# Troubleshooting Federal Child Count Reports

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# Overview

## The Federal Child Count (FCC)

- Includes students with disabilities who are receiving special education services according to their IEPs as of October 31
- Is used in determining the amount of Special Education Part-B IDEA and Early Childhood Special Education funds allocated to the state
- Is collected from traditional school districts, community schools and STEM districts through the Education Management Information System (EMIS) and is submitted to the US Department of Education (USDOE)

- This presentation will focus on troubleshooting the EMIS FCC Reports, which are generated throughout the EMIS data submission process

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# EMIS Data Collections and the FCC Snapshot

- Four collections may be used to submit FCC Data
  - Beginning of Year Student (S) Collection
  - Midyear Student (S) Collection
  - SOES Beginning of Year Student (S) Collection
  - SOES End of Year Student (S) Collection
- This year the FCC snapshot could be taken as early as December 21, 2017
- FCC Snapshot date to be determined and communicated in an EMIS Newsflash

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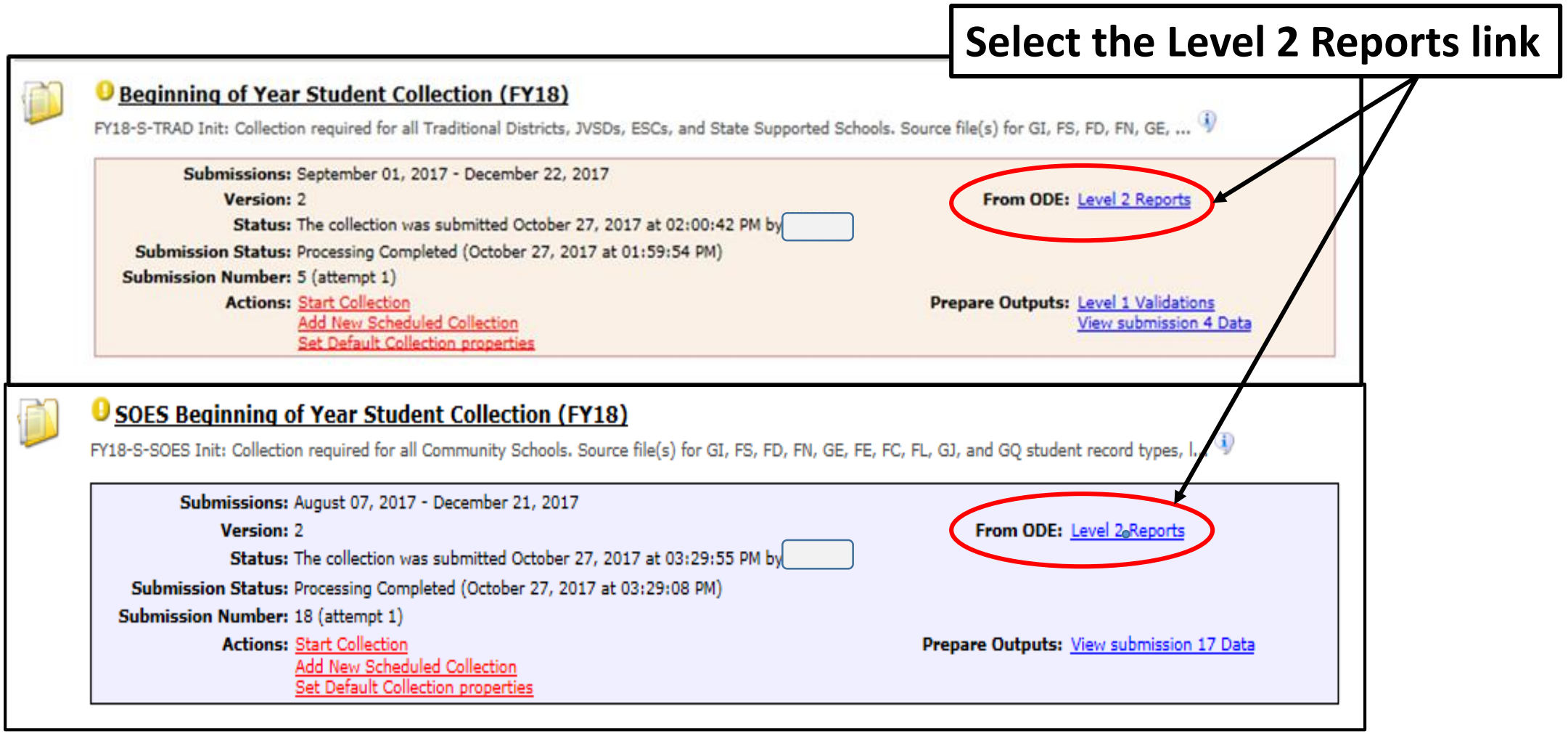
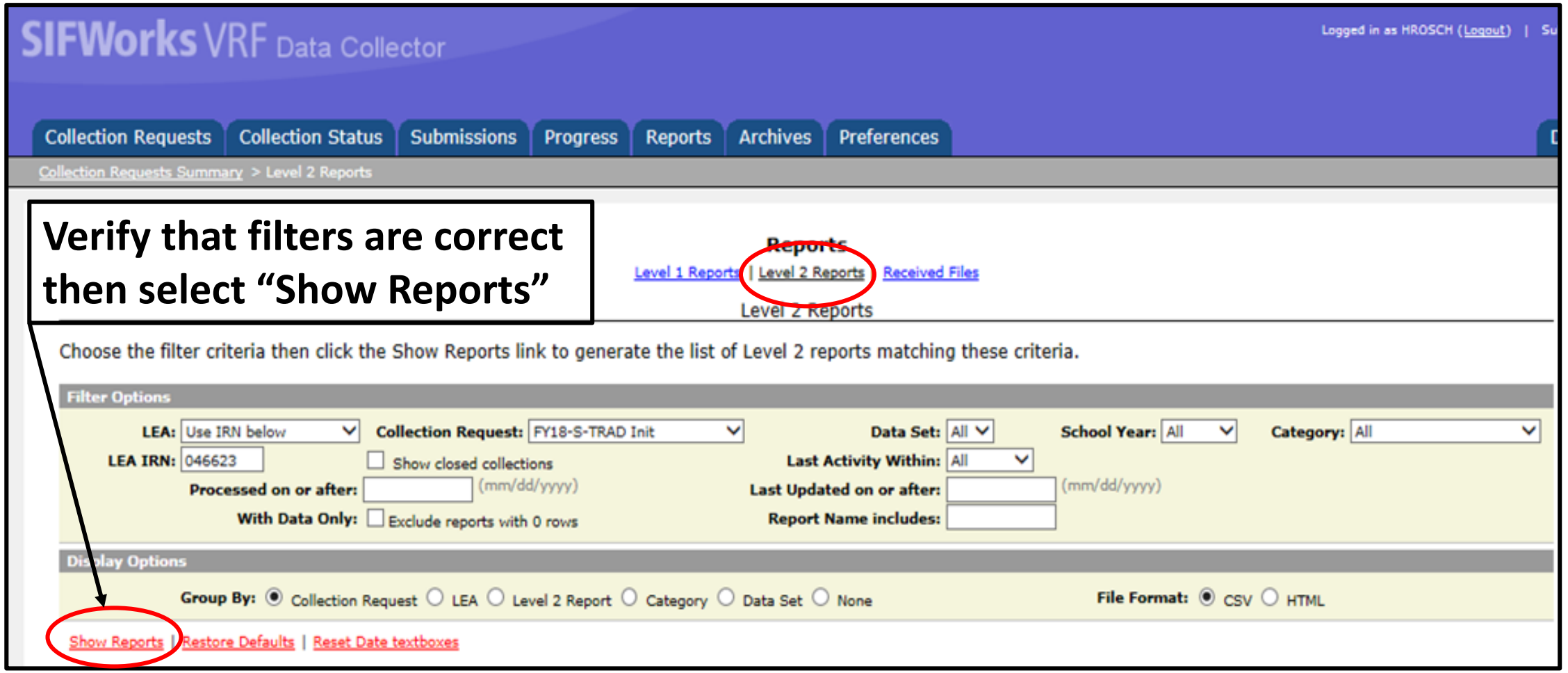
# FCC Reports

- Two FCC Reports
  - (FCCD-001) Federal Child Count Detail
  - (FCCS-001) Federal Child Count Statement of Assurances
- FCC Reports are updated nightly
- Review the most recent version of the reports throughout the data collection process
- Submit updated EMIS data to make corrections to the report

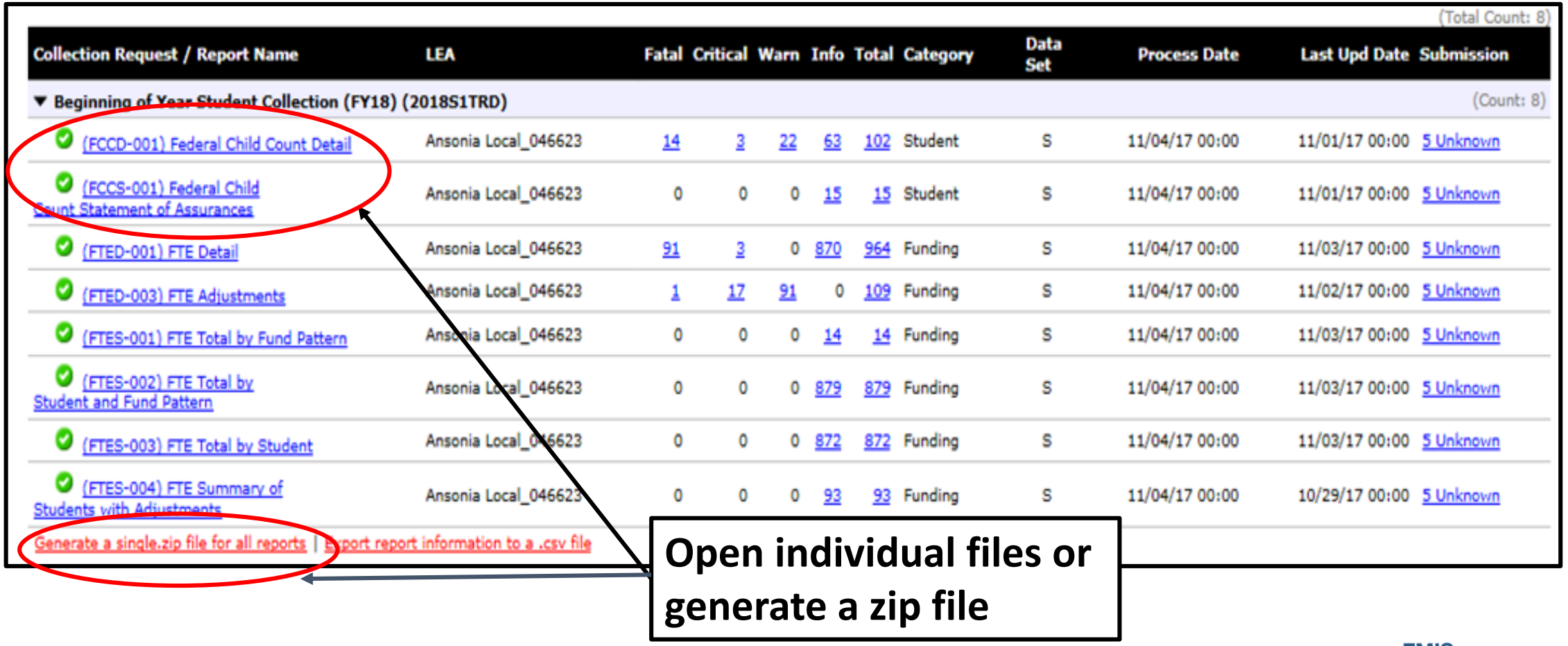
# Level 2 Reports



# FCC Reports


SIFWorks VRF Data Collector
Logged in as HROSCH (Logout)
Collection Requests
Collection Status
Submissions
Progress
Reports
Archives
Preferences
Collection Requests Summary > Level 2 Reports
Verify that filters are correct then select "Show Reports"
Reports
Level 1 Reports | Level 2 Reports | Received Files
Level 2 Reports
Choose the filter criteria then click the Show Reports link to generate the list of Level 2 reports matching these criteria.
Filter Options
LEA: Use IRN below
Collection Request: FY18-S-TRAD Init
Data Set: All
School Year: All
Category: All
LEA IRN: 046623
Show closed collections
Last Activity Within: All
Processed on or after: (mm/dd/yyyy)
Last Updated on or after: (mm/dd/yyyy)
With Data Only: Exclude reports with 0 rows
Report Name includes:
Display Options
Group By: Collection Request LEA Level 2 Report Category Data Set None
File Format: CSV HTML
Show Reports | Restore Defaults | Reset Date textboxes

# FCC Reports cont'd



(Total Count: 8)

| Collection Request / Report Name | LEA | Fatal | Critical | Warn | Info | Total | Category | Data Set | Process Date | Last Upd Date | Submission |
|---|---|---|---|---|---|---|---|---|---|---|---|
| ▼ Beginning of Year Student Collection (FY18) (2018S1TRD) | | | | | | | | | | | (Count: 8) |
| (FCCD-001) Federal Child Count Detail | Ansonia Local_046623 | 14 | 3 | 22 | 63 | 102 | Student | S | 11/04/17 00:00 | 11/01/17 00:00 | 5 Unknown |
| (FCCS-001) Federal Child Count Statement of Assurances | Ansonia Local_046623 | 0 | 0 | 0 | 15 | 15 | Student | S | 11/04/17 00:00 | 11/01/17 00:00 | 5 Unknown |
| (FTED-001) FTE Detail | Ansonia Local_046623 | 91 | 3 | 0 | 870 | 964 | Funding | S | 11/04/17 00:00 | 11/03/17 00:00 | 5 Unknown |
| (FTED-003) FTE Adjustments | Ansonia Local_046623 | 1 | 17 | 91 | 0 | 109 | Funding | S | 11/04/17 00:00 | 11/02/17 00:00 | 5 Unknown |
| (FTES-001) FTE Total by Fund Pattern | Ansonia Local_046623 | 0 | 0 | 0 | 14 | 14 | Funding | S | 11/04/17 00:00 | 11/03/17 00:00 | 5 Unknown |
| (FTES-002) FTE Total by Student and Fund Pattern | Ansonia Local_046623 | 0 | 0 | 0 | 879 | 879 | Funding | S | 11/04/17 00:00 | 11/03/17 00:00 | 5 Unknown |
| (FTES-003) FTE Total by Student | Ansonia Local_046623 | 0 | 0 | 0 | 872 | 872 | Funding | S | 11/04/17 00:00 | 11/03/17 00:00 | 5 Unknown |
| (FTES-004) FTE Summary of Students with Adjustments | Ansonia Local_046623 | 0 | 0 | 0 | 93 | 93 | Funding | S | 11/04/17 00:00 | 10/29/17 00:00 | 5 Unknown |

Generate a single.zip file for all reports | Export report information to a .csv file

**Open individual files or generate a zip file**

# Formatting the FCC Detail Report

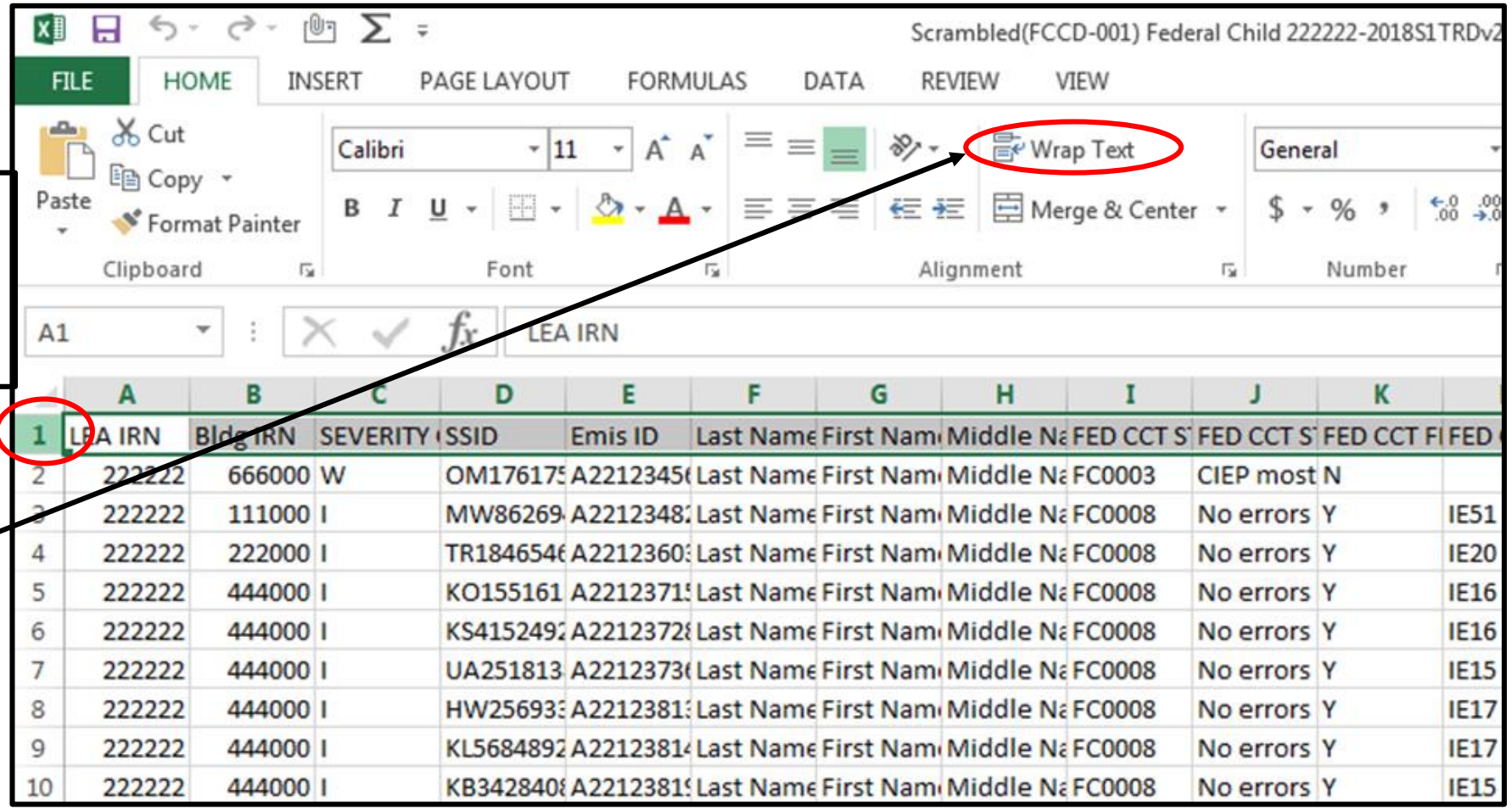
# Formatting the FCC Detail Report

- The next series of slides will demonstrate these basics
  - Wrap text header row
  - Freeze top row
  - Expand all columns
  - Apply filters
- Open the (FCCD-001) Federal Child Count Detail Report

# Wrap Text Header Row

**Select the header row by clicking on the number "1"**

**Then select "Wrap Text"**




| | A | B | C | D | E | F | G | H | I | J | K | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 1 | LEA IRN | Bldg IRN | SEVERITY | SSID | Emis ID | Last Name | First Nam | Middle Na | FED CCT S | FED CCT S | FED CCT FI | FED |
| 2 | 222222 | 666000 | W | OM17617 | A2212345 | Last Name | First Nam | Middle Na | FC0003 | CIEP most | N | |
| 3 | 222222 | 111000 | I | MW86269 | A2212348 | Last Name | First Nam | Middle Na | FC0008 | No errors | Y | IE51 |
| 4 | 222222 | 222000 | I | TR184654 | A2212360 | Last Name | First Nam | Middle Na | FC0008 | No errors | Y | IE20 |
| 5 | 222222 | 444000 | I | KO155161 | A2212371 | Last Name | First Nam | Middle Na | FC0008 | No errors | Y | IE16 |
| 6 | 222222 | 444000 | I | KS415249 | A2212372 | Last Name | First Nam | Middle Na | FC0008 | No errors | Y | IE16 |
| 7 | 222222 | 444000 | I | UA251813 | A2212373 | Last Name | First Nam | Middle Na | FC0008 | No errors | Y | IE15 |
| 8 | 222222 | 444000 | I | HW25693 | A2212381 | Last Name | First Nam | Middle Na | FC0008 | No errors | Y | IE17 |
| 9 | 222222 | 444000 | I | KL5684892 | A2212381 | Last Name | First Nam | Middle Na | FC0008 | No errors | Y | IE17 |
| 10 | 222222 | 444000 | I | KB342840 | A2212381 | Last Name | First Nam | Middle Na | FC0008 | No errors | Y | IE15 |

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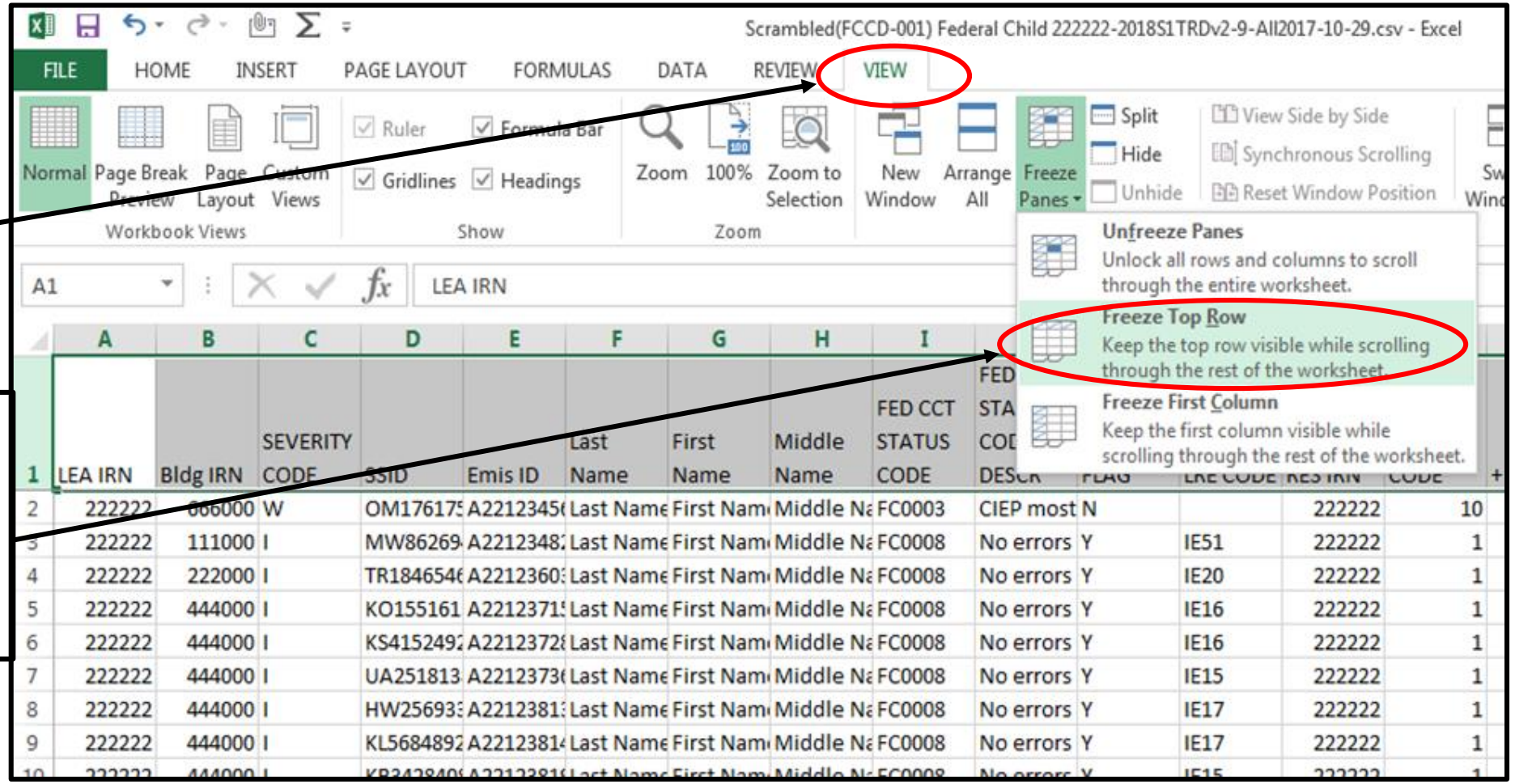
# Freeze Top Row

**Select the "View" tab**

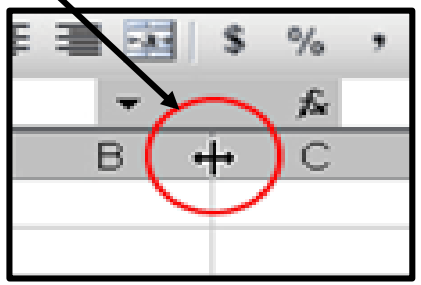
**Then select "Freeze Panes" and "Freeze Top Row"**

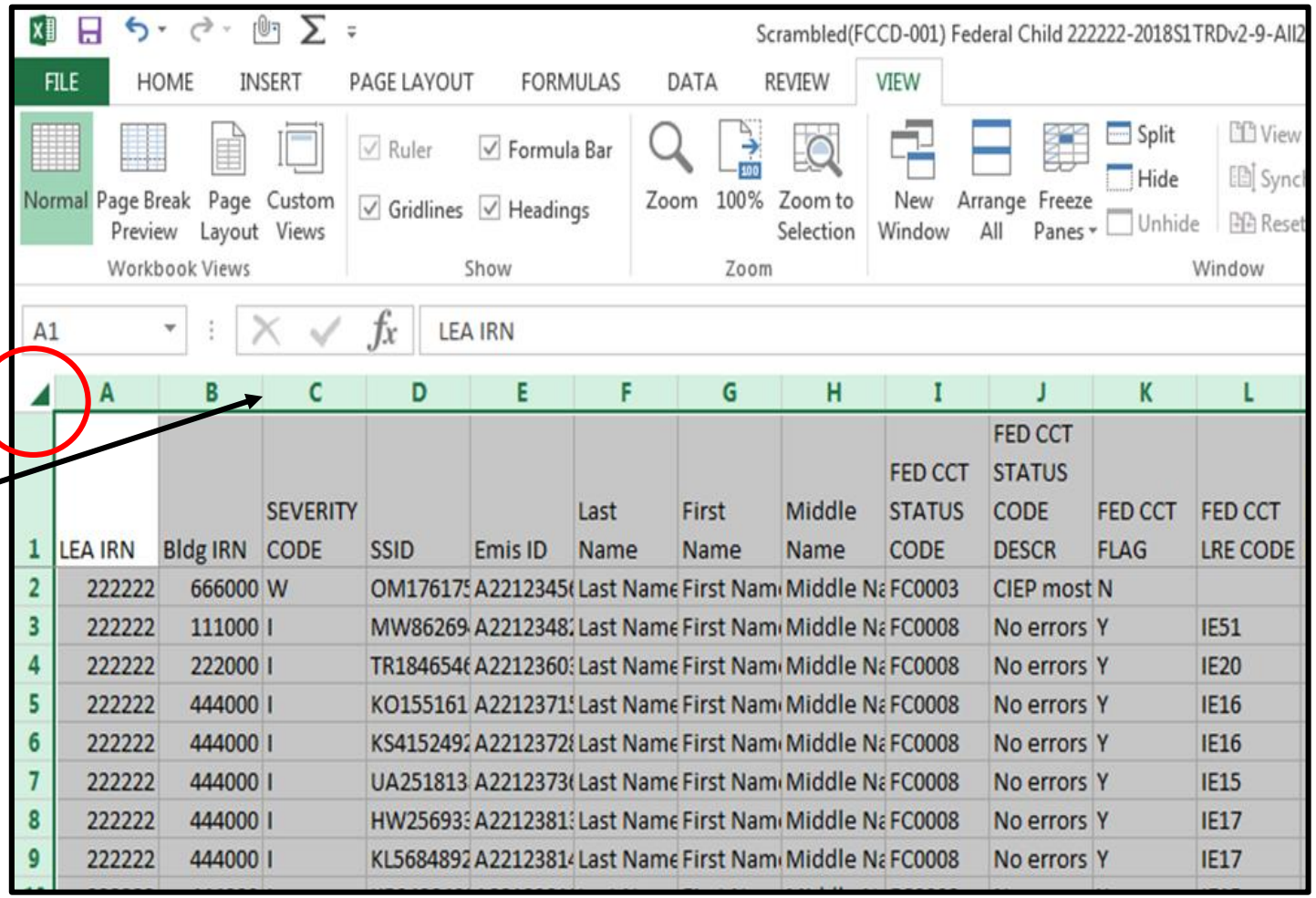


# Expand all Columns

**Click on the triangle between Column A and Row 1 to select the entire spreadsheet**

**Place cursor between any two column headers and double click to expand all columns**




| | A | B | C | D | E | F | G | H | I | J | K | L |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 1 | LEA IRN | Bldg IRN | SEVERITY CODE | SSID | Emis ID | Last Name | First Name | Middle Name | FED CCT STATUS CODE | FED CCT STATUS CODE DESCR | FED CCT FLAG | FED CCT LRE CODE |
| 2 | 222222 | 666000 | W | OM17617 | A2212345 | Last Name | First Nam | Middle Na | FC0003 | CIEP most | N | |
| 3 | 222222 | 111000 | I | MW86269 | A2212348 | Last Name | First Nam | Middle Na | FC0008 | No errors | Y | IE51 |
| 4 | 222222 | 222000 | I | TR184654 | A2212360 | Last Name | First Nam | Middle Na | FC0008 | No errors | Y | IE20 |
| 5 | 222222 | 444000 | I | KO155161 | A2212371 | Last Name | First Nam | Middle Na | FC0008 | No errors | Y | IE16 |
| 6 | 222222 | 444000 | I | KS4152492 | A2212372 | Last Name | First Nam | Middle Na | FC0008 | No errors | Y | IE16 |
| 7 | 222222 | 444000 | I | UA251813 | A2212373 | Last Name | First Nam | Middle Na | FC0008 | No errors | Y | IE15 |
| 8 | 222222 | 444000 | I | HW256933 | A2212381 | Last Name | First Nam | Middle Na | FC0008 | No errors | Y | IE17 |
| 9 | 222222 | 444000 | I | KL5684892 | A2212381 | Last Name | First Nam | Middle Na | FC0008 | No errors | Y | IE17 |

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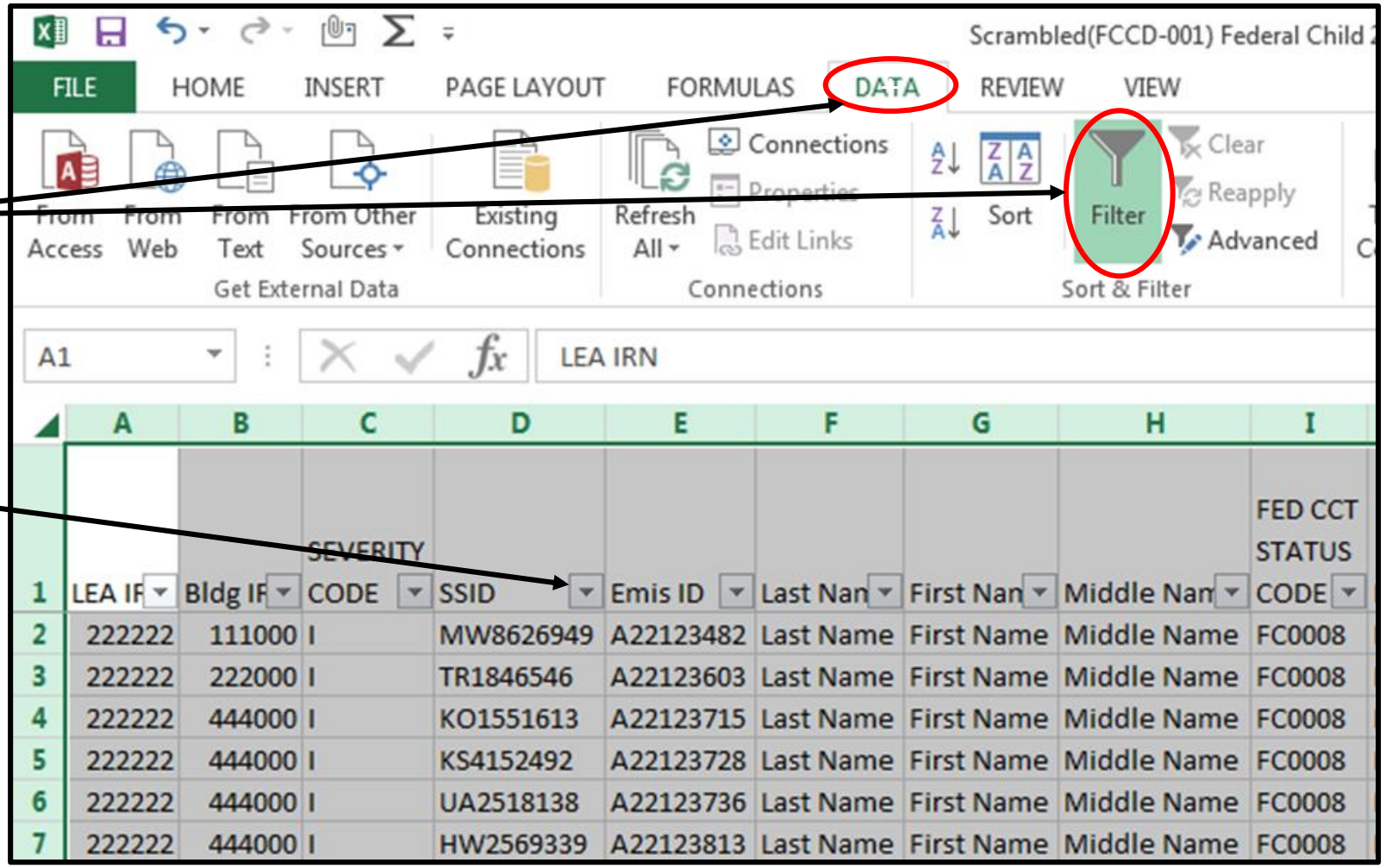
# Apply Filters

**From the "Data" tab choose "Filter"**

**Filters will be available to select in each column header**




| | A | B | C | D | E | F | G | H | I |
|---|---|---|---|---|---|---|---|---|---|
| 1 | LEA IF | Bldg IF | SEVERITY CODE | SSID | Emis ID | Last Nan | First Nan | Middle Nan | FED CCT STATUS CODE |
| 2 | 222222 | 111000 | I | MW8626949 | A22123482 | Last Name | First Name | Middle Name | FC0008 |
| 3 | 222222 | 222000 | I | TR1846546 | A22123603 | Last Name | First Name | Middle Name | FC0008 |
| 4 | 222222 | 444000 | I | KO1551613 | A22123715 | Last Name | First Name | Middle Name | FC0008 |
| 5 | 222222 | 444000 | I | KS4152492 | A22123728 | Last Name | First Name | Middle Name | FC0008 |
| 6 | 222222 | 444000 | I | UA2518138 | A22123736 | Last Name | First Name | Middle Name | FC0008 |
| 7 | 222222 | 444000 | I | HW2569339 | A22123813 | Last Name | First Name | Middle Name | FC0008 |

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# Quick Check

The Federal Child Count Detail Report contains student detail data as it pertains to the count. This report is critical in the data review and error correction process and should be carefully reviewed for accuracy and completeness.

- Are you using the most recent version of the report?
- Are you able to open and format the CSV report to begin the review process?
- Can you apply filters to all columns?

# Troubleshooting the Federal Child Count Detail Report

# Troubleshooting the FCC Detail Report

The next series of slides will review data contained in the report including

- Student EMIS data
- Severity Codes and Numbers
- Least Restrictive Environment (LRE) Source Codes
- Federal Child Count Flag
- Status Codes and corrective actions

# Student EMIS Data

- Disability Condition Code
  - Review for accuracy
- Student Age Number
  - Student's age as of October 31
- Sent Reasons and IRNs
  - Displays if relevant to the FCC
- FED CCT LRE Code – the code that will be used in the Federal Child Count
  - If this is blank, the student is not included in the count

# Severity Numbers and Codes

Severity numbers (ERR SEV NUM) are aligned with severity codes

- Report is sorted least severe to most severe

| ERR SEV NUM | SEVERITY CODE |
|---|---|
| 15 | I - Informational |
| 39 | W - Warning |
| 63 | C - Critical |
| 79 | F - Fatal |

# Least Restrictive Environment (LRE) Source Codes

Columns - DIST LRE SRC CODE and DIST LRE SRC DESCR

- Use in conjunction with the FCC Status Codes when analyzing report data
  - 3 = Student's age is not 3 – 21
  - 5 = No IEP Reported (Uses IENS "IEP outcome not served" as LRE)
  - 7 = FN270 Override
  - 8 = GE Record
  - 9 = How Received = 6
    - FED CCT LRE CODE will be IE39
  - A = Sent Reason = AU or JP
    - FED CCT LRE CODE will be IE39 if age 6 or older and IE51 if age 3-5

# Federal Child Count Flag

Column - FED CCT FLAG

- Y – Student included in the Federal Child Count
- N – Student not included in the Federal Child Count
- In some cases, the flag can be set to “Y” and the student has an LRE of IENS (IEP Complete Not Served)
- Review all students on the report regardless of flag

# FED CCT Status Codes

Columns - FED CCT STATUS CODE and FED CCT STATUS CODE DESCR

- Indicates the status of a student as it relates to inclusion in the count
- Indicates that a data issue exists or that no errors are identified
- Data with no errors on the report should still be reviewed for accuracy
- The following slides will filter on each Status Code and provide suggestions for error resolution

# FED CCT Status Code FC0001

Filter on FC0001

- **On Oct 31 Student age is outside the 3-21 included range (Fatal)**
  - Source Code 3 - Student age is not 3 – 21
  - FED CCT FLAG - N
- View the student's reported date of birth on the Student Demographic (GI) Record to confirm age
- If the student's date of birth is incorrect, make the correction and submit updated EMIS data

# FED CCT Status Code FC0002

Filter on FC0002

- **Unable to translate LRE-must report FN270 element (Critical)**
  - Source Code 7 - FN270 Override
  - or Source Code 8 - GE Record
  - FED CCT Flag - N
- The FCC considers age and not grade level
- As of October 31 the student's IEP Outcome (LRE) must agree with the student's age
  - Students 3 through 5 = preschool LRE
  - Students 6 through 21 = school-aged LRE

# Reporting the FN270 Element

## Updated October 31 IEP Outcome Element (FN270)

- Student's age is under 6 years old while their IEP on October 31 has a school-aged outcome – report a preschool LRE FN270 element
- Student's age is over 5 years old while their IEP on October 31 has a preschool outcome, report a school-aged LRE FN270 element
- The current IEP outcome and FN270 values should not be the same
- When the FN270 value is reported correctly the LRE that aligns with the student's age will appear in the column FED CCT LRE CODE
- When reported incorrectly the FED CCT LRE CODE column will be blank

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# FED CCT Status Code FC0003

Filter on FC0003

- **CIEP most recent IEP - should be no disability (Warning)**
  - Source Code 8 - GE Record
  - FED CCT FLAG - N
- Verify the CIEP event and confirm that the student's disability code is being reported as ending on the date of the CIEP event
- If the student's disability code on the Student Attributes - Effective Date (FD) Record is not reported as ended, make the correction and submit updated EMIS data

# FED CCT Status Code FC0004

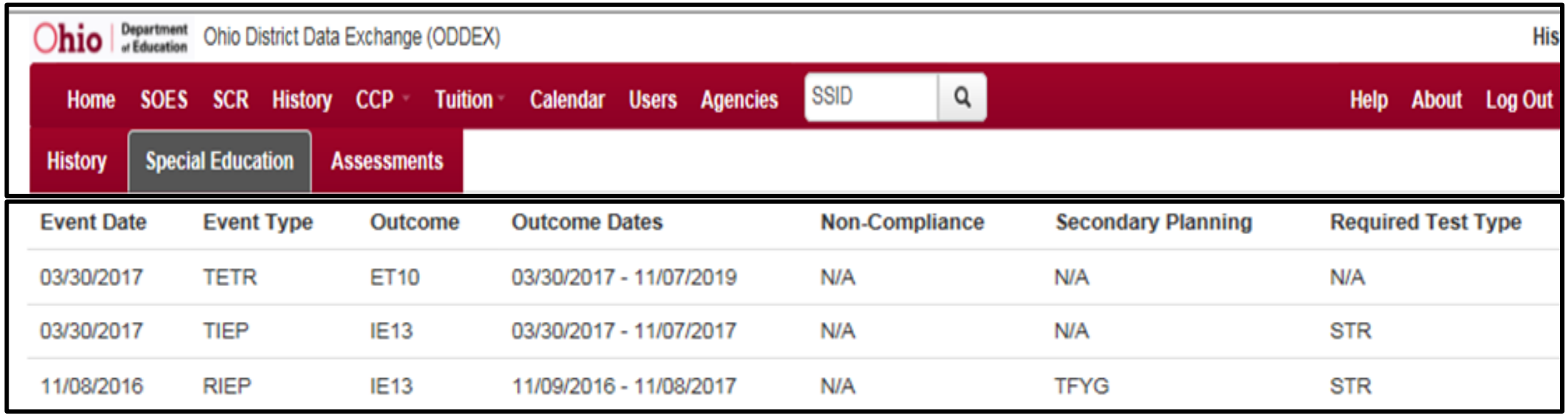
Filter on FC0004

- **No LRE reported for Oct 31 date – assigned no services LRE (Fatal)**
  - Source Code 5 - No IEP Reported
  - FED CCT Flag - Y
  - FED CCT LRE CODE – IENS
- These students are included in the count
- Verify the student's special education event records as of October 31
- Verify the most recent IEP was reported to EMIS

# ODDEX History

## Special Education Data Tab

- This is a great way to verify if the student's IEP events were reported to EMIS




| Event Date | Event Type | Outcome | Outcome Dates | Non-Compliance | Secondary Planning | Required Test Type |
|---|---|---|---|---|---|---|
| 03/30/2017 | TETR | ET10 | 03/30/2017 - 11/07/2019 | N/A | N/A | N/A |
| 03/30/2017 | TIEP | IE13 | 03/30/2017 - 11/07/2017 | N/A | N/A | STR |
| 11/08/2016 | RIEP | IE13 | 11/09/2016 - 11/08/2017 | N/A | TFYG | STR |

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# NIEP Date Type - No IEP

## Reporting an NIEP event

- NIEP is reported when services are being provided without an active IEP
- NIEP events can only be reported in specific situations
  - Student newly transferred in; IEP adoption determination not complete; services being provided based on prior IEP
  - IEP expired; new IEP not in place; services being provided based on prior IEP
  - IEP current, but not reported to EMIS in prior collection; services provided based on current IEP
- NIEP cannot be used prior to an Initial IEP being written and services provided

# FED CCT Status Code FC0005

Filter on FC0005

- **Student does not meet inclusion filter in this district (Warning)**
  - Source Code 5 - No IEP Reported – verify if special education events need to be reported for this student
  - or Source Code 7 - FN270 Override
  - or Source Code 8 - GE Record
  - FED CCT Flag - N
- Review Student Standing (FS) Record coding for accuracy
- Refer to the Federal Child Count Report Explanation, section “Include in USDOE Count”
- Open enrolled in and court placed in students can have this status at the educating district

# Multiple District Tie Breakers

1. Student counts where Reporting IRN = District of Residence IRN

   ~OR~ counts where Reporting IRN is reporting a How Received code of M (Community School) or K (STEM District)

2. If entities are claiming the student in the same way (as above), then the student is included at the entity with the later Admission Date

3. If entities are claiming the student in the same way as in number 1 and reporting the student with the same admission date, then the student will not count for any district

# FED CCT Status Code FC0006

Filter on FC0006

- **Student counting in alternative district - does not count in your district (Warning)**
  - Source Code 5 – No IEP Reported - verify if special education events need to be reported for this student
  - or Source Code 7 - FN270 Override
  - or Source Code 8 - GE Record
  - or Source Code 9 - How Received = 6
  - or Source Code A - Sent Reason AU or JP
  - FED CCT Flag - N
- Student counts at the IRN in the FED CCT ALT IRN column
- Review data in ODDEX to compare how data is being reported
- Communicate with the alternative district to determine how this student should be reported

# FED CCT Status Code FC0007

Filter on FC0007

- **Student excluded -conflict in where student should count (Fatal)**
  - Source Code – 7 FN270 Override
  - Or Source Code – 8 GE Record
  - FED CCT Flag - N
- Could not determine where this student should count, so the student will not be counted at either entity
- Review data in ODDEX to compare how data is being reported by both entities
- Communicate with the other entity to determine how this student should be reported

# FED CCT Status Code FC0008

Filter on FC0008

- **No errors identified in ODE processing (Informational)**
  - Source Code 7 – FN270 Override
  - or Source Code 8 – GE Record
  - or Source Code 9 – How Received = 6
  - or Source Code A – Sent Reason = AU or JP
  - FED CCT Flag - Y
- Data for the students should still be reviewed for accuracy
- Apply filters to verify elements such as disability conditions and LREs
- District staff can be very helpful in verifying data accuracy and completeness

# Quick Check

The Federal Child Count Detail report will display students who are and who are not included in your count. The report will also indicate students with issues preventing them from being included. Check this report often as it can be effected by another entity's EMIS reporting.

- Have all status codes been reviewed and all reporting issues corrected?
- When corrections have been made in the student information system (SIS), has that updated data been submitted to EMIS?
- Based on inclusion criteria are all of your special education students being counted correctly?

# Troubleshooting the Federal Child Count Statement of Assurances Report

# Open the FCC Statement of Assurances Report

| | A | B | C |
|---|---|---|---|
| 1 | DISAB CNDTN CODE | DISABILITY DESCR | STUDENT COUNTS |
| 2 | -- | 3, 4, and 5 Year Olds With a disability (Any) | 22 |
| 3 | 1 | Multiple Disabilities (other than Deaf-Blind) | 18 |
| 4 | 2 | Deaf-Blindness | 0 |
| 5 | 3 | Deafness (Hearing Impairment) | 4 |
| 6 | 4 | Visual Impairments | 1 |
| 7 | 5 | Speech and Language Impairments | 6 |
| 8 | 6 | Orthopedic Impairments | 2 |
| 9 | 8 | Emotional Disturbance (SBH) | 18 |
| 10 | 9 | Intellectual Disabilities (Formerly Mental Retardation or -see Manua | 5 |
| 11 | 10 | Specific Learning Disabilities | 23 |
| 12 | 12 | Autism | 19 |
| 13 | 13 | Traumatic Brain Injury (TBI) | 2 |
| 14 | 14 | Other Health Impaired (Major) | 0 |
| 15 | 15 | Other Health Impaired (Minor) | 14 |
| 16 | 16 | Developmental Delay | 0 |
| 17 | | | |

**Format the report by wrapping the text in the header row and expanding all columns**

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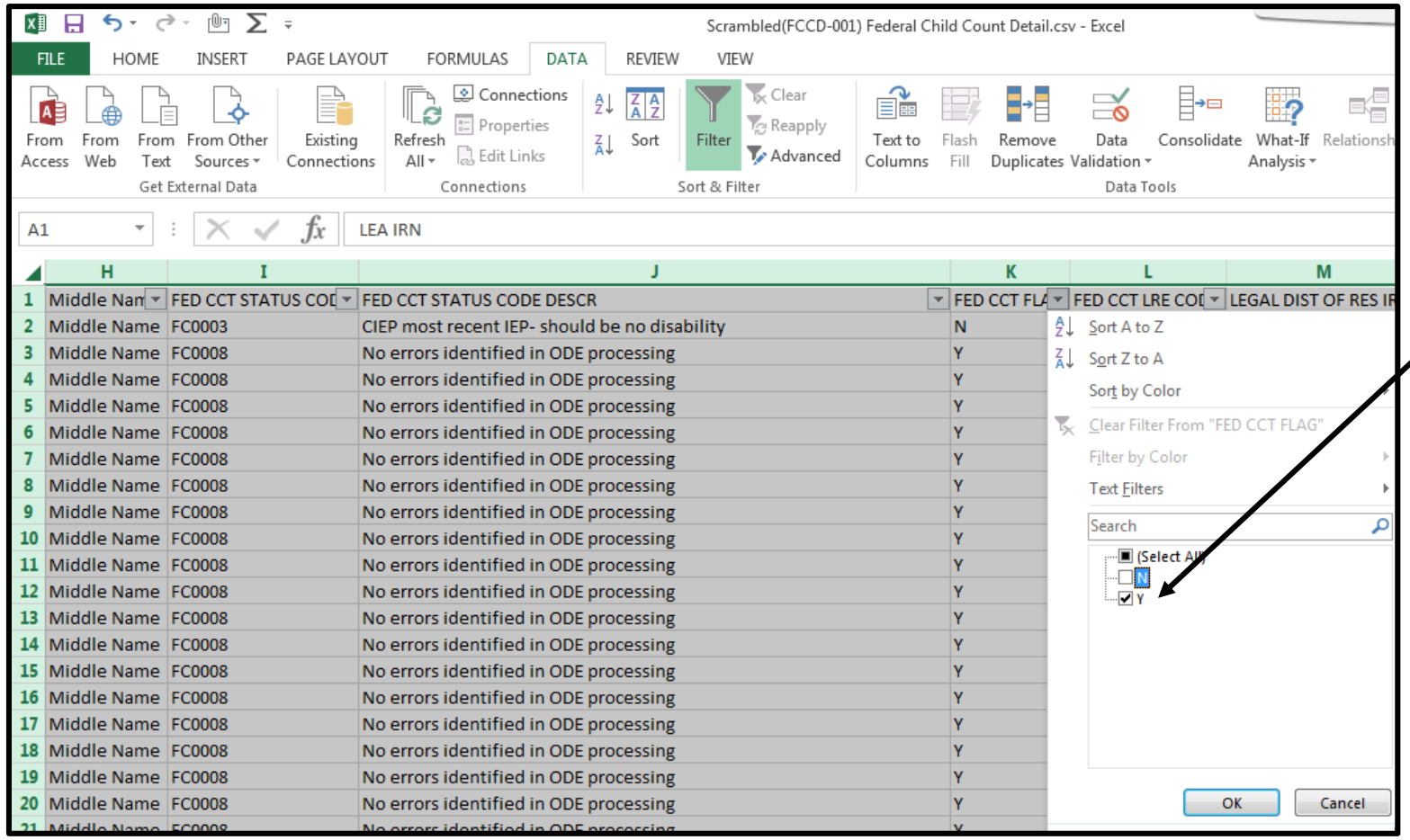
# Understanding Statement of Assurances

- The report includes
  - only students who have a FED CCT Flag = Y
  - all students age 3 to 5 in the first category
  - students age 6 to 21 in each disability specific category
- Using the above criteria the next series of slides will match the FCC Detail Report against the FCC Statement of Assurances Report
- When you are told that the counts on this report are incorrect, filtering allows you to show which students are included or not included

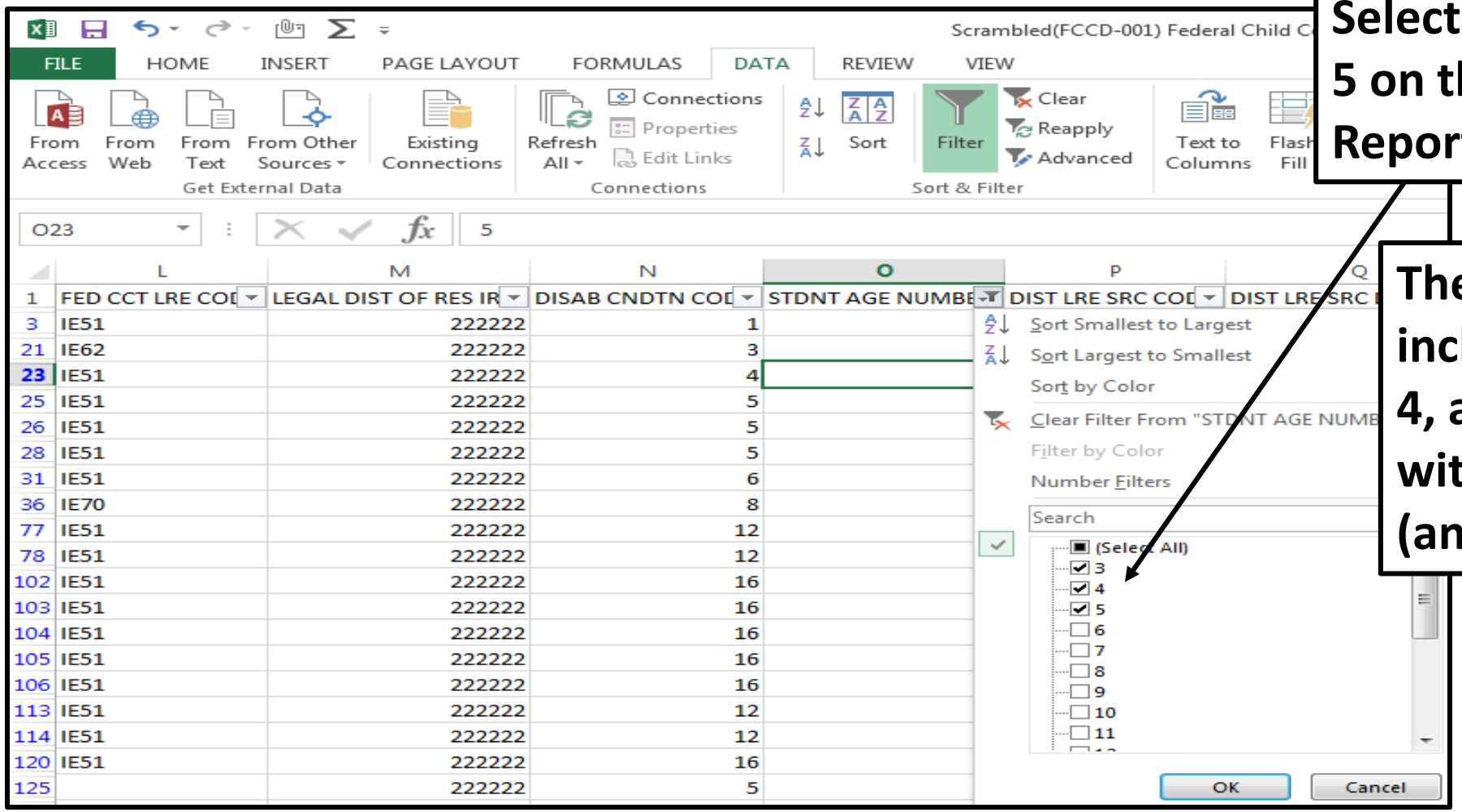
# Filter on FCC CCT Flag




**Select Y on the FED CCT Flag Filter on the FCC Detail Report**

**These are the students who are included in the Statement of Assurances Report**

# Filter on Student Age Number




| | FED CCT LRE COD | LEGAL DIST OF RES IR | DISAB CNDTN COD | STDNT AGE NUMBE |
|---|---|---|---|---|
| 3 | IE51 | 222222 | 1 | |
| 21 | IE62 | 222222 | 3 | |
| 23 | IE51 | 222222 | 4 | |
| 25 | IE51 | 222222 | 5 | |
| 26 | IE51 | 222222 | 5 | |
| 28 | IE51 | 222222 | 5 | |
| 31 | IE51 | 222222 | 6 | |
| 36 | IE70 | 222222 | 8 | |
| 77 | IE51 | 222222 | 12 | |
| 78 | IE51 | 222222 | 12 | |
| 102 | IE51 | 222222 | 16 | |
| 103 | IE51 | 222222 | 16 | |
| 104 | IE51 | 222222 | 16 | |
| 105 | IE51 | 222222 | 16 | |
| 106 | IE51 | 222222 | 16 | |
| 113 | IE51 | 222222 | 12 | |
| 114 | IE51 | 222222 | 12 | |
| 120 | IE51 | 222222 | 16 | |
| 125 | | 222222 | 5 | |

**Select ages 3, 4 and 5 on the FCC Detail Report**

**These students are included in the 3, 4, and 5 year olds with a disability (any) category**

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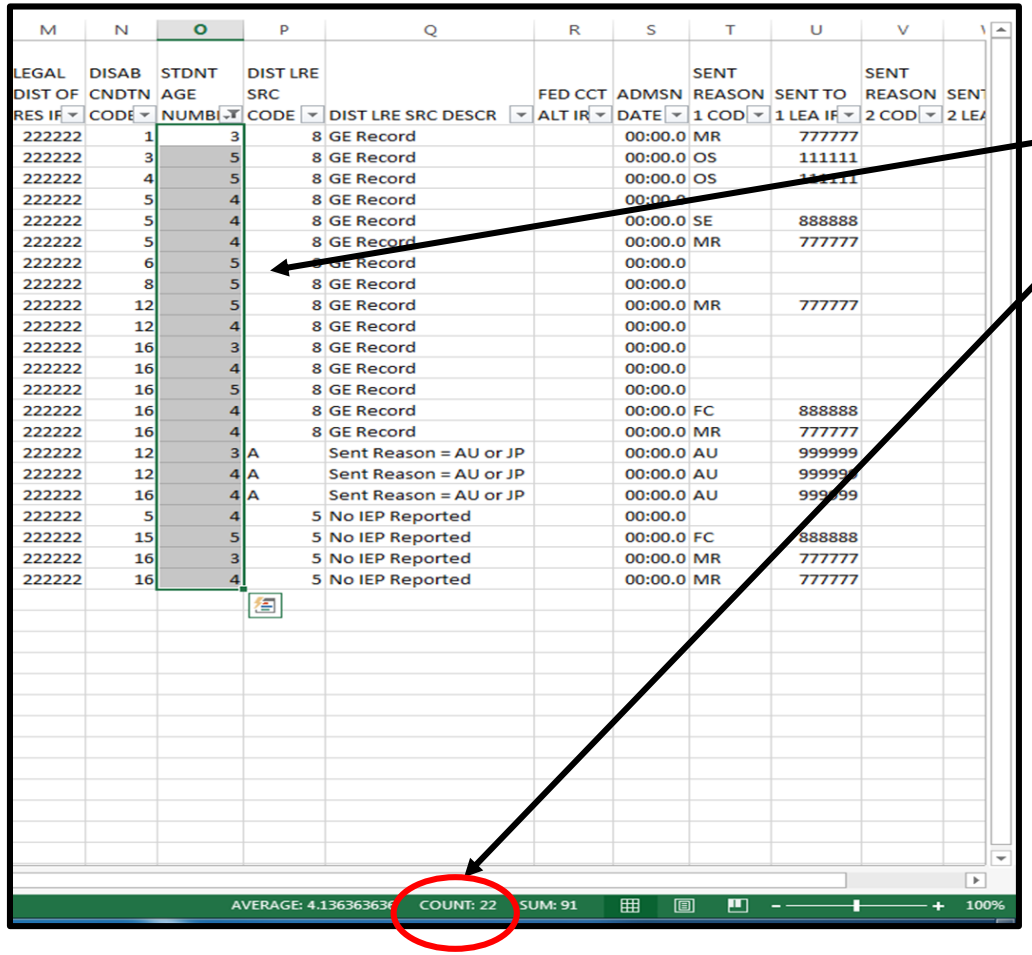
# Matching Data Between Reports

**From the filtered students on the FCC Detail Report, select a range of cells and see the "count" appear at the bottom of the spreadsheet. This will match the count on the Statement of Assurances.**



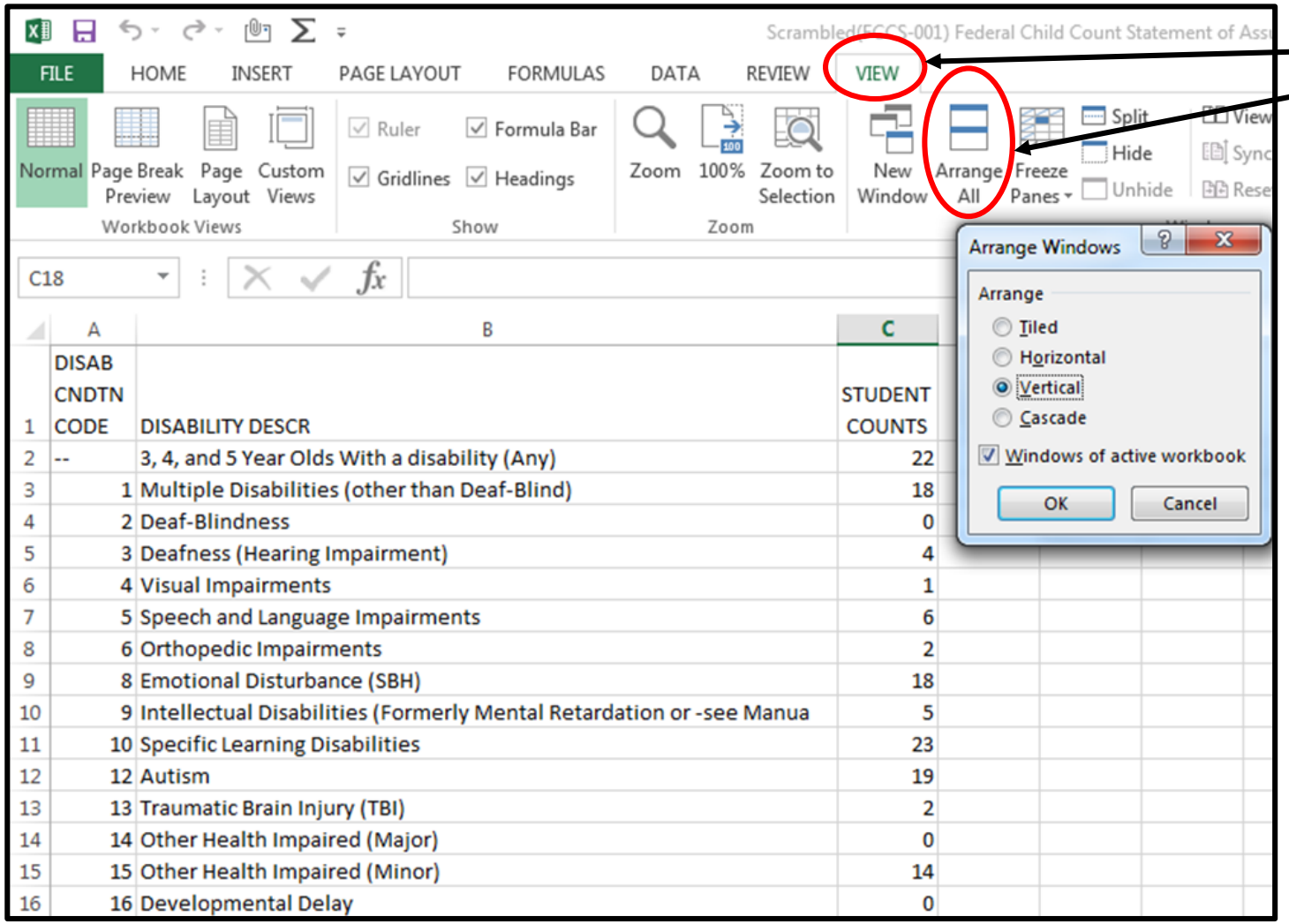
| M | N | O | P | Q | R | S | T | U | V |
|---|---|---|---|---|---|---|---|---|---|
| LEGAL DIST OF RES IF | DISAB CNDTN CODE | STDNT AGE NUMBI | DIST LRE SRC CODE | DIST LRE SRC DESCR | FED CCT ALT IR | ADMSN DATE | SENT REASON 1 COD | SENT TO 1 LEA IF | SENT REASON 2 COD |
| 222222 | 1 | 3 | 8 | GE Record | | 00:00.0 | MR | 777777 | |
| 222222 | 3 | 5 | 8 | GE Record | | 00:00.0 | OS | 111111 | |
| 222222 | 4 | 5 | 8 | GE Record | | 00:00.0 | OS | 111111 | |
| 222222 | 5 | 4 | 8 | GE Record | | 00:00.0 | | | |
| 222222 | 5 | 4 | 8 | GE Record | | 00:00.0 | SE | 888888 | |
| 222222 | 5 | 4 | 8 | GE Record | | 00:00.0 | MR | 777777 | |
| 222222 | 6 | 5 | 8 | GE Record | | 00:00.0 | | | |
| 222222 | 8 | 5 | 8 | GE Record | | 00:00.0 | | | |
| 222222 | 12 | 5 | 8 | GE Record | | 00:00.0 | MR | 777777 | |
| 222222 | 12 | 4 | 8 | GE Record | | 00:00.0 | | | |
| 222222 | 16 | 3 | 8 | GE Record | | 00:00.0 | | | |
| 222222 | 16 | 4 | 8 | GE Record | | 00:00.0 | | | |
| 222222 | 16 | 5 | 8 | GE Record | | 00:00.0 | | | |
| 222222 | 16 | 4 | 8 | GE Record | | 00:00.0 | FC | 888888 | |
| 222222 | 16 | 4 | 8 | GE Record | | 00:00.0 | MR | 777777 | |
| 222222 | 12 | 3 | A | Sent Reason = AU or JP | | 00:00.0 | AU | 999999 | |
| 222222 | 12 | 4 | A | Sent Reason = AU or JP | | 00:00.0 | AU | 999999 | |
| 222222 | 16 | 4 | A | Sent Reason = AU or JP | | 00:00.0 | AU | 999999 | |
| 222222 | 5 | 4 | 5 | No IEP Reported | | 00:00.0 | | | |
| 222222 | 15 | 5 | 5 | No IEP Reported | | 00:00.0 | FC | 888888 | |
| 222222 | 16 | 3 | 5 | No IEP Reported | | 00:00.0 | MR | 777777 | |
| 222222 | 16 | 4 | 5 | No IEP Reported | | 00:00.0 | MR | 777777 | |

AVERAGE: 4.136363636 COUNT: 22 SUM: 91 100%

| | A | B | C |
|---|---|---|---|
| 1 | DISAB CNDTN CODE | DISABILITY DESCR | STUDENT COUNTS |
| 2 | -- | 3, 4, and 5 Year Olds With a disability (Any) | 22 |
| 3 | 1 | Multiple Disabilities (other than Deaf-Blind) | 18 |
| 4 | 2 | Deaf-Blindness | 0 |
| 5 | 3 | Deafness (Hearing Impairment) | 4 |
| 6 | 4 | Visual Impairments | 1 |
| 7 | 5 | Speech and Language Impairments | 6 |
| 8 | 6 | Orthopedic Impairments | 2 |
| 9 | 8 | Emotional Disturbance (SBH) | 18 |
| 10 | 9 | Intellectual Disabilities (Formerly Mental Retardation or -see Manua | 5 |
| 11 | 10 | Specific Learning Disabilities | 23 |
| 12 | 12 | Autism | 19 |
| 13 | 13 | Traumatic Brain Injury (TBI) | 2 |
| 14 | 14 | Other Health Impaired (Major) | 0 |
| 15 | 15 | Other Health Impaired (Minor) | 14 |
| 16 | 16 | Developmental Delay | 0 |

EMIS Alliance

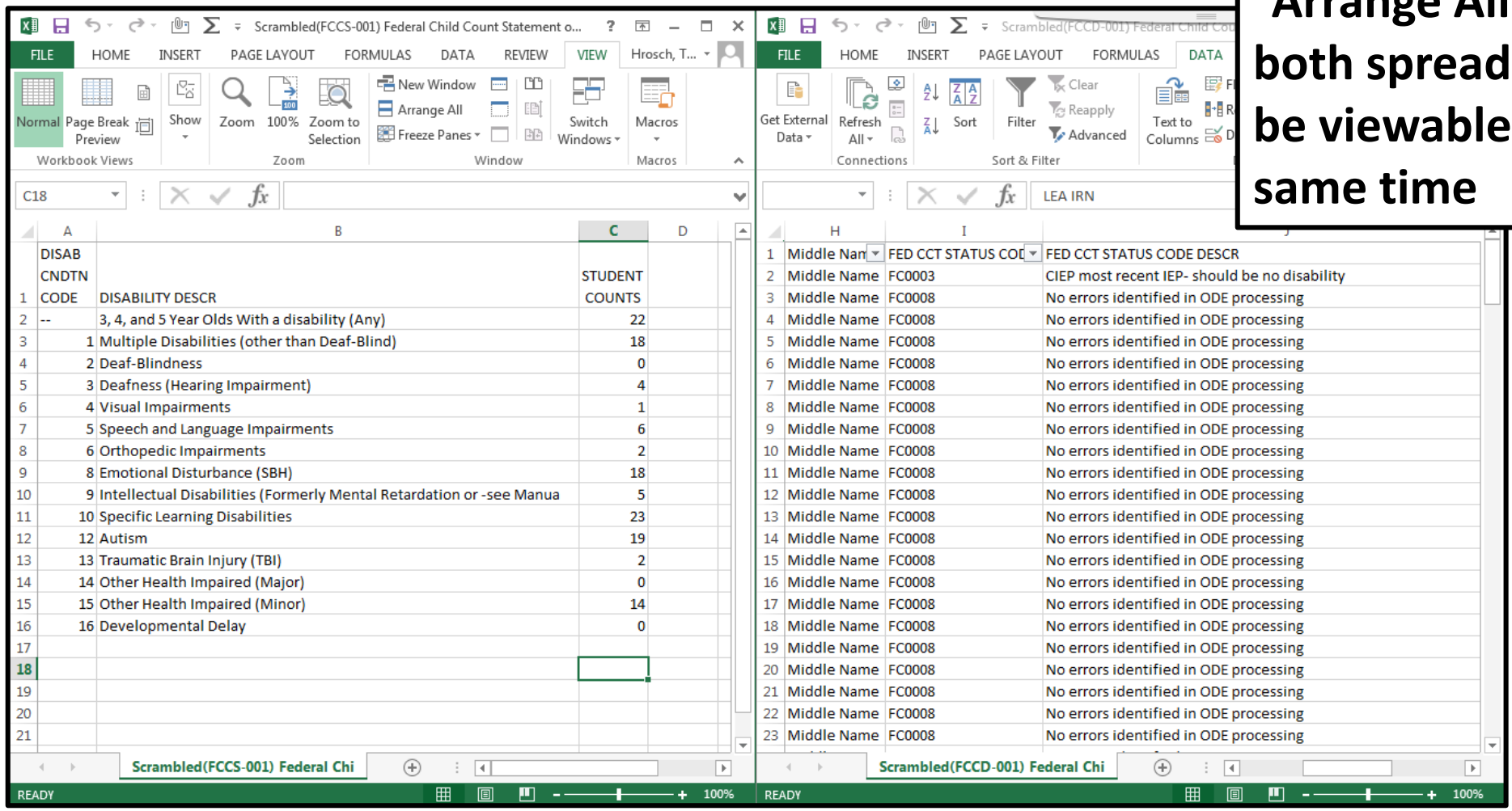
# Arrange All




| | A | B | C |
|---|---|---|---|
| 1 | DISAB CNDTN CODE | DISABILITY DESCR | STUDENT COUNTS |
| 2 | -- | 3, 4, and 5 Year Olds With a disability (Any) | 22 |
| 3 | 1 | Multiple Disabilities (other than Deaf-Blind) | 18 |
| 4 | 2 | Deaf-Blindness | 0 |
| 5 | 3 | Deafness (Hearing Impairment) | 4 |
| 6 | 4 | Visual Impairments | 1 |
| 7 | 5 | Speech and Language Impairments | 6 |
| 8 | 6 | Orthopedic Impairments | 2 |
| 9 | 8 | Emotional Disturbance (SBH) | 18 |
| 10 | 9 | Intellectual Disabilities (Formerly Mental Retardation or -see Manua | 5 |
| 11 | 10 | Specific Learning Disabilities | 23 |
| 12 | 12 | Autism | 19 |
| 13 | 13 | Traumatic Brain Injury (TBI) | 2 |
| 14 | 14 | Other Health Impaired (Major) | 0 |
| 15 | 15 | Other Health Impaired (Minor) | 14 |
| 16 | 16 | Developmental Delay | 0 |

**When two spreadsheets are open at the same time, from the View tab select “Arrange All” and then “Vertical”**

# Arrange All cont'd

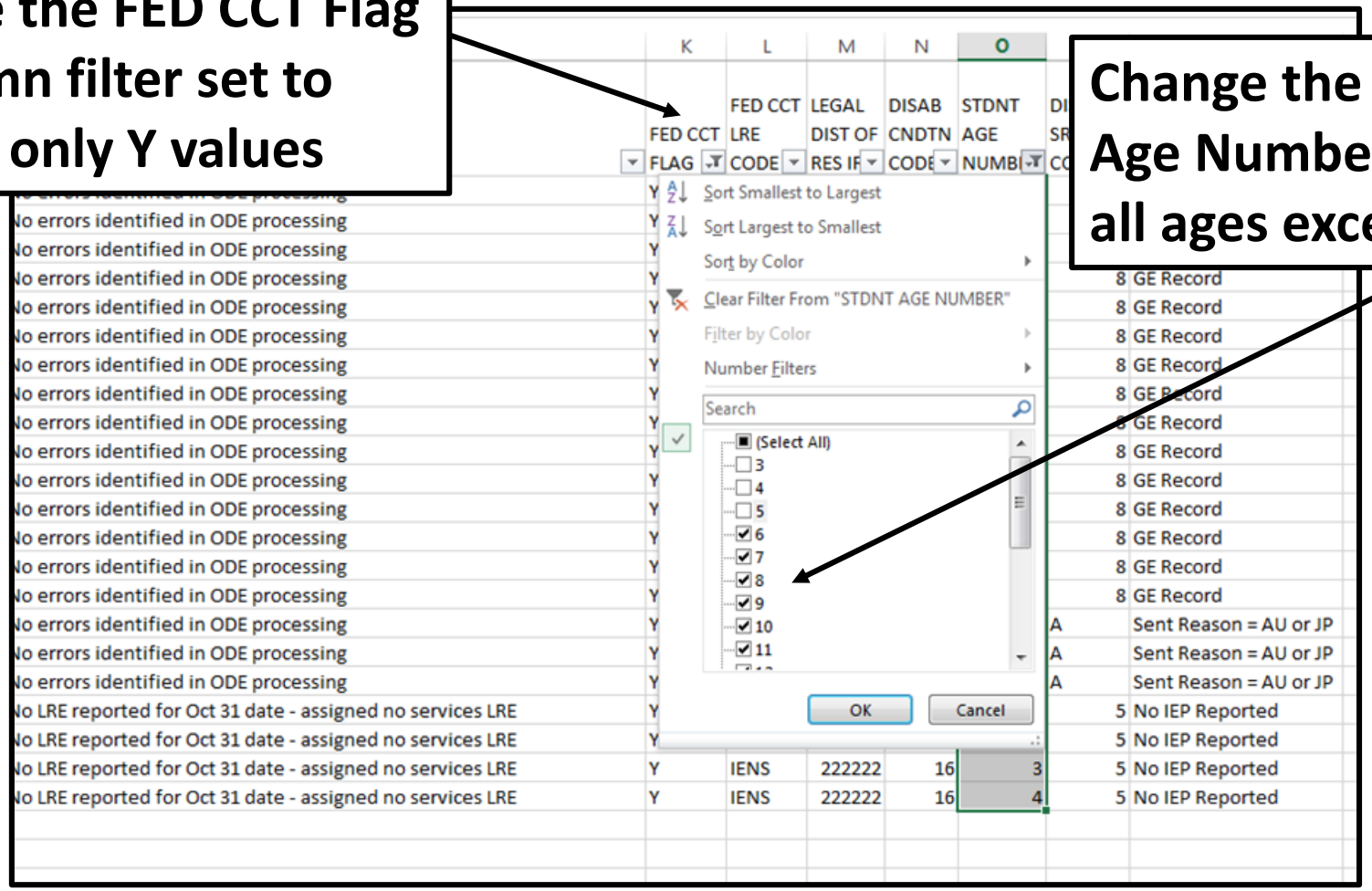



**"Arrange All" allows both spreadsheets to be viewable at the same time**

# Change the Student Age Filter

**Leave the FED CCT Flag Column filter set to show only Y values**

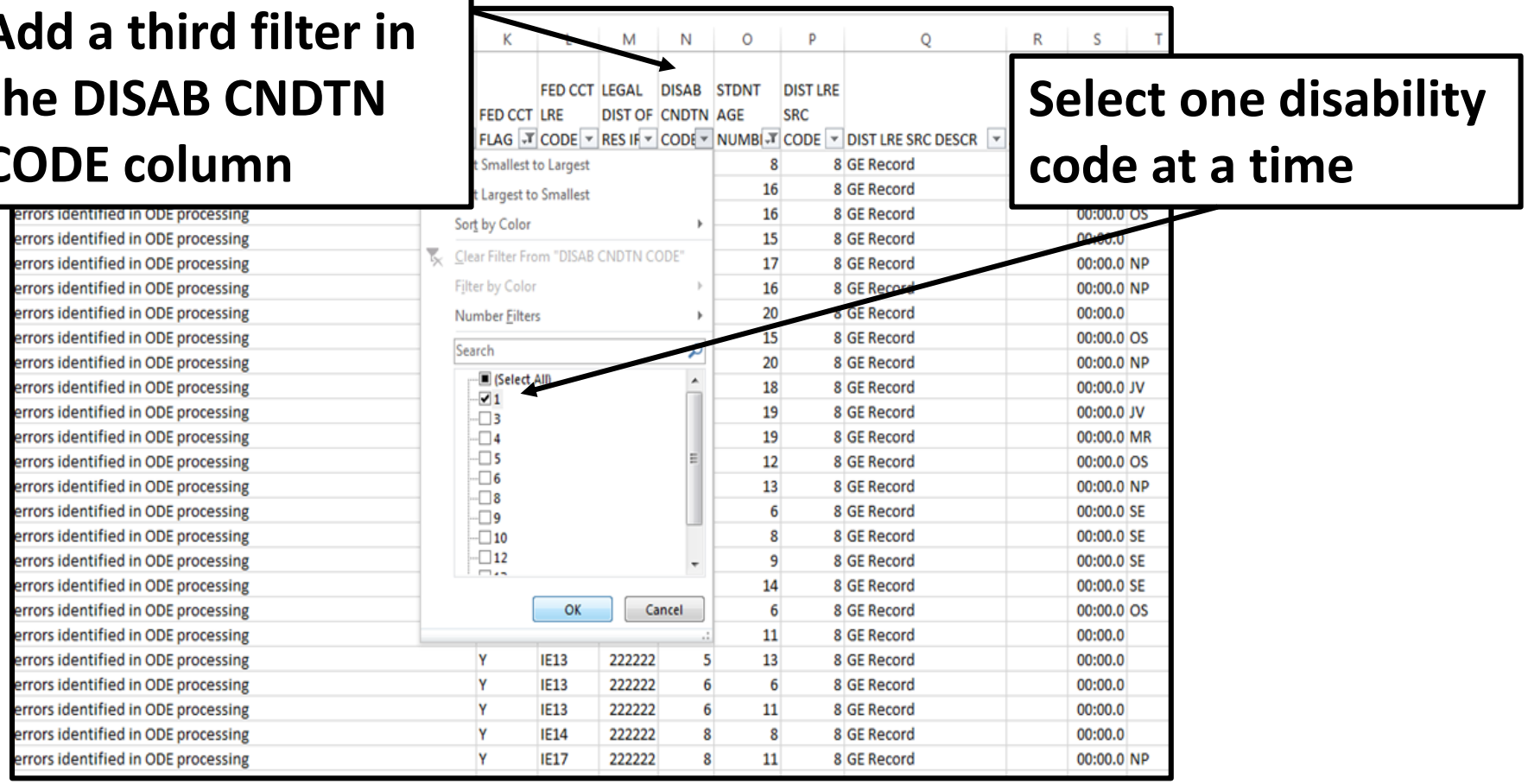
**Change the filter for the Student Age Number column to include all ages except 3, 4, and 5**



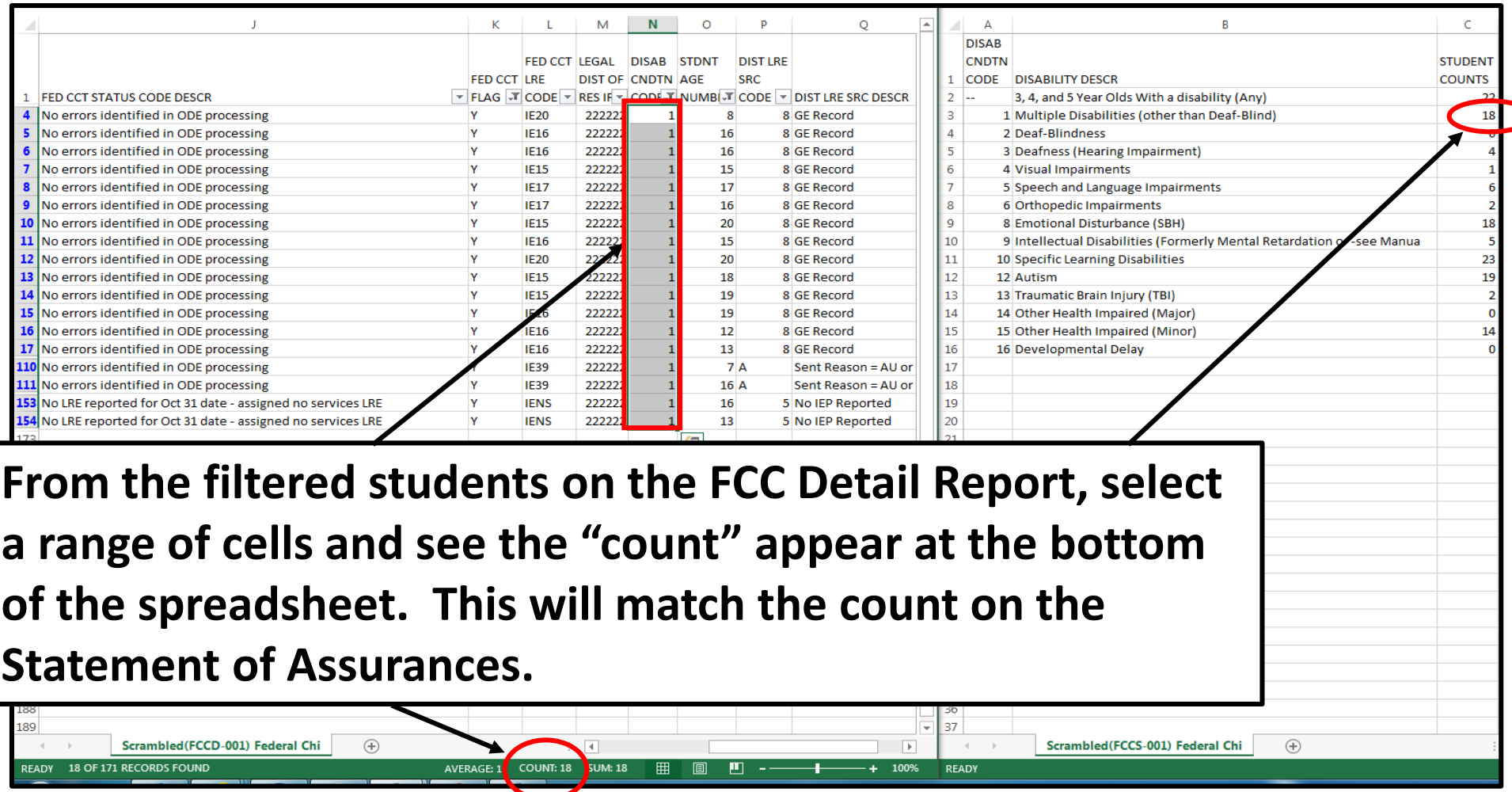
# Add a Third Filter

**Add a third filter in the DISAB CNDTN CODE column**

**Select one disability code at a time**



# Match the Data Between the Reports




**From the filtered students on the FCC Detail Report, select a range of cells and see the "count" appear at the bottom of the spreadsheet. This will match the count on the Statement of Assurances.**

# Quick Check

The Federal Child Count Statement of Assurances Report is derived from the same data that is on the FCC Detail Report. Using filters, you can match the data between the reports. The Statement of Assurances is sometimes requested by auditors.

- Can you match the data between the two reports using filters?
- Are you seeing the numbers of students that you were expecting?
- Has this data been shared with others in your district?

# Summary

- The FCC Reports contain both data to verify and issues to correct
- Some issues can be corrected and some are simply stating the fact that the student cannot be included in the count
- Work with district staff to verify that the data is both correct and complete
- “No errors” does not necessarily mean that your data is accurate

# Resources

- Federal Child Count Detail Report and Federal Child Count Statement of Assurances Report Explanation
  - ODE Home > Data > EMIS > Documentation > EMIS Validation and Report Explanations
- EMIS Manual
  - ODE Home > Data > EMIS > Documentation > EMIS Manual
- Your district staff
- Your ITC

# Questions?