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Arizona Department of Education

FY 2010 SAIS Changes Overview
Business Requirements

Version: 0.06
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Arizona Department of Education
Information Technologies Department
Business Analysis

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Revision Log

All revisions to this requirements document will be documented in this log. The initial draft document will be numbered v0.01 and incremented when revisions are made. The final document will be v1.0.

Version	Date	Revision Description	Name
.01	6/24/2009	Initial Draft Document	WTrudell
.02	7/6/2009	Updated 2.1.1 Table 1 to include all Transaction 14 elements and to indicate placement of SPED Concurrency Type	WTrudell
.03	7/20/2009	<ul style="list-style-type: none"> • Modified Error message in Scenarios 5 and 6 of Table 3 and 2.1.4.2. • Added 2.1.9.1. • Clarified text in 2.1.3 and 2.1.3.1 • Updated project status of 3.2 and 5.1. 	WTrudell
.04	7/30/2009	<ul style="list-style-type: none"> • Added all requirements to section 1.1 • Reminder note added under Table 1 • Added all requirements to section 4.1 	WTrudell
.05	8/5/2009	<ul style="list-style-type: none"> • Table 1: Updated 1st column name • Added need code numbers to 1.1.3.2 through 1.1.3.5 • Added need code numbers to 1.1.4.2.2.1 • Added section 0 • Changed blue text color to black in 2.1 • Added 4.1.2.2.8 	WTrudell
.06	8/7/2009	Added section 2.2.	WTrudell
.07			
.08			
.09			
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1 ACADEMIC ACHIEVEMENT

1.1 FY 2010 Title I Support Program Transaction Code Modifications

1.1.1 Change Support Program Transaction Codes

1.1.1.1 Code 29, description "Title I Other". Change short description to "Title I Other Instructional Services"

	Code in transaction	Short Description	Description	Source	Needs to which this applies
EXISTING SAIS TRANSACTION	29	Title I Other	Student participates in Title I services for Other Academic Services	NCLB	Other Academic Services
MODIFIED SAIS TRANSACTION	29	Title I Other Instructional Services	Student participates in Title I services for Other Academic Services	NCLB	Other Academic Services

1.1.1.2 Code 30, description "Title I Reading". Change short description to "Title I Reading/Language Arts"

	Code in transaction	Short Description	Description	Source	Needs to which this applies
EXISTING SAIS TRANSACTION	30	Title I Reading	Student participates in Title I services for Reading	NCLB	Reading/ Language Arts
MODIFIED SAIS TRANSACTION	30	Title I Reading/Language Arts	Student participates in Title I services for Reading	NCLB	Reading/ Language Arts

1.1.1.3 No other information has changed for these codes.

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1.1.2 New Support Program Transaction Codes

1.1.2.1 *To meet EDFacts reporting requirements the following new SAIS Support Program Transaction Codes and Definitions need to be added, as documented in the EDFacts SY 2008-09 036 File Spec.*

1.1.2.2 *New Code 38, short description "Title I Vocational/Career"*

1.1.2.3 *New Code 39, short description "Title I Health, Dental and Eye Care"*

1.1.2.4 *New Code 40, short description "Title I Supporting Guidance/Advocacy" New Code 41, short description "Title I Other Support Services"*

1.1.3 New Need Codes

1.1.3.1 *For the new program codes listed in 1.2, new corresponding Need Codes must be created. See Table 1 for code correlation.*

1.1.3.2 *New need code: 22 - Vocational/Career*

1.1.3.3 *New need code: 23 - Health, Dental and Eye Care*

1.1.3.4 *New need code: 24 - Supporting Guidance/ Advocacy*

1.1.3.5 *New need code: 25 - Other Support Services*

Table 1: New Codes

Support Program Code in transaction	Short Description	Description	Source	Needs to which this applies	Need Group	Effective Dates
38	Title I Vocational/Career	Student participates in Title I services for Vocational/Career	NCLB	Vocational/ Career	Economic Disadvantage	FY 2010 to present
39	Title I Health, Dental and Eye Care	Student participates in Title I services for Health, Dental and Eye Care	NCLB	Health, Dental and Eye Care	Economic Disadvantage	FY 2010 to present
40	Title I Supporting Guidance/Advocacy	Student participates in Title I services for Supporting Guidance/Advocacy	NCLB	Supporting Guidance/ Advocacy	Economic Disadvantage	FY 2010 to present

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Support Program Code in transaction	Short Description	Description	Source	Needs to which this applies	Need Group	Effective Dates
41	Title I Other Support Services	Student participates in Title I services for Other Support Services	NCLB	Other Support Services	Economic Disadvantage	FY 2010 to present

1.1.4 Support Program Validations for New Support Program Transaction Codes

1.1.4.1 There are program validations associated with the existing Support Program Codes that need to be set up in the same manner for the new codes.

1.1.4.2 From the Integrity Checking Processes document: Support Programs, Existing Support Program validations

1.1.4.2.1 SD-INT-SUP-001:

Support Program Name (Short Description)	Validation	Type of Error / handling
Title I Mathematics	LEA must be receiving Title I funds – qualifying grant: Title I-A LEA	WARNING: this participation won't be counted for reporting
Title I Other Instructional Services	LEA must be receiving Title I funds – qualifying grant: Title I-A LEA	WARNING: this participation won't be counted for reporting
Title I Reading/Language Arts	LEA must be receiving Title I funds – qualifying grant: Title I-A LEA	WARNING: this participation won't be counted for reporting
Title I Science	LEA must be receiving Title I funds – qualifying grant: Title I-A LEA	WARNING: this participation won't be counted for reporting
Title I Social Studies	LEA must be receiving Title I funds – qualifying grant: Title I-A LEA	WARNING: this participation won't be counted for reporting

1.1.4.2.1.1 New Validations for SD-INT-SUP-001

Support Program Name (Short Description)	Validation	Type of Error / handling
Title I Vocational/Career	LEA must be receiving Title I funds – qualifying grant: Title I-A LEA	WARNING: this participation won't be counted for reporting
Title I Health, Dental and Eye Care	LEA must be receiving Title I funds – qualifying grant: Title I-A LEA	WARNING: this participation won't be counted for reporting
Title I Supporting Guidance/Advocacy	LEA must be receiving Title I funds – qualifying grant: Title I-A LEA	WARNING: this participation won't be counted for reporting
Title I Other Support Services	LEA must be receiving Title I funds – qualifying grant: Title I-A LEA	WARNING: this participation won't be counted for reporting

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1.1.4.2.1.2 Errors for Validations

WARNING: LEA not receiving Title I funds – qualifying grant: Title I-A LEA. This participation won't be counted for reporting.

5 Integrity Checking Processes: Support Programs

1.1.4.2.2 SD-INT-SUP-008.1

If a student's support program transaction is for the following Title I program(s), validate that the following Needs are in SAIS

- Title I Mathematics Support Program Transaction requires a Math Need Code (13);
- Title I Other Instructional Service Support Program Transaction requires an Other Academic Services Need Code (19);
- Title I Reading/Language Arts Support Program Transaction requires a Language Arts (reading and/or writing) Need Code (14);
- Title I Science Support Program Transaction requires a Science Need Code (15);
- Title I Social Studies Support Program Transaction requires a Social Studies Need Code (18);

Integrity failure:

- Support Program

ERROR message -24016

Support Program {support program code} requires the following Need {need code}. SAIS not updated.

1.1.4.2.2.1 New Validations for SD-INT-SUP-008

If a student's support program transaction is for the following Title I program(s), validate that the following Needs are in SAIS

- Title I Vocational/Career Support Program Transaction requires a Vocational/Career Need Code (22);
- Title I Health, Dental and Eye Care Support Program Transaction requires a Health, Dental and Eye Care Need Code (23);
- Title I Supporting Guidance/Advocacy Support Program Transaction requires a Supporting Guidance/Advocacy Need Code (24);
- Title I Other Support Services Support Program Transaction requires an Other Support Services Need Code (25);

Integrity failure:

- Support Program

ERROR message -24016

Support Program {support program code} requires the following Need {need code}. SAIS not updated.

1.1.4.3 Support Program Participation Transaction Element Optionality

SD-TX015-SUP-002.2A.2

Validate Need and Program

*Make sure that the Program can be offered for this submitted Need, according to the information in the **Data Transaction Code Values** document, table "**Support Programs**.*

*If this Program Code cannot be offered for this Need Code then the *Need is not appropriate for this Program*. Report the discrepancy. DO NOT CONTINUE*

ERROR message -24014

The need is not appropriate for this program

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2 EXCEPTIONAL STUDENT SERVICES

2.1 SPED Concurrency Type

2.1.1 Transaction 14 (SPED Service Participation): Add a new field, SPED Concurrency Type. This element identifies the school's role in providing SPED services to the student. The characteristics of this element are:

Primary: the school is responsible for determining and case managing the student's SPED needs and curriculum.

Secondary: the school provides some services to the student, but is not responsible for determining or case managing the student's SPED needs and curriculum.

Table 2: Transaction 14 Element Addition

Note: The new field is highlighted in blue.

Reminder: All Transaction XML schemas can be found at <http://www.ade.az.gov/schemas/sdetail/SDTransactions.xsd>.

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
Operation Code	1	S	A = Add new SPED Service and, possibly, Need C = Change Special Education Service information D = Delete a SPED Service Participation

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Field Name	length	data type	Description
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>
SPED Service Code	2	C	Type of special education service <i>See Transaction Requirements: Code Values – Special Education Service</i>

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Field Name	length	data type	Description
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>

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Field Name	length	data type	Description
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.
SPED Concurrency Type	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.

- 2.1.2 All references to Integrity for this new field refer to Integrity for Fed SPED only, not Integrity for SPED.
- 2.1.3 At any given time, a school that is providing services to a student shall have only one SPED Concurrency Type designation for that student. See Table 4: Integrity Rules using "Integrity for Fed SPED" for additional clarification and scenario examples.
- 2.1.3.1 *If multiple transactions are submitted by one school for varying concurrent SPED need participations and the SPED Concurrency Type is not identical for each, then a failure should occur on the most recent transaction with the following ERROR message:*
- "The SPED Concurrency Type must be identical for each need participation for this student."
- 2.1.4 Only one school can be identified as the 'primary' SPED Concurrency Type. See Table 4: Integrity Rules using "Integrity for Fed SPED" for additional clarification and scenario examples.
- 2.1.4.1 *At any given time, a student can have only one school identifying themselves as a 'primary' SPED Concurrency Type.*
- 2.1.4.2 *If multiple schools submit transactions identifying themselves as the 'primary' SPED Concurrency Type, then fail each of these schools with the following ERROR Message:*

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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 Concurrency Type designation.”

- 2.1.4.2.1 Upon a school modifying their SPED Concurrency Type designation from ‘primary’ to ‘secondary’, leaving only one school designated as ‘primary’, remove the remaining ‘primary’ school’s error message.
- 2.1.4.2.2 If the resubmitted transaction does not pass integrity due to an unrelated reason, then for the SPED Concurrency Type processing, accept the resubmitted transaction’s SPED Concurrency Type.
- 2.1.5 Multiple schools can be identified as a ‘secondary’ SPED Concurrency Type. See Table 4: Integrity Rules using “Integrity for Fed SPED” for additional clarification and scenario examples.
- 2.1.6 After the submittal of a new transaction for a particular student, all schools that have a current need participation (program) for the student should be reviewed and their SPED Concurrency Type ERROR messages updated according to the business requirements. See Table 4: Integrity Rules using “Integrity for Fed SPED” for additional clarification.
- 2.1.7 Transaction Validations
 - 2.1.7.1 *SPED Concurrency Type* is a required element when performing add and change operations. For a delete operation, the element will be ignored. See Table 3.

Table 3: SPED Service Participation Transaction New Element Optionality

<i>Element</i>	<i>add</i>	<i>change</i>	<i>delete</i>
SPED Concurrency Type	R	R	X

R: the element is required
 X: any value in the incoming element will be ignored
 {blank}: the element is optional; a valid value will be captured in SAIS

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Table 4: Integrity Rules using “Integrity for Fed SPED”

Scenario	Existing Concurrency Type		Submitted Concurrency Type		Action to be Taken	Message
1			School A	P	Upon School A submitting a 'P', the element passes integrity	No SPED Concurrency Type message should exist
2			School A	S	Upon School A submitting an 'S', the element passes integrity	No SPED Concurrency Type message should exist
3	School A	S	School B	S	Upon School B submitting an 'S', the element passes integrity	No SPED Concurrency Type message should exist
4	School A	S	School B	P	Upon School B submitting a 'P', the element passes integrity	No SPED Concurrency Type message should exist
5	School A	P	School B	P	Upon School B submitting a 'P', for School A and School B (and any additional schools with a 'P' designation) generate an Error message and cause a failure	“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 Concurrency Type designation.”
6	School A School B	P S	School C	P	Upon School C submitting a 'P', for	“Only one primary school

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Scenario	Existing Concurrency Type		Submitted Concurrency Type		Action to be Taken	Message
					School A and School C (and any additional schools with a 'P' designation) generate an Error message and cause a failure	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 Concurrency Type designation."
7	School A	P	School B	S	Upon School B submitting an 'S', the element passes integrity	No SPED Concurrency Type message should exist
8	School A	P	School A	S	Upon School A submitting a second program, this time with an 'S', generate an Error message and cause a failure	"The SPED Concurrency Type must be identical for each need participation for this student."
9	School A	P	School A	P	Upon School A submitting a second program with a 'P', the element passes integrity	No SPED Concurrency Type message should exist

2.1.8 Add SPED Concurrency Type data to the SDSPED71 report.

2.1.8.1 Add a new column called "School" to the SDSPED71 report between the "Spec. Enroll." and "Srcv Entry" columns.

2.1.8.2 Display the codes, "P" for Primary and "S" for Secondary as the data.

2.1.8.3 This column will appear in each of the "Integrity Results" sections of the report.

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- 2.1.9 The SPED Concurrency Type data shall appear in SDSPED72-1 (SPED By DOA Report) and SDSPED72-2 (SPED By DOR Report).
- 2.1.9.1 *As the layout for these reports is identical to the SDSPED71 report, make the same modifications to the SDSPED 72-1 and SDSPED72-2 reports as made to the SDSPED71 report, as identified in 2.1.8.*

2.2 New Developmental Delay (DD) Need Category and Related Changes

Final requirements are to be determined and will be posted once they are complete.

3 OFFICE OF ENGLISH LANGUAGE ACQUISITION SERVICES (OELAS)

3.1 Concurrent ELL Program Enrollments

- 3.1.1 It is common that a student in an ELL program will enroll at a new school and the previous school may not withdraw the student expediently. If the concurrent enrollment overlaps with a funding date, this will cause issues with ELL funding, generating over-payments for Group B and Title III funding. ELL funding is not to be divided among multiple schools, only the main school that the student attends should get the funding.
- 3.1.1.1 *ADE cannot determine which is the primary and correct school for program funding purposes, so it was decided that any instances of multiple ELL program enrollments would fail.*
- 3.1.2 The integrity rule will be created as such that if a student has more than 1 active ELL program participation (i.e. program participation with no exit date, or exit date is after the submission date at another school) with different schools, it will fail for all schools that the student is showing membership within.
- 3.1.3 Transaction 13
- 3.1.3.1 *Rule: When a transaction 13 is submitted, the following checks will be made:*
- 3.1.3.1.1 Is there another transaction 13 recorded for this student in the current fiscal year from a different school than the new transaction?

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- 3.1.3.1.1.1 *If there is no Program Exit Date, fail that transaction and the new transaction.*
- 3.1.3.1.1.2 *If the Program Exit Date of the other transaction is after the Program Entry Date of the new transaction, fail that transaction and the new transaction.*
- 3.1.3.2 *Error message, upon failure of this integrity rule, should read “ELL Program Participation is allowed for 1 school only. More than one school has submitted participation for this student for this time period.”*

3.2 SAIS ELL S10-1 Student Detail Report

Final requirements are to be determined and will be posted once they are complete.

UPDATE: This change will not be implemented. The report will remain as is.

4 RESEARCH AND EVALUATION

4.1 SAIS “NGY” to “Cohort” Change

- 4.1.1 Change all instances of “NGY” to use the "Cohort" field
 - 4.1.1.1 *Display “Cohort Year” in lieu of “Normal Graduation Year” (NGY) on all SAIS screens and SDDI reports. The field Normal Graduation Year is obsolete as it is no longer being used by the ADE or the Districts/Charters. It has been replaced by Cohort, but not all of the screens and reports in SaisOnline have been updated. This is a change in what field data is used, not just a change in display text.*
 - 4.1.1.2 *The Cohort Year, previously NGY, is the original expected graduation year calculated within SAIS once a student enters 9th grade for the first time.*
 - 4.1.1.3 *The Cohort field is to be read-only; no changes can be made by districts/charters/schools.*
 - 4.1.1.3.1 This change applies to all previous fiscal years, data available back to FY05.
- 4.1.2 “Student Personal Information” Display Changes
 - 4.1.2.1 *Display “Cohort Year:” in lieu of “Normal Graduation Year:” for SAIS Online Common Logon application “Student Personal Information” results.*

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4.1.2.1.1 If no Cohort Year is available (null or blank value), then do not display a value.

4.1.2.1.2 Following is a sample mock up of desired "Student Personal Information" results display.

Present Display

Student Personal Information

S AIS ID: 12345678
Name (L, F, M): Smith, John
Goes By (L, F): Smith, John
Resp. Party (L, F): Smith, Joan
Birth Date: 4/25/2009
Country of Birth: US - United States of America
State of Birth: CA - California
Normal Graduation Year: 2012

Gender: M - Male
Ethnicity: Hispanic or Latino (H)
Home Language: 00 - English
Tribal Name:

Close

Desired Display

Student Personal Information

S AIS ID: 12345678
Name (L, F, M): Smith, John
Goes By (L, F): Smith, John
Resp. Party (L, F): Smith, Joan
Birth Date: 4/25/2009
Country of Birth: US - United States of America
State of Birth: CA - California
Cohort Year: 2012

Gender: M - Male
Ethnicity: Hispanic or Latino (H)
Home Language: 00 - English
Tribal Name:

Close

Display "Cohort Year:" in lieu of "Normal Graduation Year:"

4.1.2.2 *Display "Cohort Year" in lieu of "Normal Graduation Year" for the following Student Details Reports available via SDDI (Student Detail Data Interchange):*

- 4.1.2.2.1 SdADMS71-1 Student Membership by DOA Report
- 4.1.2.2.2 SdADMS71-2 Student Membership by DOR Report
- 4.1.2.2.3 SDADMS73 Student Personal Information Report (School level report.)
- 4.1.2.2.4 SDTEST01-1 HS Student Test History Report
- 4.1.2.2.5 SDTEST01-2 All HS Student Test History Report
- 4.1.2.2.6 SDTEST01-1 G3-8 Student Test History Report
- 4.1.2.2.7 SDTEST01-2 G3-8 All Student Test History Report
- 4.1.2.2.8 SDELL70 Student Detail ELL Assessment Search Report

4.1.3 Transaction Element Optional for Normal Graduation Year

4.1.3.1 *Element no longer collected: Normal Graduation Year. 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.*

4.1.3.2 *This change affects Transactions 1 and 5.*

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4.1.4 Changes in Transaction Rules: Disable the following failures and warnings

4.1.4.1.1 Transaction 01 – Enrollment validations against Normal Graduation Year.

4.1.4.1.1.1 *Failure: -11056 “Normal graduation year is required for all high school students.”*

4.1.4.1.1.2 *Warning: -211014 “Normal Graduation Year is greater than SAIS calculated graduation year.”*

4.1.4.1.1.3 *Warning: -211010 “Normal graduation year is less than SAIS calculated year.”*

4.1.4.1.2 Transaction 05 – Personal Information validations against NGY.

4.1.4.1.2.1 *Failure: -14033 “Normal Graduation Year is less than 5 years or more than 20 years from Fiscal Year.”*

4.1.4.2 *Disable the following ADM integrity failure*

4.1.4.2.1 *Failure: -434006 “The student’s normal graduation year is missing from the database.”*

4.1.5 Cohort Data Updates

4.1.5.1 *AYP AZL Cohort Year updates/jobs to be done automatically on a monthly basis.*

4.1.5.2 *AYP AZL Cohort Year updates/jobs to retroactively update Cohort Year figures four years from current Fiscal Year (FY) e.g. if FY09, then go back to FY05.*

NOTE: Cohort year is calculated based on post-Integrity data, so there is a chance that cohort will not be available even after the cohort refresh job completes. This mostly affects new HS students.

5 SCHOOL FINANCE

5.1 ***Limit TAPBI Enrollment to an Increase of 100% of the Last Fiscal Year***

Final requirements are complete, but are now waiting on pending legislation to see if this enrollment cap will be removed.

UPDATE: This change will not be implemented. Legislation removed the TAPBI enrollment cap for FY2010.

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5.2 SPED Count Process

Final requirements are to be determined and will be posted once they are complete.