

To: Special Education Directors and SEDAC Contacts
From: Heather Levitt Doucette
Date: August 2007
RE: Early Childhood Outcomes (ECO)

This e-mail is being sent to inform districts that the Early Childhood Outcomes (ECO) data collection system for the submission of BRIGANCE IED-II[®] data on preschool students with disabilities is now open. In the spring of 2006, the Connecticut State Department of Education (CSDE) requested, as part of its State Performance Plan (SPP), that Connecticut school districts begin collecting data on preschool students with disabilities who began receiving special education services as of May 2006. Last year, districts submitted BRIGANCE IED-II[®] data on these students to the CSDE via an electronic data collection tool sent to districts on a floppy disc. This year, these data are to be submitted via this new web-based data collection application. **Instructions for how to use this system are attached with this e-mail.**

Just a few reminders relative to the specific reporting requirements of ECO data:

- Each district who is responsible for the education of preschool students with disabilities is required to collect and report to the state both pre(entry) and post(exit) BRIGANCE[®] IED-II data for every child that began receiving preschool special education services since May 2006.
- In February 2008, Connecticut will submit an Annual Performance Report (APR) on the state's progress relative to the SPP to the United States' Department of Education's (DOE) Office of Special Education Programs (OSEP). At that time, Connecticut will only be required to report the progress of preschool students for whom we have **both** pre(entry) and post(exit) data. Since you have been collecting these data for over a year now, we expect that there are many districts that have a lot of information to transfer from the paper-based BRIGANCE[®] student record sheet into the ECO data collection application. In order to help you prioritize the submission of this data, we are asking you to submit first information on those students for whom you have both pre(entry) **AND** post(exit) data.
- The entry data you submitted last fall via the data collection disc has already been transferred to the web-based application, where you will be able to locate the students' existing record and enter their corresponding exit data if it that has been collected. You can also create new records for students that you are submitting data on for the first time.
- You are not required to report progress data on preschool students who receive less than 6 months of special education in your school district. If you provided us with entry data on a student last year who subsequently exited preschool, your school district or special education prior to 6 months, you will be able to tell us this via the web-based system. Similarly, if a student left unexpectedly and you were unable to obtain exit data on the student, you will be able to report this as well.

- Now that the ECO web-based data collection application is open, it will remain open. You will be able to enter data for entering and exiting preschool students with disabilities throughout the year. In November 2007, we will be extracting information to include in our February 2008 Annual Performance Report to OSEP. At that time, we will be working to analyze data on any preschool student who has both pre(entry)- and post(exit)-data up through June 30, 2007. Again, if you need to prioritize the submission of your data, please make sure to at least have data on students with both pre- and post-data up through June 30, 2007 entered into the ECO application **no later than November 1, 2007.**
- On November 1, 2007 we will begin analyzing the ECO data and contacting districts if the data appear inaccurate. By **November 15, 2007** we anticipate having clean, accurate data from all districts.
- We expect that each district will submit ECO data on preschool students with disabilities assessed up through June 30, 2007 by the due dates noted above. Whether a district has submitted timely and accurate ECO data will be included as part of the evaluation of each district's timely and accurate indicator for LEA level determinations.

We thank you very much for your patience as we have been working to develop this system. Please contact Maria Synodi (maria.synodi@ct.gov) with any questions relating to the Early Childhood Outcomes reporting requirement or Heather Levitt Doucette (heather.levitt@ct.gov) with any questions specifically relating to the submission of data.

Instructions for On-Line Submission of Early Childhood Outcomes / BRIGANCE[®] IED-II Data

I. LOGIN

- A. In order to log on to the web-based Early Childhood Outcomes data submission system, you must first log on to the secure website of the Connecticut State Department of Education: <https://www.csde.state.ct.us/>. Since this secure site hosts many other statewide data collections, your district already has a login ID and password for this site. **If you do not know your district's login and password, please contact the staff in your district responsible for submitting SEDAC data (data on all students with disabilities). If you are not sure who this staff member is, please consult the attached list.** You must use this existing login ID and password to enter the secure site.
- B. Once you have entered the secure site, locate the link entitled **Early Childhood Outcomes (ECO) Data Collection**
- C. You must once again log-in and enter your password. **Your User ID is the same User ID you used for the secure site;** your default password is 12345. Once you have logged in, you will immediately be prompted to change your password. You may choose any 8-character password; the password is case-sensitive.
- D. Once you have changed your password and logged in, you will be directed to the Early Childhood Outcomes (ECO) Data Collection home page.

II. DATA SUBMISSION

Once you have reached the ECO Data Collection home page, you will have two choices for submitting data. You can click on either of the two links located in the upper right-hand corner of the screen.

- A. [Add a new student record](#). You will need to click “[add a new student record](#)” in the upper right hand corner of the screen to enter pre-test information for students whose pre-test data were not submitted to us last fall. *(NOTE: If, in fact, pre-test information was submitted on a student last fall, when you try to submit their information under “add a new student record” you will be told that pre-test data already exists for this student and you will not be permitted to add new pre-test data; you will be permitted to enter post-test information if you have it)*
 1. Once you choose to add a new student record, you will be prompted to provide the students SASID, Last Name and date of birth.
 2. Once the student's name appears on the screen, click the [Add Pre](#) button
 3. You will be directed to the data entry page. You must fill in the date that the Brigance IED-II testing was completed in the top section of the data page.

Child's First Name: PATRICK	Child's Last Name: KUBIAK
DOB (MM/DD/YYYY): 11/29/1997	SASID: 9432888693
Date Brigance IED-II testing was completed? (MM/DD/YYYY): <input type="text"/>	Pre / Post: Post

4. Proceed to enter the mastery item and the number of missed items for each of the fields in each sub-test; to move from one subtest to another, click tabs B through G. **Please note that,**

for each item in each sub-test, the number of items missed cannot exceed the mastery item number.

	Mastery Item	# of Items Missed
B1:	Choose ▾	Choose ▾
B2:	Choose ▾	Choose ▾
B4:	Choose ▾	Choose ▾
B10:	Choose ▾	Choose ▾

[View Error Report](#) [Save](#)

5. At any point during the data entry, you may use the buttons on the bottom of the data entry screen to a) [View Error Report](#) or, b) [Save](#) the information you have entered.
 - a. [View Error Report](#): A report indicating where you need to change and/or enter data will pop up in another window. You can print this report and make the necessary corrections to your data. You can open this report at any time during your data entry. When all your data are successfully entered, the report will read “No errors detected”.
 - b. [Save](#): If you try to save a record when there are still errors in your data, the data will save but the error report will pop up in another window. If there are no errors in your data when you hit the Save button, your information for that record will be saved and you will be redirected to a list of successfully entered student records for your district.

- B. [View students with previously submitted Entry \(pre\) data.](#) Click this link if you want to view the list of students who already have pre-test data in the ECO data collection system or to submit post-test information on a student for whom you submitted pre-test information last fall.
 1. A list of existing student records in the ECO data collection system will appear on the screen.

SASID	Name	DOB	Pre	Pre Status	Post	Post Status	Please indicate if exit data will not be submitted on this student due to:
SASID 1429625651	Last, First CHAMBERLIN, ALYSSA	03/29/1996	View Errors	1	View Errors	1	
SASID 2438824895	Last, First CHAMBERLIN, LEAH	03/26/1996	View Errors	1	View Errors	1	

2. For each student record, you will have several options:
 - a. **View Pre or Post Data:** Under the Pre or the Post columns, you may click the “View” button to view the student’s existing data.
 - b. **View Error Reports:** Under the Pre or the Post columns, you may click the “Error” button to see if there are any errors in the existing data for the student.
 - c. **Indicating that Exit data will not be submitted:** Post-test/Exit data do not need to be submitted for students who receive special education and related services for less than 6 months. If there is a student that you know you will not submit post-test data on because they received services for less than 6 months, please indicate this under the column “Please indicate if exit data will not be submitted on this student”. You may also indicate if post-test/exit data will not be submitted because the “Child exited unexpectedly and assessment could not be administered” You must click the “Update” button after selecting one of these options. To undo your selection, click “Undo”.
3. Status codes are assigned to each student’s pre- and post-test information. If there is not status code, no data have been submitted for that student; A code of 1 indicates that there are no errors in that student record; a status code of 2 indicates that data have been submitted but there are errors. To view the errors for a status code 2 records, click on the “Error” button.

III. EXITING THE ECO DATA COLLECTION SYSTEM

- A. Once all of the student records on your list have status codes of 1, you may exit the application by clicking the Exit ECO Application Button in the upper left hand corner of the screen.