

Special Education Services Fact Template (New Mexico)

Last Modified on 03/11/2024 8:44 am CDT

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Tool Search: Special Education Services Fact Template

The Special Education Services Fact Template tracks Special Education Services and contains details of services provided to special education students.

SE_SERVICES_FACT

Special Education Services Fact Template

This tool extracts data to complete the Special Education Services Fact Template. Records report for services entered on the Services Detail Editor of the NM Exceptionality (state reporting) plan. To report, the enrolled student's service must be active on the Reporting Date selected. An Ad Hoc filter may be used to further limit the records that report. Choose the State Format to get the report in the state defined file format; otherwise, choose HTML for testing/debugging.

Extract Options

Submission Schedule

40D

Reporting Date

Which students would you like to include in the report?

☒ Grade

All Grades

2U

PK

KN

KF

☐ Ad Hoc Filter

Format

State Format(CSV)

Generate Extract

Submit to Batch

Select Calendars

Which calendar(s) would you like to include in the report?

☒ active year
 ☐ list by school
 ☐ list by year

22-23

22-23 Bataan Elementary 1

22-23 Bataan Elementary 2

22-23 Bataan Elementary 3

22-23 Bataan Elementary 4

22-23 Bell Elementary 1

22-23 Bell Elementary 2

22-23 Bell Elementary 3

22-23 Bell Elementary 4

22-23 Chaparral Elementary 1

22-23 Chaparral Elementary 2

22-23 Chaparral Elementary 3

22-23 Chaparral Elementary 4

22-23 Columbus Elementary 1

22-23 Columbus Elementary 2

22-23 Columbus Elementary 3

22-23 Columbus Elementary 4

22-23 Deming Cesar Chavez Ch 1

22-23 Deming Cesar Chavez Ch 2

22-23 Deming Cesar Chavez Ch 3

CTRL-click or SHIFT-click to select multiple

Refresh

Show top 50

tasks submitted between 09/08/2022 and 09/15/2022

Batch Queue List

Queued Time	Report Title	Status	Download

Special Education Services Fact Template Editor

Report Logic

- Reports one record per enrolled student per active Service on the reporting date selected on the extract editor.
- Students MUST have a student state ID to report.
- Students MUST be actively enrolled in at least one qualifying calendar on the Reporting Date selected on the extract editor to report.
- Students are NOT included if
 - their enrollment record is marked as State Exclude;
 - their enrollment record is marked as No Show;
 - their Grade Level of enrollment is marked as State Exclude; or
 - their Calendar of enrollment is marked as State Exclude.
- Only data entered on the NM Exceptionality (state reporting) plan may report.

- Plan must be active on the reporting date selected on the extract editor to report.
- Service MUST be active on the reporting date selected on the extract editor to report.
- Service MUST have a Service Code <> NULL to report.

Report Editor

Field	Description
Submission Schedule	The Submission Schedule for which data is being submitted to the state.
Reporting Date	The earliest date on which the student's Enrollment and Special Education Service must be active to report.
Which students would you like to include in the report?	<ul style="list-style-type: none"> • Grade • Ad Hoc Filter
Format	The format in which the report will generate. Options include HTML and State Format (CSV).
Select Calendars	The calendar(s) from which data is pulled for the report.
Generate Extract/ Submit to Batch	Users have the option of submitting a report request to the batch queue by clicking Submit to Batch instead of immediately generating the report by clicking Generate Extract . The batch process allows larger reports to generate in the background without disrupting the use of Campus. For more information about submitting a report to the batch queue, see the Batch Queue article.

Report Layout

#	Element Name	Logic	Type, Format, and Length	Campus Database	Camp Locat
1	District Code	A three character district code.	Numeric, 3 digits	District.number	Syster Admin Resou Distric Inform State Numb
2	Location Code	<p>The state school number. Reports the code selected in the Location Code field on the NM Exceptionality record.</p> <p>Otherwise, If the Location Code field is null, this element reports the State School Number from the student of record's active calendar of enrollment that is marked as Primary on the Reporting Date entered on the extract editor.</p>	Numeric, 6 digits	nmExceptionalityService.locationCode	Docun Plan O nmGif >Serv > Serv Provid >Serv > Loca OR Syster Admin Resou Schoo Editor Detail Schoo

#	Element Name	Logic	Then...	Type, Format, and Length	Campus Database	Camp Locat
		there is more than one active enrollment marked as Primary	this value reports based on earliest start date. If the start dates are the same, the value reports based on the highest calendar ID.			
		there are no active enrollments marked as Primary	S:Partial reports.			
		more than one active enrollment is marked as S:Partial	this value reports based on earliest start date. If the start dates are the same, the value reports based on the highest calendar ID.			
		NONE are flagged S: Partial	N: Sped and Location Code reports.			
		Otherwise, this field reports null.				
3	School Year Date	The end year of the selected calendar(s) plus the date 06-30. For example, 2016-06-30.		Date field, 10 characters YYYY-MM-DD	Calendar.endDate	N/A
4	Student ID	Reports the state-assigned identifier for the student.		Numeric, 9 digits	Person.stateID	Censu > Den > Stat

#	Element Name	Logic	Type, Format, and Length	Campus Database	Camp Locat								
5	Service Code	The Service Code selected on the student's reporting service of record: NM Exceptionality (state reporting) plan.	Numeric, 8 digits	nmExceptionalityService.serviceCode	Docun Outlin nmGif >Serv Detail: Provid >Serv > Serv								
6	Filler6	N/A	N/A	N/A	N/A								
7	Filler7	N/A	N/A	N/A	N/A								
8	Service Start Date	This date reports based on the Submission Schedule selected on the extract editor. The End year value must fall within 7/1 & 6/30 of the calendar year selected. <ul style="list-style-type: none">• YYYY-10-01 = 40D• YYYY-12-15 = 80D• YYYY-03-01 = 120D• YYYY-06-01 = EOY	Date field, 10 characters YYYY-MM-DD	N/A	N/A								
9	Filler9	N/A	N/A	N/A	N/A								
10	Filler10	N/A	N/A	N/A	N/A								
11	Filler11	N/A	N/A	N/A	N/A								
12	Filler12	N/A	N/A	N/A	N/A								
13	Service Duration	<div>The number of minutes the service is occurring per week based on Service Frequency and Service Cycle selected.</div> <table><tr><th>Service Cycle</th><th>Reports...</th></tr><tr><td>W: Weekly</td><td>the value entered in Service Frequency Minutes.</td></tr><tr><td>D: Daily</td><td>the Service Frequency Minutes x 5.</td></tr><tr><td>M: Monthly</td><td>the Service Frequency Minutes ÷ 4.</td></tr></table>	Service Cycle	Reports...	W: Weekly	the value entered in Service Frequency Minutes.	D: Daily	the Service Frequency Minutes x 5.	M: Monthly	the Service Frequency Minutes ÷ 4.		nmExceptionalityService.serviceFrequencyMinutes nmExceptionalityService.serviceCycle	Docun Plan O nmGif Service Service List > Detail <ul style="list-style-type: none">• S• F• M• S• C
Service Cycle	Reports...												
W: Weekly	the value entered in Service Frequency Minutes.												
D: Daily	the Service Frequency Minutes x 5.												
M: Monthly	the Service Frequency Minutes ÷ 4.												

#	Element Name	Log Service Cycle	Reports...	Type, Format, and Length	Campus Database	Camp Locat
		S: Semester	the Service Frequency Minutes ÷ (the number of weeks scheduled for the full year in the student's calendar of enrollment ÷ 2) ONLY calculates when a student has an active enrollment marked as Primary in at least one calendar on the school selected in the Location field on the Services Editor; otherwise, reports blank.			

#	Element Name	Service Cycle	Reports...	Type, Format, and Length	Campus Database	Camp Locat
		Y: Yearly	the Service Frequency Minutes ÷ the			
14	Filler14	N/A	number of weeks	N/A	N/A	N/A
15	Integrated Services Status	Indicates whether the Integrated Services Status is selected on the student's reporting service record: NM Exceptionality (reporting) plan enrollment. This field reports only if <ul style="list-style-type: none"> Education calendar editor has a PRIMARY SETTING CODE in PPPS has an Services Detail Editor has a SERVICE CODE in IHP, LIF, or SECDEV, PPS, NMSB, or NMSB 	Scheduled Services Status is the student's record: NM Exceptionality (reporting) plan enrollment. This field reports only if <ul style="list-style-type: none"> Education calendar editor has a PRIMARY SETTING CODE in PPPS has an Services Detail Editor has a SERVICE CODE in IHP, LIF, or SECDEV, PPS, NMSB, or NMSB 	Alphanumeric, 1 character Y or N	nmExceptionalityService.integratedService	Docun >Plan nmGif Service Service List > Detail Integr. Service
16	Filler16	N/A	calendar on the school	N/A	N/A	N/A
17	Filler17	N/A	selected in the	N/A	N/A	N/A
18	Filler18	N/A	Location field on the Services	N/A	N/A	N/A
19	Filler19	N/A	Editor; otherwise, reports blank.	N/A	N/A	N/A
20	Filler20	N/A		N/A	N/A	N/A
21	Filler21	N/A		N/A	N/A	N/A
22	Filler22	N/A		N/A	N/A	N/A
23	Filler23	N/A		N/A	N/A	N/A
24	Filler24	N/A		N/A	N/A	N/A
25	Filler25	N/A		N/A	N/A	N/A
26	Filler26	N/A		N/A	N/A	N/A
27	Filler27	N/A		N/A	N/A	N/A
28	Primary Staff ID	The Staff State ID of the Staff person selected in the Service Provider Staff field.		Alphanumeric, 12 characters	Person.staffStateID	Studen Inform Specia Gener Excep Plan > Provid Censu People Demo Persor > Staf