

Special Education Data Standards

Behavior Administration

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Nevada Department of Education Contact (Data Steward)

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Description

The purpose of the Special Education Data Standards document is to give Nevada schools and districts a set of guidelines for entering data into the student information system. This document provides a series of screen shots and an explanation of the data elements required for state and federal reporting needs. Data standardization is important to ensure consistency in the data across schools in districts and across districts throughout the state

Data Standard

(Reg sites, data use, etc.)

NAC & NRS for Special Educational Programs

- [387.400-387.400](#)
- [388.001-388.655](#)
- [Ch. 395](#)
- [AB 280-56](#)
- [NRS CH 427A \(AB316\)](#)

How is data used

Data is use to meets Federal Reporting Requirements under Sec. 618 of the IDEA

- IDEA Child Count
- IDEA Exit Report
- IDEA Behavior Report
- IAES End of Year Reporting

Noted Changes for Current Year

Blank

Available ad-Hoc & Reports

Blank

Available Training

[Preschool Educational Environments](#)

- Presentation how to calculate EC Educational Environments.

[IEP Guidelines](#)

- TA document designed to assist IEP teams in developing IEPs.

[IEP Modifications, Accommodations, and Supports](#)

- TA document on Modifications, Accommodations, and Supports.

[IEP and 504 Accommodations 14-15](#)

- IEP and 504 Accommodations Form.

[Extended School Year and Special Education](#)

- TA document on Extended School Year and Special Education. [2014-2015 NAA Administration Manual \(pdf\)](#)
- Contains NAA Participation Guidelines

SpEd 11

Behavior Admin

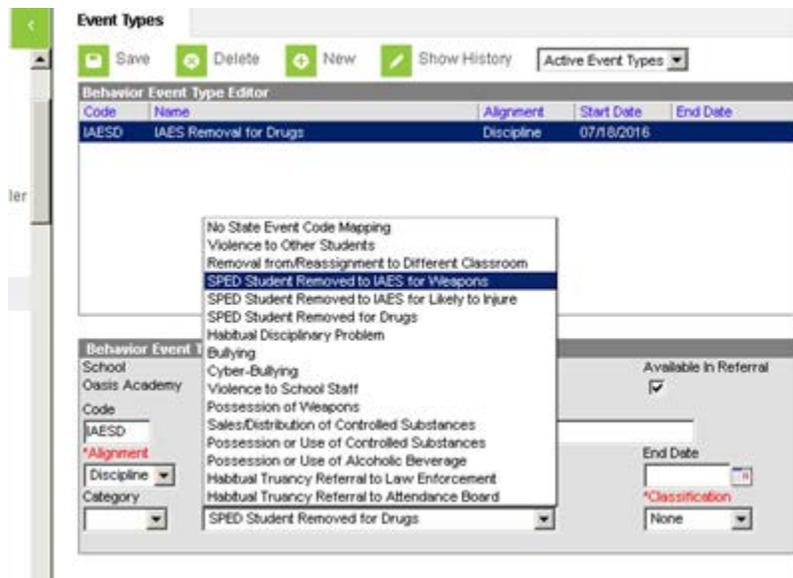
Campus Path: Behavior > Admin

NOTE: This data is accurate as of Infinite Campus release 1625

For all disciplinary incidents involving Special Ed students the Behavior Admin sections within Infinite Campus must be completed to ensure that the SPED Disciplinary Removal Report correctly reports all special education behavior events. To ensure the data are correctly reported each District must map their Event Types, Resolution Types, and Response Types with the corresponding State Event Code.

Event Types

There are three special education event types that must be mapped to State Event Codes for all interim removals to alternative education settings. The three State Event codes are: SPED Student Removed to IAES for Weapons, SPED Student Removed to IAES for Likely to Injure and SPED student Removed for Drugs.



*** Note: Districts can select their own name for each event or can have multiple events with different names, but the events must be linked to the State Event Code.**

Resolution Types

For all disciplinary incidents involving Special Ed students that have been placed on in-school suspension, out-of-school suspension or have been expelled then Districts must create behavior resolutions that are mapped to state Resolution codes.

- Districts must track all students (both Regular and Special Education) that have been expelled AND designate if the expulsion was either with or without services.
- Resolution types must also be created for both In-School (any district resolution type in which student is removed from his/her normal educational environment during instructional time, i.e., ISAP, ISS, In School Detention, Alternative Classroom, Alternative Program within the district, etc...)
- and Out-of-School Suspensions.

***Note: Do not forget to also Select the Sub-Type of Suspension or Expulsion depending on the type of State Resolution Code.**

Response Types

Response Types are for the tracking of Restraints and Aversive interventions as described in AB 56.

Districts should map their local Response Type names to the state types:

Mechanical Restraint, Physical Restraint, Aversive Intervention, Non-Permissible Mechanical Restraint and Non-Permissible Physical Restraint.

SpEd12

Behavior Event

Campus Path: Behavior > Behavior Management Tool

Step 1 Data Entry: Incident Detail Information

An incident is a group of behavior events linked by time and proximity. Events do not have to be related nor have the same participants to be grouped together in an incident. So there could be multiple events attached to one incident.

Incident Detail Information
This section stores information specific to the incident and will be shared on the behavior tab of each participant. Add Event/Participant and Add Resolution buttons will not be enabled until all required fields are filled.

	Status In Progress ▼	Submitted Date: Submitted By: ▼	
*Alignment Discipline ▼	Title _____		
*Date of Incident 07/18/2016 <input type="text"/>	*Time of Incident 04:03 PM <input type="text"/>	Damages \$ <input type="text"/>	Context Description _____
Context _____ ▼	Location Description _____		
Location _____ ▼	Details <div style="border: 1px solid gray; height: 50px; width: 100%;"></div>		

Status: Select from the drop list the status of Incident detail

- In Progress
- Complete

NOTE: Status must be marked complete for the incident/event/resolution to appear on the student behavior tab AND for all reporting purposes.

Submitted by: Select from the drop list the staff that reported the behavior incident detail

Alignment: Select from the drop list the type of incident

- Discipline (*negative*)
- Award (*positive*)

Title: Enter a brief description of incident as a whole, i.e., Fight at Assembly, if left blank, the first Event Type selected will default as value when incident saved

Date of Incident: Enter the date the incident occurred. This field defaults to the date the record is created. **NOTE: This field is now a required field**

Time of Incident: Enter the time the incident occurred. This field defaults to the time the record is created. **NOTE: This field is now a required field**

Context: Select from the drop list the context of the incident

Location: Select from the drop list the location in which the incident occurred

Details: Enter the details of the incident

Note: As in other areas of the behavior management tool, do not include other student's names in any of the details as this data could be printed or viewed in other areas of the program.

Step 2 Data Entry: Events and Participants Detail

Select Add Participant

The screenshot shows a web application interface with two main sections: 'Event Details' and 'Participant(s) Details'. The 'Event Details' section has a blue header and contains several input fields: 'Event Type' (a dropdown menu), 'Weapon' (a dropdown menu), 'Violence Indicator' (a checkbox), 'Mechanical Restraints' (a checkbox), 'Physical Restraints' (a checkbox), 'Aversion Intervention' (a checkbox), 'Removal By' (a dropdown menu), and 'Drug Code' (a checkbox). The 'Participant(s) Details' section also has a blue header and contains an 'Add Participant' button, a 'Filter:' dropdown menu set to 'Students', a text input field for 'Student Name or Complete Student Number' with the placeholder 'Type name here to search for participant', and a 'Search' button.

Event type: select the event type

Weapon: If the event involves a weapon then select the type of weapon used

- Handgun
- Rifle/Shotgun
- Other

AB 56 if the event involved a Restraint or Aversive Intervention then select the appropriate check box.

Removal By: select if the student was removed by a Service Personnel (School staff) or Hearing Officer.

Step 2b Add Participants

The screenshot shows the 'Participant(s) Details' section of the web application. It features a search filter dropdown menu with three options: 'Students', 'School Employees', and 'All People'. The 'Students' option is currently selected and highlighted in blue. To the right of the dropdown is a text input field for 'Student Name or Complete Student Number' with the placeholder 'Type name here to search for participant' and a 'Search' button.

Filter: select if you are searching for participants who are

- Students
- School Staff

- All people

Participant Name: enter the name of the participant in the box.

Step 2c Participant Details

The screenshot shows a web form for entering participant details. It has several sections:

- Role:** A dropdown menu with "Offender" selected.
- Demerits:** A text input field containing "0".
- *Relationship to School:** A dropdown menu with "1: Current Student" selected.
- Injury:** A dropdown menu with "1: No Injury" selected.
- Injury Description:** An empty text input field.
- Medical Service Provided:** A checkbox that is currently unchecked.
- Details:** A large, empty rectangular text area for providing more information.

Role: select if the participant was an

- Offender
- Participant
- Victim
- Witness

Relationship to School: Select from the drop list the appropriate participant relationship to the school in which the event occurred

Injury: the default selection is “1:No Injury” if there was an injury select if the injury was Minor, Major, or Serious Bodily Injury.

Injury Description: Briefly describe the injury.

SpEd 13

Resolution Detail

Campus Path: Behavior > Behavior Management Tool

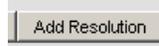
Step 3 Data Entry: Resolution Detail

Data is reported to NDE for Federal Reporting are on all resolution types that are mapped to the following state codes:

- Expulsion W/ services
- Expulsion W/Out services
- In-School Suspension
- Out-of-School Suspension

Nevada Department of Education

Click on the “Add Resolution” Button



Resolution Details

*Resolution Type: INSR: SpEd InSchool Suspension
Resolution ID: 1664
State Code: IS: In-School Suspension Category: Minor
Resolution Assign Date: 07/19/2016 *Resolution Start Date: 07/19/2016 Resolution Start Time: 08:00 AM *Resolution End Date: 07/19/2016 Resolution End Time: 12:00 PM
*Duration in School Days: 0.50
Behavior Admin Staff Name
Details:

Resolutions mapped to a state code must have a start date an end date and duration entered prior to saving the record

Resolution Type: Select from the drop list the appropriate resolution for specified participant in specified event

Resolution Assign Date: Enter the date the resolution was assigned to participant

Resolution Start Date: Enter the date the resolution begins

Resolution Start Time: Enter the time the resolution begins; verify the correct AM or PM designation
NOTE: The Resolution Date and Time default to the date/time the record is created, record should be updated to reflect the actual date/time the resolution begins.

Resolution End Date: Enter the date the resolution ends

Resolution End Time: Enter the time the resolution ends; verify the correct AM or PM designation
NOTE: If a resolution ends at the close of a specified school day, then the end date and time should be the close of school that day, not the beginning of school the next day.

Apply To: Select checkbox for participant in which resolution should be applied.

NOTE: If a student with an IEP is serving an In-School Removal, then the IEP determines placement of alternative setting, you must update the behavior resolution **end** date and time to the date and time the ARC made this determination.

SpEd 14

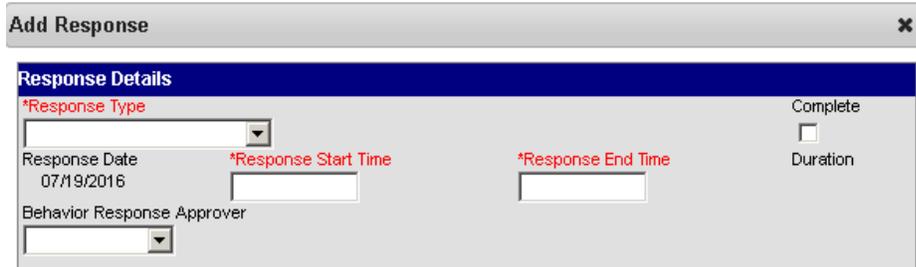
Behavior Response

Campus Path: Behavior > Behavior Management

Step 4 Data Entry: Behavior Response

Behavior Responses are for inputting data around Restraints and Aversive Interventions.

Click on the “Add Response” Button



Response Type: Select the appropriate Response Type used during the restraint or aversive intervention.

***Note:** Response Types must be setup in the Behavior Admin section and those options will show in the drop list.

Response Date: Date will auto-populate from the Date of Incident field

Response Start Time: Enter the start time of the response

Response End Time: Enter the end time of the response

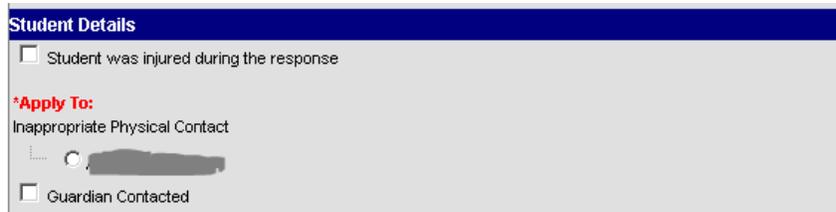
Duration: Duration will auto-calculate based on the Response Start and End Time entered

Pre-Response Actions: (Describe the actions of the student and employees involved before the response along with any alternatives to the response attempted.)

Response Details: (Provide a description of the response utilized along with the actions of the student and school personnel.)

Post-Response Actions: (Describe observed student and school employee behaviors following the response along with any deescalation techniques.)

Room: provide the location of the incident



Check box if student was injured during the response

Apply To: select the student that this even applies to

Check box: if Guardian was contacted

Participant(s) Details

Only participants in the response should be added to this section. Response participants are defined as the people who are restraining the student, assisting in the restraint or observing the restraint or seclusion.

<u>Name</u>	<u>Role</u>
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Add Participant

Filter: Participant Name:

Add Participant:

Only add participants who who conducted, assisted, or observed the restraint or aversive intervention.