

LOUISIANA DEPARTMENT OF EDUCATION



eSER Go LIVE
July 18, 2022

Agenda

- Gaining Access to eSER
- Rolling over from SER to eSER
- Next Steps





Gaining Access to eSER

Confidentiality Policy Guidance

Annually, a Local security/confidentiality policy should be drafted to include the minimum requirements:

- **Each LEA** should:
 - have a written security policy that includes IEP security.
 - provide security guidelines and policies in local training annually.
- **Special Education Supervisors** or their designated representatives should:
 - govern user access to eSER to ensure confidentiality is maintained
 - work with the local Security Coordinator in performing an annual or semiannual review of users authorized to access eSER including eSER IEP Forms access
- **Each user** should:
 - be required to sign a confidentiality assurance statement annually
 - ensure they are in compliance with their LEA confidentiality policy .
- **Each Local Security Coordinator** should:
 - work with Special Education Supervisors to review all user requests for eSER access
 - maintain a current list of users authorized to access eSER including eSER IEP Forms
 - have a written procedure in place to remove eSER access as user status changes occur (employment ends, change in duties, etc.).

Selecting the Correct Permissions

Ideal state (available September 5):

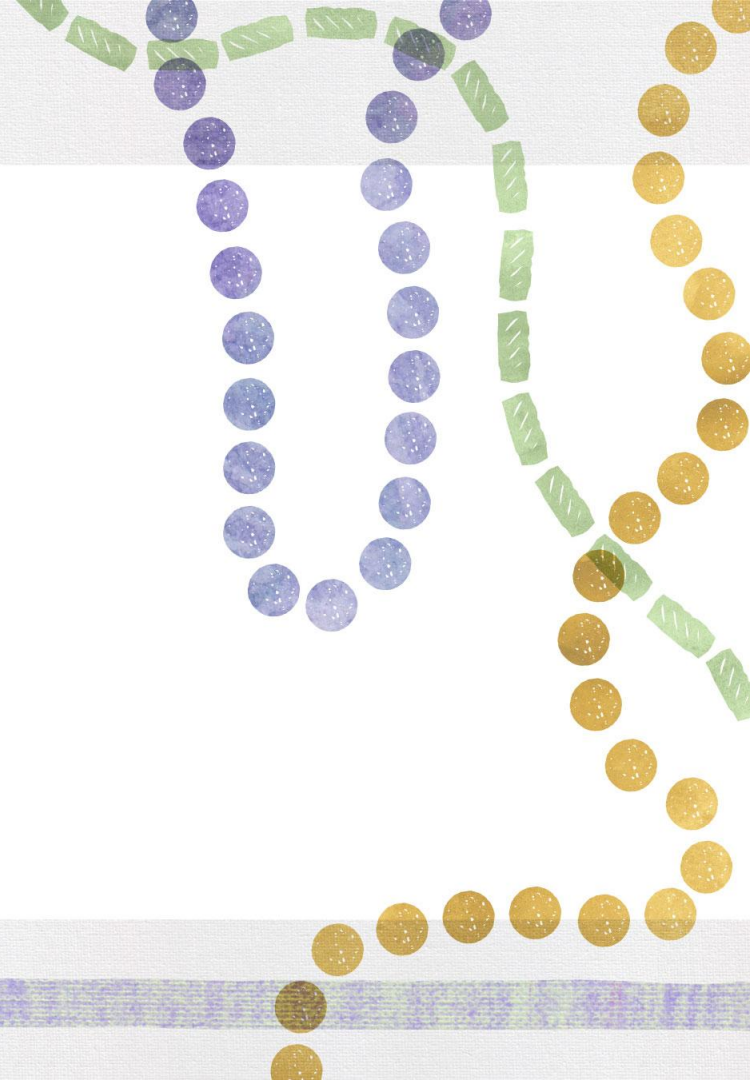
- District level eSER users should only request access to their School System. Nonpublic and Early Childhood sites will be included in the school system request.
- For example:
 - Mickey's parish public school system services students at Donald's BESE approved nonpublic school and Minnie's childcare center.
 - The SER data manager would select Mickey's parish public school system in EdLink Security and would not select Donald's school or Minnie's childcare center.
 - eSER will be smart enough to automatically group Donald's school and Minnie's center with Mickey's public school system

Selecting the Correct Permissions

Current State (August 1-September 4):

- If Mickey's public school system has an IEP coming due before September 5 and needs access to update student records at Donald's nonpublic school or Minnie's childcare center, then the SER data manager for Mickey's public school system SHOULD request access in EdLink Security to Mickey's public school system, Donald's school, and Minnie's center.
- After September 5 LDOE will revoke your access to Donald's school and Minnie's center and will include Donald's school and Minnie's center with your access at Mickey's public school system.

Rolling over from SER to eSER



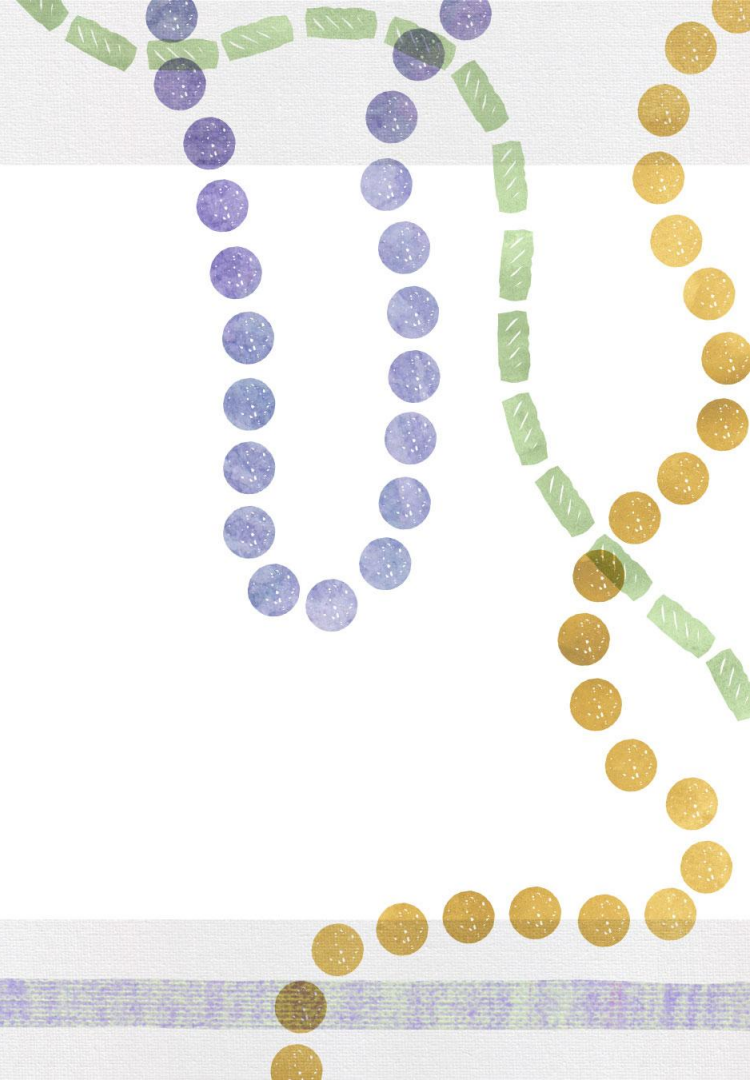
Legacy SER to eSER Data Rollover

- **July 24 at 11:59 p.m.** | Legacy SER will be made to view only. No further data entry can be made at this point.
- **July 25-31** | LDOE and the vendor will transfer all data and conduct data quality checks on the transferred data.
 - All data saved in SER prior to 11:59 p.m. on July 24 will be transferred to the enhanced SER system including IEPs in draft form.
 - Data less than 7 years old will be migrated to eSER. Data older than 7 years will be stored and will be accessible by request.
 - Users will be able to search for students and view all data; however, will receive an error if data entry is attempted.
- **August 1** | The enhanced version of SER will go live. The same URL will be used for the enhanced SER system as the legacy SER system. Data entry may resume.

Medicaid Instructions

- SMI Medicaid Importer functionality that was added to SER to allow users to upload a file of all students to determine if they are Medicaid eligible will **NOT** be included in eSER.
 - eScholar Direct Match will be utilized for Medicaid matching in place of Medicaid Importer beginning with the 2022-2023 school year.
- SMD Medicaid Admin, Provider, and Reader functionality **WILL** be included in eSER.

Next Steps



Next Steps Future eSER Users

- Security Coordinators ensure they are set up ([See One Pager](#))
- Ensure staff have usernames and passwords setup and linked to their staff ID ([See Guide](#))
- Once eSER goes live you will be able to login to eSER <https://sers.doe.la.gov/ser>
- Reach out to Systemsupport@la.gov with any EdLink Security concerns

Overview of Key Dates

- **June 20:** First weekly eSER Go Live Informational and Q&A Session
 - Additional dates: **June 20, June 27, July 5, July 11, July 18, July 25, August 1, August 8**
- **June 20:** Security Coordinator Setup [One-Pager](#) and TAS Report Instructions release
- **July 5:** Connecting Staff ID and Username [Guide](#) release
- **August 1:** Go Live!

eSER Go Live Informational and Q&A sessions

- LDOE has begun holding weekly eSER Go Live Informational and Q&A sessions every Monday from 2:00 p.m. to 3:00 p.m.
- All future eSER users should attend or have a school or school system representative attend who will filter information to all users.
- Zoom Information:
 - **Registration:** <https://ldoe.zoom.us/meeting/register/tJUucOiqqzwrGtK1U3E1YHfE87QKXzV9WsOa>
 - **Meeting Link:** <https://ldoe.zoom.us/j/91371257106>
 - **One tap mobile:** +14702509358,,95433357770# US (Atlanta)

Q and A

