



Annual Count of Children in Institutions for Neglected or Delinquent

Verification of Students

October 4, 2012

Annual Count

The HISTORY

- Each autumn, facilities serving neglected or delinquent students conduct a count of the eligible students.
- The number of eligible students is then entered in the Annual Survey of Children in Local Institutions for Neglected or Delinquent Students (Blue Form).
- The completed count document is then submitted to the LEA N/D coordinator.
- The LEA N/D coordinator submits the facility count document(s) to CDE.

Annual Count

The HISTORY

As part of the process, the facility representative and the LEA N/D coordinator sign the count document indicating that the students represented by the count number meet all of the required eligibility criteria of the program.

Count Verification

Process CHANGES

- In the spring of 2012 an issue arose indicating that not all of the N/D students represented on the form met all of the eligibility requirements.
- CED instituted a verification process to ensure the eligibility of students being counted.

Count Verification

The REQUIREMENTS

- The Annual Count requirements include
 - Each facility will determine a count window of 30 consecutive days, one of which is in October
 - Students included in the count number will
 - Live in the residential facility for at least one night during the count window
 - Be between the ages of 5 and 17 years old
 - Be placed in the facility by either the courts or human/social services

Count Verification

The PROCESS

- All facilities receiving funding through either Title I, Part A or Title I, Part D must be prepared to present the required documents for every student included in the yearly count.
 - CDE suggests a file folder of the documents be kept for each student
 - Documents should be available for review by the LEA or CDE at any time.

Count Verification

The Facility FOLDER

- Each student folder must contain evidence of the following
 - SASID or OOSS (Out of State Student) #
 - Document from the agency placing the student in the facility including
 - Name of the Agency
 - The date of admission...or
 - The date of withdrawal
 - A name and phone number of the agency contact
 - The student's name and date of birth

Count Verification

The Verification FORM

- The Verification Form will remain the same as the one used in the spring/summer of 2012 with these data fields (See the attachment sent with the PowerPoint)
 - Student Name
 - Number: SASID # or OOSS # *
 - Student Date of Birth
 - Agency Placing the Student
 - Date of Facility Placement
 - Date of Facility Withdrawal
 - Date Range of Count Window

Count Verification

The Verification FORM cont.

- Student Name – It's helpful if these are in alphabetical order on the form
- Number: SASID or OOSS * – if for some reason a student has neither of these numbers, include the last four digits of the Social Security number

Count Verification

The Verification FORM cont.

- Student Date of Birth – Must have month, day, and year
 - Ensure that the student meets the age requirement of 5-17 years old at some point within the count window
 - If a student's 18th birthday is during the count window, the student qualifies since at some point during the window the student was eligible for inclusion in the count.

Count Verification

The Verification FORM cont.

- Agency Placing the Student – This must be either
 - the court (or an arm of the court such as probation office); specify what county/city
 - Human/Social Services office; specify what county

NOTE: The N/D program does not accept placements by mental health groups, schools, parents, or self

Count Verification

The Verification FORM cont.

- Date of Facility Placement – This is the date on which the student is placed in the facility and begins residence
- Date of Facility Withdrawal – This is the date on which the student is withdrawn from the facility and ends residence

Count Verification

The Verification FORM cont.

- If a student is placed in the facility for a second time during the count window, that student can be counted twice under these criteria
 - There must be a valid document for the first placement
 - There must a valid document for the withdrawal
 - There must a valid document for the second placement

Count Verification

Verification FORM cont.

- Date Range of Count Window – The facility may choose a 30-consecutive day window, one day of which is in October
 - Affirm that the placement dates of all students included in the count occurred on or before the last day in the window
 - Affirm that the withdrawal dates of all students included in the count occurred after the first day in the window

Count Verification

Count Verification STEPS

- Facility coordinator determines the Count window
- Facility coordinator and LEA coordinator schedule a date to meet following the close of the Count window
- Using the data collected throughout the year, facility coordinator will identify the students who are in residence at the facility during the count window

Count Verification

Count Verification STEPS cont.

- Facility coordinator determines that all required documents are available for those students included in the count
- Facility coordinator ensures that students included in the count meet all of the required criteria
- Facility coordinator completes the verification form

Count Verification

Count Verification STEPS cont.

- LEA coordinator meets with the facility coordinator to verify the documentation of every student listed on the form
 - Review the documents for each student
 - Confirm the birthdates meet the 5-17 age criteria
 - Confirm the admission and withdrawal dates align with the count window
 - Confirm placement agency

Count Verification

Count Verification STEPS cont.

- Confirm that the number of eligible students listed on the verification form is the same number as listed on the Blue Form
- Facility coordinator signs the Blue Form
- LEA coordinator signs the Blue Form
- LEA coordinator sends the complete Blue Form along with the verification form to CDE

Additional Reminders

SECTION A III

- Remember to check the appropriate box indicating the type of facility operated; neglected or delinquent
 - The type of facility does not change from year to year although there may be shifts in student population at the facility
 - To change the type, the facility must submit a request from the board of directors explaining why the facility is wishing to change
 - CDE must approve the change request

Additional Reminders

SECTION C

- As both facility and LEA coordinators sign the Blue Form, remember to include all of the information requested. The form will be returned to you if there is missing information
 - Name
 - Email
 - Mailing address
 - Phone number

Annual Count

- Additional information or questions contact
 - Kathryn Smukler
 - 303-866-6842
 - Smukler_k@cde.state.co.us
 - Joyce Washington
 - 303-866-6708
 - Washington_j@cde.state.co.us