

CESUG notes – 10/08/2019

Frontline Education Update

- New Release Schedule for the 2019-2020 School Year - Release schedule changed due to interfering times with reporting times and school start times. Last release in May, this one in October. Also have a schedule for Jan, April and July then October again release upgrades/fixes, to align with school calendar. Will look back to see if this works.

2019 Quarterly Release Schedule

Release Name	Internal Release Note Distribution	External Release Note Distribution to CS	Staging Instance Deployment	Client Staging Testing Period	Login Page Notification Posted	Production Instance Deployment	Deploy Status
19.1	2/5/19	2/6/19	2/13/19	2/14/19- 2/26/19	2/26/19	2/27/19	Staging Deploy: Complete Production Deploy: Complete
19.2	5/5/19	5/9/19	5/14/19	5/15/19-5/28/19	5/28/19	5/29/19	Staging Deploy: Complete Production Deploy: Complete
19.3	9/24/19	9/25/19	10/2/19	10/3/19-10/15/19	10/15/19	10/16/19	Staging Deploy: Not Started Production Deploy: Not Started
19.4	1/2/20	1/2/20	1/7/20	1/8/20-1/21/20	1/21/20	1/22/20	Staging Deploy: Not Started Production Deploy: Not Started

- Update on Summer Configuration Changes including Delay Codes and 2020 Academic Standards - 160 product enhancements. Assessment import was a huge effort. Working with CDE on delay codes. There is no general timeline yet, will need to create one. Enrich will push out delay codes. 2020 Academic Standards are deployed but not enabled yet. Because AUs wanted to make these available at different times. Check the ones you want to show. Uncheck old if not want to show. IT's an AU decision on what want to check and uncheck (one at a time). If unchecking, will it cause an error if they were used already and the answer is no. Some AUs want on DEV site to train, just send in help desk ticket if you want this. Please talk to your Director about this.
- October 2019 Release Items: Assessment Import Function - Should be able to import CMAS, COalt, DLM, Science & SS going back to 16-17, 17-18, 18-19. Will distribute a guide for importing. If student has left, may indicate can't find student ID.
- Upcoming Enhancements: Electronic Signature Capability and Learning Center launch - Capability for electronic signature is almost done, working with pilot districts on this electronic signature. As soon it is seamless, it will go out. If you want to be part of the pilot, contact Angie Denning. **Unknown if ES will stand up in court. CDE will look into this.** Launching in January a Learning Center. Frontline pulling together a project team to take a look at the transfers and find out why some are not working. Some AUs are still having issues with them. **Some signature pages are not being uploaded in Enrich, however, keep in mind that in the future it could be needed for legal purposes. CDE looking into this.**
- Update on AUs that just implemented Enrich and AUs in-process (contacted ones that recently acquired Enrich to send me Transfer information for the Transfer Google doc).

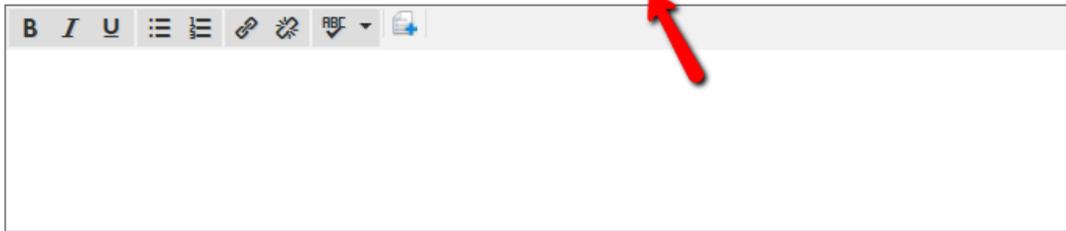
- Went live Summer 2019: Charter School Institute, Widefield, Pueblo70, CSDB, Education Revisions BOCES, & GOAL Academy
- All locations have been added to the CESUG distribution list
- Please update your contact information - Google list for transfers, if you have a new person please update with newest contact. Douglas County will update please send them your updated information if needed.
- DPS does not accept electronic transfers.

- Share CDE/Frontline process for monitoring Tickets and Cases
 - Tickets and Cases - monthly review of Colorado tickets and cases - Mellissa, Heidi, Nikki, Orla, and Angie go over - number of close vs number of on hold, solved,, closed and pending
 - Trying to use the data to find out when there are peak times
 - Due to this Frontline ramped up help to make sure tickets were managed in a timely manner. First response time from 45 minutes to 20 minutes
 - No longer receive email with ticket information

- CDE- New Delay codes- summary of changes
 - Orla unable to attend today, she will go over at a future date.
 - Melissa or Orla will send out information

- Request to remove the “10 consecutive days” verbiage from the Intensity, frequency, duration and latency boxes of the FBA document. Not a CDE model form, but not necessary for FBA documentation.
 - Wondering if you can change the consecutive days verbiage with the FBA documents
 - Angie will send to Heidi to see about the wording being changed.
 - They will need to summarize the data collected but it is uploaded and is causing confusion
 - When adding people to AdHoc report, that is to share the report with them. Laurie and Angie can get together a presentation on Ad Hoc reports.

Describe the intensity of the behavior. Include at least 10 consecutive days of data collection.



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What is the frequency of the behavior? Include at least 10 consecutive days of data collection.



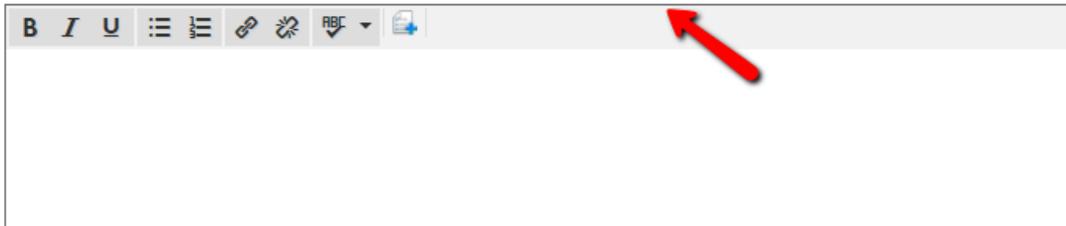
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Describe the duration of the behavior. (How long the behavior lasts for each incident.) Include at least 10 consecutive days of data collection.



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What is the latency of the behavior? Include at least 10 consecutive days of data collection.



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What is the status on Frontline providing Test Scores Import Training?

Cherry Creek has submitted multiple Help Desk cases to Frontline Enrich.

Summary of issues:

- ISSUE 1 – Failed transfers from Aurora Public Schools to Cherry Creek. (Aurora provides a Transfer ID, but the Cherry Creek upload fails after 5 attempts.) As a temporary workaround, Frontline has been generating new Transfer IDs for the failed APS Transfers. Unfortunately, there are times when Frontline is unable to send Files. (The Tests and Programs will transfer, but not the Files.)

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- ISSUE 2 – Aurora sends a Transfer ID, which uploads successfully at Cherry Creek. However -- After creating a new Start Program > Transfer Disability and Consent Dates – the latest IEP Meeting can be selected/accepted from Programs, but the selection/acceptance of the latest IEP creates an error. The Meeting and Transfer Disability and Consent Dates must then be deleted, and a Manual Transfer must be created.
 - Were told that it was firewall issue and worked with IT but ended up not being a district issue.
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- ISSUE 3 – A Cherry Creek upload to Adams 12 failed after 4 attempts. Workaround: Created two Transfer IDs, to send Files and Programs separately.
- ISSUE 4 – At the year-start in August and September, some electronic transfers from Denver Public Schools, Adams 14, and Douglas County did not include Programs, even though Programs had been selected before sending. (Need to determine whether this is still an issue.)
 - There is a fix ready and waiting to be sent out for testing
- ISSUE 5 – If a student withdraws (End Special Education) and then re-enrolls with an Electronic Transfer – if the Withdrawal took place AFTER the latest Eval/Reeval, the Withdrawal Date will display as the Reeval Date in the Chevron Timeline.
 - Going to want to use date sections to record dates or in the transfer plan
 - Eligibility determination section
 - Transfer eligibility dates and consent dates
 - Transfer new IEP into your district but leaving your previous IEP ended
 - It reactivates everything - when you select to reactivate the IEP with the date and that is when you decide to choose.
 - Amy will look for the information and send out to the group
 - Bring IEP into transfer form in Enrich
 - You don't have to bring in the meeting
 - Annie from JeffCo will get some screenshots together and share with the CESUG group

Trainings for Adhoc Reporting? When will this be offered by Frontline.

- Are we getting training specific to Adhoc from Frontline

Lori and Angie will work together to set-up as well as system administration refresher trainings. This is in the works to be set-up.

AdHoc Question

- Help desk said they do not have time to address this and bring to CESUG

What is the difference between a whole group role and an individual school role for each role?

- You either get general role but if you go down you get every role
- If you wanted to share a report with a specific school then or you could share with the whole district
- Specific to a school and that role so it's not shared district wide if not needed by all other schools/departments/staff

Add People

Please select the groups that you wish to add and click "Add".

BMHS Superuser Users
 BMHS System Administrator Users
 BCMS
 BCMS Classroom Read Only IEP and 504 plus Create and Edit all others Users
 BCMS Classroom Read Only IEP plus Create and Edit all others Users
 BCMS CMA Users
 BCMS District Create and Edit IEP and 504 plus Read Only all others Users
 BCMS District Create and Edit IEP and Read Only all others Users

Assessment Participation and Accommodations report is pulling all assessments not just those marked "yes". Also you can't share the report with users

- [Is able to push the share button but not showing up in the user's profile](#)
[Amy and DeDe will look at this](#)

Training for importing State Assessments to Enrich

- [No training but directions will be going out.](#)
[Questions? Contact Angie or support team.](#)

Is there a compliance check for Path 1 delay's or would the individual AU need to set it up in their instance?

- [All work is completed but would like a compliance check](#)
- [Will take a screenshot and share with everyone](#)
- [Ask Heidi.](#)

Path 1 Part C Evaluation

Path 1: Reason for Delay in Completing the Evaluation Part C	
01 - Parent refused to provide consent or revoked consent during the process, process ended	55 - Referral received with less than 30 days to complete the evaluation
03 - Deceased, process ended	58 - NOT VALID - Additional evaluations or special evaluations needed
06 - Child referred back to CCB for evaluation	59 - NOT VALID - No personnel available for evaluation
45 - Parent repeatedly failed or refused to: produce child; give consent, respond to meeting requests; attend scheduled meetings. Includes delays due to illness and requested meeting delays from parent. (300.301(d)(1))	60 - NOT VALID - Staff missed the timeline
46 - Student moved into district after process initiated in another district; current district is making sufficient progress to ensure a prompt completion of the initial referral process by the date which parent and the current district agree (300.301(d)(2))	61 - NOT VALID - Other _____ (provide explanation in exception request)
47 - Student moved out of district after the initial referral process initiated, process ended	

Transfer Disability and Consent Dates: Is there anyway you can include initial evaluation and eligibility instead of putting the last reevaluation in that section? When you put the last eligibility, it shows that the last eligibility/evaluation was the initial and it wasn't on the front page of the IEP.

- Jennifer will email the help desk/Amy with an example of what is happening
Annie will make an example with screenshots and send out to CESUG and then continue conversation at the next meeting

Update on progress report drop down language for ESY and for when an IEP is held within 30 days of a progress reporting?

- Angie - it is on the change request list and is in the hands of CDE. Look at the requests every month.
- Heidi needed to do research before moving forward, I will bring it up with Heidi as soon as possible (Melissa).
- Next meeting is in two weeks. Angie will make sure it is talked about at this meeting.

Has anyone else been using new start date for C to B? Are you using the start date for the specific services?

- Don't change the start date behind the scenes. Using a manual edit change.
- Did CDE say we should not be changing the state date of the IEP? Ask Heidi.
- Change the start date not the meeting date
- Changing the dates in the IEP to show the correct start date of services

State contract and what is happening with that?

- Can not speak of the contract in the presence of Frontline

90 min Adhoc and System Admin refresher trainings - dates possible below

Two separate dates - one for each training

- November 18, 20, 21, 22 or December 9, 11, 12, 16, 18
- Or can be pushed to January or February

Suggestion - Adhoc training at next CESUG meeting in January. System Admin - November 18th?

Due to the meetings not being on a regular basis is not working out. I thought that DPS was having the only one having issues. Just wondering if everyone is okay going 3 months a time without a meeting.

Voting on -

1. 3 months - 3 people vote
2. Every other month- 15 people vote
3. Monthly - 9 people vote

January, March, and May will be the next meetings due to the request of moving the meetings to every other month.

January meeting will be right after the release notes.