Residence County/School and Service County/School in the MD Online IEP

The Maryland Statewide Individualized Education Program (IEP) Process Guide defines the following terms in context of what appears on the statewide approved IEP form.

- Residence County The public jurisdiction of where the parent or legal guardian of the student resides.
- Residence School The school the student would attend if not disabled. This includes:
 - Students identified as receiving home instruction;
 - Parentally placed in a private school; and
 - o Homeless, unknown school.
- Service County The public agency responsible to provide the special education services. This includes local school systems, Department of Juvenile Services (DJS), Adult Correctional Facilities, MD School for Blind (MSB), and MD School for Deaf (MSD).
- Service School The public agency school, nonpublic school, or private school that identifies where the student receives special education service(s). In addition to public and nonpublic schools, this includes:
 - Students identified as receiving home instruction;
 - o Students parentally placed in a private school; and
 - o Homeless students, unknown school.

The Residence County & School and Service County & School appear across all student demographic levels of MD Online IEP system. For most students the Residence County & School and Service County & School remain consistent across all levels. But depending on the page a user is viewing Residence County & School and Service County & School may mean something slightly different. The need for this design evolved for two reasons:

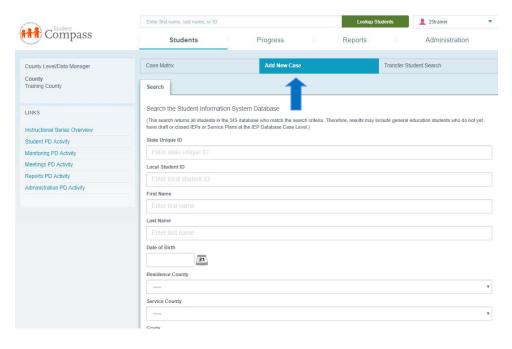
- 1. The MD Online IEP system must allow users (who must be assigned to schools) to place certain students at locations other than the schools that correspond to where the students' parents or guardians reside (e.g., home instruction, parentally placed in a private school, homeless, unknown school). This special placement allows the correct information to be reported to SSIS by the MD Online IEP system.
- The MD Online IEP system serves many public-school systems, MD School for the Blind, MD School for the Deaf, Department of Juvenile Services, Adult Correctional Facilities, and nonpublic agencies. Thus, students and users must be placed at schools so that system security is balanced across jurisdictions and between public and nonpublic users.

This document clarifies exactly what is meant by the terms, Residence County & School and Service County & School, at the following levels in the MD Online IEP system...

- SIS DB Level
- Case Level
- IEP Level
 - o Online
 - Student and School Information page
 - LRE Decision Making and Placement Summary page
 - o Printout
 - Student and School Information section
 - LRE Decision Making and Placement Summary section

Viewing

• The student's current Residence County & School and Service County & School are viewable to users when a record is returned after searching via *Add a New Case* tab of the MD Online IEP system.



Source

- The Residence County & School and Service County & School assigned to a student can originate from any of the following sources.
 - LSS SIS sync (as often as nightly)
 - o A user with Create Child rights manually created child.
 - A Service School at the Case Level was entered or edited.

Editing

Only a County Level/Data Manager level user can edit the Residence County and School and Service County and
School information at SIS_DB level. Keep in mind the next nightly sync can overwrite the Residence County & School
and Service County & School at SIS_DB level if sync updates the student information.

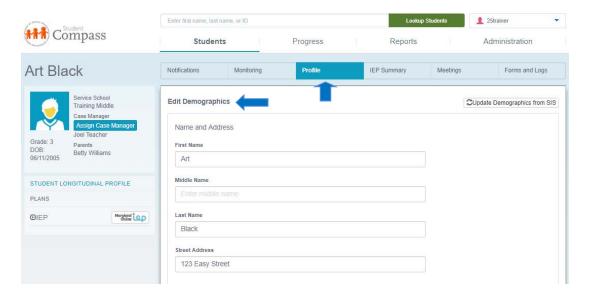
NOTE:

- Residence County & School ARE required fields at SIS_DB level.
- Service County & School ARE NOT required fields at SIS_DB level. They are there so that users at a non-public school or an additional public school can access a student's record.

Case Level

Viewing

• The student's current Residence County & School and Service County & School are viewable to users in the Profile page and clicking the Edit *Demographics* button – in the MD Online IEP system.



- Searching in *Students, Case Matrix, Search tab*, or filtering in *REPORTS* returns student records based on their Case Level Residence County & School and Service County & School placement.
- REPORTS results pages and printouts include Residence County & School and Service County & School columns.
 These columns reflect Residence County & School and Service County & School information from Case Level student placement.

Source

- The Residence County & School and Service County & School at Case Level can originate from the following sources.
 - o A user with *Create Child* rights manually created child.
 - A user with School Based Administrator level access or higher added a child to Case Level via Add a New Case.

Editing

- Clicking the *Update* Demographics from SIS button on the *Edit Demographics* screen will allow user to copy demographic info (including Residence County & School and Service County & School) from SIS_DB level and overwrite the demographic info currently at case level.
- When a user edits the Residence County & School at the Case Level this DOES NOT edit the Residence County & School at SIS_DB level also.
- When a user edits the Service County & School at the Case Level this DOES edit the Service County and School at SIS_DB level also (keep in mind the next nightly sync can overwrite the Service County at SIS_DB level when the sync matches on that student).

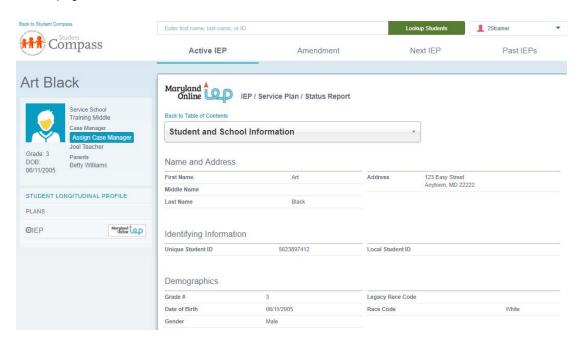
NOTE:

• Residence County & School ARE required fields at Case Level.

• Service County & School ARE NOT required fields at Case Level. The fields exist so that a student can be optionally placed where users at a non-public school or an additional public school can access a case.

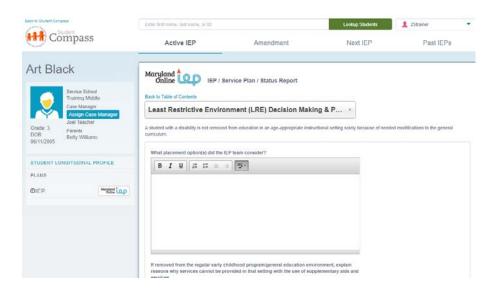
IEP Level

Student and School Information page of in the IEP module



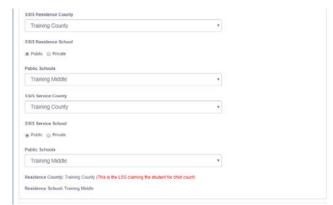
- The Residence County & School fields are not editable at IEP Level. They reflect the data that was copied from Case Level the last time a user clicked Copy Case Level Demographic Data. Clicking Copy Case Level Demographic Data in a draft IEP copies all Case Level demographics into IEP Level.
- The SSIS Residence County & School and the SSIS Service County & School above are assigned in the SSIS Residence County & School and the SSIS Service County & School fields on the *LRE Decision Making and Placement* page. They will appear blank at draft IEP Level until a user assigns a SSIS Residence County & School and the SSIS Service County & School on the *LRE Decision Making and Placement* page. *NOTE:* The SSIS Residence County & School and the SSIS Service County & School in the screenshot above is NOT copied from the SSIS Residence County & School and the SSIS Service County & School at SIS_DB and/or Case Level.

LRE Decision Making and Placement page in IEP module



 The SSIS Residence County & School must be entered on the LRE page for an IEP to pass audit at closing. Most of the time this field will be the same as the Residence County & School at Case Level, but not always.

In certain instances, this field must allow a user (who accesses a student's case based on a school to which the user and student are both assigned) to enter a school other than the school that the student would attend based on where the parent or guardian resides (e.g., home instruction, parentally placed in a private school, homeless, unknown school). This

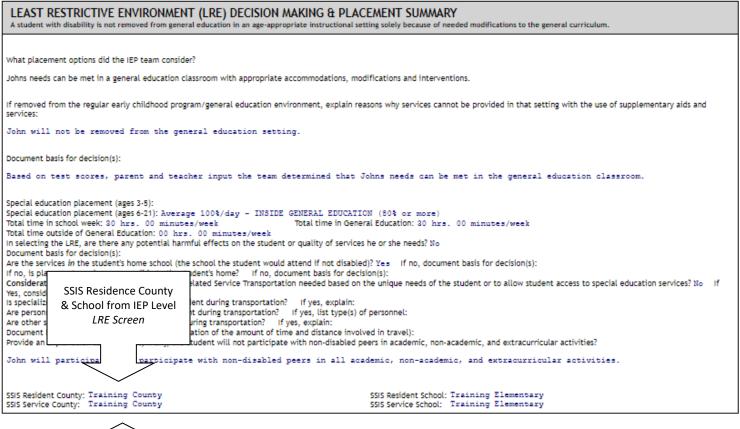


special placement permits the correct information to be reported when a closed online IEP automatically submits a record to SSIS.

- The SSIS Service County & School must be entered on the LRE page for an IEP to pass audit at closing. Most of the time this field will be the same as the Service County & School at Case Level, but not always. Keep in mind that assigning a Service County & School at Case Level is not required.
- o The SSIS Residence County & School and SSIS Service County & School on the IEP Level *LRE* page are always the same as the SSIS Residence County & School and SSIS Service County & School assigned on the IEP Level *Student and School Information* page.
- o IMPORTANT: Upon closing an IEP, the Residence County is identified as the LSS who is submitting the record to SSIS. This means that if an LEA wishes to claim a student for SSIS reporting, then the IEP Level Residence County (copied from Case Level) must be that LEA. For example, a student who attends MD School for the Blind's Newcomer Facility, whose Residence County & School based on parent residence would have been Howard / Elkridge Elementary should be entered in the screen above as:
 - o SSIS Residence County/School: H / Elkridge Elementary
 - SSIS Service County/School: MD School for the Blind / Newcomer
 - Residence County/School: MD School for the Blind / Newcomer

INDIVIDUALIZED EDUCATION PROGRAM (I MARYLAND STATE DEPARTMENT OF EDUCATION (MSDE) DIVISION OF SPECIAL EDUCATION/EARLY INTERVENTION SERVICES (Form approved by	EP) □ Draft TRAINING □ Approved by MSDE for use July 1, 2017) □ Amended	STUDENT INFORMATION
Name: John A Wright-1	Agency: Training County	IEP Team Meeting Date: 01/23/2018
STUDENT AND SCHOOL INFORMATION		
First Name: John Middle Name: A Last Name: Wright-1 Address: City: State: Zip Code: Grade: Grade 3 Unique Student Identification Number (Istate): 2123345671 Student Identification Number (Istate): 2123345671 Student Identification Number (Istate): 2123345671 Student Identified as an English Learner: No Residence County & School Student's native Language: English Residence County: Training County Residence County: Training County Service County: Training Elementary Service County: Training Elementary Does the student require specific accommodations for an emergency evacuality fyes, state the evacuation accommodation(s) here: Which jurisdiction is financially responsible? Cecil Is the student currently under the care and custody of a state agency? No If yes, name of state agency: Does the student require a parent surrogate? No Parent Surrogate Name: Surrogate Phone:	Interpreter needed? No Case Manager:Lucy Lemon Om IEP Level LRE Screen F Team meeting date(s): 01/22 FP Annual Review date: 01/23 ation?: No Rights document The parents were provided parents' rights and resp Parents were provided ve habilitative services, is Administration's Parents Native Language Translation: Par Projected Annual Review Date: 06 Projected Evaluation Date: 06/0 Primary Disability: SPECIFIC L Primary Disability: SPECIFIC L Primary Disability: SPECIFIC L	Cell Phone: 111-222-3333 Inglish: English Name: Wright Cell Phone: 333-444-5555 Inglish: 23/2018 /2019 /2019 /2019 /2019 /2019 /2019 /2019 /2019 /2019 /2019

LRE Decision Making and Placement Summary section of IEP Printout



Service County &
School from IEP Level
LRE Screen