

SSWS Special Education Indicators Application Directions

The local SSWS administrator will need to assign access to:

- **Data Entry Permission for Special Education Indicators 7, 11, 12, and 13**
- **Director Approval** – Approves Special Education indicators and submits data to the users with Division Approval (*Superintendents and Superintendent Designee*)
- **Division Approval** – Approves Special Education Indicators for the division and submits data to the DOE
- **Generate Reports**

Roles are assigned by the local SSWS administrator

(-)Special Education Indicators - The Special Education Indicators Application allows school divisions to submit data required for reporting of several of the indicators within the State Performance Plan and Annual Performance Report (Indicator 7: Preschool Outcomes, Indicator 11: Child Find, Indicator 12: Early Childhood Transition and Indicator 13: Secondary Transition). This application includes an online verification system for school division personnel to review, verify and approve data to be submitted to the VDOE.

Allow	Permission
<input type="checkbox"/>	Data Entry 13 - Data Entry Permission for Special Education Indicator 13.
<input type="checkbox"/>	Data Entry 12 - Data Entry Permission for Special Education Indicator 12.
<input type="checkbox"/>	Data Entry 11 - Data Entry Permission for Special Education Indicator 11.
<input type="checkbox"/>	Data Entry 7 - Data Entry Permission for Special Education Indicator 7.
<input type="checkbox"/>	Director Approval - Approves Special Education Indicators and submits data to the users with Division Approval (Superintendent and supts. Designee in the division)
<input type="checkbox"/>	Division Approval - Approves Special Education Indicators for the division and submits data to the DOE and submitter - Director Approval access users.
<input type="checkbox"/>	Generate Reports - Special Education Indicators 7 and 12. Additional SPECED Indicators shall be added later.

Special Education Indicators Home Screen

- The menu to the right under Maintain Indicators lists the level of access assigned by your local SSWS administrator.
- An individual may be assigned one or more levels depending on the size and structure of the school division. In the example listed below one individual is assigned ALL ACCESS. This is not an ideal situation.

Click here to open the appropriate section of the application; Menu items with a plus sign (+) have sub-menus that become visible when the plus sign is clicked.

Data entry

- Each staff assigned to enter data can do so via the SSWS Special Education Indicator application.
- Data is keyed directly into the application for each indicator.
- Once data is entered for an indicator it must be finalized. This is done by clicking on the “Finalize” button on the data entry screen. See example below. After the “Finalize” button is clicked data entry staff cannot edit the data without the director unlocking the data by logging in and “disapproving” the submission. Communication among staff is vital if multiple people are entering data for the same indicator.

Example

The screenshot shows the 'Search Indicator 7' form with the following fields: State Testing Id, Date of Birth, Primary Disability, Placement Service, Placement Entry Date, and Completed Status. Below the fields are buttons for 'Finalize', 'Search Indicator 7', and 'Add Indicator 7'. A yellow callout box on the left points to the search fields with the text: 'Data is only entered into this section to search for a student previously entered into the system'. A yellow callout box below the 'Finalize' button points to it with the text: 'Click here once all data is entered for the Indicator'. A yellow callout box below the 'Add Indicator 7' button points to it with the text: 'Click here to enter data for Indicator 7'. A 'Logout' link is visible in the top right corner.

Director Approval

- Once an indicator is finalized the data is marked complete and available for the director to review in the Director’s Dash Board. In this example, Indicator 7 has been finalized and is ready for the director to review. Click on indicator 7 in the Directors Dash Board to review a summary report. Click disapprove if additional data needs to be added or edited. That will allow data entry staff to revise the submission. At this point the director must wait for Indicators 11, 12, 13 to be finalized and marked complete.

The screenshot shows the 'Directors Dash Board' with a table of Special Education Indicators. The table has two columns: 'Special Education Indicators' and 'Status'. The first row shows 'Indicator 7' with a status of 'Completed' and a 'Disapprove' button. The second, third, and fourth rows show 'Indicator 11', 'Indicator 12', and 'Indicator 13' respectively, all with a status of 'In Process'. A 'Submit to Superintendent' button is located at the bottom of the table. A 'Logout' link is visible in the top right corner.

Special Education Indicators	Status
Indicator 7	Completed <input type="button" value="Disapprove"/>
Indicator 11	In Process
Indicator 12	In Process
Indicator 13	In Process

Director Approval, continued

- After all 4 Indicators are finalized, marked complete, and reviewed for accuracy; the data is ready to be submitted to the superintendent (or designee). Once the “Submit to Superintendent” button is clicked, the data is locked and cannot be edited without the superintendent (or designee) unlocking the data by logging in and “disapproving” the submission.

Special Education Indicators	Status
Indicator 7	Completed <input type="button" value="Disapprove"/>
Indicator 11	Completed <input type="button" value="Disapprove"/>
Indicator 12	Completed <input type="button" value="Disapprove"/>
Indicator 13	Completed <input type="button" value="Disapprove"/>

Click here after all 4 Indicators are finalized and ready for the superintendent's approval

Division Approval

- The Superintendent (or designee) will receive a summary report for Indicators 7, 11, 12, and 13. The report can be saved or printed for your records. By clicking “Approve” the Superintendent (or designee) is certifying that the data is correct and is submitting to the DOE. Once the data is submitted to the DOE the submission window closes and can only be unlocked by DOE staff. Reopening the window for resubmission may impact future local determinations for accurate and/or timely submission of data.
- If the superintendent (or designee) disapproves the submission the director will have access to the application and may also disapprove the specific indicator that needs revision. This will permit data entry staff access to the data entry screen for revision.

I CERTIFY THAT THIS IS A TRUE AND CORRECT REPORT OF INDICATOR 7, INDICATOR 11, INDICATOR 12, and INDICATOR 13 DATA, INCLUDING THE REPORT FOR Hanover County COUNTY PUBLIC SCHOOLS FOR THE 2014-2015 SCHOOL YEAR.