# Which districts should submit the October Caseload collection:

The October Caseload data collection is not just for districts who receive Title I-D funds. School Districts who report Neglected Facilities will receive additional Neglected Student funds through their Title I-A allocation.

The October Caseload data collection is for school districts to report the number of student enrollments in their Neglected or Delinquent Facilities during a specific span of time in order to receive funding for the next school year.

Only districts who would like to receive funding for these facilities must submit the data collection, it is not a mandatory data collection.

# Difference between Subpart I (Part II) and Subpart II (Part I)

Subpart I (Part II) state-operated or supported institutions:

* State operated or supported institutions or community day programs for Neglected or Delinquent students (state agency is responsible for providing free public education).
* LTCT and YCEP sites
* Average length of stay must be at least 30 days
* Does NOT submit an October Caseload Count
* Submits Subpart 1 Student Count (via SurveyGizmo) - Counts number of eligible students enrolled on a certain specified day of the year.

Subpart II (Part I) local institutions:

* School District operated Neglected or Delinquent institutions
* Neglected and Delinquent Facilities and/or Programs
* Does NOT submit Subpart 1 Student Count (via SurveyGizmo)
* **Submits an October Caseload Collection** – Counts students served within a 30 consecutive day “snapshot” of the facility with one of those days being in October.

# Neglected and Delinquent facilities

## Eligible Neglected Facility

Public or private residential facility primarily operated for the care of students and youth who have been committed to the institution or who have been voluntarily placed there under applicable State law due to abandonment, neglect, or death of their parents and guardians.

Funds allocated through reporting this type of facility are given to the district as an addition to their Title I-A allocation.

## Eligible Delinquent Facility

Public or private residential facility (other than a foster home) operated for the care of students and youth who have been adjudicated delinquent, or in need of supervision.

Funds allocated through reporting this type of facility are distributed as a Title I-D allocation to the district.

## Facility designation change

According to USED Guidance for Identifying Eligible Institutions and Counting Students:

Please note that the category of an institution should not change from year to year unless there has been an official change in the purpose for which the institution is operated. For example, if an institution is operated for the care of neglected students, but the majority of the students residing in the institution during October are students adjudicated to be delinquent, the students in that institution should still be reported as neglected students until its charter or purpose is officially changed to show that it is an institution operated for the care of delinquent students. Consistency in reporting from year to year is necessary because changing the category of an institution each year based on the category of the majority of students served affects the hold-harmless allocations and eligibility under the Title I, Part A formulas.

To change its designation, a facility will need to change its charter and receive the Title I-D Coordinator’s approval (Jen Engberg). Once this has been done, the designation of the facility will be changed for reporting.

## Facility is not listed for submission

The district will need to contact the Title I-D Coordinator, [Jen Engberg](mailto:jennifer.engberg@ode.state.or.us), to determine whether the facility is eligible.

If the facility is determined to be eligible, it will be added to the drop-down menu for Web Submission and added to the Core Code Tables tab in the File Format spreadsheet for those submitting through File Upload.

## Facility designation (Neglected/Delinquent) and student designation discrepancy

The Neglected and Delinquent designation is to the facility, not the student. For example, if a facility is a Neglected Facility, but is housing mostly delinquent students, the facility and the enrollment counts will still be considered “Neglected”.

The designation of the students or how the students came to be at the facility is not pertinent to the count.

The designation comes from the facility’s purpose and is listed in its charter (see Facility designation change).

# Counting

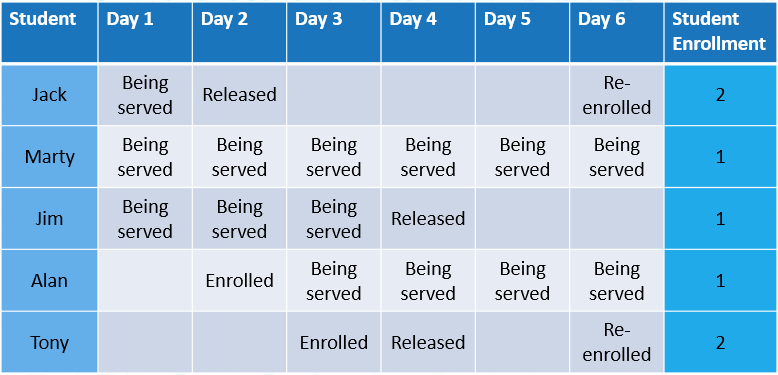
## What “count” is reported

Each student’s enrollment during the 30-day “snapshot” is reported.

## How to count enrollments

Count each student served, with an additional count per unique re-enrollment for the same student, during the 30-day “snapshot” window.

The image below shows a 6-day table, representing a 30-day “Snapshot” Window on how to count enrollments:



## What students are eligible to count?

Students eligible to be reported in the October Caseload Data Collection:

* Ages 5 through 17 as of the eligible facility’s 30-Day “Snapshot” window Start Date
* Was served for at least one day at any time during an eligible facility’s 30-Day “Snapshot” window
* Was not reported in a Subpart 1 Facility’s (LTCT or YCEP) data collection this year
  + ODE will be verifying If the student was enrolled and reported by a State LTCT or YCEP facility. If so, that student’s enrollment count will be nullified and not reported for that district and funds will not be received for that student’s enrollment count.

Note: the same student can be reported for multiple facilities, as long as it was unique enrollments each time and none of the facilities were State ran (Subpart 1) facilities.

## What is a Facility 30-Day “Snapshot” window

A Facility 30-Day “Snapshot” window includes:

* 30 consecutive days
* One of the 30 consecutive days must be in October
* The Facility or Program Start Date is the 1st day of the 30 consecutive days and must be in the range of September 2nd to October 31st
* The Facility or Program Start Date must match for all students at that facility
* The End Date is the 30th day of the 30 consecutive days
  + This is auto-filled for Web Submission, but must be entered for the File Upload
* The 30-day span should be chosen (by the facility or the district) according to the 30 consecutive days that has the most unique student enrollments

## 25% Difference

If a facility’s total enrollment number has a 25% increase or decrease from last year, Emily Swope will be contacting the district for a rationale regarding the increase/decrease in numbers reported.

This information is requested by the U.S. Department of Education upon submission.

# Submitting

## Data needed to submit:

Often school districts will need to request the data from the facilities. This process should be started early and a strong relationship with the facility is a great asset. Let the facilities know the data needed and work with the facility regarding the date the data will be available to you.

### Each enrolled student’s SSID #

Be sure all students you will be reporting have an SSID# before trying to complete this data collection.

If you don’t have a Student SSID# for a student, you will need to go into the SSID System and add the student in order to generate an SSID# for that student for this collection.

To search for or generate an SSID# for a student:

1. Login to the District website
2. In the Applications list select “Consolidated Collections”
3. Under the “Student Collections” tab select “SSID (Secure Student ID) System”
4. Choose the “Data Submission” tab
5. Choose the “Web Submission” tab
6. Type in the Student’s:
   1. First Name
   2. Last Name
   3. Date of Birth
   4. Gender
7. Click “Request”
8. If there is an SSID# associated with that student, the student’s record will come up.
9. If there is not an SSID# associated with that student, a record will come up with the label “NEW”, once you fill in all necessary information for that student’s record and click “Save” an SSID# will be created for that student.

If you find two SSID records that are the same student, contact the [ODE Helpdesk](mailto:ode.helpdesk@ode.state.or.us) and let them know to merge the records

### The facility’s name

Which will be chosen through a drop-down menu if submitting by Web Submissions (manually), or through the Core Code Table tab on the File Format spreadsheet for submitting through a File Upload.

### The Facility’s 30-Day “Snapshot” Window Facility or Program Start Date

This is the 1st day of the 30-day “Snapshot” Window and this date will need to match every student for that facility (not district).

If submitting through Web Submission, the 30-day End Date will be auto-filled. If submitting by File Upload you will need to be sure the End Date entered is the 30th day of the 30-day “Snapshot” Window or there will be an error.

### The number of times each student was enrolled in the facility during the 30-day “Snapshot” Window

Please see “[How to count enrollments](#_How_to_count)”

## Other Submission Questions

### What should I do if I need to report a student who doesn’t reside/attend my district? (the Resident/Attending District ID doesn’t match yours)

This could be quite common. If you just answer the usual questions and try to save the record of a student whose Resident or Attending District ID# is different than your own, or the Resident or Attending School ID# isn’t within your district’s boundaries, you could receive the following errors:

“Submitter Institution ID is not authorized to submit for the District or School Institution IDs provided. Please contact the ODE Helpdesk if you should have rights to submit for this intuition.”

Or

“Attending School Institution ID must be administered by the Attending District Institution ID in the Institution Boundaries Database.”

Please do NOT contact the ODE Helpdesk regarding this error. Instead enter your district’s ID# for ALL FOUR (4) of the following data elements:

1. Resident District ID
2. Resident School ID
3. Attending District ID
4. Attending School ID

This will not change these data elements in the SSID collection or any other collection for that student, it will ONLY affect that student’s record for your district’s October Caseload data collection submission.

### If the Facility has an Institution ID, should it be entered as the Resident or Attending School’s Institution ID?

NO. The only time the Resident School ID# should be changed is if the student being reported is resident of a different school district. See question above.

### What if I submit a student twice?

If you Save (submit) a student’s record multiple times during Web Submission, the last time you saved/submitted the student’s record will be considered that student’s submission. Each save/submission over-rides the previous submission.

If a student is listed in the File Format multiple times, the last entry will be considered that student’s submission. Each entry the student is listed saves over the last entry.

## How to get to the data collection

1. Login to the [District Website](https://district.ode.state.or.us/home/) using your district’s user name and password
2. In the right hand column select “Applications List”
3. Choose “Consolidated Collections”
   1. If you do not have access to this collection, contact your district’s Security Administrator
4. Hover over the “Student Collections” tab
5. Hover over “ESEA Title ID: October Caseload 18-19”
6. Hover over “Data Submission”
7. Choose either “File Upload” or “Web Submission” depending on if you are reporting through Web Submission (manually) or through a File Upload.

## What will cause errors

### You received “Insufficient Rights”, “Resident School” or “Attending School” errors

This could be quite common. If you just answer the usual questions and try to save the record of a student whose Resident or Attending District ID# is different than your own, or the Resident or Attending School ID# isn’t within your district’s boundaries, you could receive errors similar to the following:

“Submitter Institution ID is not authorized to submit for the District or School Institution IDs provided. Please contact the ODE Helpdesk if you should have rights to submit for this intuition.”

Or

“Attending School Institution ID must be administered by the Attending District Institution ID in the Institution Boundaries Database.”

Please do NOT contact the ODE Helpdesk regarding this error. Instead enter your district’s ID# for ALL FOUR (4) of the following data elements:

1. Resident District ID
2. Resident School ID
3. Attending District ID
4. Attending School ID

This will not change these data elements in the SSID collection or any other collection for that student, it will ONLY affect that student’s record for your district’s October Caseload data collection submission.

### A facility was not chosen from the list

The district’s facilities are available in the drop-down menu for manual web submissions, or for those using the File Upload, they are listed in the Core Code Tables.

If the district needs to report a facility that is not listed, please see “[Facility is not listed for submission](#_Facility_is_not)”.

### The student is not in the 5-17 age range

Students who are reported must be age 5-17 as of the Facility or Program Start Date of the facility’s 30-Day “Snapshot” Window to be eligible for the data collection.

### The Facility or Program Start Date/End Date is invalid

The 30-Day “Snapshot” Window must be 30 consecutive days with 1 (one) day being in October. In order to comply with this rule, the Facility or Program Start Date must be in the range of September 2nd through October 31st.

For those using Web Submission the End Date will be auto-filled. However, if you are using File Upload and the End Date is not the 30th day of the 30-day “Snapshot” Window it will cause an error.

### The number of times the student was enrolled

The reported student enrollment number must be between 0 and 30.

## How to fix errors

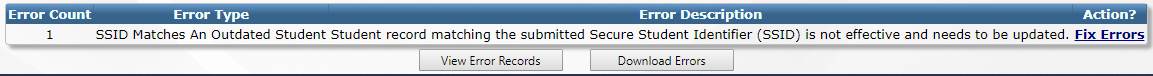
When submitting the collection through the Web Submission (manually), the district will not be able to save the student’s record if there is an error. Follow the error prompts to correct the error, then save.

When submitting through the File Upload option, the district will need to visit Review Errors and fix any record errors before considering the submission complete. Records with errors are not accepted by ODE and will not be considered reported.

### Error Management

Student Collections/Recent Arrivers/Error Management.

* Review Queue: shows the files that have been uploaded
* Review Email: shows the emails generated to the district by the collections application
* **Review Errors**: This is where the district can view and fix errors:
  + **“Fix Errors” Action**: Click on “Fix Errors” in the “Action?” column, the list of records with errors will come up and the district can:
    - Click on the green checkmark of each student’s record, fix the issue in the student’s record, and save. The record should disappear from the list of records with errors unless a new error was generated by this action
    - Click on the red “x” button if need to delete because a student is ineligible due to birth date, etc.
  + “View Error Records” Button: will show the errors but cannot make edits here
  + **“Download Errors”** **Button**: the district can download a file format of the records with errors, make the needed corrections to the file and re-upload the file. The corrected records will save over the incorrect records that were causing the errors



# Production Download Report

Once your School District has completed the October Caseload Data Collection submission, be sure to request a Production Download Report to verify the data ODE has accepted (and considers your submission) matches your district’s records. If there was an error in a student’s submission, ODE will not be able to accept that record and it will not be listed on the Production Download Report.

## How to request a Production Download Report:

### Before the Data Collection has closed:

Go into the collection:

Record Management/Production Download/CSV

This will then send you an email which will provide a Secure File Transfer in which to download an Excel Spreadsheet report.

### After the Data Collection has closed:

Reports tab/Collection: October Caseload/Current School Year/Production Download Report

This will then send you an email which will provide a Secure File Transfer in which to download an Excel Spreadsheet report.