



COLORADO
Department of Education

CESUG May 2019

December Count and Sped EOY

Enrich Data Collection to Data Pipeline Resource



<http://www.cde.state.co.us/cdesped/dms>

Collecting and Editing Data Files for Data Pipeline

Home » Directors' Corner

ESSU Data Management System (DMS) / Enrich

The State of Colorado provides an online Individual Education Program (IEP) system through Enrich® to support Administrative Inits (AU) with a standardized format for the EP process. The Data Management System (DMS) is a single sign on system that assists JUs in meeting accountability requirements or Special Education and Gifted Education.

[Log in to ESSU DMS](#)

Need Help?

Forgot/Reset Password

Username: Full Email Address
Forgot Password: [Reset and generate temporary password](#)

If you continue to have difficulties logging on to the DMS, please contact your AU LAM (Local Access Manager)

- Online Support and Technical Issues: Frontline Education Helpdesk, [855-774-7414](tel:855-774-7414) or [Email Frontline SEI Enrich Support](#)
- For all other Enrich questions, [Email Enrich](#)
- For all other DMS questions, [Email DMS](#)

Enrich®

- [Enrich Data Collection to Data Pipeline with Path 2 and 3 Guidance \(PPT\)](#)
- [Data Collection Guide](#)
- [EOY Tips](#)
- [Removing Service Providers at the EOY](#)
- [Transferring Students between School Districts](#)
- [Enrich State Reporting Changes C to B Path 2](#)

Data Management System

- [Upload Enrich IEP Documents](#)
- [Upload Non-Enrich IEP Documents](#)
- [Instructions for Enrich Real-Time Reviews](#)
- [Instructions for Non-Enrich Real-Time Reviews](#)
- [LAM Guide for the DMS \(07-16-2019\)](#)
- [DMS Website Roles \(07-16-2019\)](#)
- [Gifted Education](#)

Resources

- [FAQs for the Identity Management System](#)
- [Quick Reference Guide for the Identity Management System \(PDF\)](#)
- [IEP Procedural Guidance Document \(PDF\)](#)
- [CESUG Meeting Notes: 01-09-2018 \(PDF\)](#)
- [CESUG Meeting Notes: 03-13-2018 \(PDF\)](#)
- [CESUG Minutes Summary, Sep 2018 \(PDF\)](#)
- [CESUG Meeting Notes: 10-09-2018 \(PDF\)](#)



2019-2020 Delay Code Changes



- Reasons for these Delay Code Changes
 - Simplify delay codes overall by consolidating similar codes
 - More closely align with the only Federally allowable delay reasons:
 - Parent repeatedly failed or refused to produce the child
 - Student moved out of the district after referral process initiated
 - Mutual written agreement to extend time for SLD identification
 - Child's 3rd birthday occurred over the summer break (C to B only)

2019-2020 Delay Code Changes - Crosswalk



Updated Delay Codes	Current Delay Codes
01 - Parent refused to provide consent or revoked consent during the process, process ended	01 - Parent refused to provide consent for evaluation 50 - Parent revoked consent for eval prior to completion of eval 54 - Parent refused consent for services
03 - Deceased, process ended	03 - Deceased
06 - Child referred back to CCB for evaluation	06 - Child referred back to CCB for evaluation
43 - Mutual written agreement was made between parents and a group of qualified professionals to extend time for SLD identification	43 - Mutual written agreement extending time for SLD identification
45 - Parent repeatedly failed or refused to: produce child; give consent, respond to meeting requests; attend scheduled meetings. Includes delays due to illness and requested meeting delays from parent.	20 - Illness of student or immediate family member 21 - Parent requested delay in meeting 22 - Parent no show, meeting rescheduled 24 - Parent cannot be located, surrogate parent process started 25 - Parent requested someone else to attend (e.g., legal representation) 27 - Parent requested independent educational evaluation 42 - Parent requested delay in evaluation 44 - Parent no show, evaluation rescheduled 45 - Parent repeatedly fails or refuses to produce child for eval 48 - Parent failed to respond to meeting requests 51 - Child is not enrolled in school when expected 52 - Parent failed to enroll child in school; child is never enrolled 53 - Parent requested delay in the start of services
46 - Student moved into district after process initiated in another district; current district is making sufficient progress to ensure a prompt completion of the initial referral process by the date which parent and the current district agree (300.301(d)(2))	46 - Student moved into district after eval initiated in another district
47 - Student moved out of district after the initial referral process initiated, process ended	47 - Student moved out of district after eval initiated
49 - Child's 3rd birthday occurred over the summer, parents and district determined the date the IEP services will begin	49 - Student's birthday does not fall on a school day
55 - Referral received within less than 30 days to complete eval	55 - Referral received within less than 30 days to complete eval
56 - No educational disability suspected. Prior Written Notice issued.	56 - Child not evaluated, after screening, no disability suspected
57 - Referral received by AU with less than 60 days to 3rd birthday	57 - Referral received by AU with less than 60 days to 3rd birthday
58 - NOT VALID - Additional evaluations or special evaluations needed	05 - No valid reason
59 - NOT VALID - No personnel available for evaluation	26 - Weather / School cancellation
60 - NOT VALID - Staff missed the timeline	28 - IEP team requested independent educational evaluation
61 - NOT VALID - Other _____ (provide explanation in exception request)	



http://www.cde.state.co.us/datapipeline/inter_sped-iep

Delay Code Changes
Detention Center
Students
Educational Orphans

Templates

2019-2020

- [2019-2020 Special Education Child File Template \(XLS\)](#) (posted 09/25/2019)
- [2019-2020 Special Education Participation File Template \(XLS\)](#) (posted 09/25/2019)

Trainings

[Attend Webinar Link](#) | Call in Number: [1-855-397-4421](tel:1-855-397-4421)

- [2017-2018 Special Education IEP Interchange Training](#) (posted 10/25/2017)
- [2017-2018 Special Education IEP Interchange Introduction Webinar Recording](#) (posted 10/11/2017)

Additional Resources

- [Delay Code Changes Explanation Document \(DOCX\)](#) (posted 05/21/2019)
- [Detention Center Students-December Count Guidance \(DOCX\)](#) (posted 05/21/2019)
- [Educational Orphans Guidance \(DOCX\)](#) (posted 05/21/2019)
- [2019-2020 Special Education IEP Summary of Changes Document \(DOCX\)](#) (posted 05/13/2019)
- [Special Education December Count Grant Codes](#) (updated 12/17/2018)
- [2018-2019 Special Education IEP Interchange Summary of Changes \(DOCX\)](#) (updated 07/03/2018)
- [How to load the Special Education IEP Files](#)
- [Data Collection Guide for Enrich Users](#) (updated 12/19/2017)
- [Save CSV Leading Zeros \(DOCX\)](#)
- [Grade to Age Table \(PDF\)](#)
- [Pupils Attendance Information Code Flow Chart](#)
- [Pupils Attendance Information Codes \(PDF\)](#)
- [December Count Educational Environments](#) (updated 11/04/2019)
- [Allowable Approved Facility Schools and Other Agency Codes](#)

Coding Scenarios

Coding Scenarios

- Brandon, 2 years old, was referred for a Part C evaluation on 9/3/2019. Parents signed consent to evaluate on 9/16/2019. The evaluation was completed on 9/23/2019 and Brandon was determined eligible for Part C services. Part C Services began on 10/6/2019. Parents signed consent for a Part B evaluation on 4/27/2020. Brandon was determined eligible for Part B on 5/12/2020 and is scheduled to receive 2 hours of services per week when the IEP is implemented on 8/12/2020.

School, Facility, or Detention Center Code			Date Referred for Part C			Date of Parental Consent to Evaluate	
Special Education/Part C Referral			Date of Parental Consent to Evaluate			Date Evaluation Completed	
Current Eligibility and Services		Path 1	Date Evaluation Completed			Reason for Delay in Completing the Evaluation	
Primary Disability			Reason for Delay in Completing the Evaluation			Date of Initial Eligibility Meeting	
Hours of Special Education Services			Eligibility and Services Path 1		Path 3	Date Initial IEP was Finalized	
Date of Entry to Special Education			Date Child is Found Eligible for Part C Services			Reason for Delay in Finalizing the Initial IEP	
Date of Exit from Special Education			Date of Referral to AU from Local CCB			Date IEP was Implemented	
Basis of Exit			Date of Parental Consent to Evaluate			Reason the IEP was Never Implemented	
			Date Evaluation Completed			Eligibility and Services Path 3	
		Path 2	Reason for Delay in Completing the Evaluation				
			Date of Initial Eligibility Meeting				
			Reason for Delay in Initial Eligibility Meeting				
			Date IEP was Implemented				
			Reason for Delay in IEP Implementation				
			Eligibility and Services Path 2				

- Gavin, almost 3 years old, is transitioning from Part C to Part B. The AU was notified by the Local CCB on 1/25/2020. Gavin had been referred to the Part C System on 6/1/2018 and found eligible at that time. Parents provided consent and an evaluation was completed on 2/11/2020. The student and his family moved out of the AU before an initial eligibility meeting was held.

School, Facility, or Detention Center Code			Date Referred for Part C			Date of Parental Consent to Evaluate	
Special Education/Part C Referral			Date of Parental Consent to Evaluate			Date Evaluation Completed	
Current Eligibility and Services		Path 1	Date Evaluation Completed			Reason for Delay in Completing the Evaluation	
Primary Disability			Reason for Delay in Completing the Evaluation			Date of Initial Eligibility Meeting	
Hours of Special Education Services			Eligibility and Services Path 1			Path 3 Date Initial IEP was Finalized	
Date of Entry to Special Education			Date Child is Found Eligible for Part C Services			Reason for Delay in Finalizing the Initial IEP	
Date of Exit from Special Education			Date of Referral to AU from Local CCB			Date IEP was Implemented	
Basis of Exit			Date of Parental Consent to Evaluate			Reason the IEP was Never Implemented	
			Date Evaluation Completed			Eligibility and Services Path 3	
		Path 2	Reason for Delay in Completing the Evaluation				
			Date of Initial Eligibility Meeting				
			Reason for Delay in Initial Eligibility Meeting				
			Date IEP was Implemented				
			Reason for Delay in IEP Implementation				
			Eligibility and Services Path 2				

- Jacinda, born 5/24/2016, has a visual disability. She was found eligible for Part C on 10/27/2016. Now she is transitioning from Part C to Part B. The AU was notified of the child on 1/10/2019. Parents provided consent for evaluation on 4/5/2019. The evaluation was completed, eligibility meeting held and the IEP developed on 4/16/2019. Her parent's were reluctant to put her in preschool so close to the end of the school year so her parents decided to wait and enroll her in preschool in the Fall on 8/14/2019.

School, Facility, or Detention Center Code			Date Referred for Part C			Date of Parental Consent to Evaluate	
Special Education/Part C Referral			Date of Parental Consent to Evaluate			Date Evaluation Completed	
Current Eligibility and Services		Path 1	Date Evaluation Completed			Reason for Delay in Completing the Evaluation	
Primary Disability			Reason for Delay in Completing the Evaluation			Date of Initial Eligibility Meeting	
Hours of Special Education Services			Eligibility and Services Path 1			Path 3 Date Initial IEP was Finalized	
Date of Entry to Special Education			Date Child is Found Eligible for Part C Services			Reason for Delay in Finalizing the Initial IEP	
Date of Exit from Special Education			Date of Referral to AU from Local CCB			Date IEP was Implemented	
Basis of Exit			Date of Parental Consent to Evaluate			Reason the IEP was Never Implemented	
			Date Evaluation Completed			Eligibility and Services Path 3	
		Path 2	Reason for Delay in Completing the Evaluation				
			Date of Initial Eligibility Meeting				
			Reason for Delay in Initial Eligibility Meeting				
			Date IEP was Implemented				
			Reason for Delay in IEP Implementation				
			Eligibility and Services Path 2				

- Olivia, age 9, was referred for a Part B evaluation. Parental consent to evaluate was received on 2/5/2020 and the evaluation was completed on 2/25/2020. Olivia was determined to be not eligible for special education on 3/2/2020.

School, Facility, or Detention Center Code			Date Referred for Part C			Date of Parental Consent to Evaluate	
Special Education/Part C Referral			Date of Parental Consent to Evaluate			Date Evaluation Completed	
Current Eligibility and Services		Path 1	Date Evaluation Completed			Reason for Delay in Completing the Evaluation	
Primary Disability			Reason for Delay in Completing the Evaluation			Date of Initial Eligibility Meeting	
Hours of Special Education Services			Eligibility and Services Path 1		Path 3	Date Initial IEP was Finalized	
Date of Entry to Special Education			Date Child is Found Eligible for Part C Services			Reason for Delay in Finalizing the Initial IEP	
Date of Exit from Special Education			Date of Referral to AU from Local CCB			Date IEP was Implemented	
Basis of Exit			Date of Parental Consent to Evaluate			Reason the IEP was Never Implemented	
			Date Evaluation Completed			Eligibility and Services Path 3	
		Path 2	Reason for Delay in Completing the Evaluation				
			Date of Initial Eligibility Meeting				
			Reason for Delay in Initial Eligibility Meeting				
			Date IEP was Implemented				
			Reason for Delay in IEP Implementation				
			Eligibility and Services Path 2				

- Parker, born 12/20/2016, received Part C services. His Part C services were discontinued 4/18/2019 and now Parker's parents are requesting an evaluation for Parker to receive preschool services. Parental consent was received 10/5/2019, the initial evaluation was scheduled to take place on 11/26/2019, but it was cancelled due to a snow day. The AU offered both 12/2 or 12/4 as alternate dates for the evaluation, but his parents couldn't make those dates due to work obligations. The evaluation finally took place on 12/12/2019 and eligibility determination took place then as well. The IEP was written on 12/18/2019. IEP services began right away on 12/19/2019.

School, Facility, or Detention Center Code		Date Referred for Part C		Date of Parental Consent to Evaluate	
Special Education/Part C Referral		Date of Parental Consent to Evaluate		Date Evaluation Completed	
Current Eligibility and Services	Path 1	Date Evaluation Completed		Reason for Delay in Completing the Evaluation	
Primary Disability		Reason for Delay in Completing the Evaluation		Date of Initial Eligibility Meeting	
Hours of Special Education Services		Eligibility and Services Path 1		Path 3 Date Initial IEP was Finalized	
Date of Entry to Special Education		Date Child is Found Eligible for Part C Services		Reason for Delay in Finalizing the Initial IEP	
Date of Exit from Special Education		Date of Referral to AU from Local CCB		Date IEP was Implemented	
Basis of Exit		Date of Parental Consent to Evaluate		Reason the IEP was Never Implemented	
		Date Evaluation Completed		Eligibility and Services Path 3	
	Path 2	Reason for Delay in Completing the Evaluation			
		Date of Initial Eligibility Meeting			
		Reason for Delay in Initial Eligibility Meeting			
		Date IEP was Implemented			
		Reason for Delay in IEP Implementation			
		Eligibility and Services Path 2			

Educational Orphans



Who is an Educational Orphan?



- An Educational Orphan for the purposes of Special Education December Count reporting in the IEP Interchange Participation File is a special education student who is publicly placed in a residential facility school located within the Administrative Unit and meets one of the below circumstances. *ECEA Rules 2.02(1)(b)*
 - Parental rights are terminated by a court or relinquished by the parent(s)
 - Student is legally emancipated
 - Parents have moved out-of-state since the child was placed and a Colorado county department of social services maintains custody
 - Parents are incarcerated
 - Parents cannot be located
 - Parents are deceased

Who is an Educational Orphan?



- This student is considered a resident of the Administrative Unit where the student lives and sleeps at night, where the facility school is located for residential placements. Students who are living with relatives or in foster care are not considered to be an educational orphan for December Count reporting. These students have an adult who can act on their behalf in the role of a parent.
- The list of Approved Facility Schools that may house educational orphans is located in the Frequently Requested Codes page of the Data Pipeline. Only certain Facility Schools may house Educational Orphans and they are noted on the Approved Facility Schools code list.
- See the spreadsheet for Allowable Approved Facility Schools and Other Agency Codes at the below link:
- http://www.cde.state.co.us/datapipeline/org_orgcodes



- The ESSU provides technical assistance related to the required assignment of an Educational Surrogate Parent for a student in need. In accordance with the mandate of the IDEA, the CDE maintains a registry of each assignment by an Administrative Unit as reported on the ESP Assignment Form. While Administrative Units must notify the CDE when an ESP is assigned to a student, there is no such requirement when an ESP assignment terminates. Please note that the requirements for assigning an ESP differ from the requirements for reporting an educational orphan, therefore, a student who has been assigned an ESP is not necessarily an educational orphan.

- See the section for Educational Surrogate Parents (ESP) at the below link:
- <http://www.cde.state.co.us/cdesped/guidance>



- The Exceptional Children’s Educational Act (ECEA) allocates \$500,000 for Educational Orphans. (Section 22-20-114 (1)(a)(I)(B))
 - The \$500,000 is allocated among the Administrative Units who have reported educational orphans on the previous December Count. Please note that monies can only be allocated up to the actual expense of the tuition or educational services expenses incurred for each student. This funding is in addition to the December Count ECEA funding.
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- See the section for SEFAC Legislative Reports at the below link:
 - <http://www.cde.state.co.us/cdespedfin/sefac>

Educational Orphan Data Field in the Participation File

- For all students in the Participation File, please indicate whether the student is an educational orphan (living in an approved residential facility within the boundaries of the reporting administrative unit). Use 00 – Not Applicable if the student is not an educational orphan or the appropriate code to represent the reason the student is considered an educational orphan.
 - 00 – Not Applicable
 - 01 – Parental rights have been relinquished by the parent
 - 02 – Parental rights have been terminated by a court
 - 03 – Parents are incarcerated
 - 04 – Parents cannot be located
 - 05 – Parents reside out of the state and placement was made by the Department of Human Services with the Administrative Unit
 - 06 – Student is legally emancipated

How do I know if a student is an Educational Orphan?



- Please start by checking with whoever handles the data for out of district placements in your Administrative Unit or District. Next verify if any of the Approved Facility Schools that can house educational orphans is located within the boundaries of your Administrative Unit. If there is a facility or facilities within your AU that can house educational orphans and if you do have special education students placed there, these students might be an educational orphan. These are the students you will want to research further to see if they meet the criteria for being an educational orphan as defined in the “Who is an Educational Orphan?” section.
- To help Administrative Units identify students who may be an educational orphan, we can cross reference the student sasids in the ESP database with the student sasids being reported in the Participation files during the month of December looking for any student matches at the Facility Schools that can house educational orphans. Administrative Unit data respondents will be notified of any possible educational orphans. As you know paperwork does not always move as quickly as students do, so it is possible you will have an educational orphan that we would not be able to identify at CDE. This is why it is so important to keep updated records on these students at the local level.

Students in Detention

Students in Detention Centers on the December Count Day

- Students in short-term detention centers on the count date are eligible to be reported for funding on December Count. Districts in which the detention centers are located will obtain a listing of pupils who are in the detention center as of the December 1 count date. These districts are to provide notification to the districts of residence. These centers are:
 - 9801 - Adams Youth Services Center – Brighton
 - 9802 - Marvin W. Foote Youth Services Center - Cherry Creek
 - 9803 - Gilliam Youth Services Center – Denver
 - 9804 - Spring Creek Youth Services Center – Harrison
 - 9805 - Mount View Youth Services Center – Golden
 - 9806 - Robert Denier Detention Center – Durango
 - 9807 - Grand Mesa Detention Center - Grand Junction
 - 9808 - Pueblo Youth Services Center – Pueblo
 - 9809 - Platte Valley Youth Services Center – Greeley

Students in Detention Centers on the December Count Day

- Who Reports the Student on December Count:
 - AU of Attendance – The AU where the Detention Center is located reports all students in Detention on the Count Day.
 - AU of Residence – The AU where the student resides will almost always report the student as well. However, if the student’s reported district of residence has no record of the student ever being enrolled or the student had officially exited the AU prior to their detention stay, we have permitted the AU of residence to not report the student on December Count.
- Who Claims the Funding on December Count:
 - AU of Residence – If the student was enrolled and attending in the AU of residence in the current school year, had not exited the AU prior to their stay in detention and are expected to return or have already returned to the AU, then the AU of residence may claim the funding for the student.
 - AU of Attendance – The AU where the Detention Center is located may claim funding on non-resident students in detention if the student is not eligible to be claimed for funding by the AU of residence.

Students in Detention Centers on the December Count Day

A - SIDE (District of Attendance)						B - SIDE (District of Residence)						NOTES
Pupils Attending an Educational Program Operated by the Reporting Administrative Unit						Pupils Attending an Educational Program Not Operated by the Reporting Administrative Unit						
PAI CODE	DESCRIPTION	FUNDING	SCHOOL	DOR	DOA	PAI CODE	DESCRIPTION	FUNDING	SCHOOL	DOR	DOA	
IN-DISTRICT												
08	Resident, Non-Choice	Eligible (50/51)	Public Valid DT Code	Member	Member	N/A	N/A	N/A	N/A	N/A	N/A	Resident students in a non-choice placement, such as an expelled student program, Ridgeview or a Detention Center are reported with a PAI of 08 by the AU of residence.
OUT-OF-DISTRICT												
11	Non-Resident, Detention Center	Eligible (50/51)* Not Eligible (55)*	Valid DT Code	NON - Member	District where DT Center is located	24*	Court-Mandated Juvenile Detention	Eligible (50/51)* Not Eligible (52)*	Valid DT Code	Member	District where DT Center is located	Non-resident students in a Detention Center are reported by the AU of Attendance where the Detention Center is located with a PAI 11 and by the AU of Residence as PAI 24. Refer to the Data Elements to determine which AU claims the funding as it can vary depending upon the student's enrollment and attendance history.