# INDICATOR 11 and 12 Data Launchpad Submission Guide

June 2023

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Questions:

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605-773-2594

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**HOW TO LOGIN**

1. Login: https://apps.sd.gov/DP42LaunchPad/Logon.aspx
   - Login information was sent to your district Special Education Director.
     - Login is used for both Indicator 11 and 12
     - Login and password are unique to Indicator 11 and 12
     - Both will be used in coming years
     - If you forget your password, contact 619 Coordinator at 605-773-2594
   - Password will need to be changed when you log in for the first time.



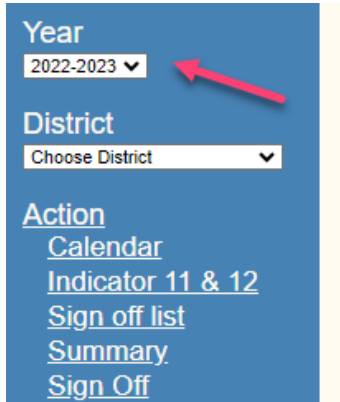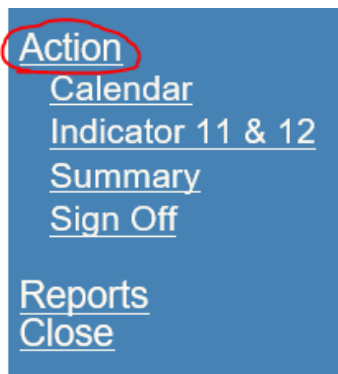2. Enter the application "DE67IND11And12"

**UPLOADING DISTRICT CALENDAR(S)**

1. Select the year you are submitting from the drop-down.
2. Choose the district from the drop-down menu.
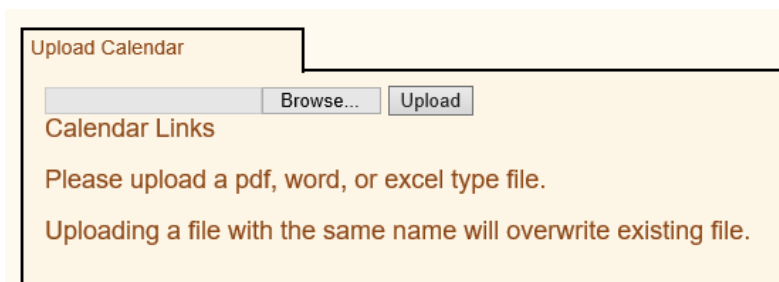
3.



4. Select "Action" and it will bring down a new menu of options



5. Select Calendar



6. Select "Browse" and find the location of the calendar on your computer. Then select upload (make sure your calendar indicates snow days and/or other non-school days). PDF, Word, or Excel are the only acceptable formats.

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7.  Once you have uploaded, the file will appear.

**Upload Calendar**

Choose File | No file chosen      Upload

**Calendar Links**

Please upload a pdf, word, or excel type file.

Uploading a file with the same name will overwrite existing file.

| File |
| --- |
| 🗑 21-22 School Calendar.pdf |

**INDICATOR REPORTING**

*Indicator 11:*
- Indicator 11 data collection is completed for each fiscal year beginning July 1 and ending June 30. A compiled list of district initial evaluations must be entered in Launchpad and signed off by *August 1*.

*Indicator 12:*

- Indicator 12 data collection is completed for each fiscal year beginning July 1 and ending June 30. A compiled list of children who were served in Part C and upon turning 3 and were evaluated for Part B determination must be entered in Launchpad by *September 1*.

*Special Notes:*
- If you get an error message stating "SIMS number already exists" this could mean you have already reported the child on the other Indicator.

- You will need to confirm which indicator the student needs to be reported on.

- You must upload a copy of the most current school calendar. It is imperative that you note snow days, other non-school days, and/or preschool days to ensure accuracy. This can simply be marked on your calendar or indicated and uploaded on another sheet. Preschool calendars, if different than the regular district calendar, must be uploaded.

- If you have no students to report, a district calendar must be uploaded first before you will be able to sign off for Indicator 11 & 12.

| Indicator 11 Sign Off | | Indicator 12 Sign Off | |
|---|---|---|---|
| Number of children whom parental consent to evaluate was received | 0 | Number of children whom parental consent to evaluate was received | 0 |
| Number of children whose evaluations were completed within 25 school days (South Dakota established timeline) | 0 | Number of children whose evaluations were completed within 25 school days (South Dakota established time line) | 0 |
| Number over 25 school days | 0 | Number over 25 school days | 0 |
| Submitted by | | Submitted by | |
| Title | | Title | |
| Email Address | | Email Address | |
| Please upload a calendar before signing off | | Please upload a calendar before signing off | |
| Sign Off | | Sign Off | |

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**ENTERING STUDENTS MANUALLY**

*Indicator 11:*



1. Manually enter the student information for which you have. Type directly into each of the white boxes noted below. All fields are required *unless* a student does not qualify, eligibility could not be determined, or moves. *The system will give you an error if a field is required that you have not completed.*

    a. SIMS or DOB+Initials (SIMS # is the state ID from Campus and is 9 characters long OR if one has not been assigned, enter "DOB+ student initials").
    b. Date Permission Received
    c. Date Last Evaluation Completed (includes skill-based)
    d. School days from day permission received to day last evaluation completed
    e. Date Eligibility Determined
    f. Eligibility meeting date
    g. Eligible for Special Education (Drop down: Yes, No, Eligible Parent Declined Services, or Student Moved)
    h. Disability Area
    i. Reason over 25 days
    j. Comment

    - *NOTE*: You may have situations where a student moves in the middle of the evaluation process or the evaluation could not be completed for other reasons. If you do not have a "Date Last Evaluation Completed or Date Eligibility Determined", this is ok.

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- Once you note the Student Moved or that Part B Eligibility couldn't be determined, the system will allow you to save. You may use the "Other" box to enter a short note.

2. When complete, click the save button and the student information will populate at the bottom.

3. If you have no students to report, a district calendar must be uploaded. Once the calendar has been uploaded simply sign off for Indicator 11.

*Indicator 12:*



1. Follow the same steps as Indicator 11. ***The system will give you an error if a field is required that you have not completed.***
   a. Student Name
   b. Student Identifier
      - SIMS or DOB+Initials (ex. DOB+Initials = 05/21/12ET) (SIMS # is the state ID from Campus and is 9 characters long)
   c. Date of Birth
   d. Date Permission Received
   e. Date Last Evaluation Completed (includes skill-based)
   f. School Days from Day permission Received to Day Last Evaluation Completed

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g. Date Eligibility Determined

h. Eligible for Special Education (use drop-down menu to select)

i. Disability Area (use drop-down menu to select)

j. Date of IEP Implemented

k. Date Services Begin

l. Reason Timeline Was Exceeded

m. Comment

***NOTES***:

- Permission date, last evaluation date, date eligibility is determined, and the date the IEP is implemented **MUST** be *prior* to the child's 3rd birthday.

- The IEP services must begin *on or after* the child's 3rd birthday, **NOT PRIOR**.

## USING THE SPREADSHEET TO UPLOAD STUDENT DATA[BJ1]

1. Select Action
2. Select Indicator 11 & 12



3.
4.
5. Indicator 11 spreadsheet can be found under Initial Evaluation File



6.

7. Indicator 12 spreadsheet can be found under Transition Evals File



8.

9.  Once the spreadsheet has been completed and saved, click on Upload.
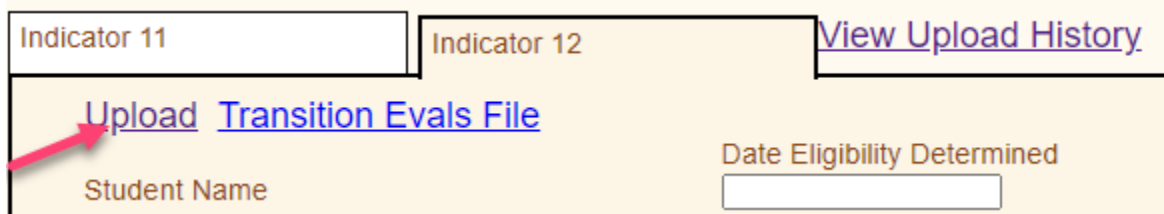


10.

11. Click on Choose File and select from the file where the spreadsheet was saved.
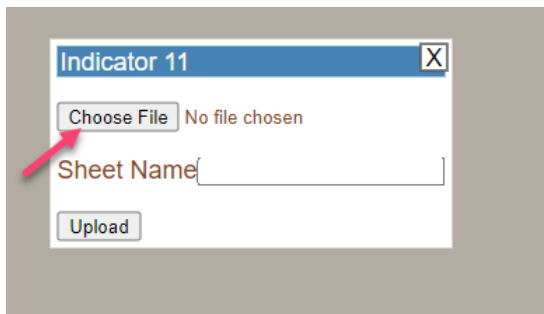


12.

13. IMPORTANT INFORMATION:

    a.  Indicator 11 spreadsheet must be named: Initial Evals ages 3-21
    b.  This is the same name as the first sheet of the Indicator 11 spreadsheet.

    

    c.
    d.  Indicator 12 spreadsheet must be named: Transition Part C to B
    e.  This is the same name as the first sheet of the Indicator 12 spreadsheet.

    

    f.
14. Issues uploading the spreadsheets: Contact or email the spreadsheet to debra.willert@state.sd.us
15. Once the spreadsheet has been uploaded the student data will appear on the Indicator tab.
16. Corrections can be made on individual students in the Launchpad dashboard.

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**COLOR CODES *PRIOR* TO 619 ERROR CHECK:**
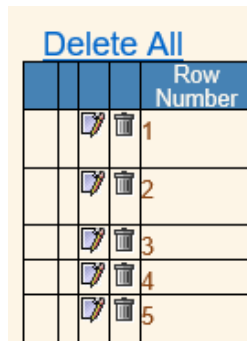
| Error Color | Indicator | Error | Fix |
|---|---|---|---|
| **Red** | **11 or 12** | • Field required<br>• Invalid information | Enter all information<br>Correct invalid information |
| **Orange** | **11 or 12** | • School days exceeds 25-day timeline | Check PPWN for permission to extend timeline<br><br>Provide documentation of contact attempts to parents and reasons why it exceeded 25-days |
| | **12** | • Permission, evaluation, determination, and implementation dates occur <u>ON</u> or <u>AFTER</u> child's 3$^{rd}$ birthday | Permission, evaluation, determination, and implementation *MUST* occur <u>PRIOR</u> to child's 3$^{rd}$ birthday |

*NOTES***:**

- If you hover over the red area it will inform you of the error.

- Although snow days are not counted in the 25-day timeline, weather related cancellations, scheduled school closings, or student frequent absences are not considered a reason for going over the 25-day timeline.

- IEP services may not begin PRIOR to a child's 3$^{rd}$ birthday, it will not be out of compliance, but keep in mind that a child transitioning from Part C to determining eligibility for Part B will remain on an IFSP until the child turns 3 years old.

- 619 Coordinator may ask for clarification on student's information, errors, missing students, and/or other data.

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## EDITING STUDENT INFORMATION

1. Click on the paper/pencil icon next to student's name. This will take you to the top of page.

   

2. Students information will be displayed in the white boxes for each field to edit.
3. To delete a student, click on the trash can icon. Once deleted, the student data is gone.
4. Click save when finished.
   a. If the district has signed off you will not be able to make changes and will need to contact 619 Coordinator [TW2]to unsign your form.
   b. Once you have made edits you will need to sign off again.

## HOW TO SIGN OFF

If there are RED errors, you will need to correct the errors before signing off.

1. Click the "Sign Off" on the menu bar.
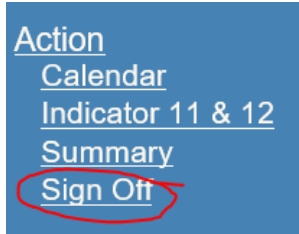
   

2. Choose the Indicator for which you want to sign off and complete the boxes (see above).
3. Once you have entered name, title, and email you can click "sign off" at the bottom.

   a) You will need to sign off on each indicator individually.
   b) The contact for corrections will be the person who signs off.
   c) Once you have signed off,you will need to contact SEP to reopen the indicator debra.willert@state.sd.us

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**HOW TO VIEW DISTRICT SUMMARY**
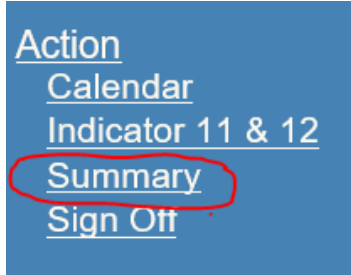


*Indicator 11*

This provides the district with a summary of the number of students who were eligible, not eligible, or those who did not meet compliance for Indicator 11's 25-school day timeline.

| | Description | Count |
|---|---|---|
| ⊞ | Eligible within 25 school day(<26 and disability category) | 1 |
| ⊞ | Not Eligible within school day(<26 and no disability category) | 0 |
| ⊞ | Those over 25 school day(> 25) | 2 |

If you expand the plus sign, each student's corresponding SIMS # is listed allowing you to click and view the information submitted for that student.

| | | Description | Count |
|---|---|---|---|
| ⊟ | | Eligible within 25 school day(<26 and disability category) | 1 |
| | 📝 | EX1: SIMS | |
| ⊟ | | Not Eligible within school day(<26 and no disability category) | 0 |
| ⊟ | | Those over 25 school day(> 25) | 2 |
| | 📝 | EX2: SIMS | |
| | 📝 | DOBInitials | |

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*Indicator 12*

This provides the district with a summary of the number of students who were eligible, not eligible, or those who did not meet compliance for Indicator 12.

| | Description | Count |
|---|---|---|
| ⊞ | # of students who were eligible and had an IEP developed by 3rd Birthday | 1 |
| ⊞ | # of students who were not eligible and had eligibility meeting by 3rd birthday | 0 |
| ⊞ | # students who did not have an IEP by 3rd birthday | 1 |

If you expand the plus sign, each student's corresponding SIMS # is listed allowing you to click and view the information submitted for that student.

| | | Description | Count |
|---|---|---|---|
| ⊟ | | # of students who were eligible and had an IEP developed by 3rd Birthday | 1 |
| | 🗋 | 111111111 | |
| ⊞ | | # of students who were not eligible and had eligibility meeting by 3rd birthday | 0 |
| ⊟ | | # students who did not have an IEP by 3rd birthday | 1 |
| | 🗋 | 222222223 | |

**HOW TO VIEW REPORTS**

1. Click on "Reports" on the menu bar and click on the paper/pencil icon next to the type of report you want.

Report Group: District

| View | Name | Description |
|------|------|-------------|
| 📝 | Child List District | View List of all children input |
| 📝 | Target Met - Indicator 11 | Calculates if the district has met the state Indicator 11 target. |
| 📝 | Target Met - Indicator 12 | Calculates if the district has met the state Indicator 12 target. |

   a. Child List - Select the year for which you want a spreadsheet printout

   b. Target Met - Indicator 11 – Calculates if the district has met the state target of 100%

   c. Target Met - Indicator 12 – Calculates if the district has met the state target of 100%

2. A new window will open, and you can select the year for which you want to view. Select View Report

School Year  <Select a Value>  View Report

**Indicator 11**

| | |
|---|---|
| A. # parent consent received | 5265 |
| B. # of children whos evaluations were completed with 25 school days | 5259 |
| Percentage: | 99.89% |

**State Wide did not meet 100% target**

**Indicator 12**

| | |
|---|---|
| A. # of children who have been served in Part C and referred to Part B for eligibility determination. | 661 |
| B. # of those referred determined to be NOT eligible and whose eligibilities were determined prior to their third birthdays. | 194 |
| C. # of those found eligible who have an IEP developed and implemented by their third birthdays. | 435 |
| D. # of children for whom parent refusals to provide consent caused delays in evaluation or initial services or to whom exceptions under 34 CFR 300.301(d) applied. | 0 |
| E. # of children who were referred to Part C less than 90 days before their third birthdays. | 22 |
| F. # of children included in (a) but not included in b, c, d, or e. | 7 |
| Percentage: | 97.75 % |

**State Wide did not meet 100% target**

Questions: contact 619 Coordinator at 605-773-2578