

SELPA Manager Technical Note (TN200807-1)

Topic: Checking for CASEMIS errors
Audience: Administrators and users in the “ReadWriteGrp” access group
Date: 7.29.2008

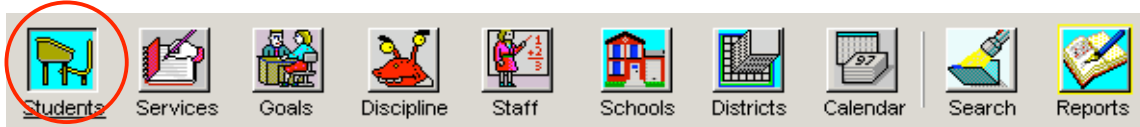
SELPA Manager generates Table A, B, C, and D files on disk for extraction and validation with the state CASEMIS software. SELPA Manager administrators (members of the “AdminGroup”) can generate these files, as can users with read-write privileges (“ReadWriteGrp”), unless the administrator has disabled their access in preferences.

To reduce the number of problems encountered in the CASEMIS software, you may want to check and then correct student-level errors in SELPA Manager first.

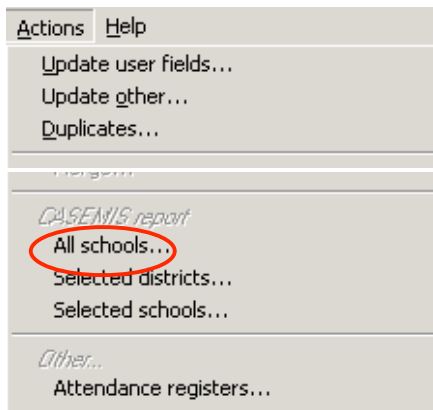
SELPA Manager has an “Error check” feature in the Actions menu, which can be applied to any selection of students that are listed in the browse window. In addition, the error check can be run in conjunction with generating the selection of CASEMIS-reportable students.

To perform a batch error check in association with CASEMIS:

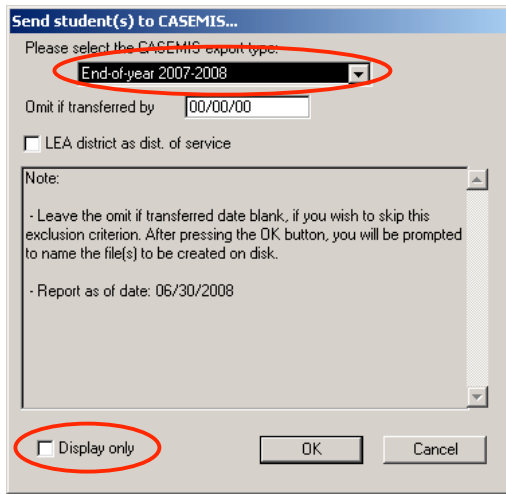
1. Ensure that a SELPA Manager browse window is currently displayed, and that the Students list has the current focus.



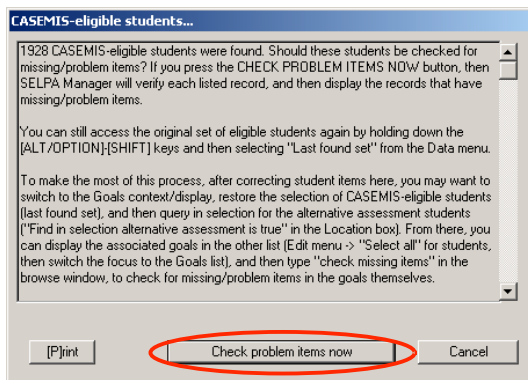
2. From the Actions menu, CASEMIS report subsection, choose one of the CASEMIS report options (“All schools...”, “Selected districts...”, or “Selected schools...”). If you chose one of the “Selected” options, then the program will prompt you to select the district(s) or school(s) to be included.



3. The program will display a “Send student(s) to CASEMIS...” dialog. Select the appropriate CASEMIS reporting period (December or End-of-year), for the appropriate academic year. Also check the “Display only” box on the dialog, and then press the OK button.

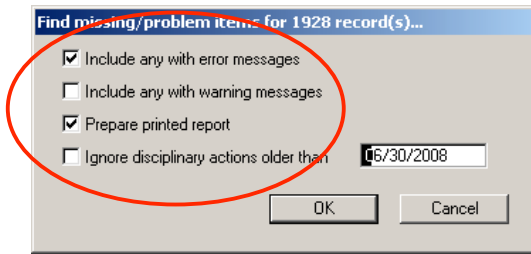


4. The program will perform a search for eligible students, and then display a “CASEMIS-eligible students...” dialog, indicating the number of students found. Click on the “Check problem items now” button at the bottom of the dialog.



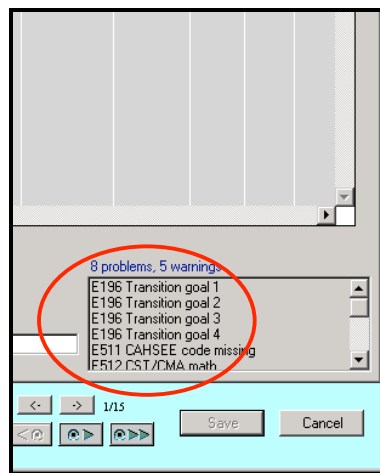
5. The program will display a “Find missing/problem items for xxx record(s)...” dialog. Here you can indicate whether the evaluation should include only error messages, only warning messages, or a combination of both.

There is also an option to “Prepare printed report”. If you check this box, you can print the errors on paper or preview them on screen, similar to the way that the state CASEMIS software works. If you do **not** check this box, then the program will merely list the student records that had error and/or warning messages.



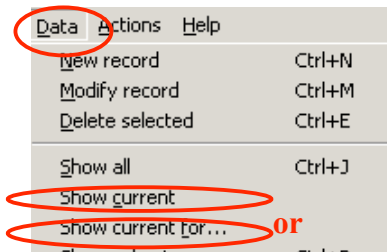
6. With the “Prepare printed report” option, the report will contain a separate list of errors (and/or warning messages) for each student, with the students separated by horizontal dividers. The list of errors is similar to the display on the student data entry form, except that the printed error report also includes DRDP-type errors.

1. WNG: No SSID number
1. E164 Fed presch set missing 2. WNG: Inreg class=0%, ages 3-22 3. WNG: No SSID number
1. E196 Transition goal 1 2. E196 Transition goal 2 3. E196 Transition goal 3 4. E196 Transition goal 4 5. WNG: CAHSEE#90, outside test grp 6. WNG: Last eval >= 3 yr fm As Of 7. WNG: Last eval >= 3 yr fm today 8. WNG: Last IEP >= 1 yr fm As Of date 9. WNG: Last IEP >= 1 yr fm today 10. WNG: No SSID number
1. WNG: CAHSEE#90, outside test grp
1. WNG: Inreg class=0%, ages 3-22 2. WNG: No SSID number 3. WNG: Trans mtg date > 2 yrs
1. E186 Rfid by empty with referral date 2. E191 Disability 2 missing 3. Overlap in numy srvc



To check for errors in the displayed list of students in the Student browse window...

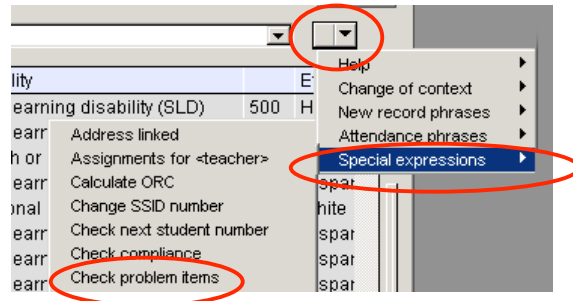
1. First, narrow down the list in the Student Browse window to the group that you want to check for problem items. For example, under the Data menu, select ‘Show current’ or ‘Show current for...’.



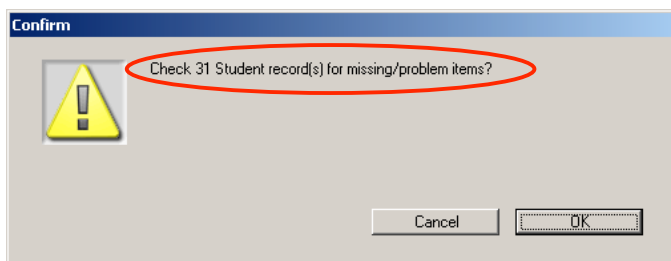
2. Type in the Location bar “check problem items”, and then strike the Enter key; OR select “Check missing items” from the pull down option at the end of the Location bar.



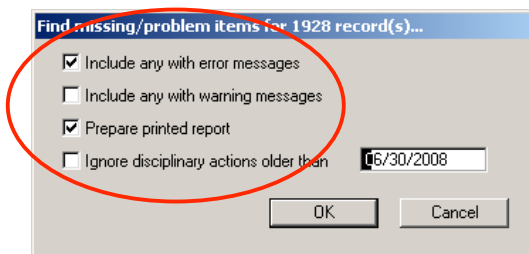
or



3. The program asks you to confirm that you want to check the current selection of students in the browse window. Click on the OK button.



4. The program displays the “Find missing/problem items for...” dialog. Select the options that you want: errors only, warning messages only, prepare printed report, etc. Then press the OK button.



5. With the “Prepare printed report” option, the report will contain a separate list of errors (and/or warning messages) for each student, with the students separated by horizontal dividers. The list of errors is similar to the display on the student data entry form, except that the printed error report also includes DRDP-type errors. If you did not select “Prepare printed report”, then the program will list the records from the original selection of students that had errors and/or warning messages.

1. WNG: No SSID number
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