



Last updated 02/26/2021

## Enrich Users

A real-time review in the ESSU Data Management System (DMS) is intended for record reviews that are conducted on an individual basis over time, not for an entire sample of students as in the annual record reviews for compliance.

To set up a real-time review, the Director needs to contact your CDE ESSU AU Partner and make the request for the setup, including information regarding the target for the review (e.g., preschool IEPs, school age and/or transition IEPs, manifestation determinations, Prior Written Notice, etc.). This will customize the checklist as per the Director’s need.

Once the review has been setup, the Director will see a new review on the Compliance tab that notes Real-Time Review in italics under the heading of the review (see below).

\*\*\* This is a training/demo system \*\*\* Not a permanent record \*\*\*

**COLORADO** Department of Education Administration Search Sign Out

Home > Special Education State Monitoring > 0000 - CDESandbox-Dev

### 0000 - CDESandbox-Dev

Profile Dispute Resolution **Compliance** Fiscal Family-School Performance Improvement Summary

**Compliance** Print Contact Support Help

+ Initiate Submissions

	Standard Review 2/17/2016 <i>Real-Time Review</i>	Standard Review 12/18/2015	Standard Review 9/16/2015 <i>Real-Time Review</i>	Standard Review 4/22/2015 <i>Real-Time Review</i>
			92%	33%
► Dates of Meeting (Confirm dates with		100%	100%	
► Student and Family Information		100%	100%	

**Communication Log**  
+ Add Email View All  
2/9/2015 - Discussion of results Called Sara to discuss the issues f...

**Attachments**  
+ Upload View All  
8/10/2016 - I 13 OSEP Complianc...  
8/10/2016 - Transition IEP Tracker  
7/15/2016 - IEPReview2016-2017...  
7/13/2016 - IEPReview2016-2017...  
7/13/2016 - IEPReview2016-2017...

\*The examples shown are taken from the CDE Enrich Sandbox and are not actual students or student information.

## Importing documents into the real-time record review.

As noted above, this type of review is initiated on an individual basis. To send documents to the ESSU DMS for review, log into Enrich and go to the Programs tab of the student. Then click on **Manage Real-Time Reviews**.

The screenshot shows the Enrich system interface for a student named Jane Yuliana Belardo. The top navigation bar includes 'Administration', 'Search', and 'Sign Out'. The student's profile information is displayed, including 'Mower Elementary 3rd Grade' and 'ID: 113774360200'. The 'Programs' tab is selected, and the 'Manage Real-Time Reviews' option is highlighted with a red arrow. Below this, the 'Special Education' section is visible, showing a progress bar for 'Autism Spectrum Disorders' with stages: Evaluation (2/17/16), Referral (2/17/16), Evaluation (2/17/16), Eligible (2/17/16), Eligible (2/17/16), IEP (2/17/16), IEP (2/18/16), and IEP Review (Due: 2/17/17). A specific IEP entry for 'School Age (6-14)' is shown with details on services and goals.

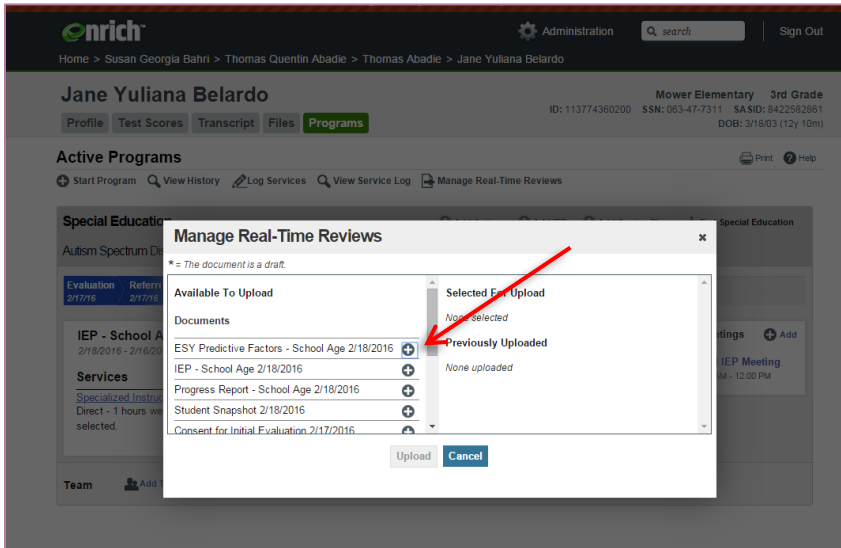
From the next screen, select the Real-Time Review that had recently been setup by the ESSU. You might have multiple Real-Time Reviews (e.g., Preschool real-time review, Transition real-time review, etc.). In this example, it is date specific, i.e., set up in September. Note that the italics of *Real-time Review* from the Compliance tab do not show; instead, the name of the *Type* of the review shows (e.g., Standard Review, Preschool Review, etc.) and the date that the review was initiated. Also, the dates are not in chronological order. Therefore, be sure to take the time to carefully review this list when you make your selection, click "Upload Documents".

The screenshot shows the 'Manage Real-Time Reviews' dialog box overlaid on the Enrich system interface. The dialog box contains a list of reviews with columns for 'Type', 'Date', 'Action', and 'Status'. The 'Upload Documents' action is highlighted with a red arrow for the review dated 9/16/2015.

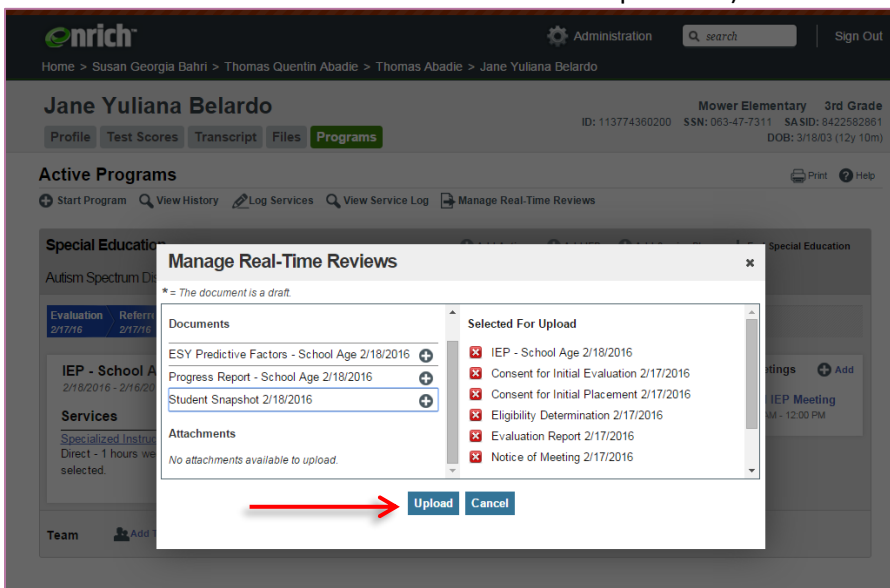
Reviews	Date	Action	Status
Compliance Checklist [Standard Review]	9/16/2015	Upload Documents	Open Review
Compliance Checklist [Standard Review]	4/22/2015	Upload Documents	Open Review
Compliance Checklist [Standard Review]	2/17/2016	Upload Documents	Open Review
Compliance Checklist [Standard Review]	2/13/2015	Upload Documents	Open Review

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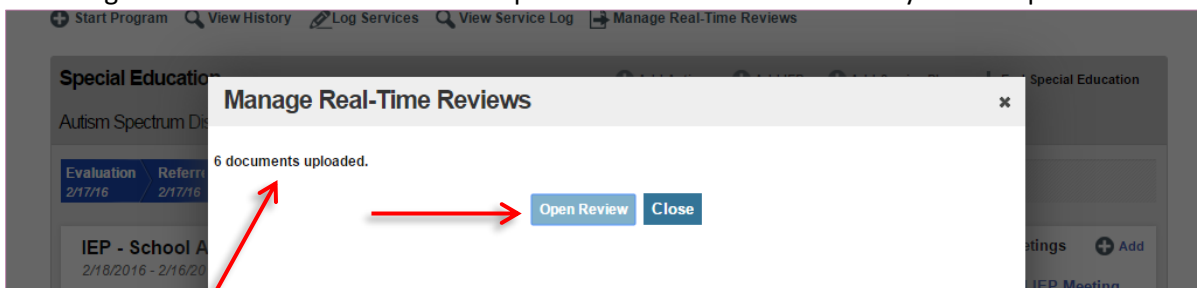
At the next screen, the student's documents in Enrich are listed. Select those to be uploaded into the DMS for review.



Once all desired documents are selected (i.e., in the column on the right with a red x to the left), click Upload. (Note: click on the red X to remove a document from the upload list).



A message on the screen will confirm the upload was conducted successfully. Click "Open Review" to begin the review.



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You will then be directed to the record in the ESSU DMS where you can begin to review the documents.

**Record #1 - Compliance Checklist**

SA SID: 8422582861 First Name: Jane Last Name: Belardo DOB: 3/18/2003 Gender: Female  
 Ethnicity: Hispanic or Latino Primary Disability: Autism Spectrum Disorders

Documents Last Uploaded On: 2/17/2016

Consent for Initial Evaluation Consent for Initial Placement Eligibility Determination Evaluation Report

IEP - School Age Notice of Meeting

**Prior Notice & Consent for Initial Evaluation 1 / 3**

**CDESandbox-Dev**  
 1560 Broadway Blvd., Ste. 1175  
 Denver, CO 80202  
 (303) 866-6600

Legal Name of Student	DOB	LASID	SASID	Date
Jane Yuliana Belardo	03/18/2003	113774360200	8422582861	02/17/2016

Dear Baylee Brawn and Markus Challis:

The school is proposing to evaluate your child for special education eligibility. 300.300(c)

Based on a review of existing information, additional evaluation data are needed to determine if your child is eligible for special education services or to determine your child's educational needs. 300.305(a)(i). Supporting reason:  
 text

**Areas to be Evaluated:**

- Academic Performance

**PROCEDURAL SAFEGUARDS**

I have been provided the special education procedural safeguards in my native language or other mode of communication on 2/17/2016.

Parent Signature IDEA 300.504(a) \_\_\_\_\_ Date \_\_\_\_\_

Parent Signature IDEA 300.504(a) \_\_\_\_\_ Date \_\_\_\_\_

**PRIOR WRITTEN NOTICE**

You can also confirm the upload by clicking on Provide Documents in the Review accessed via the Compliance tab. You will see the student's record ID and the number of documents uploaded for that student.

**Compliance Checklist - 9/16/2015**

All Items 92%

Edit Details Choose Items Select Team Manage Records **Provide Documents** Close Submissions

**Provide Documents**

Upload Documents

Record	ID	Documents
1	8422582861	7
2	9125693032	6
3	5441791967	0
4	4868837185	3

Close

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