CALPADS Transaction Submission Process for the SPED Coordinator

Permission and Roles Needed

SEIS:

District Level User (SPED Coordinator) with the following permissions (*only one DLU per LEA/District should submit CALPADS Generated reports to CALPADS. If taking over for a prior DLU confirm all CALPADS reports are finalized, then deactivated. Contact your SELPA Program Technician for assistance*):

- Edit CALPADS transactions
- Generate CALPADS Reports
- Can upload SSID

CALPADS:

To submit CALPADS generated reports from SEIS through the CALPADS API

- Org Type: LEA
- Minimum Roles: Fall1 Reports, SENR View, SINF View, SPED Edit, SPED View, Student Search

Roles:
CALPADS administrator roles the LEA/District
- Org Type: LEA

SELPA administrators must have the following roles Fall 1 and EOY 4

- Org Type: LEA

STEP 1-Log onto SEIS: Reviewing Transactions

- From the SEIS Navigation Bar on the home page, go to reports (NavigationBar→Reports→Transactions) and choose CALPADS Transactions. The default 'Type of Transaction' is **Reportable Transactions**.

- Reportable transactions are transactions that have not been submitted to CALPADS. If there is an active generated report some of the reportable transactions will show they have been uploaded to CALPADS and the SPED or SSRV may have been accepted (you will need to complete the submission of the active generated report or deactivate to work in a new one).

SEIS ID	SSID	District ID	Last Name	First Name	DOB	School of Attendance	Meeting Type	Meeting Date	Plan Type	Amendment Date	Parent Signature	Transaction Created	Transaction Type	Exit Date	Last Saved By	Last Saved On	Uploaded to CALPADS	SPED Accepted	SSRV Accepted	Reporting LEA
1974721	6770471850		Kravitz	Gladys	01/01/2008	ABC School of Arts	20	09/01/2018	100			07/10/2019 12:43 pm	Exit	07/10/2019			No	No	No	SELPA Training District (SELPA USE ONLY!)
1978602	1234556678	532671	Norcalmorales	Barry	01/10/2008	Blue Sky School	10	07/01/2019	100		Yes	08/07/2019 11:40 am	Affirmed IEP				No	No	No	Training #1

Review for Duplicate Transactions

- From the 'Type of Transaction' dropdown, select 'Duplicate Transactions'.
  - A duplicate transaction has the **same Meeting Type and Meeting Date** as another transaction
  - This would occur if the IEP was included in the June 30th report due to the meeting date but was not affirmed until after 7/1.

  - Verify both transactions to ensure it is a true duplicate. (It is up to the LEA/District to determine which transaction should be kept. You may need to review the IEP history).

    o   If so, edit one of the transactions and mark it Do Not Report. (Provide a comment for all transactions marked DNR)

Review for Missing SSIDs Transactions

- Next check for **Missing SSIDs.** Choose Blank SSIDs for the "Type of Transactions' dropdown.

- This will display all transactions where the SSID was not populated at the time of the affirm.

- Once the SSID number is entered onto the Student Record, SEIS will automatically insert the SSID number into the transactions.

STEP 2-Generating and Submitting a CALPADS Report

After you have reviewed your transactions:

- Generating a CALPADS report. Navigation Bar →Reports→ CALPADS Reportable Transactions→

    Generate CALPADS Report button.

- Sending the Data to CALPADS via SEIS (user submitting SPED data to CALPADS must have a CALPADS user account)

- From the CALPADS Generated Reports in SEIS click the "Log on to CALPADS" Button

- Enter your CALPADS credentials (to request a CALPADS DISTRICT Administrator Application, contact the CALPADS Service Desk by e-mail at calpads-support@cde.ca.gov) and click LOGIN (must check terms and conditions box every time)

- Once logged in you will be redirected back to SEIS
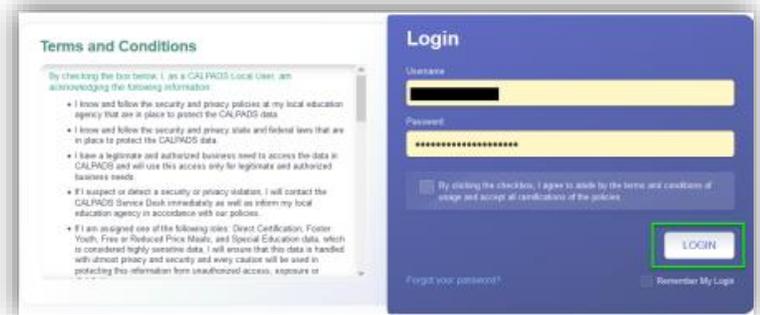
If there is already an active CALPADS report, you will be prompted that you can only work in one active report at a time.

- You may only work in one active CALPADS generated report. The active report has the **cloud** with the arrow in it. This is also why the LEA/District should only have one DLU submitting Reports.

Active	Report Dates
▶ ☁️ 🗑️	Created: 12/16/2019, 12:21:29 pm Last Submission: 12/16/2019, 3:50:06 pm
▶ 🗑️	Created: 12/16/2019, 9:06:21 am Last Submission: 12/16/2019, 12:10:02 pm

- You may need to deactivate a prior report to work in the report you just created. Click the blue cloud with the arrow in it to Deactivate Report. You will be prompted to confirm.
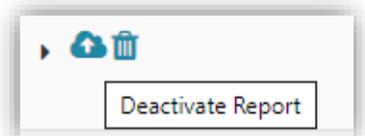
- Once the CALPADS report is generated, the report will need to be expanded (Click the arrow next to the trash can) into the 4 transactions types, in the sequential order needed by CALPADS (you LEA may not have all four transaction types).

Confirm

Are you sure you want to deactivate this report?

[No] [Yes]

Active	Report Dates	Records	Rejected Records	Download File
▶ 🗑️	Created: 09/28/2019, 6:33:34 pm Last Submission:	SPED: 28 SSRV: 22	SPED: 0 SSRV: 0	Student Services

- The 4 transactions types are:
  o Type 1: Affirmed IEPS
  o Type 2: Amendments
  o Type 3: Exits/DNQs Click on the expand icon.
  o Type 4: Pending

STEP 3-Submitting Files

Submitting your SPED File

- Click the Submit SPED file link. The Type 1 SPED (student) file must be loaded first and must be error free before you may submit the SSRV (services) file.

- This will activate the report (the active icon will display). Click refresh until it shows "in process" this will let you know CALPADS has received the file. You may also view your submission status in CALPADS (see submissions under Certification>Fall 1).

- Click the Refresh SPED file Status link to update the status of the report until it reflects "In Review" or "Ready for Review". You may log out of SEIS during this time that CALPADS is processing the file but will need to click Refresh SPED file Status when you return to the CALPADS generated reports page to finish the upload.

- Once CALPADS has processed the file and if there were generated errors, you will see Get SPED Errors link to retrieve your errors. If error free you will be prompted to "Refresh SPED File Status". Continue to follow blue highlighted prompts prior to proceeding to the next Transaction Type.

STEP 4-Retrieving Errors and Posting to Homepage

- Click "Get SPED Errors" to retrieve your errors

- Once the errors are received, the Process Options (in Blue) will update to allow for the download of errors and posting to the SEIS Home Page. ***Errors cannot be corrected in CALPADS***.
  - To download a CSV file of the errors, click the Download Error file link

- Click the Post/Manage Homepage Notice to post the errors to the homepage

- On the Post Error/Manage Homepage Error notice page:
  - Enter a message that will display on the homepage
  - Select the User Levels that should view/correct errors
  - Click the Post CALPADS Errors button
  - The Deactivate button will deselect all user levels

STEP 5-Correcting Errors

The errors will display on the homepage for any user level that was selected on the Post Errors/Manage Homepage Error notice (The SELPA cannot see your errors is they are not posted on your homepage).

- Click the Fix Error button on the SEIS homepage
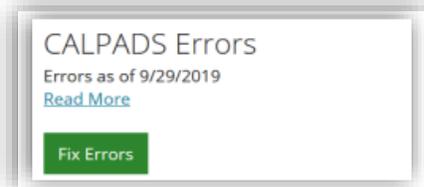
- The button will populate an error list. Clicking on the wrench
  allows the user to fix the error in the transaction only. This DOES NOT update the Student Record

- A correction may also require the SEIS record be updated so the error does not return. This change to a student record may require an amendment.

- Once Errors are corrected, save the page. Click the Show Errors button to verify no other errors exist.

- All errors will display at the top of the page and next to the field as well. An info icon has been added to display the description of the error and the validated fields.
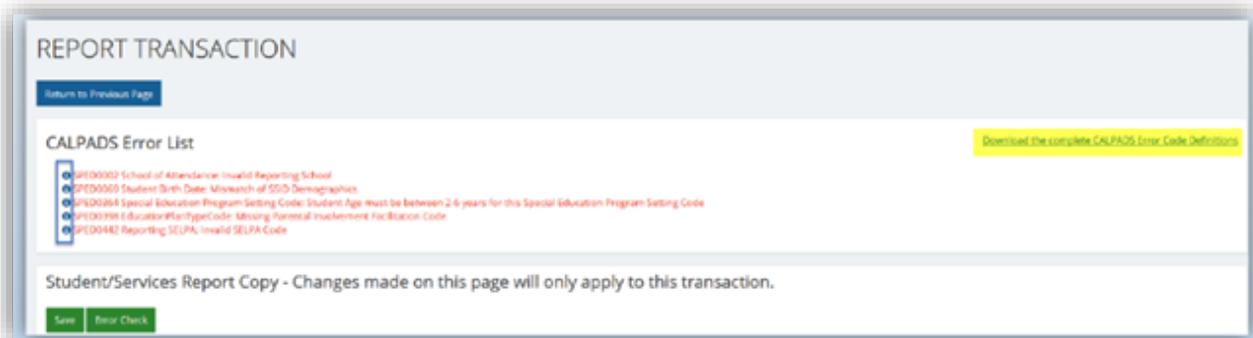
- **A link of the full list of the CALPADS Error Code Definitions is available. Additional resources for correcting CALPADs errors are the NPA list available in SEIS>Help Center >Training Materials>CALPADS>List of NPA Identifiers or the Valid Code Combinations in CALPADS.**

- o Errors with missing in the description require a blank field to be poplutated.

SPED0389 - Missing General Education Participation Percentage Range Code

SPED0426 - Missing Meeting Delay Code for Part B or Part C Initial Evaluation

SPED0398 - Missing Parental Involvement Facilitation Code

SPED0387 - Missing Preschool Program Setting Service Location Code

SPED0423 - Missing Special Education Meeting Date

SPED0346 - Missing Special Education Program Setting Code

SPED0450 - Missing Special Education Referral Date

- o Mismatch Errors are the result of conditional Validations. The data in the record does not corresond to what is in CALPADS. The data in the CALPADS ODS sets the condition and the data in your records does not correspond to the student record currently in CALPADS. An examination of the student record in CALPADS ODS and SEIS would have to be conducted to determine where the discrepancy lies.

SPED0438 - Education Plan Amendment Date Mismatch

- o Invalid Data are errors with "Invalid" in the name and usually means that valid codes were used incorrectly, or the values cannot be referenced in the CALPADS ODS

SPED0006 - Invalid Academic Year

SPED0372 - Invalid Education Plan Type Code and Special Education Program Setting Code Combo

SPED0007 - Invalid SSID

- o General Errors (*GERR* errors) are general errors found in several different record types. The most common being GERR0005. This requires a comparison between CALPADS enrollment and the rejected SPED record

GERR0005 - LEA does not have ownership of student enrollment to make the update

- • Correcting errors may require viewing and/or deleting an accepted SPED/SSRV record in CALPADS.

- • **To view the 'Student Container Details UI' complete the following:**
  - o From the CALPADS home page enter the student's SSID in the quick search box.
  - o Scroll down and click to the Student Special Education Container to view the SPED record modal(s) or click the Student Special Education Services container to view the SPED Services modal(s). Containers and Modals are *READ-ONLY*. This is where you can view what has been uploaded from your and previous LEA(s)/District(s) (i.e. researching a duplicate SPED file error).
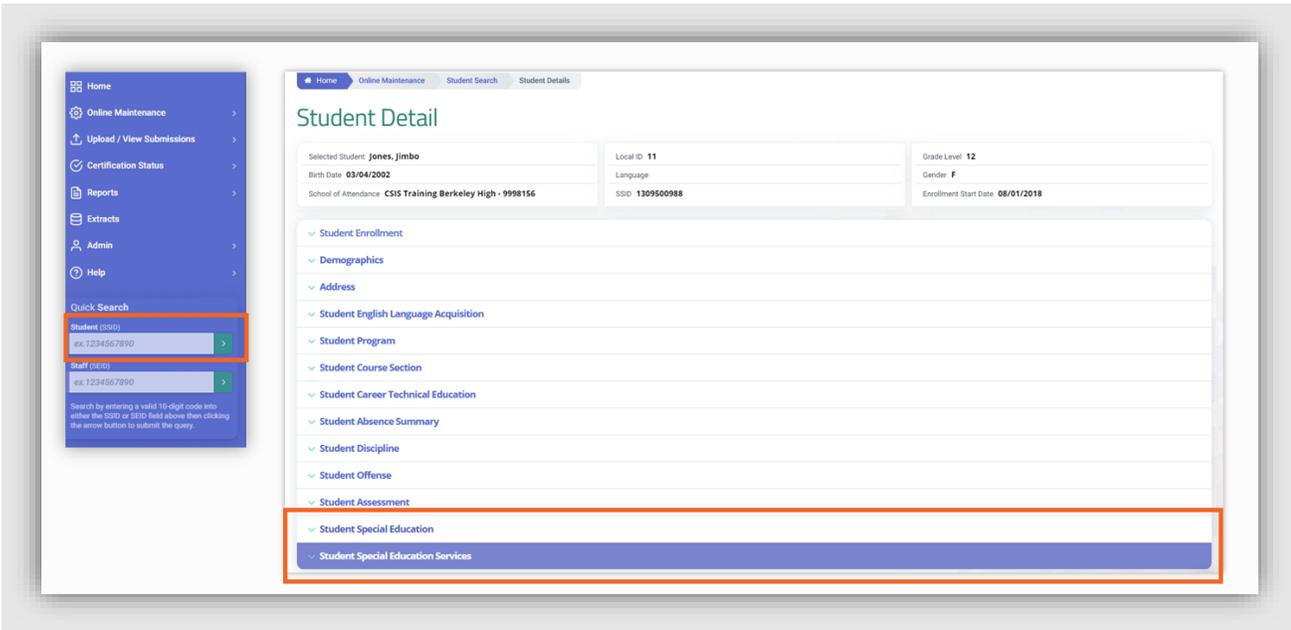
- o You may open and view the SPED modal details by clicking the 'open' button on the modal. This the same information you would see in SEIS on the CALPADS student page on the day the meeting was affirmed.

o   You may open and view the SSRV modal details by clicking the 'Open" button on the modal. This the the the same information you would see in SEIS on the CALPADS Services page the day the meeting was affirmed.

STEP 6-Resubmitting File After Correcting Errors

The SPED file should be resubmitted frequently as some errors are only able to be validated through CALPADS. Once the SPED file is error free, the SRV file (Services) for that same type transaction can be submitted.

- After errors are fixed, click "Resubmit SPED File" link.
    - o   Refresh File Status
    - o   Retrieve Errors (if any)
    - o   Post Errors onto Homepage (if applicable)
    - o   Continue the error correction process until error free (if applicable)

- Once the SPED file is error free, the status will display "Posted" and the Rejected records will =0 (there will no longer be blue links for that file type). The note will indicate that the file is is Error Free and you can now submit your SSRV file. Continue to follow blue highlighted prompts prior to proceeding to the next Transaction Type.

Process	Report Status	Errors Received On	Errors Uploaded On	Records	Rejected Records
Type 1 06/30/2019 Report/Affirmed IEPs View/Edit Report Data	SPED File Status: Posted (File Error Free) You can now submit SSRV file. SSRV File Status: Posted (File Error Free)			SPED: 1 SSRV: 1	SPED: 0 SSRV: 0

- The same process will repeat with the SSRV file.
  - Submit the SSRV file
  - Retrieve errors from CALPADS
  - Post to Homepage
  - Resubmit until error free

- When both the SPED file and the SSRV files are error free, both status' will display 'Posted' and File Error Free. You can now proceed to the next Transaction Type and repeat the submission process.

Process	Report Status	Errors Received On	Errors Uploaded On	Records	Rejected Records
Type 1 06/30/2019 Report/Affirmed IEPs View/Edit Report Data	SPED File Status: Posted (File Error Free) You can now submit SSRV file. SSRV File Status: Posted (File Error Free)			SPED: 1 SSRV: 1	SPED: 0 SSRV: 0

- The transactions included in the error free repot will be removed from the Reportable Transactions page and will display un the 'Accepted be CALPADS' page.

Type of Transactions:

Reportable Transactions

Reportable Transactions
Transactions Marked Do Not Report
Transactions Accepted by CALPADS
Duplicate Transactions
Blank SSIDs

Transaction Created	Transaction Type	Last Saved By	Last Saved On	Uploaded to CALPADS	SPED Accepted	SSRV Accepted
08/23/2019 6:12 pm	Affirmed IEP			Yes	Yes	Yes
07/15/2019 12:00 am	Exit			Yes	Yes	Yes

STEP 7- Continual Submissions

This process will continue throughout the year, all year! Only one person should be generating and submitting reports!

- LEAs should submit any of the following transactions at least on a bimonthly basis due to pending transactions needing to be submitted prior to the IEP meeting being affirm/attested. **Affirm/Attest within 24 hours of the meeting being held.**
    - Initial Evaluations for Part C
    - Initial Evaluations for Part B
    - Annual IEP meetings
    - Additional IEP meetings (e.g. exit meetings)
    - Triennial meetings
    - Meetings to amend an IEP

- This data will be used to monitor LEAs selected for compliance monitoring on an as-needed basis.

- Special education data needs to be updated regularly so student test accommodations and designated supports can be provided for Test Operations Management System (TOMS) testing

- Maintenance is vital:

    - Complete teacher requests
    - Transfer records in a timely manner. If a student has moved, but you don't receive a record request exit the student Exit Code 76
    - Follow Up on Unaffirmed meetngs: Affirm and Attest within 24 hours

- A new CALPADS report would be generated for the transactions that occurred since the last generated report date (all transactions on the Reportable Transactions page). **Prior to submitting comfirm your CALPADS coodinator has run a SENR/SINF report!**
    - Click the Generate CALPADS Report button
    - Submit the SPED file
    - Retrieve errors from CALPADS
    - Post to Homepage
    - Resubmit until error free
    - Then follow the same steps for the SSRV file

CALPADS Transactions

Instructions
Reportable transactions to CALPADS are listed below. Please use the features available on this page to view/edit the information. Transactions may be marked as Do Not Report and will be available to restore, i displayed.

Type of Transactions:
Reportable Transactions ▼

Generate Report For:
All Records ▼

✎ Generate Report