

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.**

Ind. 12 – Early Childhood Transitions

District Data Review Period: **March 1st – March 15th**

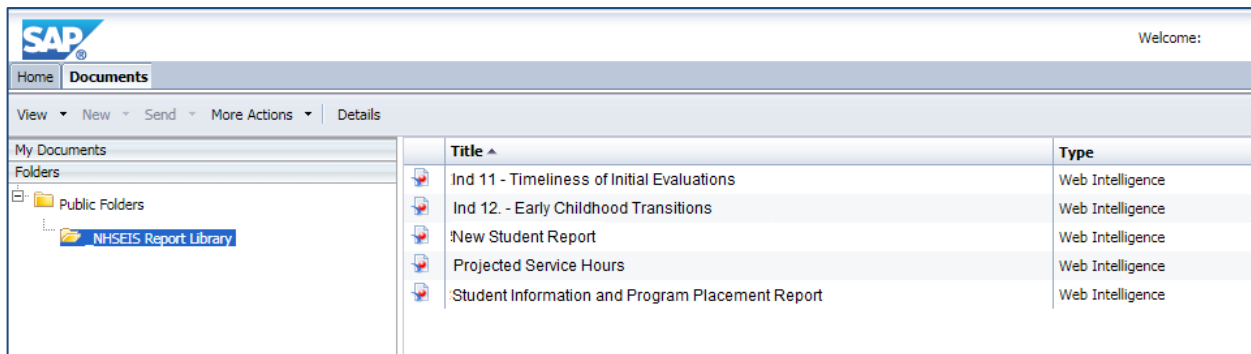
***Note: this indicator report can only be run by users with SAU and District Administrator user types.**

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 displays the NHSEIS web application interface. The top navigation bar is green and contains the following links: Students, Wizards, Smart Logbook, Schools, School System Info (marked with a red circle 1), Users, Super User, My Profile, and Send Us A Message. Below this is a grey menu bar with links: System, System Info, Reports (marked with a red circle 2), Assign Schools, Inactive Students, User Types, External Systems, Finance Summary, Financial Configuration, Set Program Rates, Set Service Rates, Main Menu, Summary, Lists, Assign Teachers, Inactive Users, User Type Assign, Transfer Student, Add Providers, Program Approval, and Import History. The main content area has a header 'Reports' with a 'New Mail' icon. Below this is a green button labeled 'Start Advanced Reporting System' (marked with a red circle 3). A note states: 'NOTE: The Advanced Reporting System provides features such as Graphical Data Representation, Drill Down for specific data, and Ad Hoc Reporting.' The 'Standard Reports' section includes 'Drill-Down Reports' with a table of 'Student Reports' and 'User Reports' (both showing '(None Available)'), and 'Service Reports' and 'Service Log Reports' (both showing '(None Available)'). At the bottom, there are tabs for 'General', 'State/Federal Reports', 'SAU Reports', and 'Proj. Meetings Reports'. A red box on the right side of the screenshot contains the following instructions: '1. Select School System Info from the Green Menu Bar', '2. Select Report on the Grey Menu Bar', and '3. Select Start Advanced Reporting System'.

| 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.



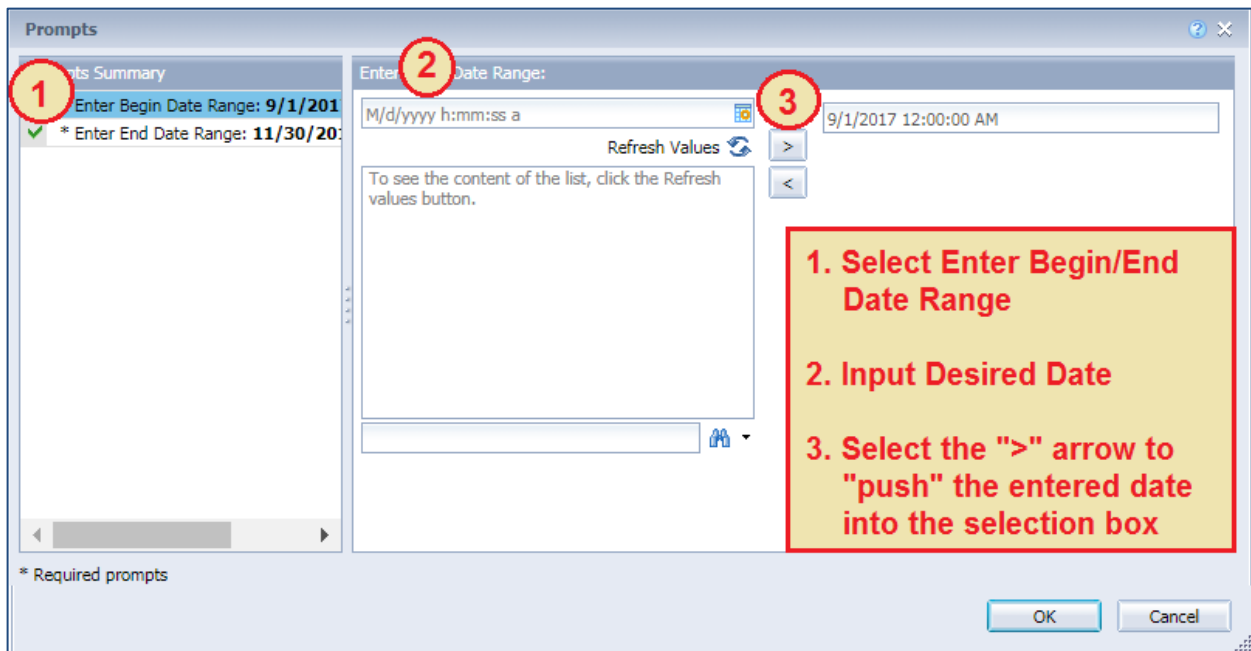
Step 3: A pop-up box will appear allowing you to enter the date range for third birthday. To begin:

1. Select Enter Begin Date Range in the left side of the box
2. Enter July 1st 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 31st 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 15th. 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.*