samegoal

Infinite Campus ODBC-Based State Reporting Integration

This integration uses ODBC to allow districts to transfer state reporting information from documents authored in SameGoal into Infinite Campus (IC).

- Data elements necessary for EMIS are extracted from completed documents in SameGoal to populate stub documents and tabs in IC. This allows the district to perform state reporting in IC.
- Documents completed in SameGoal trigger automatic addition and removal of student program flags in IC.

Integration

Integrated documents, tabs and flags:

- Individualized Education Plan
- Services Plan
- Evaluation Team Report
- Special Ed Dates
- Flags

Resources:

- FAQs

Technical:

- Configuration Overview
- Configure SANDBOX
- Configure PRODUCTION
- Update Form Versions

Integrated Documents, Tabs & Flags

Individualized Education Plan

Each completed IEP in SameGoal creates one locked Individualized Education Plan in IC.

- **Education Plan** - All fields except "Other Information" are integrated.
- **Enrollment Status** - All fields are integrated.
  - "Primary Disability" is copied from the ETR with the most recent meeting date in SameGoal prior to this IEP's meeting date. If none is found, disabillity condition is set to "**: Not Applicable".
  - "Serving District" is set to district name in IC.
  - "Home Primary Language" is copied from Enrollment in IC.
- **Extended School Year** - Question "Has the team determined that ESY services are necessary?" is integrated.
- **Transportation Services** - All fields are integrated.
- **Statewide and Districtwide Testing** - Two questions are integrated:
  - "Is the child participating in the Alternate Assessment..."
  - "Will the child participate... with accommodations?"
- **Exemptions**
  - Third Grade Reading Guarantee - All fields are integrated.
  - Graduation Tests - All fields are integrated except "Justification".
  - Other Assesments - All fields are integrated except "Justification".

Services Plan

Each completed SP in SameGoal creates one locked Services Plan in IC.

- **Education Plan** - All fields are integrated.
- **Enrollment Status** - All fields are integrated.
  - "Primary Disability" is copied from the ETR with the most recent meeting date in SameGoal prior to this IEP's meeting date. If none is found, disabillity condition is set to "**: Not Applicable".
  - "Serving District" is set to district name in IC.
  - "Home Primary Language" is copied from Enrollment in IC.

- **Statewide and Districtwide Testing** - Two questions are integrated:
    - "Is the child participating in the Alternate Assessment..."
    - "Will the child participate... with accommodations?"
- **Exemptions**
    - Third Grade Reading Guarantee - All fields are integrated.
    - Graduation Tests - All fields are integrated except "Justification".
    - Other Assesments - All fields are integrated except "Justification".

Evaluation Team Report

Each completed ETR in SameGoal creates one locked Evaluation Team Report in IC.

- **Evaluation Information** - All fields are integrated.
- **Eligibility Determination** - All fields except "BASIS FOR ELIGIBILITY DETERMINATION" are integrated.

Special Ed Dates

Additional information is required for EMIS beyond that captured in the ODE required forms. SameGoal captures this data on documents inline where most applicable and omits it from the printed PDF. IC stores this information in a separate "Special Ed Dates" tab.

Below are the fields populated on the "Special Ed Dates" tab in IC for each document case in SameGoal:

- "Preschool Transition Conference Date" entered on ETR in SameGoal
    - "Date": Conference Date
    - "Preschool Transition Conference Date": Conference Date
- "ETR Resulted in Due Process" checkbox checked on ETR in SameGoal
    - "Date": ETR Meeting Date
    - "Exit Date": ETR Meeting Date
    - "Exit Reason": ETDP
- "Special Education Status" set to ETEX (Exiting Special Education) on ETR in SameGoal
    - "Date": ETR Meeting Date
    - "Exit Date": ETR Meeting Date
    - "Exit Reason": ETEX

- "Special Education Status" set to ETNE (Not Eligible) on ETR in SameGoal
  - "Date": ETR Meeting Date
  - "Exit Date: ETR Meeting Date
  - "Exit Reason: ETNE
- CIEP date entered for an IEP in SameGoal
  - "Date": ETR Meeting Date
  - "Exit Date": ETR Meeting Date
  - "Exit Reason": IEPR

Flags

Flags in IC track student participation in programs.

A "Student has an IEP" flag is created by the integration in IC when a student who previously did not have an IEP/SP has one completed in SameGoal. Flag "Start Date" is set to the start date of this IEP/SP.

This flag then stays open indefinitely until the student exits Special Education per one of the following cases, at which point the flag is end-dated:

- ETR has disability "ETEX". Flag end date: ETR meeting date.
- IEP/SP has outcome "IEPR". Flag end date: IEP/SP meeting date.
- IEP has a "CIEP" date entered. Flag end date: Date parent/guardian withdraws consent.

FAQs

Why does the integration populate only a subset of document data in IC?

This integration transfers the minimum amount of data required to meet IC expectations for completed documents and perform EMIS reporting. The most recent, complete document is best viewed instead using the document viewer integration.

Why doesn't the integration populate IEP/SP related services in IC?

215XXX related services captured in IC's IEP/SP documents have been deprecated in the EMIS manual and are no longer EMIS-reportable. Special education administrators may generate reports for related services instead from within SameGoal.

The "Special Ed Fields" data stored at this location is NOT used in EMIS FD record calculation. Instead, IC calculates open and closed FD records as they pertain to special education from documents themselves and the "Special Ed Dates" tab in IC.

For an amendment document entered in IC to be included in the IC EMIS extract calculation:

- The amendment must be formally linked to the original IEP entered in IC.
    - NOTE: When this has occurred, you will see "(Amended Original)", "(Amended 1)", etc in the document list of the Documents tab for the student.
- The original IEP must be marked with meeting type "Initial" or "Annual Review".

In the case that there is an original IEP authored in SameGoal with a meeting date prior to the integration cutover date, the integration will omit the original IEP and all amendments.

- Presumably, the original IEP has already been manually entered in IC.
- To maintain data isolation, the integration is unable to link a manually created original IEP with integrated amendments.

Once the integration is live for a year, this issue will fall away.

- All IEPs written in the past year will have been included in the integration.
- Therefore, all amendments will then also be integrated going forward.

To reduce the number of manually entered amendments in IC during year one, a district may choose to only manually enter an amendment in IC if it is required for EMIS reporting. An AIEP is only required when one or more of the following have changed:

- Outcome
- IEP Test Type

- Secondary Planning
- Test Exemptions

Why has my document integrated into IC, but is not showing up in the EMIS extract?

There are two common reasons this can occur:

- **IEP/SP does not have a meeting type that corresponds with an expected special education event.** For example, an original IEP must have meeting type "Initial IEP", "Annual Review" or "Transfer" to be included in the EMIS extract. An amendment document must have meeting type "Amendment".
- **IEP not formally amended in SameGoal.** When an IEP is amended in SameGoal, the formal amendment process must be used to ensure the integration properly links the original and amendment IEPs in IC. If an original IEP is not amended properly in SameGoal, a single original IEP may simply be updated multiple times with amendment information. IC will omit any IEP from the IC extract that has meeting type "Amendment" but is not properly linked to a separate, original IEP in IC.

IC just released a new version of a document. Can we use it?

SameGoal uses a centralized release schedule. When a new version of a form becomes available in IC, our technical team reviews the changes to determine whether the form change will meaningfully impact EMIS reporting. If the form change is cosmetic or impacts fields not included in the integration, an integration update will not be released.

In the event that an update IS necessary for a new form version in IC, SameGoal will email the tech contact for districts with this integration enabled to provide the details for how form versions should be updated

Configuration Overview

This integration uses samegoalintegrator, installed and configured on a local computer at your district with network access to your IC database. samegoalintegrator may be optionally configured initially to connect to your SANDBOX database for testing and data review if desired, then updated to connect to your PRODUCTION database.

Configure SANDBOX

Steps

1. Update the form versions in this database to those currently expected by the integration.

2. Install and configure samegoalintegrator. Specify this database in the connection string.

3. Create an account in the web application for this database for interactive testing and debugging with username "samegoal". Give this account full permissions to create/read/write special education documents, flags, update form versions and run state reporting extracts.

♀ Tip If at any time your SANDBOX is refreshed with a PRODUCTION database backup, and PRODUCTION was not yet configured, you will need to repeat the following steps to resume testing in SANDBOX:

- Re-execute procedures.sql in the SANDBOX database.
- Re-create an administrative web application account in SANDBOX.

Configure PRODUCTION

Steps

Follow the same steps used to configure the SANDBOX in your PRODUCTION database, except:

- If you have already installed and configured samegoalintegrator for your SANDBOX, you may simply update the database connection string in config.xml to connect to PRODUCTION instead.
- When creating the web application account in PRODUCTION, limit account access to read-only for special education documents, flags and state reporting extracts.

Update Form Versions

SameGoal uses a centralized release schedule. At any given time, this integration expects a specific print format for ETR, IEP and SP to be active with the exact naming convention such that:

- The print format matches the expectation of the installed samegoalintegrator config.xml, procedures.sql, and data extracted from SameGoal.
- The naming convention ensures with high confidence that the district is intentionally installing and updating new form versions in tandem with planned integration releases.

Effective July 1, 2018: The following form versions should be installed and activated in IC. Other print formats for ETR, IEP and SP should be marked inactive.

Install/update current form versions

- Visit Index > System Administration > Special Ed > Eval Types > New
  - Print Format: OH ETR 2018 Format
  - Abbreviation: ETR18
  - Name: Evaluation Team Report (ETR) (2018)
  - Active: Check
- Visit Index > System Administration > Special Ed > Plan Types > New
  - Print Format: OH IEP 2018 Format
  - Abbreviation: IEP18
  - Name: Individualized Education Plan (IEP) (2018)
  - Active: Check
- Visit Index > System Administration > Special Ed > Plan Types > New
  - Print Format: OH SP 2018 Format
  - Abbreviation: SP18
  - Name: Service Plan (2018)
  - Active: Check

De-activate other form versions

- Visit Index > System Administration > Special Ed > Eval Types
  - Click on each bolded Eval Type that is not the current ETR form version and uncheck "Active".
- Visit Index > System Administration > Special Ed > Plan Types

- Click on each bolded Plan Type that is not the current IEP or SP form version and uncheck "Active".