

Data Standard Alternative Education Programs - KECSAC (Kentucky Educational Collaborative for State Agency Children)

Rev. 7/1/2024

Ownership and History

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Revision history

July 1, 2024

Review for 2024-25 School Year

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Overview

Description

This standard details requirements for students being served by the local school district who have been placed by a state agency and are generating KECSAC funds. Districts must have a *Memorandum of Agreement (MOA)* with KECSAC to receive these funds for services provided to state agency placed students.

Regulation citation(s)

- [704 KAR 19:002](#) Alternative Education Programs
- [KRS 160.380](#) Definition of an alternative education program
- [505 KAR 1:080](#) Kentucky Educational Collaborative for State Agency Children
- [KRS 158.135](#) Reimbursement for school services for state agency children

Data use

- This data will be used to determine accountability for state placed students.
- This data will be provided to KECSAC for data analysis and public reporting.
- This data will be publicly reported via the [School Report Card](#).

Resources

- KDE's Alternative Education Programs [website](#)
- KECSAC [website](#)
- [Guidance for Alternative Education Programs](#)
- Data Standard [Alternative Education Programs/ILPA](#)
- Data Standard [Alternative Programs - Out of District](#)
- Data Standard [Student Records Transfer](#)
- Reference [ILPA User Security Document](#)
- Reference [ILPA Setup Instructions](#)
- Reference [ILPA Team Member District Assignment Instructions](#)

Reports

- [KECSAC Membership](#) report
Search Term: KECSAC Membership
The purpose of this report is to produce a quarterly Average Daily Membership of all state agency children served in A6 programs and A1 or A5 schools that serve Kentucky Educational Collaborative for State Agency Children (KECSAC). Reference the [Quick Reference Card](#).
- [Alternative Education Programs](#) report
Search Term: Alternative Education Programs
The purpose of this report is to assist districts and alternative educational programs (AEP) in obtaining data to provide technical assistance and monitoring of students served by off-site and on-site AEPs. Reference the [Quick Reference Card](#).
- [Transient Population Report](#)
Search Term: Transient Population
This report can be used to identify transient students currently enrolled in a district and/or school. Students are identified as transient if they have been enrolled in 3 or more schools in the current school year; 5 or more schools in the last 2 school years; or 10 or more schools in the last 5 school years. Reference the [Quick Reference Card](#).

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- *Student Performance Monitoring Report*

Search Terms: Student Performance Monitoring Report

The detail report will generate a list of students enrolled in the school or district selected with demographics, behavior, attendance, grades, response to intervention, on track to graduate indicators and early warning scores. Reference the [Quick Reference Card](#).

Training

- Trainings are posted on KDE's Student Information System – Alternative Education Programs and ILPA [website](#).

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Section A – KECSAC Tab

Tool Search: KECSAC

The screenshot shows a search form for KECSAC records. It includes the following fields:

- *Status Date:** A date input field with a calendar icon.
- Status Time:** A time input field.
- *Start Date:** A date input field with a calendar icon.
- End Date:** A date input field with a calendar icon.
- *Classification for SAC Eligibility:** A dropdown menu.

Status Date: Defaults to the date the record is created (no requirement to change)

Status Time: Defaults to the time the record is created (no requirement to change)

Start Date: Enter the date the student was placed in the state agency program or when a student from any public school is placed under the care of a state agency. This is the date the district or school begins receiving KECSAC funds for the student.

End Date: Enter the date the student withdrew from the state agency program or no longer generates KECSAC funds for the school in which the student is enrolled.

NOTE: KECSAC records should correspond to student Enrollment records. When a student moves in and out of KECSAC facilities a new record should be created.

When enrollment records are ended as C01: Close of Year, the corresponding KECSAC tab will end date. Districts should create a new KECSAC record corresponding to the start date of the student's first enrollment in the new school year.

Classification for SAC Eligibility: Select from the drop list one of the six classification categories that qualifies the student as state agency eligible.

- 01: Court ordered to attend program
- 02: DCBS-Committed to or in custody of
- 03: DJJ-Committed to or in custody of
- 04: Placed or financed in a private facility agreement w/Cabinet (MHDT and some DCBS)
- 05: Probated
- 06: FAIR Team Referral

Clarification for foster youth: To be considered a KECSAC child, the student must be of school age AND committed to our in the custody of the Cabinet AND placed or financed in a DCBS operated or contracted institution, treatment center, or facility. Traditional foster youth who live in a traditional family home are not considered a state agency student, even though they are committed to or in the custody of the Commonwealth because they are not in an institution, treatment center or facility.

Abbreviations for state agency placement:

- DCBS: Department for Community Based Services
- DJJ: Department of Juvenile Justice
- MHDT: Mental Health Day Treatment

Section B – KECSAC and Accountability

For a student to be counted as a state agency student for SDRR and accountability, the KECSAC records must match the enrollment start and end dates in the state agency facility (A6 program).

- When a student enrolls into a state agency facility, a KECSAC record should be created with a start date that matches the student’s enrollment start date.
- If a student withdraws from the facility, the active KECSAC record should be end dated to match the enrollment withdrawal date.
- If a student returns to a facility, a new KECSAC record should be created with a start date matching the new enrollment date.

ALL state agency enrollment dates must match the KECSAC record dates.

There are occurrences when a student will be enrolled in an A1 or A5 school and the student is placed in state agency care but remains enrolled in the A1 or A5 school (district operated programs). In these cases, the KECSAC start date would be the date the student was placed under the care of a state agency and the end date would be the date the student was removed from state agency care or has a gap in enrollment in which case it would match the end date of the last enrollment prior to the gap. A new KECSAC record would be created for the enrollment after the gap.

Section C – ILPA Team Members Tab

The Team Members Tab data will populate the Team Meeting information within the ILPA editors. Enter all staff that will be participating in the transition planning for the specified student.

Tool Search: ILPA Team Members



Team members that are already in the system can be added using the **Find and Link New Team Member** button.

A screenshot of a web form titled "Find New Team Member". The form has a light gray background and contains several dropdown menus. The first dropdown is labeled "Census" and is empty. To its right is another dropdown labeled "Caseload Role", also empty. Below the "Census" dropdown is a second dropdown labeled "Counselor Staff", which is empty. Below that is a third dropdown labeled "Advisor Staff", which is empty. At the bottom center of the form is a button labeled "Add Team Member".

Census: Use this drop list to select team members from database census

Counselor Staff: This drop list will contain staff designated as counselor via **Census | Staff | District Assignments* (Reference [ILPA Team Member District Assignment Instruction](#))

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Advisor Staff: This drop list will contain staff designated as advisor or via **Census | Staff | District Assignments* (Reference [ILPA Team Member District Assignment Instruction](#))

Caseload Role: Select from the drop list the appropriate

Team members not in the system must be entered using the **Enter New Team Member** button.

Team Member Detail
Note: Team Members that are already tracked in the system should be added using the 'Find & Link new Team Member' tool. Team Members added through this interface will not appear in that user's caseload.

Start Date: End Date: Title: Role:

*Last Name: First Name:

Start Date: Enter the date in which specified member is added to the team

End Date: Enter the date in which member was removed from the team, if applicable

Last Name: Enter the last name of the member

First Name: Enter the first name of the member

Role: Select the appropriate role for the member

Section D – Individual Learning Plan Addendum (ILPA)

Students placed long-term in a KECSAC program must have an active, **locked** *Individual Learning Plan Addendum* (ILPA). KDE defines long-term placement as more than 10 consecutive school days.

Tool Search: ILPA Documents

Click the *New Document* button



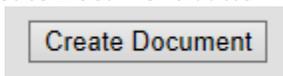
Select the *Create New Plan* indicator

Select *KY ILPA* indicator

Create New Plan:
Goals and Objectives, Transition Information, and Other Information

KY ILPA

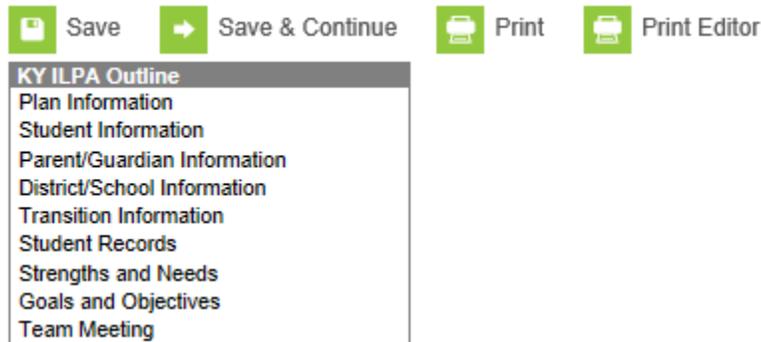
Click **Create Document** button



The KY ILPA Outline shows each editor of the plan and acts as a navigation tool. Saved editors display in bold.

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While editing the plan, the following buttons are available for use:

- **Save:** Select to save the data entered on the current editor
- **Save and Continue:** Select to save the data entered on the current editor and to move to the next editor
- **Print:** Select to print the entire ILPA document (all editors)
- **Print Editor:** Select to print only the current editor

Plan Information editor

A screenshot of the 'Individual Learning Plan Addendum' form. The form contains several fields: '*Start Date' and '*End Date' (date pickers); 'Withdrawal Date' (date picker); '*Enrollment Date' and '*Anticipated Date of Transition' (date pickers); '*Placement:' (dropdown menu); 'Total Credits Earned To Date:' (text input with '0'); 'Location:' (dropdown menu); 'If Off Site, please specify:' (dropdown menu); '*Reason for Placement' (text input with 'Select Values'); and 'If Other, please specify:' (text input). At the bottom, there is a 'Team Manager:' label.

Start Date: Enter the start date of the plan

End Date: Enter the anticipated end date of the plan

Withdrawal Date: Enter the withdrawal date from the student's regular educational setting (previous A1 school)

Enrollment Date: Enter the enrollment date into the alternative education program

Anticipated Date of Transition: Enter the date the transition team anticipates the student to return to the regular educational setting

Placement: Select from the drop list student's placement in the program:

Voluntary (student choice)

Involuntary (school or court ordered)

Total Credits Earned to Date: Enter the total credits earned upon enrollment in the alternative education program

Location: Select from the drop list if the student will be in an off-site or an on-site alternative education program

If Off Site, please specify: If applicable select from the drop list the off-site alternative education program

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Reason for Placement: Select the reason(s) the student was placed in an alternative education program (multiple reasons can be selected)

- A: Academics
- B: Behavior
- C: Credit Recovery
- E: Socio-Emotional
- O: Other, if selected, specify reason in textbox

Student Information editor

Student Demographics
Note: At the point the plan is generated, a snapshot of the student data is taken. To get a fresh copy, click the button below.

Refresh Student Information

Last Name	First Name	Middle Name	Suffix
Federal Designation	Federal Race(s)	Race, Ethnicity (state)	
Birthdate	Birth City	Gender	
Student Address			
School Name	School Phone	Student Number	Grade

Refresh Student Information: Select to refresh the student demographics to the document; data will populate as *read only*

Parent/Guardian Information editor

Parent/Guardian Information
Note: At the point the plan is generated, a snapshot of the student data is taken. To get a fresh copy of the guardian information, click the button below.

Refresh Guardian Information

Parent/Guardian comes from the census system and the only people listed here are marked as guardians of the student's current household, or direct guardians to the student through the relationship.

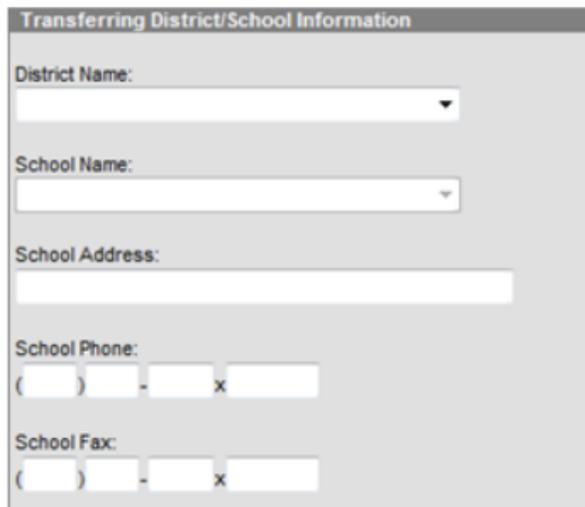
Guardian	Name	
MOTHER, NATURAL/ADOP		
Work Phone	Cell Phone	Email
Addresses	Home Phone	

Refresh Guardian Information: Select to refresh the student's guardian information to the document; the fields will populate from census as *read only*

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District/School Information editor



District Name: Select from the drop list the district the student is transferring from

School Name: Select from the drop list the school the student is transferring from

NOTE: the school drop list will be auto populated based on the *District Name* selection

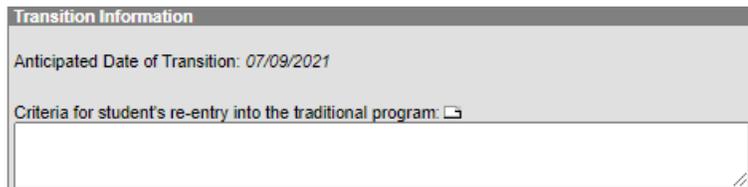
School Address: Enter the address of the school the student is transferring from **OPTIONAL**

School Phone: Enter the phone number of the school the student is transferring from **OPTIONAL**

School Fax: Enter the fax number of the school the student is transferring from **OPTIONAL**

NOTE: Address, Phone and Fax number will populate if school selected is within the same district

Transition Information editor



Anticipated Date of Transition: This field will populate from the date entered in the Plan Information editor as *read only*.

Criteria for student's re-entry into the traditional program: Enter the criteria student must meet to be re-enrolled into the student's previous school or regular educational setting.

Template bank can be created by district, via System Administration | ILPA | Template Banks, reference [ILPA Setup Instructions](#).

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Student Records editor

The screenshot shows a form titled "Student Records" with the instruction "Indicate if the following are available in the student's record (check all that apply)". It contains two columns of checkboxes for various records: Individual Learning Plan (ILP), Individual Education Plan (IEP), Program 504 Plan, Official Transcript, Current Report Card, Behavior Records, Assessment Scores, Attendance Records, ACT, Benchmark Assessments, ACCESS for ELLs, and Socio-Emotional Assessment. Below these is a "Traumatic Informed Score" field with a text input box. At the bottom, there are two "Other, please specify:" labels, each followed by a text input box.

Indicate availability of items in student's current educational record: check all that apply

- Individual Learning Plan (ILP) – if selected, a description box is activated to enter the ILP system utilized, and the date the ILP was created/modified.
- Individual Education Plan (IEP) – note students with an active IEP do not require an ILPA
- Program 504 Plan
- Official Transcript
- Current School Report Card
- Assessment Scores
- ACT
- Benchmark Assessments
- ACCESS for ELLs
- Socio-Emotional Assessment
- Traumatic Informed Score
- Other, Specify

Student Strengths and Needs editor

The screenshot shows a form titled "Student Strengths and Needs" with two main sections: "Academic or Behavioral Strengths" and "Academic or Behavioral Needs". Each section has a large text input area with a small trash icon in the top right corner and a scroll-down arrow on the right side.

Academic or Behavioral Strengths: Enter student's academic or behavioral strengths

Academic or Behavioral Needs: Enter the student's academic or behavioral needs

Template bank can be created by district, via System Administration | ILPA | Template Banks, reference [ILPA Setup Instructions](#).

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Goals and Objectives editor

Click **New Plan Goal** button

A form titled "Goal Editor" with fields for "Goal Name" and "Area", and a large text area for "Goal".

Goal Name: Enter descriptive name of goal

Area: Select from the drop list the area for the specified goal

- Academic
- Behavioral
- Socio-Emotional
- Other

Goal: Describe student's goal in specified area

Select Save to save current goal and enter a new goal

Select Save and Continue to save current goal and to move to the next editor

Template bank can be created by district, via System Administration | ILPA | Template Banks, reference [ILPA Setup Instructions](#).

Enter **Goal Objective(s)**

Select appropriate goal in which to add the objective



Click **New Plan Goal Objective** button

A form titled "Objective/Benchmarks" with a large text area for "Objective".

Enter Objective related to selected goal

Multiple objectives can be added to each goal by the repeating these steps

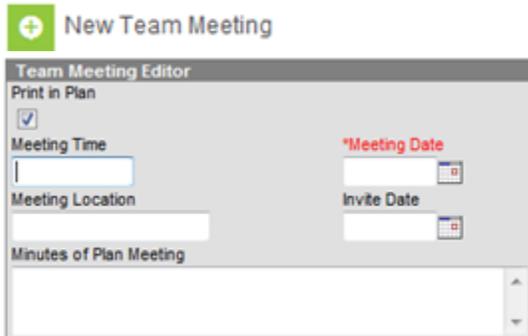
Template bank can be created by district, via System Administration | ILPA | Template Banks, reference [ILPA Setup Instructions](#).

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Team Meeting editor

Select New Team Meeting



Print in Plan: Select this indicator to ensure the team meeting data entered will print in the plan

Meeting Time: Enter the time the team meeting occurred

Meeting Date: Enter the date the team meeting occurred

Meeting Location: Enter the location of the team meeting

Invite Date: Enter the date in which the members were invited to the meeting

Minutes of Plan Meeting: Enter the minutes of the meeting **OPTIONAL**

Team Meeting Attendance editor



Invited	Attended	Name	Title
<input type="checkbox"/>	<input type="checkbox"/>	[REDACTED]	MOTHER, NATURAL/ADOP (GUARDIAN)
<input type="checkbox"/>	<input type="checkbox"/>	[REDACTED]	(COUNSELORSTAFF)
<input type="checkbox"/>	<input type="checkbox"/>	[REDACTED]	(ADVISORSTAFF)

This will display all Team Members entered on the Team Members Tab

Select indicator for each member that was invited

Select indicator for each member that attended

Save Document

From the documents tab the ILPA must be **LOCKED** to ensure student records transfer, synching data to the state and for reporting purposes.

Select **Documents** tab

Select KY ILPA

Click the Lock/Unlock button



If student exits program and returns within the same academic year, the *Copy* feature can be used instead of the district creating a new ILPA upon re-entry.

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Section E – Copy Feature (use upon re-entry in alternative program within same academic year)

Upon a student's re-entry into an alternative educational program within the same academic year, a new ILPA is not required; the student's previous ILPA can be copied and updated, as necessary.

Tool Search: ILPA Documents

Select student's previous ILPA



Click the **Copy** button



Click **OK** when the warning appears



New Plan Type: default KY ILPA

Start Date: Enter the start date of the new ILPA (date in which revised plan will begin)

End Date: Enter the end date of the new ILPA

Click **Copy** button

This step will do the following:

- Create an unlocked copy of the previous ILPA
- End date the previous ILPA one day less the start date of the new ILPA
- Previous ILPA will remain locked

Open the new ILPA and make appropriate updates to student's goals and objectives for the current stay in the alternative educational program.

When complete, **lock** the new ILPA.

Section F – Progress Report

The progress of the student's goals and objectives should be monitored on a regular basis. KDE recommends monitoring progress of the student's goals and objectives based on the same timeline as progress is reported in the other schools in your district.

Tool Search: ILPA Documents

Select **New Document**

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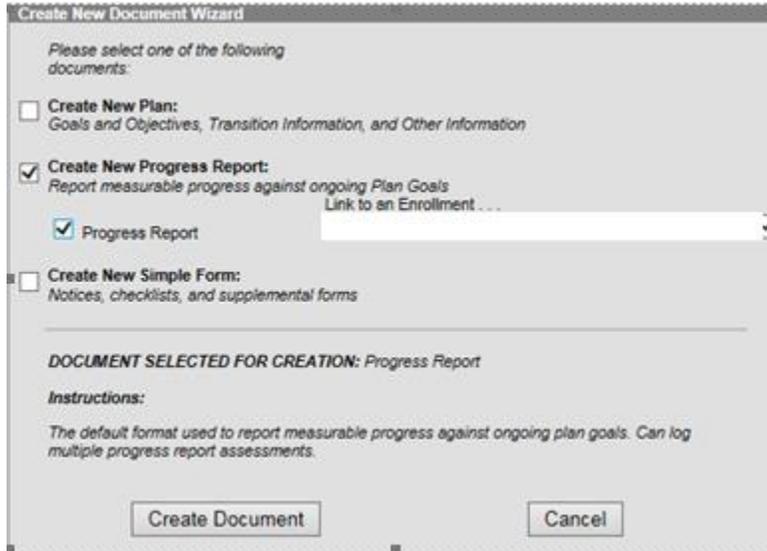
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Select **Create New Progress Report**

Select **Progress Report**

Click **Create Document** button



Progress Report editor



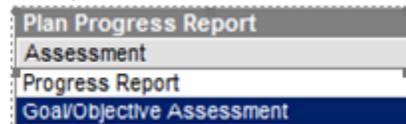
Plan to report on: Select from the drop list the plan to report progress

Report Date: Enter the progress report date

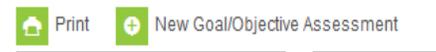
Click the **Save** button

Goal/Objective Assessment Editor

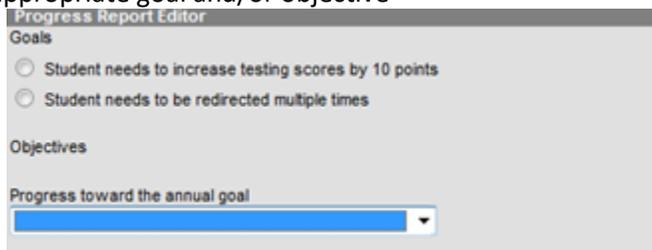
Click Goal/Objective Assessment in the Assessment editor



Click **New Goal/Objective Assessment**



Select appropriate goal and/or objective



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Select from the drop list the *Progress toward the annual goal

Note: This drop list must be populated via System Administration | ILPA | Progress Options, reference [ILPA Setup Instructions](#).

Section G – Calendar Setup

Tool Search: Calendar Information

Facilities in which ALL students enrolled are KECSAC students (strictly A6 facility) can choose to have a separate school calendar that includes the extended days (210-day calendar).

Facilities in which there are district placed and KECSAC students enrolled (blended A6 facility) can choose to add the extended days as a summer calendar. The regular year calendar should have the same end date as the other schools in the district.

Mark the additional days as Regular School Day, Instruction and Attendance as shown below:

Day Detail		
Date		Day #
05/24/		175
Period Schedule		
Regular		
School Day	Instruction	Attendance
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Start Time	End Time	Duration
		0
<i>The duration field will be calculated automatically</i>		
Comments		
<input type="text"/>		
Day Events		
Type	Duration	Inst. Minutes
<input type="button" value="Add DayEvent"/>		

Complete instruction on calendar set up and using the calendar wizard can be found on [KDE's School Calendar website](#). Reference the direct link to the [Calendar Set up and Using the Calendar Wizard](#) document. Please see the [Summer School Setup](#) on how to create a Summer School calendar.