 event) if the student has not been previously served in GA.

Common Timelines Override Entry Tips to avoid SR Errors

Event 4 - Initial Eligibility

Initial Eligibility Date:

- This is a full eligibility created in GO-IEP.
 This is an eligibility date showing in GO which may be a mock eligibility.
 This eligibility is not showing in GO-IEP.

Do you have an eligibility date never reported in GA which you are ACCEPTING as the INITIAL GA ELIGIBILITY ?

- Yes No

Select Reason

Initial Eligibility Override Date:

Is this Initial Eligibility the most recent Eligibility?

- Yes No

- The IEP accepted to be used even temporarily from the prior state might be an annual review in the prior state, but is the INITIAL GA IEP (05 event) if the student has not been previously served in GA.

Event 5 - Initial IEP

Initial IEP Date:

- This a full IEP created in GO-IEP.
- This is an IEP date showing in GO which may be a mock IEP.
- This IEP is not showing in GO-IEP.

Select Reason

Initial IEP Override Date:

Is this Initial IEP the most recent IEP?

- Yes
- No

Common
Timelines
Override
Entry Tips
to avoid
SR Errors

- The services start date (06 event) should be the date services started in GA under the IEP being accepted. (Don't use a date prior to enrollment.)

Do you have a paper or electronic copy of an initial IEP with this date?

- This is the date on which my system or any prior system in GA developed an acceptable IEP. We have an electronic or paper copy of this IEP to be used as an INITIAL IEP for GA.
- Yes, this is the date on which a prior district in the US but outside of GA developed the FIRST IEP USED IN GA. We have an electronic or paper copy of this IEP to be used as an INITIAL IEP for GA.
- No, this date was reported by a different district in GA and we do not have a copy.

Event 06 Date:

What date were services first provided IN ANY DISTRICT IN GA under this IEP (Event 06)

Select Reason

Common
Timelines
Override
Entry Tips
to avoid
SR Errors

2. The dates entered for the 04 and the 08 and the 05 and 07 in the timelines override should be different dates.

3. If the date showing for the event is correct, leave the override date field EMPTY and do not add a reason.

Initial Eligibility Date: 10/10/2014

This is a full eligibility created in GO-IEP.

This is an eligibility date showing in GO which may be a mock eligibility.

This eligibility is not showing in GO-IEP.

Do you have an eligibility with this date or a different date which you are accepting as the Initial Eligibility ?

Yes No

Select Reason Initial Eligibility Override Date:

Two red arrows are overlaid on the form. One arrow points from the text 'If this date is correct.....' to the 'Initial Eligibility Date' field. The other arrow points from the text 'Leave this blank' to the 'Initial Eligibility Override Date' field.

4. If you don't have an eligibility (or an IEP) to accept, meet quickly after completing the timelines override to be able to complete the needed initial event.

- They can be held the same day (unless the IEP will be an AR and the eligibility will be an initial, then the eligibility meeting must happen first.

Common Timelines Override Entry Tips to avoid SR Errors

5. If you are going to have to complete the initial GA eligibility through a temporary transfer reevaluation data review AND also develop the initial GA IEP....

- create both documents using the separate links
- they can be held the same day
- do not hold the Initial IEP BEFORE holding the temporary transfer data review meeting
- Remember services can't start until you complete these meetings and gain parent consent so meet quickly.

**Common
Timelines
Override
Entry Tips
to avoid
SR Errors**

Event 4 - Initial Eligibility

Initial Eligibility Date:

- This is a full eligibility created in GO-IEP.
- This is an eligibility date showing in GO which may be a mock eligibility.
- This eligibility is not showing in GO-IEP.

Do you have an eligibility date never reported in GA which you are ACCEPTING as the INITIAL GA ELIGIBILITY ?

- Yes
- No

Is this Initial Eligibility the most recent Eligibility?

- Yes
- No

Document Options

- This is the date on which my system or any prior system in the US developed an acceptable eligibility report in which all identified disability categories are clearly aligned to a GA eligibility category. We have an electronic or paper copy of this eligibility to be used as an INITIAL eligibility for GA
- This is the date on which a prior district outside of GA developed a Reevaluation Data Review in which the decision was that the student remained eligible with no additional information. We have an electronic or paper copy of this Reevaluation Data Review and we have a copy of the full eligibility which this Reevaluation Data Review is updating. This Reevaluation Data Review will be used as an INITIAL eligibility for GA
- This system has some information indicating that the student is eligible for special education services but system does not have current and complete eligibility paperwork. This system will need to immediately complete a Reevaluation Data Review form for a transfer student with inadequate paperwork. The student may not be reported as a student with a disability for FTE or Student Records until GA elig is established

Initial IEP Meeting

Initial IEP Meeting Date

a. Did parent participate in this IEP Meeting?

b. Did student participate in this IEP Meeting?

c. Date parent signed Consent for Initial placement in Sp Ed in Georgia

[Start Initial IEP/SP](#)



Initial Sp Ed Services

Date of Initiation of Sp Ed services in GA

Annual Review

IEP Date

Service Start Date

Service End Date



Reevaluation

Reevaluation Date

Due Date

End Date

[Start Reevaluation Data Review](#)



Reports to check throughout the year

Drew, Nancy ▾

- Case Load
- Create Support Ticket
- DashBoard
- Manage Support Ticket
- Progress Reports
- Reports ←
- System Admin ←
- User List
- User Profile
- Help

Timelines Report is found under System Admin

Search Criteria

Reports: Students By Case Load ▾

- Student Status ←
- Meetings ←
- IEP
- Student Record Extract ←
- Progress Report
- FTE Service Mins/Wks
- Data for FTE Submission ←

Search Students

System: Dun

Schools: All S

Case Manager: ALL

Reports to Check throughout the year

- GO-IEP SR Extract
 - Sort for all 06 events and ensure that the consent for services (new Event 14) has been added to the timelines page for each 06 event on the SR Extract in GO-IEP.
- Timelines Report
 - Verify the Completion of the Evaluation date (date showing was entered in GO-IEP on the timelines page)
- Meetings
 - Ensure meetings are being completed in a timely manner
 - The events can't be reported (and won't be included in the SR extract) until they have been finalized.
- FTE Submission Report
 - Check for the students who are not publicly enrolled and keep this up to date.
 - Continue to upload the extract into the SIS to make sure the Primary area is always current
- Student Status Reports
 - Make sure all students entering with SWD history have a case within GO-IEP AND have been included in your SIS as a SWD

Rejected Records vs. SR Errors

Recover FIRST.....

Correct Errors AFTER.



- Many Errors may be “fixed” by recovering rejected records.
- The SR Extract Report from GO-IEP, when downloaded, includes a column to tell you if the Event was added due to a date entered in the Timelines Override AND the reason for the override that was used.
 - Sort by Override date and recover needed records in that order.

When ready to recover rejected records

- DO NOT recover any rejected record if the student name is BLANK for the rejected record.
 - Will be blank because there is no matching enrollment record being reported in SR
- Investigate by looking for the GTID and ask: Was the student enrolled in your LEA at any time during this school year?
 - YES- check the school of enrollment and use the SR Tool to Ignore the GTID claim for the school where there was never an enrollment– If PK student the enrollment may need to be added in the SIS
 - NO- Change the Enrollment Question on the profile page to indicate the student was not enrolled at all this school year.
- If enrolled at ANY point during the school year, make sure the primary area is included in the SIS.

GO-IEP Guidance for Recovery of Rejected Records

Rejection Code	Description of Rejection Code	Should I recover this event date?
R01	Event is not within the current fiscal year. *	This will include dates edited on the override. Generally, they should be recovered.
R02	Event has duplicate in upload file based on System Code. (Events 01-06)	No – Please contact GO-IEP if this is happening in your extract. We will need to fix this inside GO.
R03	No Enrollment level record found for same System Code, School Code, and GTID. * (Events 01-10)	Not until after you resolve the missing enrollment level record issue. You may need to use the School Code tool on the System Admin page in GO-IEP to exclude the school not attended. This might also be a PK child served in the community who needs enrollment information to be added.

GO-IEP Guidance for Recovery of Rejected Records

Rejection Code	Description of Rejection Code	Should I recover this event date?
R04	Upload file has duplicate for System Code, GTID, Event Code, and Event Date. (Events 07-10)	No – Please contact GO-IEP if this is happening in your extract. We will need to fix this inside GO.
R05	Date of event is not within Enrollment dates for reporting school (System Code, School Code, and GTID). * (Events 07-10)	Yes – This may be an event reported from a previously attended school.
R06	Babies Can't Wait event has already been reported. (Event 01)	No – Please contact GO-IEP if this is happening in your extract. We will need to fix this inside GO-IEP.

GO-IEP Guidance for Recovery of Rejected Records

Rejection Code	Description of Rejection Code	Should I recover this event date?
R07	Event already exists, but no exit event is reported. (Events 02-06)	Not unless there is an exit event that has not been reported. You will need to report that event also using the ADD/EDIT/DELETE feature prior to sign off. – Otherwise, please contact GO-IEP if this is happening in your extract. We will need to fix this inside GO-IEP.
R08	Event is already reported for the fiscal year (YYYY) and event month (MM). (Events 07-10)	No – Please contact GO-IEP if this is happening in your extract. We will need to fix this inside GO-IEP.
R09	No Student level record found for same System Code, School Code, and GTID. *	Not until after you resolve the missing student level record issue. Check the system and school enrollment being reported. Determine whether the student should be excluded from the SR extract in GO-IEP or if enrollment should be correctly reported.

* For this data collection, dates from May/June of prior fiscal year will be accepted.

SR Reporting

- The FTE Submission Report should be imported regularly into your SIS throughout the year, even during non-FTE time
 - This will update the primary area and GAA fields which are not included in the Special Education Student Record file but are instead included in the Student Level Student Record file.
- Upload the SR Extract regularly to the portal during SR time.
 - This will allow new events that are now included once meetings have been finalized to be reported.

Updates

- New SR Event 14: Consent for services moved from end of IEP to being entered on the timelines override or timelines page
- New SR Event 15: Reevaluation process Waiver link added to timelines page for system admins to use if needed
- Updates to happen soon:
 - Changes to the reevaluation data review decision options (impact SR Event 08 reporting)
 - IEP Services page to include Every 2 weeks for frequency and minutes per week to display on screen after adding a service

We're here to help!

Reach out to your GO-IEP contact if you need any assistance.

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EDUCATING
GEORGIA'S FUTURE

