RF Tracker Helpful Hints

Version 5.0

Residential Facility (RF) Tracker

General

LEAs will use the RF Tracker data collection system to report on student with disabilities residing in an RF within their boundaries or jurisdiction.

Information entered into the system from the previous year collection has been "rolled over" to the current year to give LEAs a starting point for data entry. As a result, LEAs should not re-enter information for any facilities and/or students that was previously entered for the previous year. **However**, LEAs will need to update existing data to reflect current school year information, and/or add and delete records for additional facilities or RF students that are no longer with the LEA.

The following areas of emphasis provide information regarding changes and updates that will be required as LEAs access the RF Tracker system. More comprehensive explanations about the entire RF Tracker application, including detailed definitions, are included in the **RF Tracker Guidance Document** which may be found on the Special Education Residential Facilities Monitoring Guidance and Resources webpage which is located on the Program Monitoring and Interventions website at http://www.tea.state.tx.us/pmi/ .

Areas of Emphasis

There are some areas of emphasis in the RF Tracker. They represent some of the most commonly misinterpreted aspects of the RF Tracker. Better understanding of these concepts can help the LEAs avoid having to make tedious corrections to their data.

Facility Maintenance Page – p. 2

- Total Number of Students at the Facility
- Definition of Detention Correction Facility

Student Detail Page – p. 2

- Home Campus Number for RF
- Is the Student Educated at the Facility?
- Is the Student Educated Only with Other RF Students?
- Length of Home Campus School Day for Non-Disabled Peer
- Primary Disability at Time of previous year's State Assessment
- Direct Related Services

Understanding Events in RF Tracker – p. 4-8

Facility Maintenance Page

Total Number of Students in the Facility - The total number of students to be reported for each facility includes students with and without disabilities. To complete initial data entry for the current school year, report the total number of students (with and without disabilities) residing in the facility on the last Friday in October (the PEIMS fall snapshot date). To complete the required end-of-year RF Tracker data reporting, update the total number of students to reflect the average daily student residency for the facility during the current school year.

Detention/Correctional Facility - The LEA will indicate that a facility is a Detention/Correctional Facility if the facility is a detention center, correctional facility (including a jail), or other secure pre- or post-adjudication adult or juvenile facility from which students are prevented from leaving by detention, corrections, or security personnel and mechanical barriers such as cells, secured windows and doors, and/or locked fences.

Student Detail Page

Home Campus Number for RF - The 9-digit identifying number (assigned by the TEA) of the traditional campus the student is expected to attend, based on the geographic location (address) of the residential facility in which the student resides, and the assigned grade level of the student. This may or may not be the same as the "Campus Number of Enrollment." The Home Campus Number is **not** the campus number assigned to a campus at an RF.

For example, District A is divided into North and South attendance zones. North High School serves high school students residing within the boundaries of the North zone, and South High School serves high school students residing within the boundaries of the South zone. XYZ Residential Facility is located within the boundaries or catchment area of the North zone. Therefore, the home campus for any high school student residing at XYZ Residential Facility is considered to be the North High School.

Note: The **first six digits** of the Campus Number of Enrollment and the Home Campus Number for RF should match, unless there is a Shared Service Agreement (SSA).

Is the Student Educated at the Facility? - If yes, this student is educated at or in the general location of a residential facility, such as students served in the building in which they reside, in a classroom at the site of the RF, or in a building adjacent to or attached to the RF.

Note: the educational site at the RF may or may not have an assigned campus number.

Is the Student Educated Only with Other RF Students? - If yes, this student is educated exclusively with other students **with disabilities** who reside in a residential facility.

An RF student is defined as a student with a disability who resides in a residential facility.

Length of Home Campus School Day for Non-Disabled Peer - The number of minutes in a full school day for a non-disabled peer, at the traditional home campus the RF student is expected to attend, based on the geographic location (address) of the residential facility in which the student resides and the assigned grade level of the student.

Referencing the example used for Home Campus Number for RF, if the length of the school day for non-disabled peers at North High School is 420 minutes per day, then the length of the home campus school day for non-disabled peers is 420 minutes.

Primary Disability at Time of the Previous Year's State Assessment - Identifies the type of primary disability recorded in the student's IEP at the time of the most recent administration of a state assessment applicable to the student. Note: This data element appears only on Withdrawal and End of Year event student records. It should be completed if the reporting event takes place during or after the most recent administration of a state assessment applicable to the student.

Direct Related Services – Services provided directly to the RF student, which are required to assist the student to benefit from special education (**does not include** consultative services).

Understanding Events in *RF Tracker*

For the purposes of *RF Tracker*, events are defined as the specific reporting periods when the LEA is required to report on RF students and staff members. It is important to understand that **by the end** of the RF reporting period, **all students** should have pairs of events. The first event of the pair will be either a Start of Year or Enrollment event. These represent the student or staff beginning a relationship with the RF. The second event of the pair will be either a Withdrawal or End of Year event. These represent the ending of a relationship with the RF or the end of the RF reporting period.

Information regarding a **student** must be entered at the beginning of each school year or at the time the student enters an RF, whichever is later. Additionally, information regarding a student must be entered at the end of each school year or at the time the student withdraws from an RF, whichever is earlier. A student may enroll and withdraw from a facility multiple times throughout the school year, though by the end of the RF reporting period these events should always come in pairs. Each of these enrollment and withdrawal events must be captured in *RF Tracker* using these predefined event types:

>   **Start of Year** – this event should be created when a student enrolls in an RF on or before the first day of school.

>   **Enrollment** – this event should be created when a student enters an RF after the first day of school. A student can enroll and withdraw from a facility multiple times.

>   **Withdrawal** – this event should be created when a student withdraws from an RF before the 'End of Year' snapshot date. A Withdrawal event cannot be created until either a Start of Year or Enrollment event has been established.

>   **End of Year** – this event should be created at the time of the 'End of Year' snapshot date for a student who remains enrolled at the RF at the time of the snapshot date. This event type cannot be created until either a Start of Year or Enrollment event has been established.

The following are several scenarios to help define typical RF student event sequences. In many cases, these event scenarios will apply to LEA staff as well.

Scenario #1: RF student is enrolled in an RF on the first day of school and remains at the RF for the duration of the school year.

>   **Required Events:**
>   Start of Year – Because the RF student is enrolled in an RF at the time school begins for the LEA, the user should create this event in order to enter all information pertaining to the student as it exists at the beginning of the school year.

>   End of Year – Because the RF student remains at the RF at the time of the 'End of Year' snapshot date, the user should create this event in order to update information pertaining to the student as it exists at the time of the 'End of Year' snapshot date.
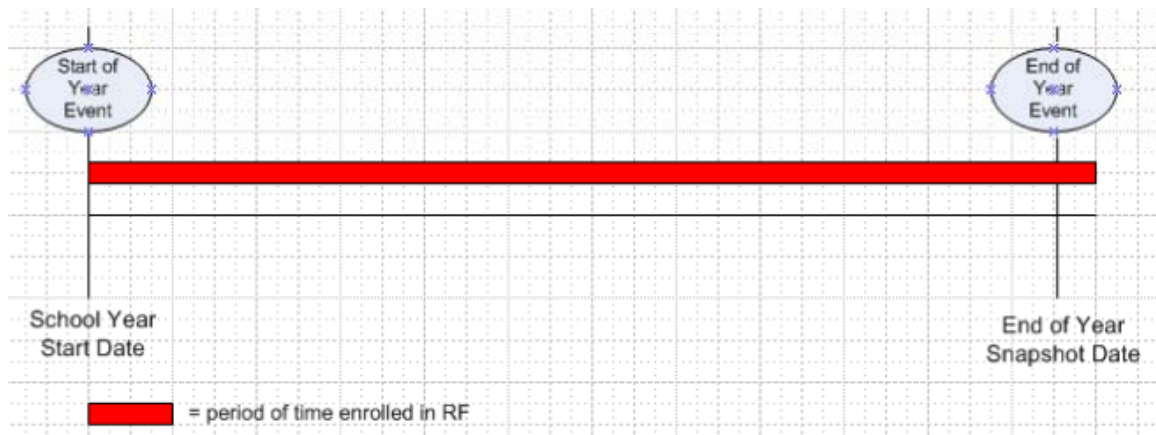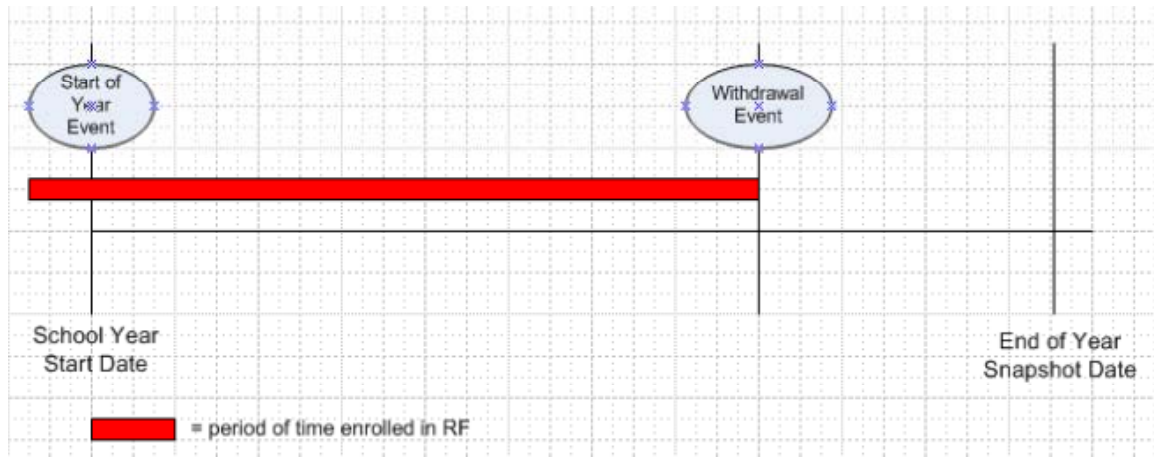

Scenario #2: RF student is enrolled in an RF three weeks before the first day of school and withdraws from the RF at some point during the school year.

>   **Required Events:**
>   Start of Year – Because the RF student is enrolled in an RF at the time school begins for the LEA, the user should create this event in order to enter all information pertaining to the student as it exists at the beginning of the school year.

>   Withdrawal – Because the RF student has withdrawn from the RF before the 'End of Year' snapshot date, the user should create this event in order to update information pertaining to the student as it exists at the time of the student's withdrawal from the RF.
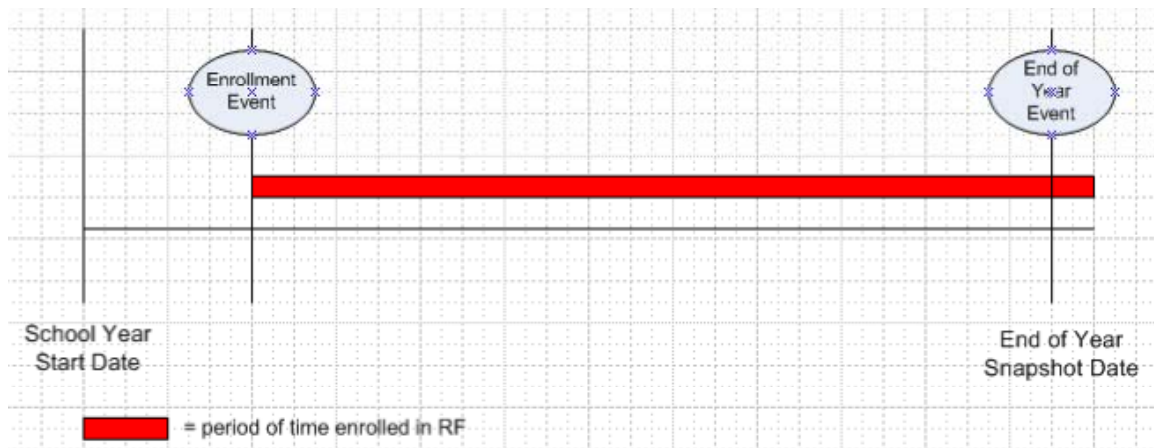
```
        Start of                          Withdrawal
         Year                               Event
         Event

   [red bar]

   School Year                                           End of Year
   Start Date                                           Snapshot Date

        [red] = period of time enrolled in RF
```

Scenario #3: RF student is enrolled in an RF after the first day of school and remains at the RF for the duration of the school year.

Required Events:

Enrollment – Because the RF student has enrolled in the RF after the first day of school, the user should create this event in order to enter all information pertaining to the student as it exists at the time of enrollment in the RF.

End of Year – Because the RF student remains at the RF at the time of the 'End of Year' snapshot date, the user should create this event in order to update information pertaining to the student as it exists at the time of the 'End of Year' snapshot date.


```
                Enrollment                          End of
                  Event                              Year
                                                     Event

                        [red bar]

   School Year                                           End of Year
   Start Date                                           Snapshot Date

        [red] = period of time enrolled in RF
```
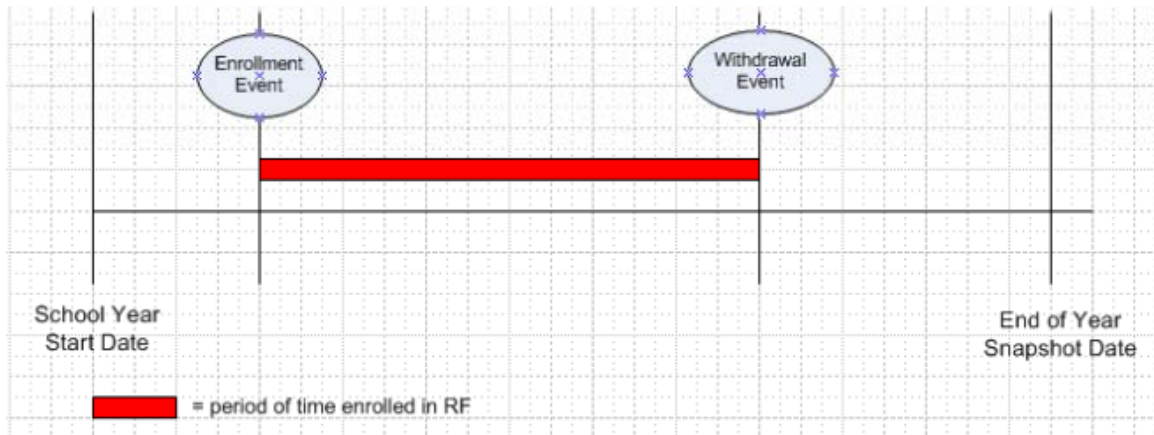
Scenario #4: RF student is enrolled in an RF after the first day of school and withdraws from the RF at some point during the school year.

Required Events:

Enrollment – Because the RF student has enrolled in the RF after the first day of school, the user should create this event in order to enter all information pertaining to the student as it exists at the time of enrollment in the RF.

Withdrawal – Because the RF student has withdrawn from the RF before the 'End of Year' snapshot date, the user should create this event in order to update information pertaining to the student as it exists at the time of the student's withdrawal from the RF.

Enrollment
Event

Withdrawal
Event

School Year
Start Date

End of Year
Snapshot Date

█ = period of time enrolled in RF

Scenario #5: RF student is enrolled in an RF on the first day of school and withdraws from the RF two months later. The same student re-enrolls in the RF three months later and withdraws from the RF again five weeks later
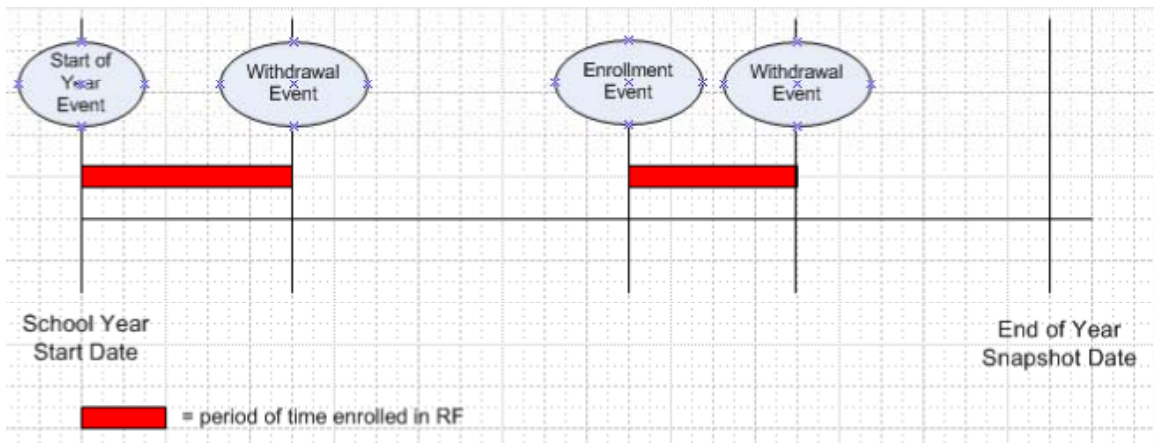
Required Events:
Start of Year – Because the RF student is enrolled in an RF at the time school begins for the LEA, the user should create this event in order to enter all information pertaining to the student as it exists at the beginning of the school year.

Withdrawal – Because the RF student has withdrawn from the RF before the 'End of Year' snapshot date, the user should create this event in order to update information pertaining to the student as it exists at the time of the student's withdrawal from the RF.

Enrollment – Because the RF student has already withdrawn from the RF and is now re-entering the RF in the same school year, the user should create this event in order to update all information pertaining to the student as it exists at the time of re-enrollment in the RF.

Withdrawal – Because the RF student has withdrawn from the RF before the 'End of Year' snapshot date, the user should create this event in order to update information pertaining to the student as it exists at the time of the student's withdrawal from the RF

Start of
Year
Event

Withdrawal
Event

Enrollment
Event

Withdrawal
Event

School Year
Start Date

End of Year
Snapshot Date

█ = period of time enrolled in RF

Scenario #6: RF student is enrolled in XYZ Residential Facility three weeks after school starts and withdraws from that facility two months later. The same student enters ABC Residential Facility three months after withdrawing from XYZ, and remains at ABC for the duration of the school year.

Required Events:
Enrollment (XYZ Facility) – Because the RF student has enrolled in the first RF after the first day of school, the user should create this event in order to enter all information pertaining to the student as it exists at the time of enrollment in the RF.

Withdrawal (XYZ Facility) – Because the RF student has withdrawn from the first RF before the 'End of Year' snapshot date, the user should create this event in order to update information pertaining to the student as it exists at the time of the student's withdrawal from the RF.

Enrollment (ABC Facility) – Because the RF student has already withdrawn from the first RF and is now enrolling in a second RF in the same school year, the user should create this event in order to update all information pertaining to the student as it exists at the time of enrollment in ABC Residential Facility.

End of Year (ABC Facility) – Because the RF student remains at the second RF at the time of the 'End of Year' snapshot date, the user should create this event in order to update information pertaining to the student as it exists at the time of the 'End of Year' snapshot date.