



Last updated 09/08/2017

Non-Enrich Users

A real-time review in the ESSU Data Management System is intended for record reviews that are conducted on an individual basis over time, not for an entire sample of students as in the annual record reviews for compliance.

To set up a real-time review, the Director needs to contact your CDE ESSU AU Partner and make the request for the setup, including information regarding the target for the review (e.g., preschool IEPs, school age and/or transition IEPs, Manifestation Determinations, Prior Written Notice, etc.). This will customize the checklist as per the Director's need.

Once the review has been setup, the Director will see a new review on the Compliance tab that notes Real-Time Review in italics under the heading of the review (see below).

From the DMS Special Education State Monitoring Compliance Tab:

To conduct the reviews, a student record must be set up in the DMS so the files will have a location to upload to. To prepare the student record for the student files, click on the hyperlink heading to get into the review, i.e., in this example click on **Standard Review 09/16/2015** *Real-Time Review* to enter the review area.

The screenshot shows the '0000 - CDESandbox-Dev' compliance dashboard. At the top, a green banner reads: '*** This is a training/demo system *** Not a permanent record ***'. The navigation bar includes the Colorado Department of Education logo, 'Administration' settings, a search box, and 'Sign Out'. The breadcrumb trail is 'Home > Special Education State Monitoring > 0000 - CDESandbox-Dev'. The main section is titled '0000 - CDESandbox-Dev' and has tabs for Profile, Dispute Resolution, Compliance (selected), Fiscal, Family-School, Performance, Improvement, and Summary. Under the 'Compliance' tab, there is a 'Compliance' header with 'Initiate Submissions' and options for Print, Contact Support, and Help. A table of reviews is displayed:

Review Type	Date	Percentage
Standard Review	2/17/2016	
Standard Review	12/18/2015	
Standard Review <i>Real-Time Review</i>	9/16/2015	92%
Standard Review <i>Real-Time Review</i>	4/22/2015	33%

A red arrow points to the '9/16/2015' review. Below the table, there are sections for 'Dates of Meeting (Confirm dates with)' and 'Student and Family Information', each with a 100% progress indicator. On the right, there is a 'Communication Log' with an entry for 2/9/2015 and an 'Attachments' section with several links.

*The examples shown are taken from the CDE Enrich Sandbox and are not actual students or student information.



From the next screen, click on **Manage Records**.

0000 - CDESandbox-Dev

Profile Dispute Resolution **Compliance** Fiscal Family-School Performance Improvement Summary

Compliance Checklist - 9/16/2015 Print Contact Support Help

Edit Details Choose Items Select Team **Manage Records** Provide Documents Close Submissions Open Reliability Check

Then Click on **Add Record** in the upper left corner of the screen.

*** This is a training/demo system *** Not a permanent record ***

Select Records - View/Manage

+ Add Record Download Records

Record	AU	SASID	Edit	Open	Exclude
1	CDESandbox-Dev	4114569107	Edit	Open	Exclude
2	CDESandbox-Dev	9963594594	Edit	Open	Exclude

Close

Complete the information in the fields provided.

Select Records - View/Manage

Name	Value
SASID	<input type="text"/>
First Name	<input type="text"/>
Last Name	<input type="text"/>
DOB	<input type="text"/>
Gender	<input type="text"/>
Ethnicity	<input type="text"/>
Primary Disability	<input type="text"/>

Add Record **Cancel**

Click **Add Record** and Close.

The student is now entered into the review and is now available for records to be uploaded and attached to the student.

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