

INDICATOR 11 and 12 Data Launchpad Submission Guide

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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 605-773-3678
 - Password will need to be changed when you log in for the first time.



Logon Name:

User Password:

System is to be used by authorized personnel.
Usage is logged.

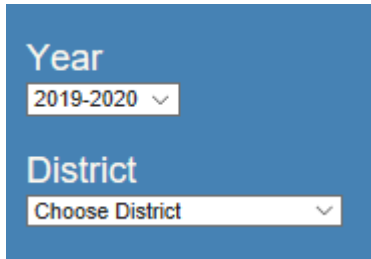
2. Enter the application "DE67IND11And12"

Applications

Production Internet Applications
DE67Ind11And12

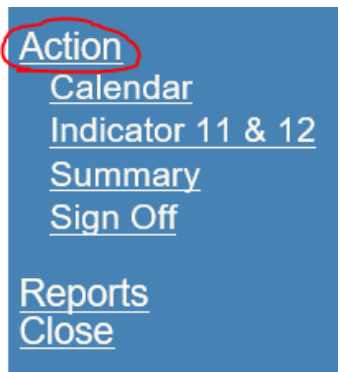
UPLOADING DISTRICT CALENDAR(S)

1. Select the year you are submitting from the drop down
2. Choose the district you are submitting for from the drop down

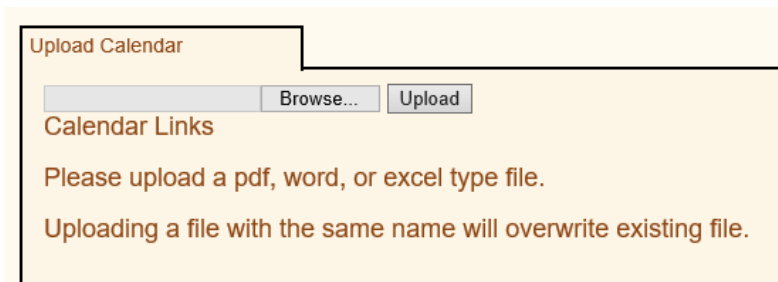


A blue rectangular interface with two dropdown menus. The top menu is labeled "Year" and has "2019-2020" selected with a downward arrow. The bottom menu is labeled "District" and has "Choose District" selected with a downward arrow.

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

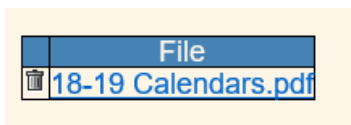


4. Select Calendar



An interface titled "Upload Calendar" with a "Browse..." button and an "Upload" button. Below the buttons is the text "Calendar Links" and "Please upload a pdf, word, or excel type file." followed by "Uploading a file with the same name will overwrite existing file."

5. 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.
6. Once you have uploaded, the file will appear.



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 <input type="text"/>	Submitted by <input type="text"/>
Title <input type="text"/>	Title <input type="text"/>
Email Address <input type="text"/>	Email Address <input type="text"/>
Please upload a calendar before signing off	Please upload a calendar before signing off
<input type="button" value="Sign Off"/>	<input type="button" value="Sign Off"/>

ENTERING STUDENTS MANUALLY

Indicator 11:

Indicator 11 Indicator 12 [View Upload History](#)

[Upload](#) [Initial Evaluation File](#)

SIMS Number
(If no SIMS - students DOB + Initial)

Date Eligibility Determined

Date Permission Received

Date Last Evaluation Completed
(including skill-based)

School days from day permission received to day last evaluation completed

Eligible for Special Education
Choose ▾

Disability Area
Choose ▾

Reason Timeline Was Exceeded
Choose ▾

Comment

Save Cancel

[Delete All](#)

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.

- 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 Comment 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 still be uploaded. Once the calendar has been uploaded simply sign off for Indicator 11.

Indicator 12:

1. Follow the same steps as completed for 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

- g. Date Eligibility Determined
- h. Eligible for Special Education (drop down: Eligible, Eligible- Parent Declined Services, Not Eligible, Eligibility Not Determined, or Student Moved)
- i. Disability Area
- 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:

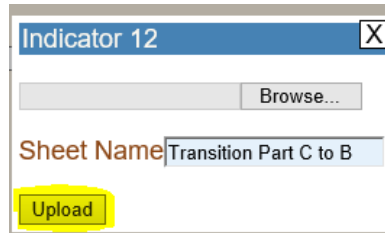
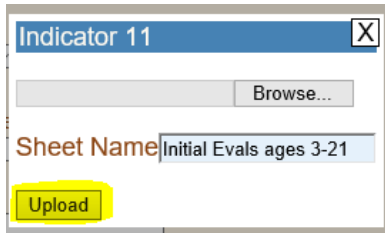
1. Go to DOE Website: <https://doe.sd.gov/sped/SPP.aspx> and click on Indicators
2. For Indicator 11 – Evaluation Timeline, click on Indicator 11 Initial Evals Spreadsheet: <https://doe.sd.gov/sped/documents/Ind11-Evals.xlsx>
3. For Indicator 12 – Preschool Transition, click on Indicator 12 Part B to C Spreadsheet: <https://doe.sd.gov/sped/documents/Ind12-B3.xlsx>
4. Save spreadsheets as xlsx worksheets for uploading and for future use.
5. For Indicator 11, columns A through G must be filled in. For Indicator 12, columns A through K must be filled in.
6. Double check for accuracy of all student data before uploading.
7. Following the same directions to logon and getting to Indicator 11 and 12, find the Upload word in each indicator and click. (Ind. 11-Initial Evals, Ind. 12-Transition Evals)

[Upload](#) [Initial Evaluation](#)

[Upload](#) [Transition Evals](#)

8. Click on the Browse button and find your saved spreadsheet. Sheet name **MUST** be filled in to upload. (Ind. 11-Initial Evals ages 3-5, Ind. 12-Transition Part C to B)

9. Click on the Upload button in the Indicator box.



10. If the uploaded rows show Red, hover over the row and it will show you what needs to be corrected.

COLOR CODES PRIOR TO 619 ERROR CHECK:

Error Color	Indicator	Error	Fix
Red	11 or 12	<ul style="list-style-type: none"> Field required Invalid information 	<p>Enter all information</p> <p>Correct invalid information</p>
Orange	11 or 12	<ul style="list-style-type: none"> School days exceeds 25-day timeline 	<p>Check PPWN for permission to extend timeline</p> <p>Provide documentation of contact attempts to parents and reasons why it exceeded 25-days</p>
	12	<ul style="list-style-type: none"> Permission, evaluation, determination, and implementation dates occur <u>ON</u> or <u>AFTER</u> child's 3rd birthday 	<p>Permission, evaluation, determination, and implementation <i>MUST</i> occur <u>PRIOR</u> to child's 3rd birthday</p>

NOTES:

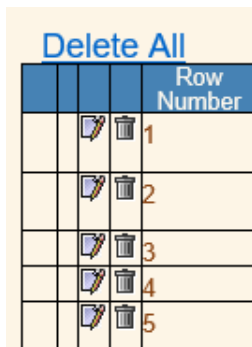
- If you hover over the **red** area, it will inform you of the error.
- Although snow days are not counted in the 25-day timeline, weather related cancellations, scheduled school closings, or student frequent absences are not considered a reason for going over the 25-day timeline.
- IEP services may not begin PRIOR to a child's 3rd 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.

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 the 619 Coordinator to unsign your form.
 - b. Once you have made edits you will need to sign off again.

HOW TO SIGN OFF

If any errors are in RED, the system will not allow you to sign off. Correct errors before signing off.

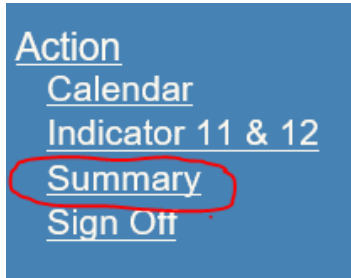
1. Click the “sign off” of menu bar



2. Choose the Indicator for which you want to sign off and complete the boxes. (see pg. 10 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, you will not be able to change information unless you contact SEP to open it back up.

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	

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.

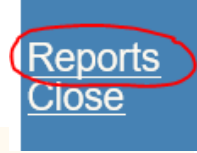
	Description	Count
+	# of students who were eligible and had an IEP developed by 3rd Birthday	1
+	# of students who were not eligible and had eligibility meeting by 3rd birthday	0
+	# students who did not have an IEP by 3rd birthday	1

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:

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

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 605-773-2594