

# Indicator Reporting – Annual Data Review Process

## Detailed Instructions

As part of the new annual data review process, districts will have the opportunity to review the data used to report on federal indicators for the State Performance Plan Annual Performance Report (<https://www.education.nh.gov/who-we-are/division-of-learner-support/bureau-of-student-support/special-education/performance-plans>) prior to the state pulling the official reports.

### Report Review Process and Timelines

The annual data review process provides a two-week window during which districts will individually run the identified reports in NHSEIS. During this time period, districts will have the opportunity to review their data and make any corrections as appropriate. Districts may also consider this opportunity to identify and begin gathering additional data that may be requested as part of a state desk audit for specific indicators. Following this window, the state will pull the official reports from the system and begin its analysis for the federal reports **with the understanding that all district data has been verified and is accurate.**

#### 2020-2021 Reporting Timeline for Indicator 12

Report	District Review Period	State Data Pull	Related Indicators
Ind. 12 – Early Childhood Transitions (Advanced Reporting)	March. 1 <sup>st</sup> – March 15 <sup>th</sup>	March 16 <sup>th</sup>	Indicator 12

## Ind. 12 – Early Childhood Transitions

District Data Review Period: **March 1<sup>st</sup> – March 15<sup>th</sup>**

**\*Note: this indicator report can only be run by users with SAU and District Administrator user types.**

**Step 1:** Log into NHSEIS. Click on School System Info on the green menu bar, then Reports from the grey menu bar, and finally the Start Advanced Reporting System button on the main screen.

The screenshot shows the NHSEIS web application interface. The top navigation bar is green and contains the following items: Students, Wizards, Smart Logbook, Schools, School System Info (circled in red with a '1'), Users, Super User, My Profile, and Send Us A Message. Below this is a grey menu bar with various options, including Reports (circled in red with a '2'). The main content area is titled 'Reports' and features a 'Start Advanced Reporting System' button (circled in red with a '3'). A red box on the right side of the screen contains the following instructions:

1. Select School System Info from the Green Menu Bar
2. Select Report on the Grey Menu Bar
3. Select Start Advanced Reporting System

The main content area also includes a 'NOTE' about the Advanced Reporting System, a 'Standard Reports' section with a 'Drill-Down Reports' table, and a 'Scheduled Reports' section.

Student Reports	User Reports
(None Available)	(None Available)
Service Reports	Service Log Reports
(None Available)	(None Available)

**Step 2:** Double-click the report labeled Ind. 12-Early Childhood Transitions. Note: if the full report list is not visible on the right side of the screen, double-click NHSEIS Report Library in the folders list on the left to expand the selection.

The screenshot shows the SAP web application interface. The top navigation bar is blue and contains the following items: Home, Documents, and Welcome. Below this is a grey menu bar with various options, including Reports. The main content area is titled 'My Documents' and features a 'Folders' list on the left and a 'Title' list on the right. The 'Folders' list shows 'Public Folders' and 'NHSEIS Report Library' (expanded). The 'Title' list shows the following reports:

Title	Type
Ind 11 - Timeliness of Initial Evaluations	Web Intelligence
Ind 12 - Early Childhood Transitions	Web Intelligence
New Student Report	Web Intelligence
Projected Service Hours	Web Intelligence
Student Information and Program Placement Report	Web Intelligence

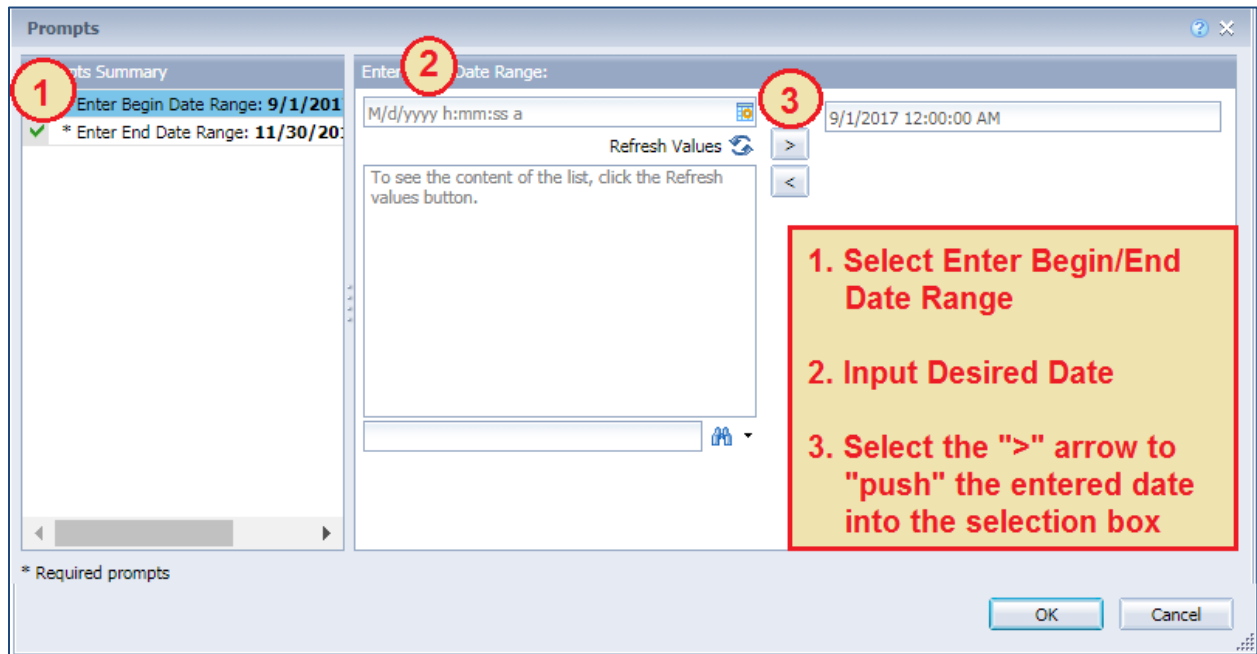
**Step 3:** A pop-up box will appear allowing you to enter the date range for third birthday. To begin:

1. Select Enter Begin Date Range in the left side of the box
2. Enter *July 1<sup>st</sup>* of the current school year in the Enter Begin Date Range box in the middle column
3. Select the ">" button to push the entered date into the selection box.

Repeat the steps above to enter the End Date Range.

1. Select Enter End Date Range in the left side of the box
2. Enter *October 31<sup>st</sup>* of the current school year in the Enter End Date Range box in the middle column
3. Select the ">" button to push the entered date into the selection box.

Then select OK to run the report.



**Step 4:** Review the data to make sure it is accurate. Correct any data that is not accurate in the system by December 15<sup>th</sup>. The Department of Education will pull the final report for federal reporting in mid-December. *There will be no further opportunity to make corrections after this date.*