

	<b>SPED School Concurrency</b>		
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## **Arizona Department of Education**

(SAIS FY 2011 Change)

## **SPED School Concurrency**

## **Business Requirements**

Version: 1.1  
Last updated: 10/26/2010  
Arizona Department of Education  
Information Technologies Department  
Business Analysis

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Ticket #	SP 1206
Stakeholders:	Peggy Staples
	Alice Bautista
	Yaw Bediako-Poku
Primary Document Location:	<a href="http://intranet2.ade.az.gov/pubinstpolicycomm/IT/PMO/ProjectSites/FY11SAISChanges/default.aspx">http://intranet2.ade.az.gov/pubinstpolicycomm/IT/PMO/ProjectSites/FY11SAISChanges/default.aspx</a>

### Project Team Members, Roles and Responsibilities:

Name	Unit	Stakeholder	Subject Matter Expert	Adviser	Business Analyst	Project Manager	Tester	Developer	Responsibilities
Peggy Staples	Exceptional Student Services	•	•						Requirements Input, Document Review, Document Approval
Alice Bautista	IT – Development	•		•					Document Review, Document Approval
Yaw Bediako-Poku	IT – Quality Assurance	•							Document Review, Document Approval
Kim Stephens	IT – Quality Assurance						•		Document Review
Robert Weiss	IT - Development			•					Document Review
Wendi Trudell	IT – Business Analysis				•				Requirements Gathering and Documentation, Document Routing
Ken Kurkowski	IT – Project Management Office					•			Project Management

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## Approvals:

Version	Date	Name / Stakeholder	Unit	Form of Approval
1.1	7/13/2010	Peggy Staples	Exceptional Student Services (ESS)	Email
1.1	7/14/2010	Alice Bautista	Information Technology (IT)	Email
1.1	7/13/2010	Yaw Bediako-Poku	Information Technology (IT)	Email

## Revision Log

All revisions to this Software Requirements Specification (SRS) will be documented in this log. The initial draft document will be numbered v0.01 and incremented when revisions are made. The document that is approved will be v1.0.

Revision	Date	Description	Name
.01	5/18/2010	Initial draft	WTrudell
.02	5/26/2010	<ul style="list-style-type: none"> <li>Modified Project Team matrix, 1.1 (Purpose) 1.1.2.1, 1.1.2.2, Table 2,</li> <li>Added 1.1.2.1, section 1.1.2.2</li> <li>Removed section 1.1.5.1</li> </ul>	WTrudell
.03	6/7/2010	Modified 1.1, 1.1.2.2, Table 2 (inserted error message number), Table 3 (BR # SPEDConc - 6), Appendix (Scenario 5)	WTrudell
.04	6/10/2010	<ul style="list-style-type: none"> <li>Modified Project Team, Table 2(integrity check SD-INT-SPD-001.20.3), Table 3 (BR # SPEDConc - 6)</li> <li>Added section 1.1.1.1</li> <li>Removed section 1.1.2.1.1., 1.1.2.2.</li> </ul>	WTrudell
0.05	6/14/2010	Replaced references to SPED Concurrency with SPED School Concurrency and added associated requirements to the transaction section.	WTrudell
1.0	6/16/2010	Prepared the document for publication.	WTrudell
1.1	7/7/2010	<ul style="list-style-type: none"> <li>Modified 1.1.2.3.1, 1.1.2.3.2, Table 2 (rule, error message and solution for rule SD-INT-SPD-001.20.2), Table 3 (two new rules, one modified), Appendix (scenario 6).</li> <li>Added 1.1.5.1, Appendix (scenarios 10 and 11).</li> </ul>	WTrudell
1.2	7/14/2010	<ul style="list-style-type: none"> <li>Updated document approval information</li> </ul>	WTrudell

Revision	Date	Description	Name
		FINAL DOCUMENT	

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## 1 BUSINESS REQUIREMENTS

### 1.1 SPED School Concurrency

**Purpose:** To rename the data element so that it is more descriptive and to modify the Federal SPED integrity checks to ensure that submitted data will result in each child's appropriate inclusion in the annual federal child count. These changes will include modifications to Transaction 14 and SAIS Online, requiring a 'primary' SPED School Concurrency designation each day the student is receiving special education services as well as enhancing the integrity checks when multiple schools identify themselves as the 'primary' school responsible for determining and case managing the student's SPED needs and curriculum.

#### 1.1.1 Transactions

##### 1.1.1.1 Transaction 14

1.1.1.1.1 Retire the "SPED Concurrency Type" data element for FY11 forward. This element will no longer be collected as it is being replaced by the new data element "SPED School Concurrency". Beginning in FY 11, properly formatted values (length and data type) in the retired fields will be ignored. For SDF files, no characters in the field is preferred. For XML files, no submittal of the element is preferred. See Table 1 for the file layout.

1.1.1.1.2 Append a new data element called "SPED School Concurrency" to the end of the file beginning in FY 11. The definition and all other attributes remain the same as the previous SPED Concurrency Type field. See Table 1 for the modified file layout.

**Table 1 Transaction 14 Modifications**

Field Name	length	data type	Description
Transaction ID	3	I	ID value = 014
Vendor Defined Field	50	S	Free field to be used for any purpose defined by the vendor or submitter (e.g., to hold a vendor-generated submission record identifier); this information will not be stored in SAIS

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Field Name	length	data type	Description
Operation Code	1	S	A = Add new SPED Service and, possibly, Need C = Change Special Education Service information D = Delete a SPED Service Participation
Entity ID	9	S	School identifier; CTDS code
School Student ID	12	S	School-generated student identifier
Student ID	10	I	ADE-generated student identifier
Track Number	4	I	For schools or districts with multiple tracks, identifies the track to which this enrollment applies. (If the school does not have its own calendar, it will use the district's calendar.)
First Name on Legal Document	30	S	Student first name as it appears on the legal document provided for registration
Middle Name on Legal Document	30	S	Student middle name as it appears on the legal document provided for registration
Last Name on Legal Document	40	S	Student last name as it appears on the legal document provided for registration
Need Code	5	C	Category of special education Need <i>See Transaction Requirements: Code Values – Need</i>
<i>empty field</i>	2	C	<i>This element is no longer collected. Properly formatted values (length and data type) in these fields will be ignored. For SDF files, no characters in the field is preferred. For XML files, no submittal of the element is preferred.</i>
Need Entry Date	10	D	The date the student entered the state of having this Need. <i>Note: This element will be used by SAIS only to determine the fiscal year in which the student receives services for this Need.</i>
<i>empty field</i>	10	D	<i>This element is no longer collected. Properly formatted values (length and data type) in these fields will be ignored. For SDF files, no characters in the field is preferred. For XML files, no submittal of the element is preferred.</i>

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Field Name	length	data type	Description
SPED Service Code	2	C	Type of special education service <i>See Transaction Requirements: Code Values – Special Education Service</i>
SPED Service Entry Date	10	D	The date the student entered the program/service
SPED Service Exit Date	10	D	The date the student exited the program/service
SPED Exit Reason Code	2	C	Reason for exiting the SPED service <i>See Transaction Requirements: Code Values – Special Education Service Exit Reason</i>
SPED Grade	3	C	The student's grade placement. ( <i>The SPED grade must be the same as the grade for the student's membership transaction.</i> ) <i>See Transaction Requirements: Code Values – Grade</i>
Funded SPED Service DOR	9	S	The Funded school district in which student resides or to which student's residence is assigned for this SPED Service; CTDS code. The Funded SPED Service DOR can be changed using a 'change' operation beginning in FY06.
<i>empty field: formerly SPED Neighborhood School Indicator: element no longer collected.</i>	1	L	<i>This element is no longer collected. Properly formatted values (length and data type) in these fields will be ignored. For SDF files, no characters in the field is preferred. For XML files, no submittal of the element is preferred.</i>
SPED Special Enrollment Code	2	C	Special dispensation (e.g., CEC-B) granted for a single enrollment (or program/service) allowing the student to attend this school, which is outside his normal district of residence <i>See Code Values – Special Enrollment</i>
SPED Federal Primary Indicator	1	L	Indicates if the SPED Need being serviced is the Primary Federal Need. If the student is found eligible in one or more disability category, it means the disability category that has the greatest adverse impact on the students' ability to access and progress through the general curriculum. This information should be found in the current multidisciplinary evaluation team report.

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Field Name	length	data type	Description
<i>empty field: formerly SPED Concurrency Type.</i>	1	C	This element will no longer be collected as it is being replaced by the new data element "SPED School Concurrency". Beginning in FY 11, properly formatted values (length and data type) in this field will be ignored. For SDF files, no characters in the field is preferred. For XML files, no submittal of the element is preferred.
SPED School Concurrency	1	C	Identifies the school's role in providing SPED services to the student. The 'P' (primary) and 'S' (secondary) indicators identify the extent of the school's responsibility for determining and case managing the student's SPED needs and curriculum.

### 1.1.1.2 SAIS Online

1.1.1.2.1 Rename the “SPED Concurrency Type” field within the SPED Service Participation screen. It shall now read “SPED School Concurrency”. Please see Figure 1 for an example.

1.1.1.2.1.1 Submitted data corresponds to the new SPED School Concurrency field in Transaction 14.

**Figure 1 SAIS Online SPED Participation Modification**

Application Menu :: LEA List | School List | Student List | Status | Reports | Help :: Fiscal Year: 2010

Enter the requested information in the form below and click the Submit button to record the new SPED Service Participation. Click the Cancel button to abort and return to the View Student Needs page.

**Student Personal Information** [Change Student Info](#)

SAIS ID:

Name (L,F,M): CD01, CD01  
 Goes By (L,F): CD01  
 Resp. Party (L,F): CD01, Mom  
 Birth Date: 9/9/1996  
 Country of Birth: US - United States of America  
 State of Birth: AZ - Arizona  
 Cohort Year:

Gender: F - Female  
 Ethnicity: Asian or Pacific Islander (A)  
 Home Language: 00 - English  
 Tribal Name:

**SPED Service Participation Information**

Track Number:

Grade:

Need Code:

SPED Service (Type) Code:

Service Entry Date:  (MM/DD/YYYY)

Service Exit Date:  (MM/DD/YYYY)

Program Exit Reason:

Funded DOR:

Special Enrollment Code:

Federal Primary Indicator: No

SPED School Concurrency:

### 1.1.2 Integrity

1.1.2.1 The Business Rules and Scenarios included in the Appendix shall be incorporated into the logic of the Federal SPED Integrity checks defined in Table 2.

1.1.2.2 SD-INT-SPD-001.20.1: Federal SPED integrity check “Primary SPED Concurrency Type” shall be renamed as “Primary SPED School Concurrency” (see Table 2).

1.1.2.2.1 Modify the logic so that it fails and generates the modified error message only when there are two or more schools concurrently providing SPED services to a student with each designating themselves as the primary school.

1.1.2.2.1.1 **ERROR** message - **44380** shall be modified to read:

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Only one primary school is allowed. The following school(s) also identified themselves as the primary school: {list of other 'p' schools}. Please collaborate with the school(s) to determine the correct SPED School Concurrency designation.

1.1.2.2.1.2 *SPED participations at multiple schools that do not overlap should not cause a failure.*

1.1.2.3 *SD-INT-SPD-001.20.2: Federal SPED integrity check "Different SPED Concurrency Types" shall be renamed as "Different SPED School Concurrencies".*

1.1.2.3.1 Modify the logic so that it fails and generates the modified error message only in the situation where multiple concurrent participations exist at the school and the SPED School Concurrency designations within those participations are not the same.

1.1.2.3.2 **ERROR** message - **44379** shall be modified to read:

The SPED School Concurrency designation must be identical for each overlapping service participation for this student.

1.1.2.4 *SD-INT-SPD-001.20.3: Add a new Federal SPED integrity check "Required 'Primary' SPED School Concurrency Type" (see Table 2 for additional information) that requires that there be a 'Primary' SPED School Concurrency designation each day a student is receiving special education services.*

1.1.2.4.1 The error messages generated from this integrity check vary based on the situation.

1.1.2.4.1.1 *In the situation where the 'Primary' designation ends and only 'Secondary' designation(s) exist, then fail Federal SPED integrity and generate this new error message:*

**ERROR** Message -@@:

Student no longer has a primary SPED School Concurrency designation. Please coordinate with {School name}, the previous primary school, to determine the correct SPED School Concurrency designation.

1.1.2.4.1.2 *For all other situations, including but not limited to, when only secondary designation(s) exist, then fail Federal SPED integrity and generate this new error message:*

**ERROR** Message -@@:

A 'primary' SPED School Concurrency designation does not exist for this student for this time period.

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**Table 2 Federal SPED Integrity Modifications**

Rule ID	Integrity Rule Description	Message	Add/Change?	Effective Date
SD-INT-SPD-001.20.1	<p><b>'Primary' SPED School Concurrency-SPED Concurrency-Type</b></p> <p>Only one school can have a 'primary' designation <b>at any given point in time</b>. When multiple schools have a <b>concurrent</b> 'primary' designations, then fail each one.</p> <p><b>Integrity failure:</b></p> <ul style="list-style-type: none"> <li>Federal SPED</li> </ul>	<p><b>ERROR</b> Message - 44380:</p> <p>Only one primary school is allowed. The following school(s) also identified themselves as the primary school: {list of other 'p' schools}. Please collaborate with the school(s) to determine the correct <del>SPED Concurrency-Type</del> <b>SPED School Concurrency</b> designation.</p>	C	FY 2011 to Present
SD-INT-SPD-001.20.2	<p><b>Different SPED School Concurrencies-SPED Concurrency-Types</b></p> <p>Per student, per school, only one <del>SPED concurrency type</del> <b>SPED School Concurrency designation</b> is allowed <del>throughout all participation intervals</del> <b>at any given point in time</b>.</p> <p><b>Integrity failure:</b></p> <ul style="list-style-type: none"> <li>Federal SPED</li> </ul>	<p><b>ERROR:</b> Message - 44379:</p> <p>The <del>SPED Concurrency Type</del> <b>SPED School Concurrency designation</b> must be identical for each <del>need-overlapping service</del> participation for this student.</p> <p><b>Solution:</b> Adjust the entry and exit dates of the participations to eliminate any overlap in differing SPED School Concurrency designations.</p>	C	FY 2011 to Present
SD-INT-SPD-001.20.3	<p><b>Required 'Primary' SPED School Concurrency Type</b></p> <p>A 'Primary' designation must exist each day a student is receiving special education services.</p> <p><b>Integrity failure:</b></p> <ul style="list-style-type: none"> <li>Federal SPED</li> </ul>	<p><b>When 'Primary' designation ends and 'Secondary' designation(s) continue:</b></p> <p><b>ERROR</b> Message - @@:</p> <p>Student no longer has a primary SPED School Concurrency designation.</p>	A	FY 2011 to Present

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Rule ID	Integrity Rule Description	Message	Add/Change?	Effective Date
		<p>Please coordinate with {School name}, the previous primary school, to determine the correct SPED School Concurrency designation.</p> <p><b>Solution:</b> Contact the primary school to identify the exit date of their participation(s). If they will not be submitting a new participation with a primary designation beginning the day after the exit date, withdraw your 'secondary' service(s) as of the exit date and submit a new participation with a primary designation and an entry date after the primary school's exit date.</p> <p><b>For all other situations, including but not limited to, when only secondary designation(s) exist.</b></p> <p><b>ERROR</b> Message -@@@: A 'primary' SPED School Concurrency designation does not exist for this student for this time period.</p> <p><b>Solution:</b> If you are the primary school, then update each of the participations for the student with a 'primary' designation. If you are not the primary school, then contact the primary school and notify them that a 'primary' designation does not exist and request that they</p>		

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Rule ID	Integrity Rule Description	Message	Add/Change?	Effective Date
		submit their participation(s) with a 'primary' designation.		

## 1.1.3 Aggregation

N/A

## 1.1.4 Payments/Student Counts

N/A

## 1.1.5 Reports

1.1.5.1 *The School column should continue to populate with the SPED School Concurrency data within the following reports:*

- SdSPED71-1
- SdSPED71-2

## Appendix – SPED School Concurrency Business Rules and Scenarios

### SPED School Concurrency Business Rules

These are the revised rules for SPED service participations passing or failing Federal SPED integrity checks based on dates of service and the SPED School Concurrency designation. The “Scenarios” are diagrams that illustrate the point of each rule.

#### Term Definitions and Usage:

- a. **Service Exit Date:** When a SPED service participation’s Service Exit Date is NULL or missing, use 06/30 of the Fiscal Year as the Service Exit Date. For example, a service in FY10 whose Service Entry Date is 08/25/09 and whose Service Exit Date is NULL or missing should use 06/30/10 as the Service Exit Date.
- b. **Span:** The days in any service between the Service Entry Date and the Service Exit Date, including the Service Entry Date and the Service Exit Date.
- c. **Day in Common:** Any day that is within the Span of more than one service. For example, if Service A has a Service Exit Date of 12/10/09 and Service B has a Service Entry Date of 12/08/09, the services have three Days in Common (12/08/09, 12/09/09, 12/10/09). If one service ends on a given day and another starts the same day, they have that Day in Common. Service participations with Days in Common are considered to be concurrent.

The revised business rules are defined in Table 3. Each business rule contains a definition, the effect the rule has on the applicable Federal SPED integrity check and the scenario that illustrates the rule.

**Table 3 SPED School Concurrency Rule Effects on Federal SPED Integrity Checks**

BR #	Rule Definition	Expected Effect on Integrity Check	Applicable Fed SPED Integrity Check	Scenario Reference Number
SPEDConc - 1	Any participation with a Primary ('P') school designation that has no Days in Common with any	PASS	SC-INT-SPD-001.20.3	1,9

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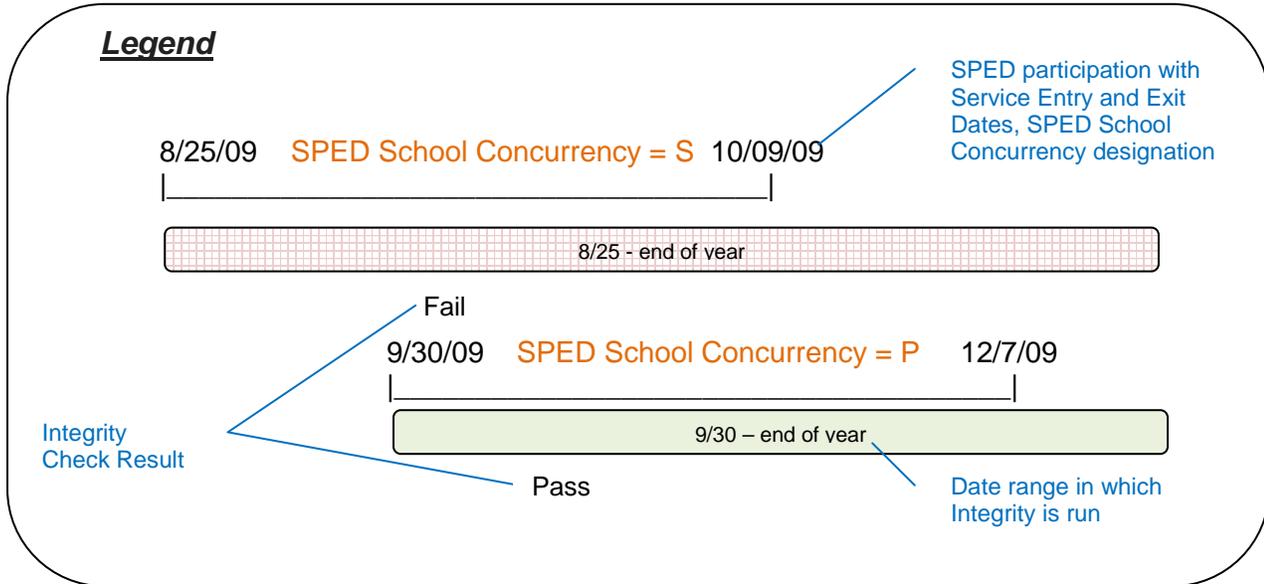
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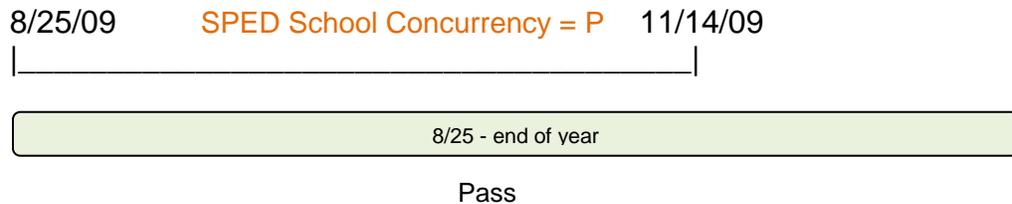
BR #	Rule Definition	Expected Effect on Integrity Check	Applicable Fed SPED Integrity Check	Scenario Reference Number
	other participation at the same school or a different school.			
SPEDConc - 2	Any participation with a Secondary ('S') school designation that has no Days in Common with any other participation at the same school or a different school.	FAIL	SC-INT-SPD-001.20.3	2
SPEDConc - 3	Any participation with a 'P' designation that has any Days in Common with any other participation at a different school with a 'P' designation	FAIL those participations	SC-INT-SPD-001.20.1	3
SPEDConc - 4	Any participation with a 'P' designation that has any Days in Common with any other participation at the same school with a 'P' designation.	PASS those participations	SC-INT-SPD-001.20.2	4
SPEDConc - 5	Any participation with a 'P' designation that has any Days in Common with any other participation at a different school with an 'S' designation.	PASS the 'P' participations	SC-INT-SPD-001.20.1	5, 7, 8
SPEDConc - 6	Any participation with an 'S' designation that has any Days in Common with one or more participations with an 'S' designation at a different school AND no 'P' designation exists.	FAIL those participations	SC-INT-SPD-001.20.3	6
SPEDConc - 7	Any participation with an 'S' designation and has any days in its Span where it is the only participation.	FAIL	SC-INT-SPD-001.20.3	2, 5, 6, 7
SPEDConc - 8	Any participation with an 'S' designation and all of the days in its Span are in common with at least one and no more than one participation with a 'P' designation at a different school.	PASS	SC-INT-SPD-001.20.3	8
SPEDConc - 9	Any participation that has any Days in Common with any other participation at the same school with a different designation.	FAIL	SC-INT-SPD-001.20.2	10
SPEDConc - 10	Any participation that has any Days in Common with any other participation at the same school with identical designations.	PASS	SC-INT-SPD-001.20.2	11

## Scenarios



**Note:** Integrity is run throughout the year as a student's data changes. This may result in a change to the initial Federal SPED Integrity result as data at each of the schools the student is attending is modified. See Scenario 5 (SPED School Concurrency = S participation) for an example of the integrity result changing due to a change in student data.

**Scenario 1: No Days in Common with any other participation; SPED School Concurrency = P**



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**Scenario 2: No Days in Common with any other participation; SPED School Concurrency = S**

8/25/09      SPED School Concurrency = S      11/14/09

|\_\_\_\_\_|

8/25 - end of year

Fail

**Scenario 3: More than 1 SPED School Concurrency = P; at least one Day in Common; different schools**

School A:

8/25/09      SPED School Concurrency = P      2/21/10

|\_\_\_\_\_|

8/25 - end of year

Fail

School B:

8/25/09      SPED School Concurrency = P      1/26/10

|\_\_\_\_\_|

8/25 - end of year

Fail

**Scenario 4: More than 1 SPED School Concurrency = P; at least one Day in Common; same school**

School A:

8/25/09      SPED School Concurrency = P      2/21/10

|\_\_\_\_\_|

8/25 - end of year

Pass

School A:

8/25/09      SPED School Concurrency = P      1/26/10

|\_\_\_\_\_|

8/25 - end of year

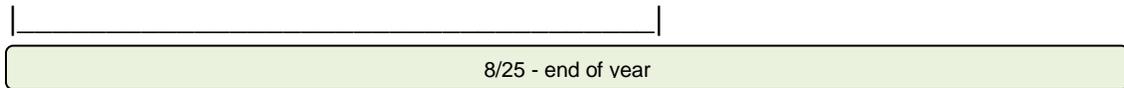
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Pass

**Scenario 5: SPED School Concurrency = S continues after SPED School Concurrency = P ends; at least one Day in Common; different schools**

School A:

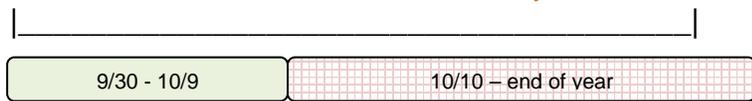
8/25/09 **SPED School Concurrency = P** 10/9/09



Pass

School B:

9/30/09 **SPED School Concurrency = S** 12/7/09



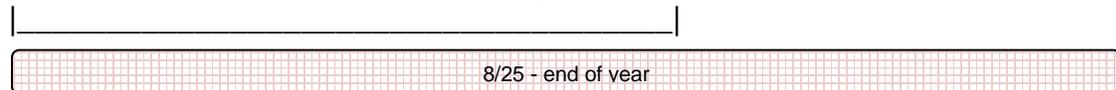
Pass

Fail

**Scenario 6: More than 1 SPED School Concurrency = S; no SPED School Concurrency = P; at least one Day in Common; different schools**

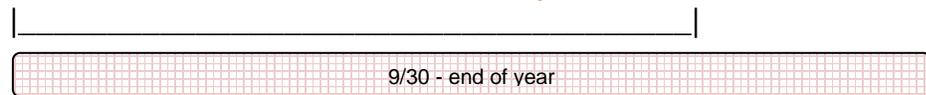
School A:

8/25/09 **SPED School Concurrency = S** 10/9/09



Fail

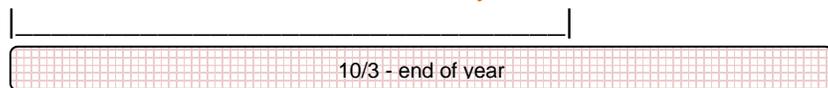
9/30/09 **SPED School Concurrency = S** 12/7/09



Fail

School B:

10/3/09 **SPED School Concurrency = S** 12/1/09



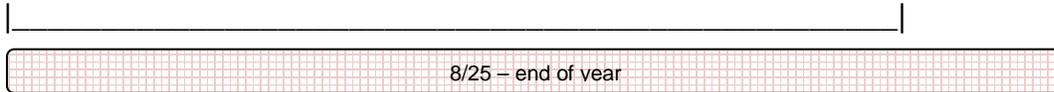
Fail

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**Scenario 7: SPED School Concurrency = S; has days in its Span where it is the only participation; different schools**

School A:

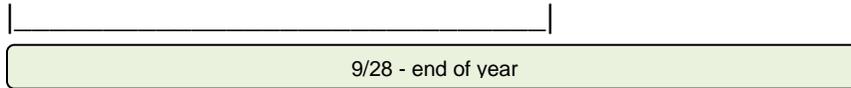
8/25/09      SPED School Concurrency = S      1/22/10



Fail

School B:

9/28/09      SPED School Concurrency = P      10/20/09

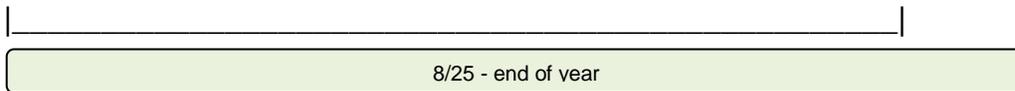


Pass

**Scenario 8: SPED School Concurrency = S; all Days in Common with SPED School Concurrency = P; different schools**

School A:

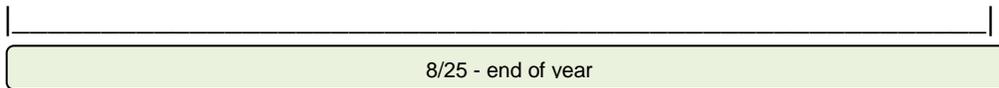
8/25/09      SPED School Concurrency = S      1/22/09



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School B:

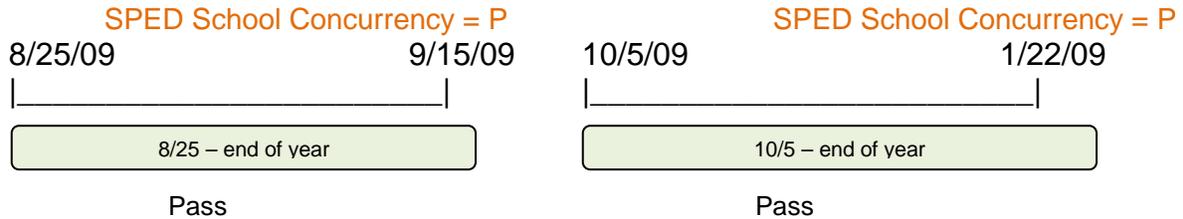
8/25/09      SPED School Concurrency = P      2/3/09



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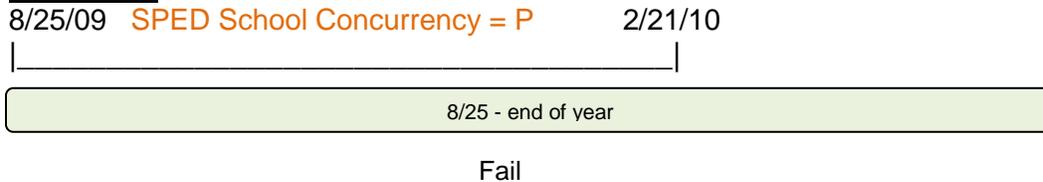
		<b>SPED School Concurrency</b>		
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**Scenario 9: More than 1 SPED School Concurrency = P; no Days in Common; different or same schools**

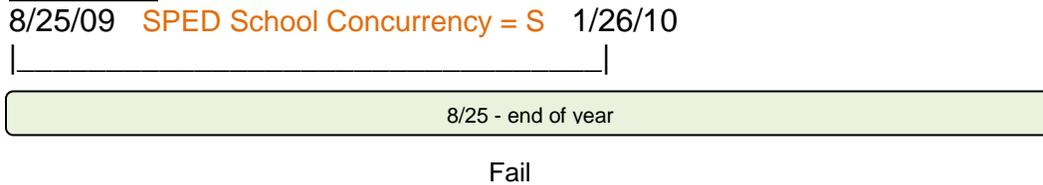


**Scenario 10: Different SPED School Concurrency designations; at least one Day in Common; same school**

**School A:**

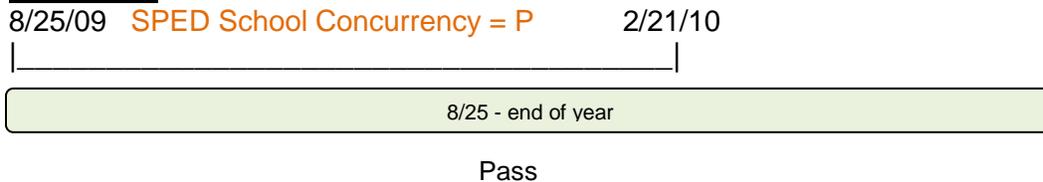


**School A:**

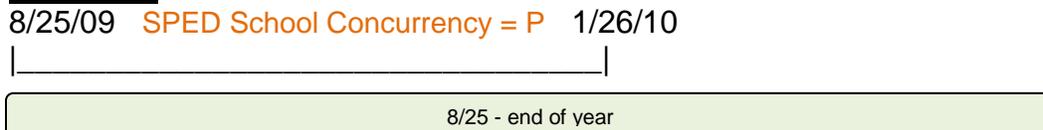


**Scenario 11: Same SPED School Concurrency designation; at least one Day in Common; same school**

**School A:**



**School A:**



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