

Special Education Services Fact Template (New Mexico)

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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.

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	District 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> <table border="1" data-bbox="464 1592 716 1641"> <tr> <td>If...</td> <td>Then...</td> </tr> </table>	If...	Then...	Numeric, 6 digits	nmExceptionalityService.locationCode	Docun Plan O nmGif >Serv > Serv Provid >Serv > Loc: OR Schoo Inform State Numb
If...	Then...						

#	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.			
3	School Year Date	The end year of the selected calendar (5) plus the flag (6-30) plus the Location Code. Example, 2016-08-30.	N:Spec	Date field, 10 characters YYYY-MM-DD	Calendar.endDate	N/A
4	Student ID	Reports the state assigned identifier for the student. Otherwise, this field reports the Service Code selected on the student's reporting service of record: NM Exceptionality (state reporting) plan.		Numeric, 9 digits	Person.stateID	Demo State I
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 > Ser
6	Filler6	N/A		N/A	N/A	N/A
7	Filler7	N/A		N/A	N/A	N/A

#	Element Name	Logic	Type, Format, and Length	Campus Database	Camp Locat								
8	Service Start Date	<p>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.</p> <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	<p>The number of minutes the service is occurring per week based on Service Frequency and Service Cycle selected.</p> <table border="1" data-bbox="464 952 715 1429"> <thead> <tr> <th>Service Cycle</th> <th>Reports...</th> </tr> </thead> <tbody> <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> </tbody> </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 Servic Servic 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	Legisive 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	Legisive Cycle	Reports...	Type, Format, and Length	Campus Database	Camp Locat
		Y: Yearly	the Service Frequency Minutes ÷ the number of weeks scheduled for the full			
14	Filler14	N/A	year in the student's	N/A	N/A	N/A
15	Integrated Services Status	Indicates whether Integrated Services Status is selected on the student's reporting service of record: NM Exceptionality (state reporting) plan. This field reports null if <ul style="list-style-type: none"> Education Detail editor has a PRIMARY SETTING CODE in PPS Services Detail Editor has a SERVICE CODE in IHP, LIFT, NS, SECDEV, TRS, NMSD or NMSBV 	calendar of enrollment. ONLY calculates when a student has an active enrollment marked as Primary in at least one calendar on the school selected in the	Alphanumeric, 1 character Y or N	nmExceptionalityService. integratedService	Docun >Plan nmGif Servic Servic List > Detail Integr. Servic
16	Filler16	N/A	the	N/A	N/A	N/A
17	Filler17	N/A	Location field on the	N/A	N/A	N/A
18	Filler18	N/A	Services Editor;	N/A	N/A	N/A
19	Filler19	N/A	otherwise,	N/A	N/A	N/A
20	Filler20	N/A	reports blank.	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	Specia Gener Excep Plan > Provid Demo Staff :