

# How to Complete B-12 (Early Childhood Transition) Data Verification Opportunity




This how-to document is intended to help CIMS Coordinators complete the B-12 Data Verification Opportunity.

**Please read this entire document before requesting assistance.** If, after reading this document you have questions, please contact Kathleen Hoehne in the Office of Special Education at [hoehnek@michigan.gov](mailto:hoehnek@michigan.gov)

There are **three parts** to completing B-12 Data Verification:

- I. Start the verification task
- II. Verify and complete data in the spreadsheet
- III. Upload and submit data

Look for this star  for tips on how best to navigate this process and for important information.

## OVERVIEW

This activity allows CIMS Coordinators the opportunity to verify and complete data that will be used to calculate FFY2014 Indicator B-12. The data being presented were submitted through the Michigan Student Data System (MSDS) and includes children identified as potentially eligible for Part B, Section 619. (For a review of the column contents, please see Column Definitions on Pages 5–7 of this document.)

## Important Notes:

- The spreadsheet contains eight columns that may be edited (Columns M, N, O, P, Q, R, S, and T if appropriate).
- The spreadsheet's remaining columns (A - L) are informational only. They should not be modified for any reason.
- Please supply **only** the data requested in the instructions.
- Data provided in this Data Verification Opportunity will not be used to update the MSDS.

## I. Start the Verification Task

1. Log in to the *CIMS Workbook*.

- Go to the *CIMS Workbook* at <https://www.cimsmichigan.org> and enter your user name and password. **Note:** Please visit the *CIMS website* (<http://cims.cenmi.org>) if you need additional help logging in to the *workbook*.

## 2. Locate and save the B-12 Data Verification spreadsheet.

- Click the **Data** tab
- Under the Data Types menu, select *B12-Data Verification - Aug2016*.
- On the B-12 Data Verification menu page, click **Data Verification Files**.
- Review the instructions.
- Click on the Data Verification File link to download the Excel file. A File Download pop-up window will appear.
- Select **Save** to save the file to your desktop.



*Remember where you saved the Data Verification File as you will need to upload it to the CIMS Workbook once you have completed the Verification task.*

- Select **Open** in the Download Complete pop-up window to open the file.
- Use the directions below to verify and complete the spreadsheet data.

## II. Verify and Complete Data in the Spreadsheet

Please verify and complete the information listed in this spreadsheet by following these steps.

### 1. Verify and/or complete the Initial IEP Result Name.

- If Column M is blank, check the child's file to find the Initial IEP Result Name.
- Enter the appropriate code as found in Column Definitions on Page 5 of this document into Column M.
- If there already is data in Column M, verify that it is accurate.

### 2. Verify and/or complete the Part C Transition Timeliness.

- If Column N is blank, check the child's file to determine the [Part C Transition Timeliness](#).
- Enter the appropriate code as found on Page 5 of this document into Column N.
- If there already is data in Column N, verify that it is accurate.

### 3. Verify and/or complete the Initial IEP Completion Date.

- If Column O is blank, check the child's file to determine the Initial IEP Completion Date.
- Enter the Initial IEP Completion Date in Column O.
- If there already is data in Column O, verify that it is accurate.

### 4. Verify and/or complete the Special Education Exit Reason only if the child was determined ineligible for special education services.

- If Column P is blank, check the child's file to learn whether the child was determined ineligible for special education services.
- If needed, enter the appropriate code found on Page 6 of this document into Column P.

- If there already is data in Column P, verify that it is accurate.
5. Verify and/or complete the Special Education Exit Date only if the child was exited from special education during the Transition process.
    - If Column Q is blank, check the child’s file to find the date the child was determined ineligible for special education services.
    - If needed, enter the Special Education Exit Date into Column Q.
    - If there already is data in Column Q, verify that it is accurate.
  6. Verify and/or complete the Part C Exit Reason Name.
    - If Column R is blank, check the child’s file to find the Part C Exit Reason Name.
    - Enter the appropriate code found on Page 7 of this document into Column R.
    - If there already is data in Column R, verify that it is accurate.
  7. Verify and/or complete the Part C Exit Date.
    - If Column S is blank, check the child’s file to find the Part C Exit Date.
    - Enter the appropriate date into Column R.
    - If there already is data in Column R, verify that it is accurate.
  8. Verify and/or complete the Referral Date to Part C only if a child was referred to *Early On*<sup>®</sup> less than 90 days prior to their third birthday.
    - If Column T is blank, check the child’s file to determine if the child was referred to *Early On* less than 90 days prior to their third birthday.
    - Enter the appropriate date into Column T.
    - If there already is data in Column T, verify that it is accurate.
  9. Save the file.



The completed data must be saved and uploaded into CIMS by **September 30, 2016**.

### III. Upload and Submit Data

1. Upload your Excel file.

Now that you have completed the B-12 Data Verification Opportunity, you must upload the corrected (or uncorrected) data file.

- From the B-12 Data Verification menu, click **Corrected File Upload**.
- Review the instructions.
- In the Document Name field, type in the name of the document. Add a comment if necessary.
- Click the **Browse** button and locate the file to upload.
- Click the **Open** button in your file browser.

- Click the **Save** button to upload the document. To view the uploaded Data Verification document, select the **document link** under the browse button.



To delete an uploaded document, check the **Delete** box next to the **Browse** button and click **Save**. *The Delete box becomes available once you have successfully uploaded a document.*

## 2. Complete the Assurance Statement.

- Return to the B-12 Data Verification menu.
- Click **B-12 Assurance Statement**.
- Check the appropriate box and select **Save**.

## 3. Submit data.

- Return to the B-12 Data Verification menu.
- Click on the link **Click Here to Change the B-12 Verification Status**.
- Under the Possible Statuses heading, select **APPLY STATUS** under the appropriate option: SUBMITTED WITH CORRECTIONS or SUBMITTED WITHOUT CORRECTIONS option.

**Column Definitions:** Listed below are descriptions of all of the columns provided in the spreadsheet. Those with a column type of “Data Entry” may be edited. Those with the column type of “Informational” are provided for your reference only and may not be edited.

Column	Column Name	Column Description	Column Type
A-L	Student Demographics	District code (DCODE), Operational District, Resident District, Student Name, DOB, etc.	Informational
M	Initial IEP Result Name	<p>The outcome of the initial IEP determining whether the student is eligible or ineligible for special education programs and services.</p> <p>Enter the Initial IEP Result Name with the appropriate code for the child into this column of the spreadsheet (see Page 2, Instructions to Verify and Complete Data in the Spreadsheet, Step 1):</p> <ol style="list-style-type: none"> <li>1. Student was found eligible</li> <li>2. Student was not found eligible</li> <li>3. Student was found eligible, services refused</li> </ol>	Data Entry
N	Part C Transition Timeliness	<p>Indicates the timeliness of the IEP by the child’s third birthday for all children referred by Part C as potentially eligible for Part B.</p> <p>Enter the Part C Transition IEP Timeliness with the appropriate code for the child into this column of the spreadsheet (see Page 2, Instructions to Verify and Complete Data in the Spreadsheet, Step 2):</p> <ol style="list-style-type: none"> <li>50. IEP held on or before the child’s third birthday</li> <li>53. IEP held after the child’s third birthday: Parent did not make child available</li> <li>54. IEP held after the child’s third birthday: Timeline began in previous district</li> <li>55. IEP held after the child’s third birthday: Personnel not available for</li> </ol>	Data Entry

Column	Column Name	Column Description	Column Type
		<p>evaluation</p> <p>56. IEP held after the child's third birthday: Personnel not available for IEP</p> <p>57. IEP held after the child's third birthday: External reports not available</p> <p>61. IEP held after the child's third birthday: Late Notification from Part C to Part B LEA</p>	
O	Initial IEP Completion Date	<p>The completion of an initial individualized education program is the date on the notice of the offer of a free appropriate public education.</p> <p>Enter the Initial IEP date for the child in this column. See Page 2, Instructions to Verify and Complete Data in the Spreadsheet, Step 3 for detailed instructions.</p>	Data Entry
P	Special Education Exit Reason	<p>The reason the student is no longer participating in special education programs or services.</p> <p>Enter either Code 30 or 31 as stated below:</p> <p>30. The IEP team determined the child or student is no longer eligible for special education programs or services</p> <p>31. Parent revoked consent for student to receive special education programs and/or services.</p>	Data Entry
Q	Special Education Exit Date	<p>Enter the date of the IEP in which the IEP team determined that the student was no longer eligible for special education services.</p>	Data Entry

Column	Column Name	Column Description	Column Type
R	Part C Exit Reason Name	<p>Enter the reason given for a child discontinuing services through Part C:</p> <p>30. Age 2½–3, Part B eligible</p> <p>31. Age 3, Not Part B eligible w/referral</p> <p>32. Age 3, Not Part B eligible w/out referral</p> <p>33. Age 3, Part B eligibility not determined</p> <p>34. Completion of IFSP</p> <p>35. Deceased</p> <p>36. Moved within state</p> <p>37. Withdrawn</p> <p>38. Unable to contact</p> <p>39. Moved out of state</p>	Data Entry
S	Part C Exit Date	<p>Enter a valid date into Column S, indicating the date on which a child exited Part C.</p>	Data Entry
T	Referral Date to Part C if within 90 days prior to Age 3	<p>Enter the Date Referred to Part C/Early On if the student's birthday falls within 90 days of the referral.</p>	Data Entry