Members: **Nancy Dunnam, Chair** **David McKamie, Vice Chair** **Dianne Borreson** **Jennifer Carver** **Dara Fuller** **Adrian Garcia** **Keitha Ivey** **D'Lynne Johnson** **Debbie Largent** **Pablo Martinez** **David Marx** **Kim O'Leary** **Brenda Padalecki** **Linda Roska** **Nancy Smith** **Janet Spurgin** **Peggy Sullivan** **Yolanda Walker**	***Texas Education Agency Information Task Force (ITF) Meeting Minutes August 21, 2018***	**10:00 AM to 2:00 PM** William B Travis Bldg. 701 N. Congress Ave. Austin, Texas 78701 **GoToMeeting** **WBT PDC-3**
Members Attending via GoToMeeting:	Nancy Dunnam, Dara Fuller, Adrian Garcia, Keitha Ivey, D'Lynne Johnson, Debbie Largent, Pablo Martinez, Kim O'Leary, Brenda Padalecki, Linda Roska, Nancy Smith, Peggy Sullivan, and Yolanda Walker	
Alternates Attending via GoToMeeting:	Lynn Heatherly for Jennifer Carver, Nancy Cintron with Pablo Martinez, and Scott Lewis for Janet Spurgin	
Others Attending via GoToMeeting:	Jeanine Helms (TEA ITS-BMD), Connor Briggs (TEA ITS-BMD), John Reese (TEA ITS-BMD), and Nicole Schuessler (TEA ITS-BMD)	
Others Attending:	Terri Hanson (TEA ITS-BMD), Leanne Simons (TEA ITS-BMD), Bryce Templeton (TEA ITS-BMD), Scott Johnson (TEA ITS-BMD), Michele Elledge (TEA ITS-BMD), Melissa Lemons (TEA ITS-BMD), Candice DeSantis (TEA ITS-BMD), Kathy Adaky (TEA ITS-BMD), Rhonda Williams (TEA ITS-BMD), Jonel Peralta (TEA Special Education Division), and Tammy Pearcy (TEA Special Education Division)	

Call the Meeting to Order: **Nancy Dunnam, ITF Chair**	
Nancy Dunnam called the meeting to order at 10:00 a.m. Melissa Lemons took roll.	
Approval of the April 10, 2018 ITF Meeting Minutes Dara Fuller motioned to approve the April 10, 2018 ITF meeting minutes. Keitha Ivey seconded the motion. The motion passed unanimously.	**Action Item**
Residential Facility (RF) Tracker (2019-2020) Prior to presenting the Residential Facility (RF) Tracker proposal, Terri Hanson directed the ITF committee members to the Texas Student Data System (TSDS) Components Diagram focusing on the Operational Data Store (ODS). Terri explained that the goal all along has been for the ODS to be a true data warehouse. Loading data to the ODS was never intended merely to be the first step in submitting data for a specific collection. Rather, the intent was that LEAs would load data on an ongoing basis and when it was time to do PEIMS or other reporting, the LEA would promote data from the ODS; the ODS would reflect the data in the LEA's source systems. To use PEIMS submission data for the RF Tracker collection (and other collections to be proposed in the future), effective dating will start being added to the TSDS and PEIMS collections. Kathy Adaky presented the RF Tracker proposal to the committee, first explaining that currently the Residential Facility (RF) Tracker data is collected through a stand-alone RF Tracker application. With the passage of Senate Bill 2080 (85th), TEA is required to migrate the RF Tracker data collection to the TSDS system. The committee was then given a few minutes to review the Background and Overview sections as presented in the proposal. Kathy then presented the changes required to migrate the RF Tracker data collection into the TSDS system.	**Action Item**

Kathy Adaky stated that the following proposal would amend the TSDS Core Collection to include Residential Facility (RF) Tracker data. She explained that the RF Tracker collection will open in August and close in July and that LEAs will be able to submit data throughout the year. The data collected from PEIMS Summer and TSDS will be used for this collection. She said that effective dating will be used to allow for the retrieval of data at a point in time.

TEA proposed the following changes (Note: new complex types and data elements are indicated in **bold**):

1. **Add a new ResidentialFacilityExtension complex type to include the following data elements:**

   - **E1627 RESIDENTIAL-FACILITY-ID**
   - **E1628 NUMBER-PERSONS-RESIDING**
   - E0212 DISTRICT-ID

Dara Fuller asked whether districts will add data regarding residential facilities to AskTED or through a TIMS ticket.

Peggy Sullivan asked for clarification on who will be responsible for entering the residential facilities into AskTED. Leanne Simons stated that currently LEAs enter the residential facilities into the existing RF Tracker system but to make the process consistent with other organizations, this process may change. TEA is currently reviewing this process with the AskTED group and a solution will be determined at a later date.

Regarding E1628 NUMBER-PERSONS-RESIDING (E1628), Peggy Sullivan asked if the number would be cumulative for the entire school year or on a given day. Tammy Pearcy, TEA Special Education Division, responded that it will be an average number of residents throughout the year. She then said that over time, as TEA continues to monitor the data, the information may be prepopulated but for now, the LEA will supply an average number. She ended by stating that the number of persons in residential facilities fluctuates throughout the year and that her division will provide guidance on reporting the average. Kathy Adaky interjected that this guidance will be added to Texas Education Data Standards (TEDS) Section 2 for the 2019-2020 school year.

2. Use LocalEducationAgencyExtension complex type

   - E0212 DISTRICT-ID
   - E0213 DISTRICT-NAME

3. Use SchoolExtension complex type

   - E0266 CAMPUS-ID
   - E0267 CAMPUS-NAME
   - E1240 ORGANIZATION-CATEGORY
   - E0212 DISTRICT-ID

Student Data (Submitted through InterchangeStudentParentExtension)

1. Use StudentExtension Complex Type
   - E1523 TX-UNIQUE-STUDENT-ID
   - E1090 STUDENT-IDENTIFICATION-SYSTEM
   - E0001 STUDENT-ID
   - E0703 FIRST-NAME
   - E0705 LAST-NAME
   - E0006 DATE-OF-BIRTH
   - E0212 DISTRICT-ID

Add a new StudentResidentialFacilityAssociationExtension Complex Type to include the following data elements:

   - E1523 TX-UNIQUE-STUDENT-ID
   - **E1627 RESIDENTIAL-FACILITY-ID**

- **E1630 DATE-ENTERED-RF**
- **E1631 DATE-EXITED-RF**
- **E1632 EFFECTIVE-DATE**
- E0017 GRADE-LEVEL-CODE
- E0782 CAMPUS-ID-OF-ENROLLMENT
- **E1633 ATTENDANCE-ZONE-CAMPUS**
- **E1634 EDUCATED-AT-RESIDENTIAL-FACILITY**
- **E1635 SURROGATE-PARENT-ASSIGNED**
- **E1636 NUMBER-OTHER-STUDENTS-ASSIGNED-SAME-SURROGATE-PARENT**
- **E1637 RESIDENTIAL-FACILITY-STUDENT-SCHOOL-DAY-LENGTH**
- **E1638 CAMPUS-ID-OF-ENROLLMENT-SCHOOL-DAY-LENGTH**
- **E1639 PRIOR-INSTRUCTIONAL-SETTING-CODE**

Kathy Adaky stated that EFFECTIVE-DATE (E1632) would capture the date in which the values of the data elements in the complex type were assigned to the student. If there was a change to any data within the complex type, the LEA would need to submit the complex with the updated information. and corresponding effective date of the change.

PEIMS Summer Collection

Organization Data (Submitted through InterchangeEducationOrganizationExtension

1. Use LocalEducationAgencyExtension Complex Type
   - E0212 DISTRICT-ID
   - E0213 DISTRICT-NAME
   - E1240 ORGANIZATION-CATEGORY
2. Use SchoolExtension Complex Type
   - E0266 CAMPUS-ID
   - E0267 CAMPUS-NAME

Student Data (Submitted through InterchangeStudentExtension)
1. Use StudentExtension Complex Type
   - E1523 TX-UNIQUE-STUDENT-ID
   - E0703 FIRST-NAME
   - E0704 MIDDLE-NAME
   - E0705 LAST-NAME
   - E0006 DATE-OF-BIRTH
   - E0706 GENERATION-CODE
   - E0004 SEX-CODE
   - E1064 HISPANIC-LATINO-CODE
   - E1059 AMERICAN-INDIAN-ALASKA-NATIVE-CODE
   - E1060 ASIAN-CODE
   - E1061 BLACK-AFRICAN-AMERICAN-CODE
   - E1062 NATIVE-HAWAIIAN-PACIFIC-ISLANDER-CODE
   - E1063 WHITE-CODE
   - **E1629 RESIDENTIAL-FACILITY-INDICATOR**

Kathy Adaky explained that the RESIDENTIAL-FACILITY-INDICATOR (E1629) would indicate whether the student receiving special education services resides in a residential facility. If the data is reported as "FALSE", then the StudentResidentialFacilityAssociationExtension complex type should not be reported. If the student is reported as "TRUE," then the StudentResidentialFacilityAssociationExtension must be reported.

Student Special Education Data (Submitted through InterchangeStudentProgramExtension

1. Use StudentSpecialEdProgramAssociationExtension Complex Type (This complex type will now be submitted in the PEIMS Summer Collection.)
   - E1523 TX-UNIQUE-STUDENT-ID
   - E0212 DISTRICT-ID
   - **E1632 EFFECTIVE-DATE (SpecialEducation)**
   - **E1632 EFFECTIVE-DATE (Disability)**
   - E0041 PRIMARY-DISABILITY-CODE
   - E0834 SECONDARY-DISABILITY-CODE
   - E0835 TERTIARY-DISABILITY-CODE
   - E0173 INSTRUCTIONAL-SETTING-CODE
   - **E1632 EFFECTIVE-DATE (Services)**
   - E0997 ASSISTIVE-TECH-INDICATOR-CODE
   - E0838 AUDIOLOGICAL-SERV-IND-CODE
   - E0840 COUNSELING-SERVICES-IND-CODE
   - E0900 EARLY-CHILDHOOD-INTERV-IND-CODE
   - E1040 INTERPRETING-SERVICES-TYPE-CODE
   - E0841 MEDICAL-DIAGNOSTIC-SERV-IND-CODE
   - E0843 OCCUPATIONAL-THERAPY-IND-CODE
   - E0844 ORIENT-MOBILITY-TRNG-IND-CODE
   - E0845 PHYSICAL-THERAPY-IND-CODE
   - E0899 PRESCHL-PROG-CHLDRN-WITH-DISAB-IND-CD
   - E0846 PSYCHOLOGICAL-SERVICES-IND-CODE
   - E0847 RECREATION-IND-CODE
   - E0833 REG-DAY-SCH-PROG-DEAF-CODE
   - E0848 SCHOOL-HEALTH-SERVICES-IND-CODE
   - E0849 SOCIAL-WORK-SERVICES-IND-CODE
   - E0857 SPEECH-THERAPY-INDICATOR-CODE
   - E0851 TRANSPORTATION-INDICATOR-CODE

Kathy Adaky stated that the StudentSpecialEdProgramAssociationExtension complex type is already collected in the PEIMS Fall Collection and will be added to the PEIMS Summer Collection. She then pointed out that the proposed EFFECTIVE-DATE (E1632) data element will be collected for three separate purposes within the complex type. The first EFFECTIVE-DATE (E1632) (Special Education) will be used when there is an INSTRUCTIONAL-SETTING-CODE (E0173) change. The second EFFECTIVE-DATE (E1632) (Disability) will be used when the Primary (E0041), Secondary (E0834), or Tertiary (E0835) disability codes have changed. The third EFFECTIVE-DATE (E1632) (Services) will be used when the student's special education services have changed. Kathy stated that any changes to this complex type would require the LEA to submit the complex type with updated information.

Kathy explained that the addition of effective dating to the PEIMS Fall Collection is for consistency. She continued that the PEIMS Fall effective date must be less than or equal to the PEIMS Fall snapshot date. Only one StudentSpecialEdProgramAssociationExtension complex type can be reported for a student and it should reflect the values of the special ed data elements in effect on the snapshot date

Kathy said that for the PEIMS Summer Collection, the LEAs will report the complex type for any student that was reported as special education at any time during the school year. Multiple StudentSpecialEdProgramAssociationExtension complex types may be submitted for one student if the values of the special ed data elements change during the school year.

Peggy Sullivan asked if the data that we are proposing to collect is in the existing RF Tracker system. Kathy Adaky stated that it is the same data. Peggy then asked if all the data is collected in the RF Tracker system including the special education records with services and disabilities. Tammy Pearcy clarified that this information is not being collected, but rather pulled from the PEIMS Fall Submission. This proposal, if approved through the data governance process, provides more up-to-date information for better monitoring.

Lynn Heatherly asked why some of the data elements are boolean. Kathy Adaky stated that TSDS uses the boolean data type. Peggy Sullivan asked why the C088 code table could not be used instead of the proposed boolean value. Terri Hanson stated that the main reason is because this data is being collected through TSDS and C088 is a table used for PEIMS. She also stated that SIS vendors could speak to how boolean data elements are collected in their system, but to the end user the difference between using the C088 versus boolean is not apparent. The use of the boolean value will be consistent with how TSDS currently works and will likely be used more often in the future.

Lynn Heatherly inquired about how often TEA is expecting data to be submitted. Tammy Pearcy stated that it is at the LEAs discretion as the data is collected annually but the most updated information makes the monitoring for a facility more useful. Tammy added that her division will be monitoring the data throughout the school year. Bryce Templeton pointed out that the collection opens in August and closes in July giving the LEAs ample amount of time to submit data. He continued by saying TEA would encourage LEAs to load often. The frequency could be daily, weekly, monthly, or even each time a student enters or leaves a residential facility. Tammy Pearcy stated that the current RF Tracker guidance states that the RF Tracker system should be updated in real time so that the most up-to-date information is available for monitoring purposes.

Peggy Sullivan asked for an approximate number of students currently reported through the RF Tracker system. Tammy Pearcy stated that the numbers vary by LEA but currently 150 LEAs have reported special education students at residential facilities. For the 2017-2018 school year, there were 1500 unique residential facilities in the state of Texas. Tammy then stated that the number of students at these facilities fluctuates greatly throughout the year, but she approximated that between 50,000 – 100,000 students were at a residential facility in the 2017-2018 school year. Tammy concluded that there is close monitoring of these facilities due to the fluctuating numbers for a given month.

Peggy Sullivan asked how a student would be reported if they were enrolled in one LEA (ex. Dallas ISD) but lived in a residential facility in another LEA (ex. Waco ISD). Tammy Pearcy responded that when a student is placed at a residential facility in another LEA, the student would be enrolled in the LEA in which the residential facility is geographically located while residing in the residential facility. The LEAs do not have decision making authority in the placement process. The students that are placed in a residential facility may have been placed by the Department of Family and Protective Services (DFPS), adjudicated to a residential facility, or possibly placed by a parent or guardian. When the student is placed at a residential facility, the facility knows to contact the school district and begin the enrollment process. An exception to this would be in a situation where the Admission, Review, and Dismissal (ARD) process places the student in a facility outside of their LEA. The LEA where the student is currently enrolled would still be providing the public education to the student. There are residential facilities that operate under one entity but are geographically located in different LEAs. Guidance will be provided in the future for these situations.

Nancy Dunnam stated that a flow chart would clarify the process better. Terri Hanson suggested that the flow chart contain the Attendance Zone Campus (E1633) and the Residential Facility ID (E1627) data elements. Kathy Adaky stated that a flow chart could be added to Section 2/8.2 of the Texas Education Data Standards (TEDS).

Nancy Smith asked for clarification regarding the Start Date and the Effective Date. Kathy Adaky stated that the DATE-ENTERED-RF (E1630) and E1631 DATE-EXITED-RF (E1631) are used to capture when the student initially entered or exited the residential facility while the EFFECTIVE-DATE (E1632) is used to capture changes that have occurred. Kathy reiterated that if there is a change, the LEA should submit the complex type with the appropriate effective date and the updated information.

With no additional questions, Nancy Dunnam called for a vote.
Adrian Garcia motioned to approve the changes proposed in the Residential Facility (RF) Tracker proposal which includes:

1. Add a new ResidentialFacilityExtension complex type to include the following data elements: • **E1627 RESIDENTIAL-FACILITY-ID** • **E1628 NUMBER-PERSONS-RESIDING** • E0212 DISTRICT-ID 2. Use LocalEducationAgencyExtension complex type • E0212 DISTRICT-ID • E0213 DISTRICT-NAME 3. Use SchoolExtension complex type • E0266 CAMPUS-ID • E0267 CAMPUS-NAME • E1240 ORGANIZATION-CATEGORY • E0212 DISTRICT-ID Student Data (Submitted through InterchangeStudentParentExtension) Use StudentExtension Complex Type • E1523 TX-UNIQUE-STUDENT-ID • E1090 STUDENT-IDENTIFICATION-SYSTEM • E0001 STUDENT-ID • E0703 FIRST-NAME • E0705 LAST-NAME • E0006 DATE-OF-BIRTH • E0212 DISTRICT-ID **Add a new StudentResidentialFacilityAssociationExtension Complex Type to include the following data elements:** • E1523 TX-UNIQUE-STUDENT-ID • **E1627 RESIDENTIAL-FACILITY-ID** • **E1630 DATE-ENTERED-RF** • **E1631 DATE-EXITED-RF** • **E1632 EFFECTIVE-DATE** • E0017 GRADE-LEVEL-CODE • E0782 CAMPUS-ID-OF-ENROLLMENT • **E1633 ATTENDANCE-ZONE-CAMPUS** • **E1634 EDUCATED-AT-RESIDENTIAL-FACILITY** • **E1635 SURROGATE-PARENT-ASSIGNED** • **E1636 NUMBER-OTHER-STUDENTS-ASSIGNED-SAME-SURROGATE-PARENT** • **E1637 RESIDENTIAL-FACILITY-STUDENT-SCHOOL-DAY-LENGTH** • **E1638 CAMPUS-ID-OF-ENROLLMENT-SCHOOL-DAY-LENGTH** • **E1639 PRIOR-INSTRUCTIONAL-SETTING-CODE** **<u>PEIMS Summer Collection</u>** Organization Data (Submitted through InterchangeEducationOrganizationExtension 1. Use LocalEducationAgencyExtension Complex Type • E0212 DISTRICT-ID • E0213 DISTRICT-NAME • E1240 ORGANIZATION-CATEGORY 2. Use SchoolExtension Complex Type • E0266 CAMPUS-ID • E0267 CAMPUS-NAME Student Data (Submitted through InterchangeStudentExtension) 1. Use StudentExtension Complex Type • E1523 TX-UNIQUE-STUDENT-ID • E0703 FIRST-NAME • E0704 MIDDLE-NAME	

- E0705 LAST-NAME   - E0006 DATE-OF-BIRTH   - E0706 GENERATION-CODE   - E0004 SEX-CODE   - E1064 HISPANIC-LATINO-CODE   - E1059 AMERICAN-INDIAN-ALASKA-NATIVE-CODE   - E1060 ASIAN-CODE   - E1061 BLACK-AFRICAN-AMERICAN-CODE   - E1062 NATIVE-HAWAIIAN-PACIFIC-ISLANDER-CODE   - E1063 WHITE-CODE   **E1629 RESIDENTIAL-FACILITY-INDICATOR**   Student Special Education Data (Submitted through InterchangeStudentProgramExtension
 	
   1. Use StudentSpecialEdProgramAssociationExtension Complex Type (This complex type will now be submitted in the PEIMS Summer Collection.)   - E1523 TX-UNIQUE-STUDENT-ID   - E0212 DISTRICT-ID   **E1632 EFFECTIVE-DATE (SpecialEducation)**   **E1632 EFFECTIVE-DATE (Disability)**   - E0041 PRIMARY-DISABILITY-CODE   - E0834 SECONDARY-DISABILITY-CODE   - E0835 TERTIARY-DISABILITY-CODE   - E0173 INSTRUCTIONAL-SETTING-CODE   **E1632 EFFECTIVE-DATE (Services)**   - E0997 ASSISTIVE-TECH-INDICATOR-CODE   - E0838 AUDIOLOGICAL-SERV-IND-CODE   - E0840 COUNSELING-SERVICES-IND-CODE   - E0900 EARLY-CHILDHOOD-INTERV-IND-CODE   - E1040 INTERPRETING-SERVICES-TYPE-CODE   - E0841 MEDICAL-DIAGNOSTIC-SERV-IND-CODE   - E0843 OCCUPATIONAL-THERAPY-IND-CODE   - E0844 ORIENT-MOBILITY-TRNG-IND-CODE   - E0845 PHYSICAL-THERAPY-IND-CODE   - E0899 PRESCHL-PROG-CHLDRN-WITH-DISAB-IND-CD   - E0846 PSYCHOLOGICAL-SERVICES-IND-CODE   - E0847 RECREATION-IND-CODE   - E0833 REG-DAY-SCH-PROG-DEAF-CODE   - E0848 SCHOOL-HEALTH-SERVICES-IND-CODE   - E0849 SOCIAL-WORK-SERVICES-IND-CODE   - E0857 SPEECH-THERAPY-INDICATOR-CODE   - E0851 TRANSPORTATION-INDICATOR-CODE   **Dara Fuller seconded the motion. The motion passed unanimously.**
 	
                                                Presented by: Kathy Adaky	

Other Business Nancy Dunnam requested that the 2018-2019 ITF Membership list be sent to the committee members. Bryce Templeton stated that it would be sent by the end of the day. *The membership list was sent to committee members on August 21, 2018.* Adrian Garcia inquired about an issue with TREx. Adrian explained that when using TREx and sending records to Higher Ed, the student Unique Id does not get brought over. He then asked who he would talk to about getting functionality added. Bryce Templeton stated that he will work with Terri Hanson and Melody Parrish regarding this issue as Higher Ed relies on the social security number (SSN) for identification purposes. Bryce said that one of Melody Parrish's long-term goals is to help move Higher Ed towards using the Student Unique Id. Nancy Dunnam called for a motion to adjourn the meeting.	**Discussion Item**

Peggy Sullivan made a motion to adjourn the meeting. Adrian Garcia seconded the motion. The motion passed unanimously. **Meeting ended at 10:54 a.m.**	
Upcoming ITF Meetings September 18, 2018 November 13, 2018 December 11, 2018	