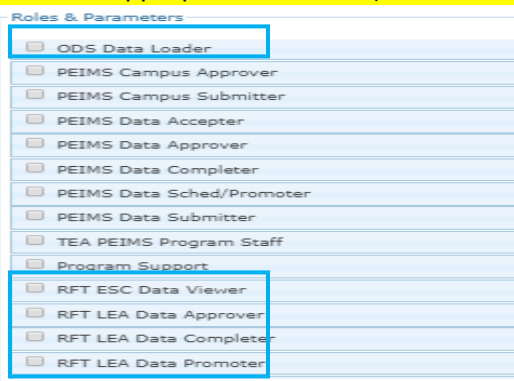# Q & A from Chat Log for May 7, 2019 RFT Training

1. For the PDF you are currently going through in this training, is the expectation that we (the ESC SPED team) provide this training to the LEAs? Or is this general information for us?
   Yes. The expectation is that the ESC SPED team would provide this training to the Special Education staff at the LEAs.

2. We were given November in our ESC FCN meeting last week as the date to start loading RFT data into TSDS. Can you please confirm whether it is October or November?
   TEA will expect the LEAs to have RFT data promoted and validated in TSDS beginning in November. LEAs will be able to load their data in TSDS through the eDM on August 5, 2019. LEAs will be able to promote their data to the RF Tracker data mart on September 9, 2019. TEA will begin monitoring the data in November.

3. Is there currently a way for us to get a complete list of Residential Facilities in each region?
   In AskTED you can generate an Excel list of all Residential Facilities.  You can then sort by Region.

4. A list of districts that submitted the RF data in the Legacy system for this school year by Region would be very beneficial so that we would know who to target for training.
   The Special Education Program Division at TEA could provide a list of LEAs who have submitted RFT data.

5. Is "surrogate parent assignment to other students" specific to students residing at the RF or to students in the district? If a surrogate is serving another student in the district who is not at the RF will they be included in this count?
   This would include all students who are assigned to a specific surrogate parent whether the other students are at the RF or not.

6. If the "prior instructional setting" is from a previous school year, would you still report it?
   Yes. You will report what the instructional setting was prior to entering the RF.

7. When we update the number of students assigned to a surrogate parent, will the system update that number for other students or will we manually go back and update that information on each student?
   You will need to manually update the number of other students assigned to a surrogate parent on each student when another student is assigned to the surrogate. The number would be updated in the source system and then reextracted and loaded/promoted in TSDS.

8. So, should E1636 read Number of "other" students assigned to this student's surrogate parent?
   Yes, the exact wording in TEDS for E1636 is "NUMBER-OTHER-STUDENTSASSIGNED-SAME-SURROGATEPARENT".

9. Please show the group how to request the ODS Data Loader role as the Data Steward may be the RFT Steward.
   The process for requesting the ODS Data Loader role is the same as we discussed in this training for requesting the RFT Data Viewer, Promoter, Completer, or Approver Roles.  This role can be requested at the same time the individual is requesting the RFT role. The ODS Data Loader role is listed in the TEAL Roles and Privileges before the RFT roles. By scrolling down the list, the LEA staff can select ODS Data Loader then continue scrolling and select the appropriate RFT role. (See screenshot below for how the roles appear in the list.)

10. In the existing legacy RFT system, it does not require an approver role, will the RFT submission in TSDS require an approver? Or is this role needed only if an extension is requested.
The RF submission will not require an approver. The RFT Approver role is **only** for requesting an extension. Once the RFT Data Completer clicks the "Complete" button in TSDS the RF data is marked final and officially submitted to TEA.

11. When will those TEAL roles for RFT be ready?
The RFT TEAL roles are available now. Individuals can start requesting these roles. Keep in mind, however, that the RFT application is not available yet in TSDS.

12. Can there be multiple viewers (LEA and ESC) or promoters (LEA)?
Yes.

13. Will this be like other applications in TEAL where SPED Directors at SSAs will only submit one TEAL role request and be able to have access to all their member districts?
The SSA director at the ESC will be able to request the RFT ESC Data Viewer role and see all LEASs served by your ESC. SSAs personnel who are employed by the LEA will need to request the LEA Data Viewer for each of their member districts. This can be done once using a comma separated list of LEAs in the "Requesting Organization" field.

14. Will the ESC Data Viewer have access to view reports/errors/completions status?
Yes, the ESC Data Viewer will be able to monitor promotions and validations and view reports for the LEAs they serve.

15. When do LEAs need to request access for TSDS?
The LEAs will first need to request access to the TSDS Portal. Once they have access to the TSDS Portal then the LEAs should request the appropriate TEAL Role.

   **TEAL Roles for Residential Facility Tracker**
   RFT ESC Data Viewer – This role will give the ESC staff access to monitor the promotions and validations for the LEAs they serve. This role will also be able to generate and view RFT reports.
   RFT LEA Data Approver – This role is designated for the superintendent or his/her designee. With this role, the Approver will be able to request an extension. The Approver does not actually "approve" the RFT submission. Approver can monitor promotions and validations and generate and view RFT reports.
   RFT LEA Data Completer – The Completer will be able to promote and validate the RFT data, generate and view RTF reports, and mark the submission "complete". This role formally certifies the completeness and accuracy of the data and finalizes the collection.
   RFT LEA Data Promoter – This role initiates the promotion which will move the RFT data from the ODS into the Core Collection Data Mart. The Promoter can schedule and monitor promotions and validations and generate and view reports.
   RFT LEA Data Viewer – The Viewer will be able to monitor promotions and validations and generate and view RTF reports.

16. Is it necessary or possible for multiple ESC staff to have access to RFT through TEAL?
Multiple ESC staff can request the RFT ESC Data Viewer role. The necessity will depend on preferences at your ESC.

17. Will the LEA need to "Promote" PEIMS Summer data into PEIMS Data Mart for the RFT submission?
No. For the RFT submission, it will not be necessary to promote PEIMS Summer into the PEIMS Data Mart. When the RFT Data Promoter promotes data to the Core Collection Data Mart for the RFT submission, the Summer PEIMS data that is in the ODS will be retrieved.

18. Can we expect the Excel and CSV reports to be available soon?
At the present time, only the RFT0-100-004 report will be available as an Excel/CSV report. This report should be ready by the time LEAs begin promoting RFT data in 2019-2020.

19. On the 002 report, is the "average number of persons residing at facility" a TOTAL the number of people in the RF or is it an average number of students with disabilities that the LEA has reported?

The "Average number of persons residing at the RF" will reflect the average number of students with disabilities residing at the residential facility for the prior 3 years (i.e. number of RF students with disabilities residing (unduplicated count) at the residential facility and served by the LEA during the prior 3 years divided by 3).

20. I believe in the current Legacy RF system, there was an issue with Unique ID system because the student was now in a different campus so there was an issue reporting Residential Facilities. Is the new process for submitting data through TSDS going to encounter this?

When the LEAs load their data into the eDM, the Unique ID (UID) will be verified that it is a valid UID in the Unique ID Database. For each UID submitted, the student id, first name, last name and date of birth must match the UID in the Unique ID Database. There is no verification with the enrollment data.

21. On that 002 report is the "Number of RF students in Residence" as of a certain date?

All the data on the RFT reports will reflect the data that was last promoted. Each month when the LEA promotes and validates RFT data, the reports will update to show the information that was extracted from the local SIS, loaded into the ODS and promoted to the CCDM most recently. Each time data is promoted, the number of students residing at the RF will reflect the number of students receiving SPED services who have been a resident at the RF at some point up to the date of the promotion. At the end of the year when the data is "Completed" and final, the report will reflect the number of students receiving SPED services who have resided at the RF at some point during the school year. This will be an unduplicated count, so if a student has been in and out of the RF during the period, they will only be counted one time.

22. Are homeless shelters considered residential facilities?

A homeless shelter is NOT considered a residential facility.

23. How many characters are allowed in the extension reason box?

The maximum number of characters allowed is 255.

24. Will the ESC TIMS Level 2 person(s) receive an email notification when a ticket is created by the LEA or will we have to login to see that there is a ticket?

By default you will not receive an email notification; however, if you create a filter in TIMS and subscribe to it you can have an email sent to you daily at certain time(s) indicating if any tickets are in the status of your concern (e.g., Level1 incoming, etc.) by the LEAs listed in your filter via a comma separated CDN list.

25. Would SPED TIMS Level 2 see the same queue that the ESC Level 2 TIMS sees?

Yes, they will see the same queue. The subsystem (RF Tracker) on the ticket will help identify tickets the SPED staff might want to review.

26. But you can filter the queue, right?

Yes.

27. What does the certification entail or allow someone to do? Meaning, who should pursue certification?

The ESC Executive Director/Sponsor will determine who should pursue certification. To be certified you must be nominated by the ESC's Executive Director/Sponsor, attend the training for the component (RFT, SPPI-14), and pass the certification test. Once certified, the Champions provide support to the LEAs in your region for the component. Your Executive Director/Sponsor will indicate on the nomination form if you should be listed on TEA's website as an RFT Champion. TEA's vision is that the Special Education program area staff at the ESC would be the Champions for RFT and SPPI-14, but this is a decision that you Executive Director/Sponsor will make.

28. What is the difference between Core Collections and Residential Facility and SPPI-14?

The certifications will be for a Residential Facility Tracker Champion and/or a SPPI-14 Champion.
The RFT and or SPPI-14 tests will only ask questions that are specific to RFT or SPPI-14 respectively – i.e. maybe questions about the TEAL Roles or reports that are specific to RFT or SPPI-14.
The Core Collection Test will ask questions around promoting, validating, completing the submission – the process or steps involved in promoting, validating, and completing. The process is common for both RFT and SPPI-14. If an individual is seeking certification for both RFT and SPPI-14, we did not feel is was necessary for them to answer the exact same questions around the process on the RFT test and then again on the SPPI-14 test

– thus the Core Collection test consolidates those common questions into one shared test rather than two duplicative sets of questions..
There will not be any questions on the RFT test, the SPPI-14 test, or the Core Collection test that is not covered in the Zoom meeting trainings for the SPED program staff.

29. Will you only list champions on TEA's website who have passed the certification tests?
Yes, Champions on the website must be nominated, attend the training, and pass the certification test. The Executive Director/Sponsor must also indicate on the nomination form that the individual  should be listed on the website.

30. Do ESC SPED staff need to take Core Collection certification test also?
Yes, to become a Champion for RFT and/or SPPI-14 you will take the RFT and/or SPPI-14 test and the Core Collection test. Nothing will be on the tests that was not covered in the Zoom meeting training.

31. Does Core Collection have EDCS questions?
The Core Collection test will not have any questions that are specific to ECDS. This test will only have questions around the common promotion, validation, and completion process.

32. Do we need to reserve the TETN rooms?
We have reserved the TETN rooms across the state for the testing dates. The registration link for the session has been sent to those who have been nominated. You can now register for the Go To Training session and bring your laptop to the TETN room at the designated time for the tests.

33. Do we send nominations to the TSDS training email?
Yes, the ESC Executive Director/Sponsor will send the nomination form to the TSDS training mailbox at TSDS_training@tea.texas.gov.

34. When will certification be available for Early Childhood?
The ECDS certification training will be offered at the end of October here in Austin with testing in early November via TETN. Those who have been nominated to become ECDS Champions will receive more information about these trainings and registration information in early Fall.