

Louisiana Believes

**Working the SER Personnel Table 2 Report
2016-2017**

Agenda

- Overview
- Working the Report
- Examples
- Possible Corrections
- Key Points
- Special Education Personnel Checklist
- Special Education Personnel Object/Function Codes
- System Contacts

Data Acronyms

- **PEP** = Profile of Education Personnel
- **LRS** = LEADS Reporting System
- **SIS** = Student Information System
- **FTE** = Full-Time Equivalent is the percentage of time a staff member works represented as a decimal. A full-time person is 1.00, a half-time person is .50 and a quarter-time person is .25
- **OF Code** = Object Function Code (PEP data elements)
- **HQ** = Highly Qualified
- **Q** = Qualified
- **FC** = Fully Certified

Special Education Personnel Table 2

- Personnel employed to provide Special Education and Related Services for Children with Disabilities – Table 2 is one of seven (7) federal tables
- Table 2 includes Full-Time Equivalency (FTE) counts of teachers, paraprofessionals, and certain related services personnel
- Each year LDE must submit SpEd Table 2 data to the federal Office of Special Education Programs (OSEP) for individuals employed as of September 30

PEP and SER Personnel Table History

- 2003 LDE entered into agreement with the USDOE-OSEP to automate the collection of special education personnel data
- 2003 - 2008 LEAs submitted Excel documents while LDE worked to meet the new requirements
- 2005 PEP Data Management Staff starting working with Education Finance Staff to develop unique SpEd classification codes
- 2006 New Sped Classification Codes were added to the PEP Object Function Table
- 2009 PEP added edits to no longer accept the generic Special Education Classification Codes
- 2009 Sped Classification Codes are now included in the updated LAUGH

Background of Report

- Report of Personnel (in Full-Time Equivalency of Assignment) Employed and Contracted to provide Special Education and related Services for Children with Disabilities

TABLE 2, SECTION A

PERSONNEL (IN FULL-TIME EQUIVALENCY OF ASSIGNMENT) EMPLOYED TO PROVIDE SPECIAL EDUCATION AND RELATED SERVICES FOR CHILDREN WITH DISABILITIES

999 - Louisiana Parish

SECTION A: SPECIAL EDUCATION TEACHERS SERVING CHILDREN WITH DISABILITIES

	(1)	(2)	(3)	(4)
SPECIAL EDUCATION TEACHERS	HIGHLY QUALIFIED	NOT HIGHLY QUALIFIED	TOTAL	VACANT POSITIONS
Special Education Teachers for Ages 3 - 5	0.00	0.00	0.00	0.00
Special Education Teachers for Ages 6 - 21	0.00	0.00	0.00	0.00
TOTAL	0.00	0.00	0.00	0.00

How the report is created

- look at open service in SER-based on the Sep 30 student count list
- pull service provider
- Check PEP staff position record
- Check Teacher Certification database (CDB)
- Check LRS for class information (for teachers)
- Paraprofessionals are identified based on OF code in PEP since they have no service in SER

The Process – Part 1

1. Providers are pulled from SER based on students in the IDEA count
2. PEP data are pulled based on SpEd OF codes
 - Processing Period 1 (October 1 Budgeted)
3. These two groups are combined into one table and compared
4. Providers are categorized based on the Table 2 categories

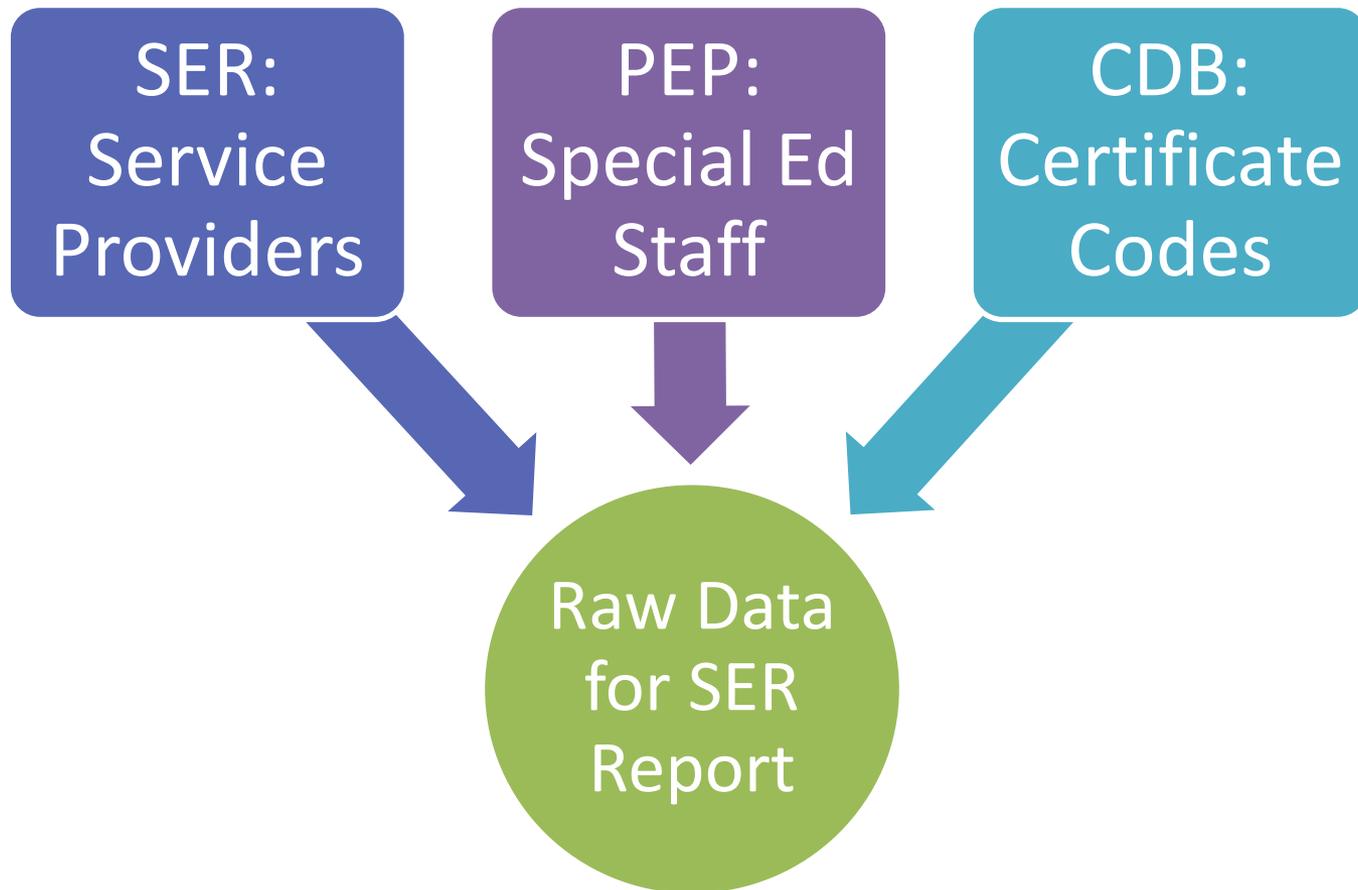
The Process – Part 2

1. Select provider
2. What service do they provide?
3. What is their OF code?
4. What is their certification area?
5. What is their FTE in PEP?
6. What is their HQ status?
7. Place FTE in proper category

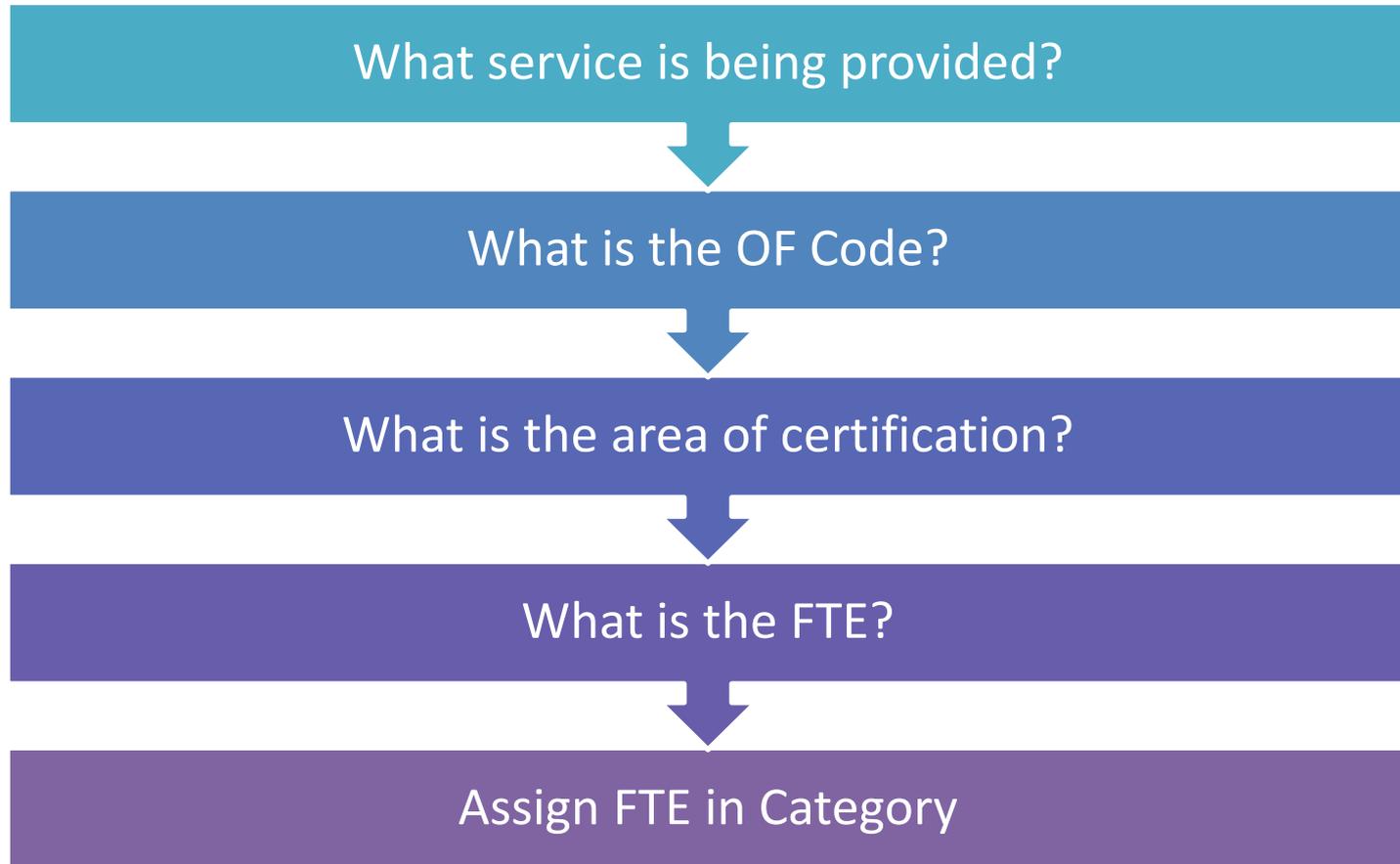
How We Determine HQ Status

- HQ for this report is NOT the same as HQ for NCLB or Title 1
- If a teacher has a certificate for teaching students with disabilities, they will be considered HQ on Table 2
- Paraprofessionals with HQ flag set to Y will be considered Qualified for Table 2
- Related service personnel with ancillary certificates that are appropriate for their area of service will be considered certified; all others will not be qualified or certified for Table 2

Combining the Data

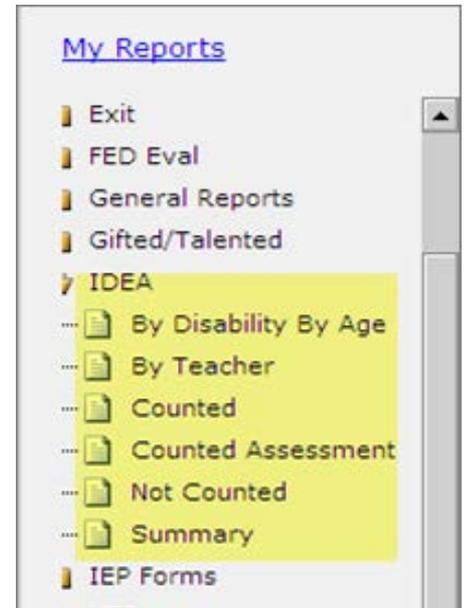


From Raw Data



What needs to be done?

- Run IDEA Reports:
 - IDEA count must be complete and correct for the personnel table to correct
 - Counted report is an alpha listing of all of the student included in your child count
 - Not Counted report is a list of students not included in child count by reason
 - Listing by teacher is used to ensure that students are assigned to the correct teachers (LEADS, HQ)
 - Summary report provides a child count totals by race, exceptionality, gender, etc.



What needs to be done?

- Once the IDEA data are correct-run these reports:
 - General Reports folder
 - Personnel Table 2 Summary – this is the data reported for Table 2
 - Personnel Table 2 Detail – listing of providers found in SER for students with disabilities
 - Service Reports folder
 - IDEA Services listing – lists all services by provider for students counted in IDEA count

[My Reports](#)

-
-] LAA1 Code Report Summary
-] LAA1 Report
-] LAA2 Report
-] Open Jurisdiction Closed ...
-] Open Jurisdiction Report
-] Parent/Guardian Listing
-] Parent/Guardian Missing A...
- Personnel-Table 2-Detail
- Personnel-Table 2-Summary

- [-] Service Reports
 - [-] Export Services Listing
 - [-] IDEA Services Listing
 - [-] IFSP Service
 - [-] Services Listing
 - [-] Teacher Listing

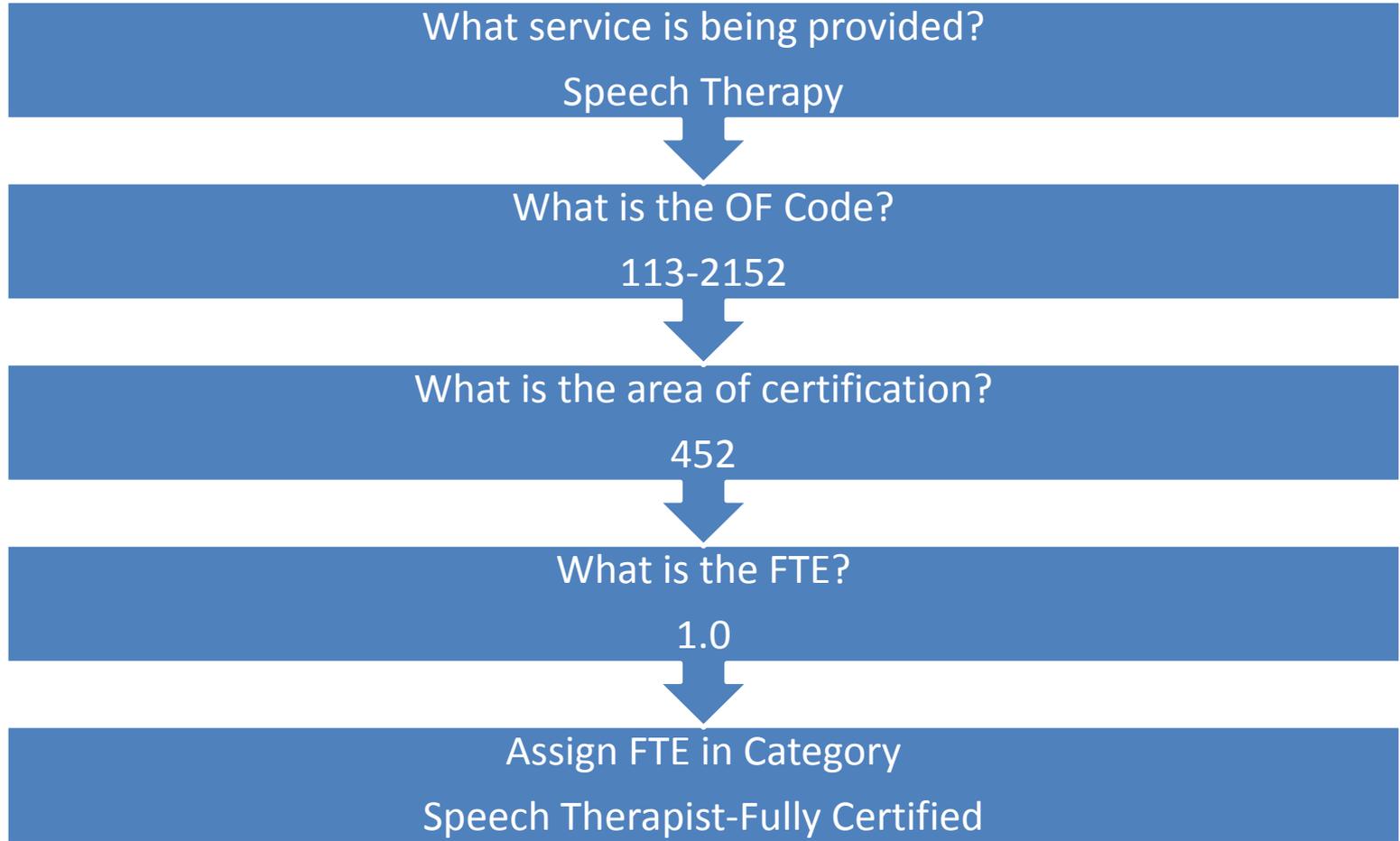
What needs to be done?

- Verify Data:
 - IDEA Reports
 - Make sure your counted list is accurate
 - Clear up students from Not Counted who should be counted
 - Make sure students are assigned to correct providers
 - Service Reports
 - IDEA Services listing-missing “teacher” name means provider not in Teacher Cert
 - Each service for each provider should be entered into SER
 - Provider SSN must be entered into SER correctly. No “dummy” SSNs.
 - Use the Service Provider Bulk Update feature under Tools to update providers

What needs to be done?

- Verify Data:
 - Personnel Reports
 - Check the Summary report numbers
 - Detail report – missing names means no PEP data
 - Check HQ status (pulled from HQ table)
 - Check FTE – (pulled from site position record)
 - Paraprofessional info taken directly from PEP not SER
 - All personnel must be reported in the Teacher Certification database and have certificates

Example # 1



What It Looks Like on the Reports

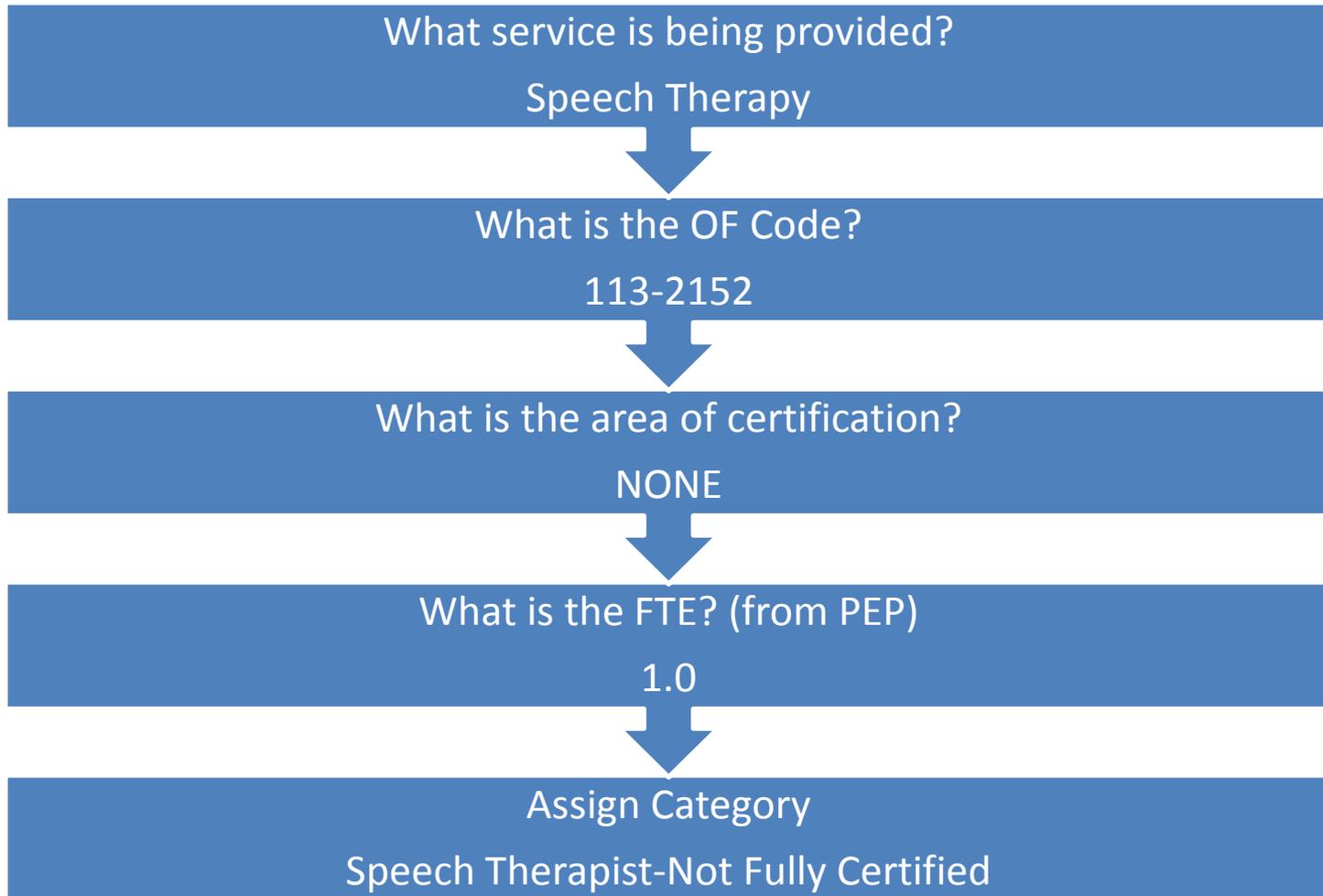
Personnel Table 2: Section C - Related Service Providers, Row - 2. SPEECH-LANGUAGE PATHOLOGISTS

Provider Name	Provider State ID	Provided Services in SER	Object Code	Function Code	FTE from PEP	Cert Code	Personnel Table 2 - Column *
AGNES	XXX-XX-7604	Yes	113	2152	1.00	740	Fully Certified

SECTION C: RELATED SERVICED PERSONNEL SERVICING CHILDREN WITH DISABILITIES AGES 3-21

	(1)	(2)	(3)	(4)
	FULLY CERTIFIED	NOT FULLY CERTIFIED	TOTAL	VACANT POSITIONS
1. AUDIOLOGISTS	0.00	0.00	0.00	0.00
2. SPEECH-LANGUAGE PATHOLOGISTS	1.00	0.00	1.00	0.00
3. INTERPRETERS	0.00	0.00	0.00	0.00
4. PSYCHOLOGISTS	0.00	0.00	0.00	0.00
5. OCCUPATIONAL THERAPISTS	0.00	0.00	0.00	0.00

Example #2



What It Looks Like on the Reports

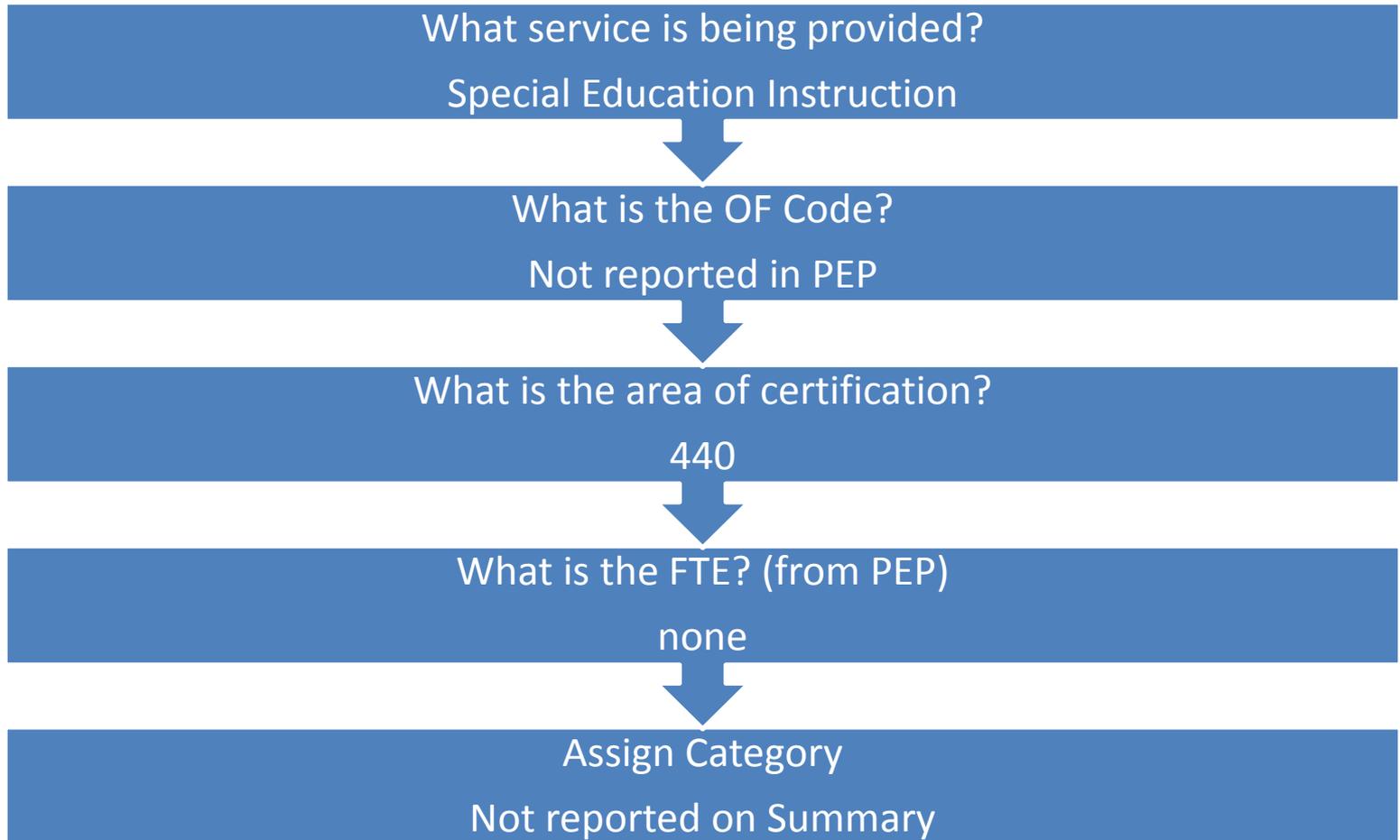
Personnel Table 2: Section C - Related Service Providers, Row - 2. SPEECH-LANGUAGE PATHOLOGISTS

Provider Name	Provider State ID	Provided Services in SER	Object Code	Function Code	FTE from PEP	Cert Code	Personnel Table 2 - Column *
, MONICA	XXX-XX-0080	Yes	113	2152	1.00		Not Fully Certified

SECTION C: RELATED SERVICED PERSONNEL SERVICING CHILDREN WITH DISABILITIES AGES 3-21

	(1)	(2)	(3)	(4)
	FULLY CERTIFIED	NOT FULLY CERTIFIED	TOTAL	VACANT POSITIONS
1. AUDIOLOGISTS	0.00	0.00	0.00	0.00
2. SPEECH-LANGUAGE PATHOLOGISTS	0.00	1.00	1.00	0.00
3. INTERPRETERS	0.00	0.00	0.00	0.00

Example #3



What It Looks Like on the Reports

Personnel Table 2: Section - A, Row - Special Education Teachers for Ages 3 - 5

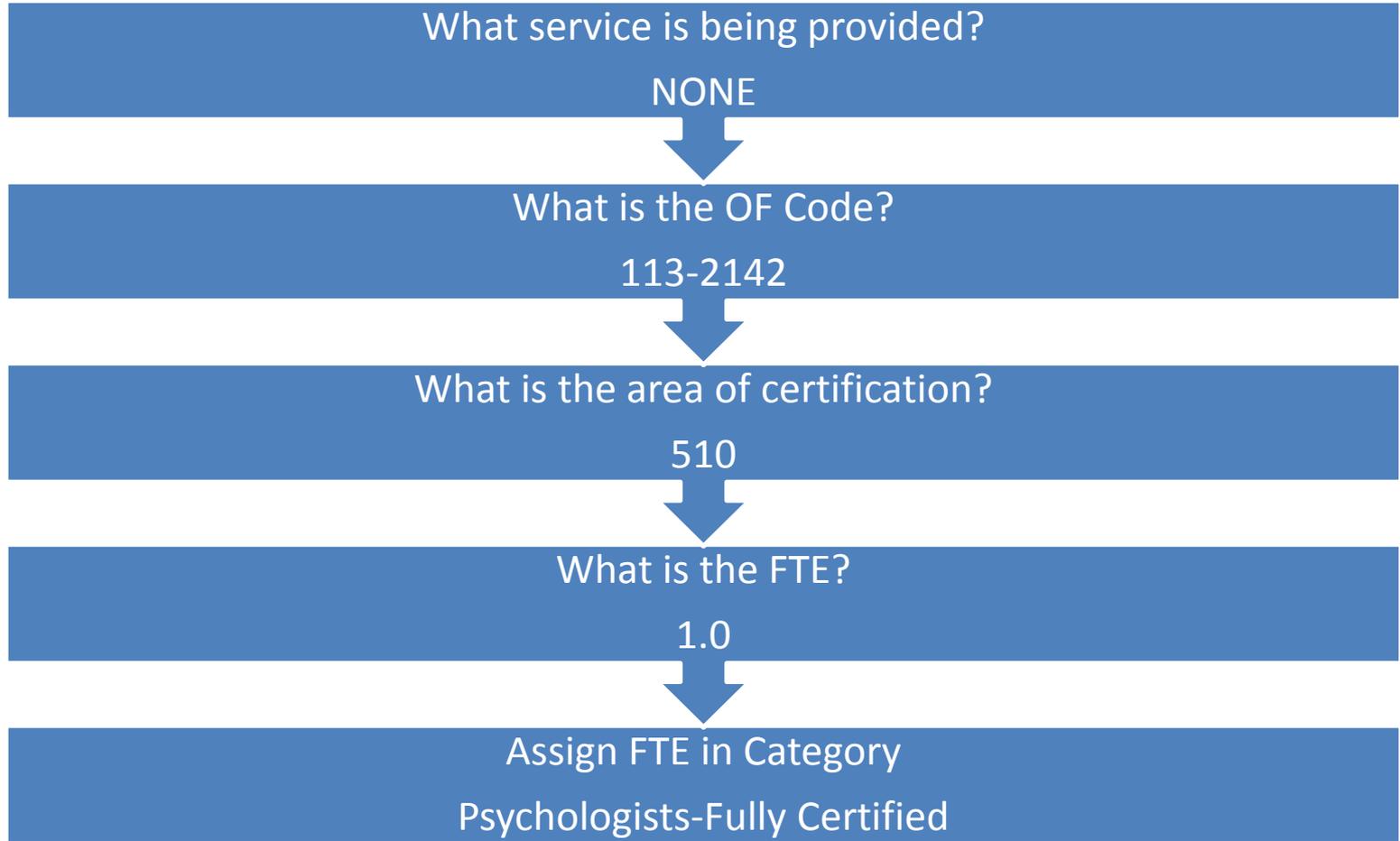
Provider Name	Site ID	SSN	Object Code	Function Code	FTE	Certification Code	Personnel Table 2 - Column
	999019	555-12-1856				440	

999 - Louisiana Parish

SECTION A: SPECIAL EDUCATION TEACHERS SERVING CHILDREN WITH DISABILITIES

	(1)	(2)	(3)	(4)
SPECIAL EDUCATION TEACHERS	HIGHLY QUALIFIED	NOT HIGHLY QUALIFIED	TOTAL	VACANT POSITIONS
Special Education Teachers for Ages 3 - 5	0.00	0.00	0.00	0.00
Special Education Teachers for Ages 6 - 21	0.00	0.00	0.00	0.00
TOTAL	0.00	0.00	0.00	0.00

Example #4



What It Looks Like on the Reports

Personnel Table 2: Section C - Related Service Providers, Row - 4. Psychologists

Provider Name	Site Code	Provider State ID	Object Code	Function Code	FTE from PEP	Certification Code	Personnel Table 2 - Co
NEWHART, BOB	999000	XXX-XX-9104	113	2142	1.0	510	Fully Certified
FREUD, SIGMUND	999000	XXX-XX-9898	113	2142	1.0	510	Fully Certified

555 - Louisiana Parish

SECTION C: RELATED SERVICED PERSONNEL SERVICING CHILDREN WITH DISABILITIES AGES 3-21

	(1)	(2)	(3)	(4)
	FULLY CERTIFIED	NOT FULLY CERTIFIED	TOTAL	VACANT POSITIONS
1. AUDIOLOGISTS	0.00	0.00	0.00	0.00
2. SPEECH-LANGUAGE PATHOLOGISTS	0.00	0.00	0.00	0.00
3. INTERPRETERS	0.00	0.00	0.00	0.00
4. PSYCHOLOGISTS	2.00	0.00	2.00	0.00
5. OCCUPATIONAL THERAPISTS	0.00	0.00	0.00	0.00

Possible Corrections needed

Provider Name Missing

Reason: Provider is not reported in PEP

Solution: In PEP, submit provider to PEP

Personnel Table 2: Section C - Related Service Providers, Row - 2. SPEECH-LANGUAGE PATHOLOGISTS

Provider Name	Site Code	State ID	Object Code	Function Code	FTE	Teacher Cert Code	Personnel Table 2 - Column	FTE Counted *
	004	██████████				740	Fully Certified	
	010	██████████				740	Fully Certified	
	015	██████████				740	Fully Certified	
██████████	002	XXX-XX-29				740	Fully Certified	
██████████	002	XXX-XX-29				785	Fully Certified	

Possible Corrections needed

OF Codes Missing

Reason: Site position record site code in PEP does not match the site code for the student in SER.

Solution: In PEP, there must be a site position record for every site where a provider serves a student. In SER, verify the school site code for students on the provider's caseload.

Personnel Table 2: Section A - Special Education Teachers, Row - Special Education Teachers for Ages 3 - 5

Provider Name	Site Code	State ID	Object Code	Function Code	FTE	Teacher Cert Code	Personnel Table 2 - Column	FTE Counted *
	002	XXX-XX-4				413	Highly Qualified	
	005	XXX-XX-4				413	Highly Qualified	
	003	XXX-XX-3				413	Highly Qualified	
	003	XXX-XX-3				425	Highly Qualified	
	008	XXX-XX-3	112	1216		413	Highly Qualified	
	008	XXX-XX-3	112	1216		425	Highly Qualified	
	010	XXX-XX-3				413	Highly Qualified	
	010	XXX-XX-3				425	Highly Qualified	

Personnel Table 2: Section A - Special Education Teachers, Row - Special Education Teachers for Ages 6 - 21

Possible Corrections needed

Provider Missing Completely from Report

Reason: Service has not been entered in SER.

Solution: SER People: Make sure all services with each provider have been entered in SER.

Possible Corrections needed

FTE Incorrect or Missing

Reason: Provider does not have site position record in PEP for the site of service in SER.

Solution: PEP People: Make sure there is a site position record for every site where services are provided by this individual.

- If the FTE is missing, the provider is not reported at all on summary.
- If the FTE is incorrect, the provider will not be reported accurately on the summary.

Personnel Table 2: Section C - Related Service Providers, Row - 2. SPEECH-LANGUAGE PATHOLOGISTS

Provider Name	Site Code	State ID	Object Code	Function Code	FTE	Teacher Cert Code	Personnel Table 2 - Column	FTE Counted *
	004	XXXXXXXX				740	Fully Certified	
	010	XXXXXXXX				740	Fully Certified	
	015	XXXXXXXX				740	Fully Certified	
XXXXXXXX-XXXXXX	002	XXX-XX-29				740	Fully Certified	
XXXXXXXX-XXXXXX	002	XXX-XX-29				785	Fully Certified	

Possible Corrections needed

HQ (Q or certified) Status Incorrect

Reason: PEP Data incorrect, Teacher Cert incorrect, Class Roster data incorrect, or HQ flag missing.

Solution: PEP People: Make sure you flag your HQ staff in PEP. If you don't flag them as HQ, we categorize them as Not HQ. If you do flag them, we run our process to confirm HQ.

Solution: If provider is not in the Teacher Certification database, contact your human resources department. If PEP data are incorrect, contact your PEP person. If the class rosters are incorrect, contact your SIS person.

Possible Corrections needed

Gifted or Talented Teachers on report

Reason 1: Provider reported in PEP with incorrect OF Code-name will display on detail report.

Solution: We exclude providers reported in PEP with OF codes that are for GT. If these providers are listed on the detail report with OF codes indicating they serve students with disabilities **and** they have an FTE, they will be on the summary IN ERROR. Make sure provider is reported in PEP with proper OF Code.

Reason 2: Provider is not reported in PEP-name will NOT display on detail

Solution: We exclude providers reported in PEP with OF codes that are for GT. While these providers are listed on the detail report, they will NOT be on the summary because they don't have a PEP record. Make sure provider is reported in PEP with proper OF Code.

Not Required to Have Service in SER

- Some providers who assess/evaluate students only will not have a service in SER:
 - All providers must be in PEP
 - Audiologists
 - Speech Therapists
 - Psychologists (appraisal) 113-2142
- All other providers must have a service in SER to be included on the report

Key Points

- Submit PEP file early
- Error free file is the first step
 - “Error-free” only means that the input file was formatted properly
 - Data must be complete and correct
- PEP and SER personnel work together to assure accurate data has been reported

The goal is for the Personnel Table 2 Summary to accurately reflect the number of personnel serving students with disabilities as of the count date (September 30).

Key Points

Contracted Personnel

- Must be reported in PEP
- The service provider must be entered into the SER System
- Must obtain and report the provider's SSN
- LEA must ensure that each contracted employee has valid credentials issued by the Office of Teacher Certification
- Some providers will need an Ancillary

Special Education Personnel Checklist

- PEP Data Managers have the capability to run SER Personnel Table Reports in PEP
- Ensure that the correct Sped Classification Codes are reported in PEP—and don't forget Vacant Positions
- Submit PEP data early so that both PEP and SER Data Managers can review the SER Personnel Tables each week
- Certificates must have an "Issuance Date" no later than December 31

Special Education Personnel Checklist

- PEP Data Managers should examine the Sped Personnel Table Report, at a minimum, three (3) times a week during the IDEA Collection Period
- An error Free upload does not mean error free data
 - ***Data Validation is crucial to completing submissions***
- PEP DM and SpEd Supervisors should review their Personnel Report and make corrections in PEP and/or SER, as appropriate

OF Codes Sp. Ed Teachers 112

- 1211 –Classroom Teacher** - provides instruction to students with disabilities in a core academic subject.
- 1212 –Support Classroom Teacher** - provides direct assistant to students w/ disabilities in segregated settings, (e.g., resource class setting, self-contained classroom)but the students receive their instruction on core academics from a NCLB HQ general education teacher.
- 1213-Paraprofessional Training Unit (PTU)** - provides instructional support; must work under the direct supervision of a HQ teacher.
- 1214-Adaptive Physical Education (APE)** - provides students' fitness, gross motor, and perceptual motor abilities so that students can reach their fullest potential through physical activity.

OF Code Sp. Ed Teachers Cont.

1215-Work Study Coordinator/Job Coach- serves as an employment training specialist in the educational setting ; plans & conducts special education work & study programs. Job coach helps workers perform tasks of their jobs successfully.

1216-Pre-School Classroom Teacher- provides pre-school activities and instruction to students.

1220- Gifted and Talented-students, children or youth who give evidence of high achievement capability in areas such as intellectual, creative, artistic, or leadership capacity, or specific academic fields, and who need services or activities not ordinarily provided by the school in order to fully develop those capabilities.

OF Codes for Paraprofessionals

- **115-1211-Special Education Classroom**
- **115-1212-Support Classroom**
- **115-1213-Paraprofessional Training Unit (PTU)**
- **115-1214-Adapted Physical Education(APE)**
- **115-1215- Work Study Coordinator/Job Coach**
- **115-1216-Pre-School Classroom**
- **115-1220-Gifted and Talented**
- **115-2170-Pupil Support-Non Instructional (Child Specific Aide)**

OF Codes for Related Services

- **113/2153 – Audiologists**
- **113/2152 – Speech-Language Pathologists**
- **119/2154 – Interpreters**
- **113/2142 – Psychologists (Testing/Appraisal)**
- **113/2143 – Counselors (Psychological Counseling)**
- **113/2144 – Psychotherapists**
- **113/2161 – Occupational Therapists**
- **113/2166 – Physical Therapists**
- **113/2146 – Social Workers**
- **113/2132 – Medical-Physicians**
- **118/2134 – Medical/School Nurses-RN**
- **113/2167 – Recreation/Therapeutic Therapy**
- **113/2168 – Rehabilitation Counselors**
- **119/2169 – Orientation and Mobility Specialists**

System Contacts

Special Education Reporting:

Ashley Augustine

Ashley.Augustine@la.gov

Profile of Educational Personnel:

Michael Zanovec

Michael.Zanovec@la.gov