



COLORADO
Department of Education

Special Education Data Reporting
Staff Approval Matrix (SAM)
Personnel Status Process

New Directors Orientation
8-12-2020

Data Collections via Single Sign-On

Data collections are accessed through CDE's Identity Management process (IdM) via the single sign-on login.

IdM is the department's secure process for submission of staff, student and expenditure data.

To access IdM via the single sign-on, each user must be designated with identified user roles, LEA User, LEA Approver, etc.

Each school district maintains a Local Area Manager (LAM) who coordinates the process of setting up and maintaining users for the IdM system.

Special Education Data Reporting

Administrative Units submit special education staff data in two separate data collections:

IDEA Budget and Expenditures System (federal funding allocations):

Part B Flow Through

Part B Preschool Flow Through

Special Education December Count collection

IDEA Budget and Expenditures System

Open Windows

The IDEA Budget and Expenditures System is a web-based system for administrative units to request IDEA funding for staff positions, purchased service contracts and cost line item expenditures.

The Budget System operates with four open reporting cycles:

- Budget Window for current year (mid-May - end of June)
- Budget Revision #1 Window (mid-Nov - mid-Dec)
- Budget Revision #2 Window (month of March)
- EOY Expenditure Window (July - September)

IDEA Budget and Expenditures System General

Items submitted in the Budget System are approved per the requested and approved items in the IDEA Part B Project Narrative.

The IDEA Part B Project Narrative outlines how the AU plans to spend their IDEA allocation.

Staff positions are reported consistently (same job code) in the Budget System and in the December Count collection.

IDEA Budget and Expenditures System Staff Approval

Staff positions are auto-approved in the Budget System based on criteria in the Staff Approval Matrix (SAM), or are manually reviewed at CDE for approval.

Staff license information displays in the box titled Certificated Information. Please check this data to ensure staff holds a valid and appropriate CDE license for the reported job code.

If staff does not hold a valid and appropriate CDE license, the position is not approved for IDEA funding. Review the message displayed in the box titled Line Item Comments. *Example: No Valid License Found*

IDEA Budget and Expenditures System

Objective/Activity Fields

Objective and Activity fields contained in the Budget System must exactly match the codes contained in the Project Narrative:

Project Narrative:

Objective 1: Staff

Activity 1 = Salaries and benefits of instructional and support staff (0100/0200)

Budget System: Salaried staff record = Objective 1/Activity 1

Project Narrative:

Objective 1: Staff

Activity 3 = Contracted professional or technical services with independent contractor for personnel costs (no fringe benefits) of individuals providing these services (0300)

Budget System: Contracted staff record = Objective 1/Activity 3

NOTE: Contract details are created in the Contract Tab. Select the contract in the drop-down Contract field in the Staff record screen.

December Count



The Special Education December Count collection is an annual count of student and staff data required in Part B of the IDEA, section 34 CFR § 300.156 Personnel qualifications.

Staff data is submitted for all staff who provide or support services to students identified with a disability.

Staff positions are coded to IDEA, ECEA or other local fund sources.

The December Count is a periodic collection open for data submission from mid-November through mid-February annually.

December Count Staff Approval Matrix (SAM)

Staff data reported in the December Count collection connects with the Staff Approval Matrix (SAM).

SAM is a validity process generated at CDE once a Snapshot of staff data is created in the Data Pipeline.

SAM determines if staff are *qualified* based on staff assignment approval criteria.

SAM connects staff data (job code, teaching subject, etc.) with the staff's license/endorsement records.

SAM pulls in data from the Staff Assignment file and the IEP Interchange (student caseload data for special education teachers-job code 202 and speech-language pathologists-job code 238).

SAM Warnings

Staff records that fail SAM approval criteria generate SAM Warnings.

SAM Warnings display in the Staff Error Report.

Warnings will not prevent you from finalizing your December Count staff data but should be investigated and resolved prior to collection close.

December Count has a long open window allowing ample time to resolve Warnings.

The more SAM Warnings that are resolved, the fewer number of staff who display in the SAM: 1.5 Personnel Status Report.

Avoid SAM Warnings

Verify all special education staff hold a valid and appropriate CDE license prior to the December 1st count date.

Licenses “in process” must be submitted, complete and issued prior to December 1st.

Staff caseloads meet the 50% caseload match per the staff’s special education endorsement and student disability categories.

NOTE: The EDID of staff reported in the **Primary Provider** field in student records in the IEP Interchange file creates the caseload.

December Count Personnel Status Report



Staff data reported in the December Count populates reports in the Data Pipeline, including the SAM: 1.5 Personnel Status Report.

The Personnel Status Report is a summary of staff who fail SAM approval criteria.

Staff who are not appropriately licensed/endorsed for the reported job code are listed in the Personnel Status Report by last name within reporting category sections.

Staff who display in this report are determined to be *not fully qualified* for the position assignment.

Staff Qualifications Reference Documents

Several reference documents are available to assist in proper job coding, approvable license types and appropriate special education endorsements for staff assignments/student caseloads. Documents are posted at:

https://www.cde.state.co.us/datapipeline/snap_sped-december

Staff Approval Matrix (SAM) and Licensing References section:

- Special Education Licensing Requirements by Job Classification and Fully Qualified Status
- Special Education Endorsement Qualifications by Assignment, Disability, and Age of Student
(allowable endorsements for job codes 202 and 238 for the 50% caseload match)



The SAM: 1.5 Personnel Status Report is a signature report and must be signed by the AU Special Education Director.

Once the Director signature is validated, the report is uploaded to the Compliance Tab in the ESSU Data Management System (DMS).

CDE reviews the SAM: 1.5 Personnel Status Report generated by each administrative unit (AU) to validate SAM results. If changes are identified, the AU is notified on next steps.

Personnel Status Correction Tracker

ESSU staff completes The Personnel Status Correction Tracker for each AU including staff name, reported job code and the generated SAM Warning(s). Additional comments may be provided to assist the AU Director in completing the form.

Correction Trackers are posted annually in the Compliance Tab in the ESSU Data Management System (DMS).

AU Directors work with their staff and with their districts' human resources department in resolving all identified issues. Contact CDE if further assistance is needed to resolve issues.

AU Directors provide explanations to identified issues and indicate if resolved and how.

Personnel Status Correction Tracker

Due Date/Next Steps

Each AUs Personnel Status Correction Tracker for December 2019 has been uploaded to the Compliance Tab in the ESSU Data Management System (DMS).

Completed Tracker forms are due no later than October 30, 2020.

ESSU staff will review Tracker forms to confirm corrections and compliance.

ESSU staff will reach out to AU Directors if additional information is needed.

Additional Resource Available

SAM 1.5 Report Fact Sheet



The Staff Approval Matrix (SAM 1:5) Report Fact Sheet, outlining pertinent information regarding the personnel status process, is posted at:

<https://www.cde.state.co.us/cdesped/sam-fact-sheet-may-2020>

Staff Reminders



Required Staff

Director of Special Education

Each administrative unit is required to employ and report in the December Count an appropriately licensed and endorsed special education director.

ECEA Rules 3.01(1)(c) Employment of a properly licensed and endorsed professional who will function at least half time as director of special education and who has the authority and responsibility to assure that all the duties and responsibilities of the AU as specified in these Rules are carried out.

Reported job code = 102 Special Education Director

Required Staff

Child Find Coordinator

Each administrative unit is required to employ and report in the December Count an appropriately licensed and endorsed child find coordinator.

ECEA Rules 4.02(2)(b) Each administrative unit and state-operated program shall have one person designated as the child find coordinator who shall be responsible for an ongoing child identification process.

Reported job code = 330 Child Find Coordinator

Required license/endorsement = *any* special education endorsement appropriate for the reported grade level:

- SPED teacher
- special service provider
- SPED administrator



Part B of the IDEA, section 34 CFR § 300.156 Personnel Qualifications requires that all special education teachers:

- holds a license to teach as a special education teacher
- has not had special education certification or licensure requirements waived
- holds at least a bachelor's degree

Special Education Generalist Licensing Requirements

Must have completed an approved program for the preparation of special education generalists from a regionally accredited college or university or 24 semester hours as determined by CDE via a transcript review (worksheet available).

Passing score on **both** the Elementary Education **and** Special Education Generalist content exams.

- Special Education Generalist
 - PLACE 20 (taken after Sept. 1, 2008) / Passing Score: 220 **OR**
 - Praxis 5354 / Passing Score: 151
- Elementary Education
 - PLACE 01 / Passing Score: 220 **OR**
 - Praxis 5018 / Passing Score: 163 (if taken between Sept. 1, 2014 and Aug, 31, 2016) **OR**
 - Praxis 5001 / Passing Score for each sub-test:
 - Reading (5002) 157
 - Math (5003) 157
 - Social Studies (5004) 155
 - Science (5005) 159

Temporary Educator Eligibility (TEE)

The TEE authorization is a one-year temporary license that is available for special educators who are working toward their initial license or fulfilling additional endorsement requirements.

TEE is issued for one calendar year and may be renewed twice for a total of three school years. Annual application includes demonstrated evidence of progress toward fulfilling initial license requirements.

TEE may be obtained for special education teacher and director endorsements. Special service provider endorsements have a limited availability and are handled per individual situations.

TEE requires a minimum of an existing bachelor's degree.

SPED License Non-Exempt Charter Schools

Colorado's public charter school law does not exempt state licensing requirements for special education staff.

Charter schools may obtain a license waiver for regular education staff; however, a waiver will not apply to staff who provide services to students identified with a disability, per IDEA regulations.

Charter school staff are required to hold a valid and appropriate special education license/endorsement for the reported job code.

SPED License Non-Exempt Contracted Staff

Contracted staff are:

- employed on a contractual basis, typically an annual contract for services
- not exempt from state licensing requirements
- required to hold a valid and appropriate special education license/endorsement for the reported job code
- reported in the Special Education December Count, *regardless of the amount of time, days or hours* of the contract
- reported with Employment Status Code = 23 Purchased Services

NOTE: If the contractual agreement is valid for the period including December 1st, the position is reported regardless of whether the contracted staff is actually “*working*” on December 1st

Questions?





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