KECSAC

Kentucky Educational Collaborative for State Agency Children

Instructions for Completing 2020 KECSAC Annual Census Survey

Please complete each question. The form cannot be submitted by email until all boxes are filled in. Use the "READER ENABLED" version of the census form. This version will allow you to save changes to the document.

Answer **only** for state agency children (SAC) as defined in **KRS158.135**. Only students who qualify for SAC funding should be included in these counts. If a student could not be included in your KECSAC average daily membership (ADM) report they should not be included in this document.

Date Completed

Enter the date the information for the survey was completed.

Name of School District

Enter the name of the school district responsible for providing the educational services at the KECSAC program.

Name of KECSAC Program

Enter the KECSAC program name listed on your KECSAC MOA.

Phone Number

Enter the best contact number of the person completing this report including area code.

School Number/Location Code

Enter your program School Number or location code as assigned by KDE within the Infinite Campus (IC) system.

Name of Person Completing Form

Enter the name of the person who is completing this form.

Email of Person Completing Form

Enter the school district email of the person who is completing this form.

Instructions for Questions #1 –#11:
1. **Enter the number of State Agency Children (SAC) enrolled in the education program on 12/01/2020.**
Include **only** state agency children (SAC) as defined in **KRS158.135** who are enrolled in your program for any portion of the day on 12/01/2020. Only students who qualify for SAC funding should be included in this count. If a student could not be included in your KECSAC average daily membership (ADM) report they should not be included in this document.
2. **How many of these students have an IEP?**
Of the SAC identified in question #1, please indicate the total number of students who have an individual education plan (IEP).
3. **Of those students with an IEP, how many were identified with special education needs prior to enrolling in your program?**
Of the SAC identified in question #2, please indicate the total number of students who had an IEP upon enrollment in your education program.
4. **Of those students with an IEP, how many were identified with special education needs after enrolling in your program?**
Of the SAC identified in question #2, please indicate the total number of students who DID NOT have an IEP upon enrollment in your education program, but do have one now.
5. **Over the past 12 months (11/27/2019- 12/01/2020), how many different SAC have received educational services at this program (estimate if necessary)?**
Do not count duplicate enrollments of the same student, only count individual students. (Example: If student A was in your program three days during January, left the program, then enrolled again in March for six days, then again in August for 12 days, please only count them once.) The purpose of this question is to determine an unduplicated count of the number of children served in KECSAC programs during the identified time period.
6. **During the past 12 months (11/27/2019- 12/01/2020), how many SAC from your program completed their high school diploma while enrolled in the program?**
Enter the number of students who received a high school diploma while at your program.

7. During the past 12 months (11/27/2019- 12/01/2020), how many SAC from your program obtained a GED while enrolled in the program?
Enter the number of students who received a high school equivalency diploma/GED while at your program.

8. During the past 12 months (11/27/2019- 12/01/2020), how many 18+ year-olds SAC left your program without earning a diploma or GED?
Enter the number of students aged 18 or older who left your program without earning either a high school diploma or high school equivalency/GED.

9. During the past 12 months (11/27/2019 - 12/01/2020), how many SAC were admitted to a post-secondary program after graduating from your program?
Enter the number of students who earned a diploma or high school equivalency diploma/GED at your program, and then were admitted to any post-secondary educational program (regardless of where they resided after graduating) including but not limited to: community and/or technical college, four-year college or university, vocational training/certification programs, etc.

10. What is the average length of stay for students in your program (including all calendar days)?
Enter the average number of days students are enrolled in your program. This should include the average of all calendar days including instructional days, weekend days, and non-instructional days. (Example: If student A enrolled in your program August 1 and left your program on August 12, their enrollment period would be twelve days. If Student B enrolled in your program on January 3 and left the program on January 10, their enrollment period would be eight days. The average of those two lengths of stays is 10 days.)

11. What is the licensed or rated capacity of the program?
Enter your program's capacity established by the Department for Community Based Services, the Department of Juvenile Justice.

Instructions for Questions #12 –#17:

For the following questions, please indicate the total full-time equivalent (FTE) staff in the appropriate category by multiplying the number of staff by the proportion of time spent. If the total is a fraction, please complete to two decimal places.

Example:
   a. Five teachers, each spending 1/4 of their day at the facility: 5x .25 = 1.25
   b. One full time teacher's aide plus 1 half time teacher's aide   = 1.50
   c. One administrator spending 1/3 of his/her time at the facility   = .33
   d. One person teaches 2/3 time, administrator 1/3 time   [teacher] = .67
                                                          [administrator] = .33

If staff members are shared with another program or facility, please be sure not to count their time more than once. (Example: If an administrator serves two programs equally, they are considered .5 at each of those programs and should be reported as such on each program's individual census report.)

12. FTE of certified teachers employed in the on-site program on 12/01/2020?

Enter the total number of certified teachers in the on-site program. An onsite education program is identified as an A5 or A6 program where KECSAC students receive instruction. If all of your SAC attend a traditional A1 school for the regular school calendar, please only include the number of teachers who provide educational services on the campus of the residential program during the extended school days. (Example: All students at a residential group home attend school at the local traditional high school, but receive instruction during the 33 extended days on the campus of their residential group home by one certified teacher. Therefore their report should note ONE teacher, NOT every teacher who provided services at the traditional high school.) The purpose of this question is to capture the total number of teachers employed and providing instructional services in KECSAC programs.

13. How many FTE certified teachers at the program are special education certified?

Of the FTE certified teachers reported in #12, enter how many have special education certification.

14. How many FTE certified teachers hold an emergency certification?

Of the FTE certified teachers reported in #12, enter how many hold an emergency teaching certification.

15. FTE Educational Administrators?

An educational administrator means the lead teacher, principal, or lead education designated by the local district to be responsible for the operation of the daily education program. If the administrator has multiple identified responsibilities beyond the oversite of the KECSAC program, they should accurately reflect the percentage of time allocated to the supervision of the daily education program. (Example: If an education administrator is equally responsible for the operation of two separate education programs, their FTE would be 0.5 for each of those programs.)

16. FTE Teaching Assistants?

Teaching assistants are defined as paraprofessionals employed by the school district who provide educational supports in the classroom.

17. FTE of other educational support staff?

Please include any additional school district employees who provide educational supports in the KECSAC program. These may include but are not limited to: curriculum coaches, guidance counselors, transition coordinators, etc.

18. How many SAC are educated ONLY in classrooms located at the on-site program?

An onsite education program is identified as an A5 or A6 program where KECSAC students receive instruction. Examples of these include educational programs located at residential group homes, day treatment programs, hospital facilities, detention centers, youth development centers, etc. This does not include students who are educated only in traditional A1 educational programs.

19. How many SAC are educated ONLY in traditional (off-site) A1 public schools?

A traditional A1 public schools is identified as the traditional local high, middle or elementary school.

20. How many SAC are educated partly at the on-site program and partly in a traditional (off-site) A1 public school?

This includes students who may attend school at a traditional A1 public school during the regular school calendar, but attend school on-site during the required KECSAC extended school days.

Instructions for Questions #21- #24

Participation in Special Programs (a student may participate in more than one program). Please enter the number of SAC that participated in each special program from 11/27/2019 - 12/01/2020.

21. District Operated Vocational/Technical Program

22. Dual Enrollment/Post-Secondary Courses

23. Gifted Student Services

24. GED Program

Instructions for Questions #25 - #33

Assessment and Transition: IMPORTANT – enter the percentage of students in each category. Percentages must be entered as a decimal (example .25 will display as 25%).Use all the students who have been in the program since 11/27/2019 to complete this information.

25. What assessment method is used to evaluate student academic progress?

You may enter more than one assessment method. Examples of assessment methods may include TABE, STAR Reading and Math, MAP, Woodcock-Johnson, teacher-developed assessment, etc.

26. When students transition from the program, what percentage (should equal 100%):
   a. **Go to another Pre-K - 12 educational setting?**
   b. **Do not go to another Pre-K - 12 educational setting?**

Please indicate the percentage of students who left your program for these two options. Every student who left your program should be accounted for in one of these two categories.

27. When students transition out of the program into another Pre-K - 12 educational setting, what percentage go to (should equal 100%):
   a. **An A-1 traditional public school or private school?**
   b. **An A-5 school (alternative school operated in a district facility)?**
   c. **Another A-6 school (KECSAC educational program)?**

Of the students identified in 26a, please indicate what percentage left your program to attend each of the above options.

28. Of the students who transition to another KECSAC (A-6) program, what percentage go to a (should equal 100%):
   a. Department of Juvenile Justice facility?
   b. Department for Community Based Services facility?
   c. ASPIRE MHDT or Western Day Treatment?

Of the students identified in 27c, please indicate what percentage left your program to attend each of the above options.

29. When students enter your program, what percentage (should equal 100%):
   a. Come from an A-1 traditional public school or private school?
   b. Come from an A-5 school (alternative school operated in a district facility)?
   c. Come from another A-6 school (KECSAC educational program)?
   d. Were not enrolled in an education program prior to admission?

Please indicate what percentage of students entering your program came from the above options based on their immediate prior enrollment.

30. Of the students who enter from another A-6 program, what percentage come from a (should equal 100%):
   a. Department of Juvenile Justice facility?
   b. Department for Community Based Services facility?
   c. ASPIRE MHDT or Western Day Treatment?

Of the students who were identified in 29c, indicate the percentage of students who came from the above options.

31. When students leave your program, but do not enter another Pre-K - 12 educational setting, what percentage (may not equal 100%):
   a. Enter the workforce?
   b. Enter a post-secondary educational program?
      I. How many entering a post-secondary educational program used a state tuition waiver?
   c. Enter an independent living program?
   d. Extend their commitment to state care?
   e. Return to their home communities?
   f. Enter the military service?
   g. Transfer to an adult correctional facility?
   h. Have no plans identified?

For those students identified in 26b, please indicate the percentage of students who fall into the above categories. Students may be counted in more than one category and totals may not equal 100%. (Example: Student A may extend her commitment, return to her home community, enroll in a vocational program, while serving in the National Guard; therefore she may be counted multiple times in the above categories.)

32. What percentage of your students are in a KECSAC program (A-6) for the first time?

Only indicate the percentage of students who have not been enrolled in another KECSAC program prior to yours. This may require you to review each student's enrollment history in Infinite Campus.

33. What percentage of your students age out of state care while in the program?

Please enter the percent of students who turned 18 and did not recommit to state care or who were not recommitted to care by the state.

34. How many 18 year old SAC who left your program without earning a GED or diploma returned to a traditional A1 public school or other non-KECSAC program?

Of those students who were 18 and left your program, how many returned to a traditional A1 public school or another non-KECSAC program.

Instructions for Submission:

Please save the form to your computer, then check to make sure the data is saved before closing the form. Print a copy for your records.

Attach the saved form and the KECSAC membership report spreadsheet from Infinite Campus to an email and send it to sherri.clusky@eku.edu.

Within one business day you will receive an acknowledgement that the form has been received in the KECSAC office.