Instructions for Entering Data in the SPPI-7 TEAL Application

The State Performance Plan Indicator 7 (SPPI-7) online application in the Texas Education Agency Login (TEAL) is designed to collect data from local education agencies (LEAs) for SPPI-7: Early Childhood Outcomes. The data are included in the annual State Performance Plan/Annual Performance Report (SPP/APR) reported to the Office of Special Education Programs (OSEP).

Table of Contents

State Performance Plan Indicators Page

To access the SPPI-7 application click **SPP7** on the navigation menu on the State Performance Plan Indicators page.

SPPI-7 Application Page

Each page in the SPPI-7 application has a menu located at the top of the page that allows the user to open the other pages within the application.
NOTE: Menu options can vary based on the user's permission level.
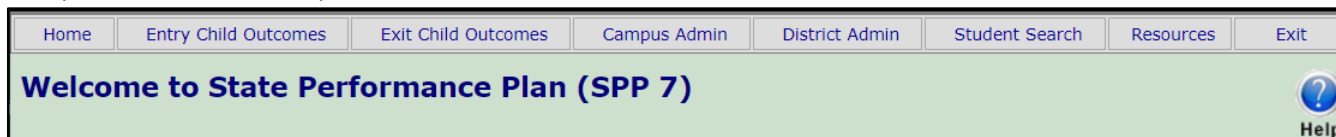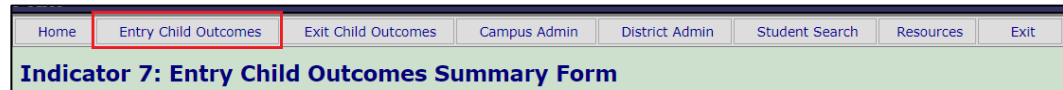

Menu Options
- **Home:** returns to the Home page
- **Entry Child Outcomes:** allows Campus Data Entry Agents or the District Certifier to enter Entry Child Outcomes data
- **Exit Child Outcomes:** allows Campus Data Entry Agents or the District Certifier to enter Exit Child Outcomes data
- **Campus Admin:** allows Campus Data Entry Agents or the District Certifier to submit campus data
- **District Admin:** allows the District Certifier to accept or reject campus data and certify/submit data to the Texas Education Agency (TEA)
- **Student Search:** allows Campus Data Entry Agents or the District Certifier to search the SPPI-7 application for a student by UID or first/last name
  NOTE: Data Entry Agents will only be able to search campuses listed in their TEAL application. Certifiers will be able to search all campuses in the LEA.
- **Resources:** provides a link to the SPPI-7: Preschool Outcomes webpage
- **Exit:** returns to the State Performance Plan Indicators page

Entry Child Outcomes Page

Use the **Entry Child Outcomes** page to enter data for all children, ages three through five, who meet the Entry criteria during the data collection period.

Select the **Entry Child Outcomes** tab on the menu.

The **Entry Child Outcomes Summary Form** page populates.

| Home | Entry Child Outcomes | Exit Child Outcomes | Campus Admin | District Admin | Student Search | Resources | Exit |

Indicator 7: Entry Child Outcomes Summary Form

Campus Section

Select the appropriate **school year**, **district**, and **campus** from the menus. Click **Go**.

The current year is the default school year. Options in the district and campus fields are based on user roles.

The LEA and campus information will populate.

Campus

Data from School Year 2022-23 ⇦

District HOUSTON ISD(101912) ⇦

Campus ALMEDA EL(101912104) ⇦
Go

District Name:	HOUSTON ISD
District Number:	101912
Region:	04
Campus Name:	ALMEDA EL
Campus Number:	101912104
Survey Year:	2022-23
Data Entry Open and Close Period:	9/1/2022 - 7/31/2023
Current Status:	Not Submitted

NOTE: At the beginning of a new data collection year, children who had **Entry Child Outcomes** records previously submitted but who do not have an Exit record will populate in the **Exit Child Outcomes** section.

NOTE: Only LEAs and campuses that list grades with students ages three through five in the AskTed database are included in the SPPI-7 application drop-down menu. Other grade level campuses are not included in the SPPI-7 campus list and LEAs are not required to report and certify student data from those campuses. If a campus with students ages three through five is listed in the AskTed database and the user does not see the campus in the drop-down menu, the user should add/modify their SPPI-7 account and request access to the campus.

Student Roster Section

As Entry Child Outcomes records are entered, they will populate in the Student Roster.

If the campus status is **Inactive**, **Not Submitted**, or **LEA Returned**, records can be edited by clicking the **Edit** button. The **Edit** button will change to **View** when the campus is in **Submitted** or **Certified** status.

	Student UID	Last Name	First Name	Date of Birth	Survey Type	Survey Status	Survey Year
Edit	5618896141	Student	Childhood	1/5/2019	Entry	Complete	2022-23
Edit	1593542461	Student	Childhood2	2/11/2019	Entry	Complete	2022-23
Edit	7889793448	Student3	Childhood	6/6/2019	Entry	Complete	2022-23

Import Data Section

Reporting No Students Meet Data Collection Criteria

Even if a campus does not have students who meet Entry or Exit criteria, the LEA must report this in the SPPI-7 application.

Click the **Click here if no students meet the data collection criteria for this campus** link under the Student Roster.
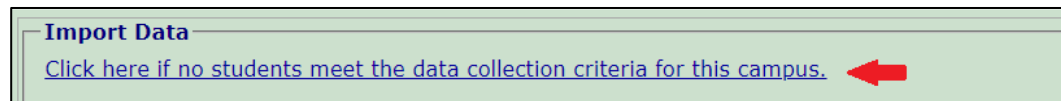

The link opens the **Campus Administration** page. School year, district, and campus can be selected. Campus data can be reviewed, and the assurance statements read/accepted by checking the appropriate boxes. Click **Submit** to submit the campus.

NOTE: All campuses must be in **Submitted** status before the LEA can certify/submit the SPPI-7 application.

Importing Entry Child Outcomes Records

LEAs may upload a large number of student records into the SPPI-7 application rather than entering them one by one.

Click the **User Import Document** link.
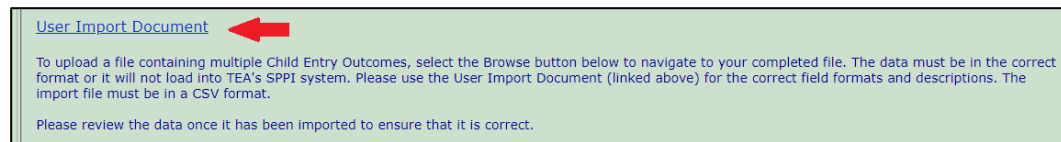
An **Excel** document downloads. There are two tabs in the document. The first tab (**ChildEntryOutcomeHelp**) details how to enter data. The second tab **ChildEntryOutcomeData**) is a blank template in which student specific data can be entered.
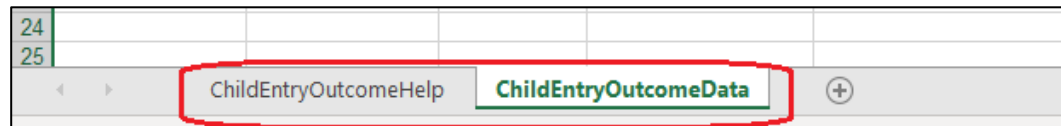
NOTE: Guidelines outlined in the **ChildEntryOutcomeHelp** tab must be followed to prevent a formatting discrepancy which will cause an error in the upload process.

Enter student information as indicated in the **ChildEntryOutcomeHelp** tab. **Columns E through I** have drop-down menus for selections. Data are entered manually in **columns A-D**. Once all student data have been entered, save the document as a **CSV** file.

4

NOTE: Save only the active sheet.

Import the completed CSV file by clicking the **Choose File** button, selecting the **saved CVS file**, clicking **Open**, and clicking the **Import Data** button.

Select Import CSV File:
Choose File | No file chosen

Import Data | Cancel

A message is displayed if the import is successful. If the import is not successful, a message will display with details of import errors.

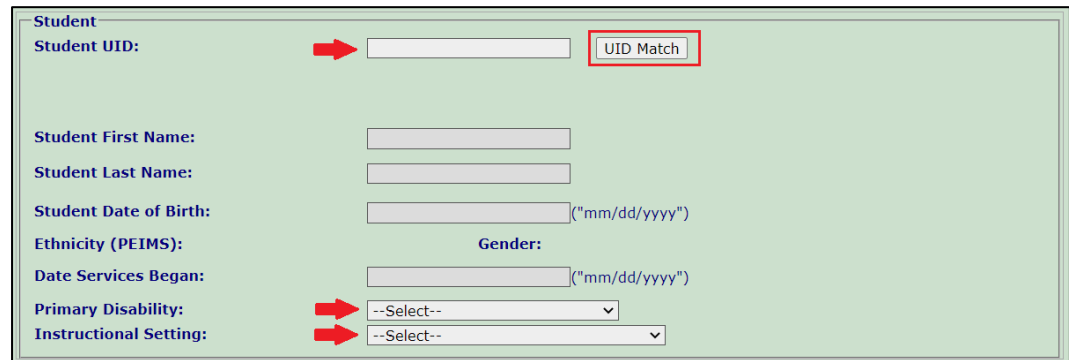The student record will populate in the **Student Roster**.

Student Section

Adding a New Entry Child Outcomes Record

To add a new **Entry Child Outcomes** record, a unique identification (UID) match must be performed to find the student in the PEIMS database.

NOTE: The student must be enrolled on the selected campus.

In the **Student UID** field, type the student's UID and click the **UID Match** button. The student's name, birthdate, ethnicity, and gender will populate.

Student
Student UID: [   ] UID Match

Student First Name: [   ]
Student Last Name: [   ]
Student Date of Birth: [   ] ("mm/dd/yyyy")
Ethnicity (PEIMS):   Gender:
Date Services Began: [   ] ("mm/dd/yyyy")
Primary Disability: --Select--
Instructional Setting: --Select--

In the **Date Services Began** field, enter the date the child began receiving Early Childhood Special Education (ECSE) services.

NOTE: Children must be at least three years old and less than six years old on the date ECSE services began. In addition, the child's **Date Services Began** field must be between July 1 and June 30 of the current data collection year.

Select the student's **Primary Disability** and **Instructional Setting** from the drop-down menus.

NOTE: If a UID match is not found, contact the campus PEIMS coordinator to ensure the student's **TSDS master record** lists the correct LEA and campus.

NOTE: Information concerning Instructional Setting codes can be found in the Student Attendance Accounting Handbook.

Assurance Section

Read the **Assurance** statement and check the box to accept. In the **Family Information on Child Functioning** and **Multiple Sources of Information about the Child's Functioning Are Available for Review** sections select all that apply.

Indicator Survey Section

Select an answer between **1 Not Yet** and **7 Completely** on the three **Survey Status** questions. Child level assessment data should be collected and summarized using the Child Outcomes Summary Process by a team of individuals (including parents) who are familiar with the child's functioning across a variety of situations and settings and recorded on the **Child Outcomes Summary Form (COSF)**.

Saving Entry Child Outcomes Record

Click the **Save Child Outcome** button. If all data have been entered correctly, a successfully saved message will display and the student will populate in the **Student Roster**.

NOTE: The student's data will not save if a field contains invalid data. The field with invalid data will highlight. Enter the correct data and click the **Save Child Outcome** button again.
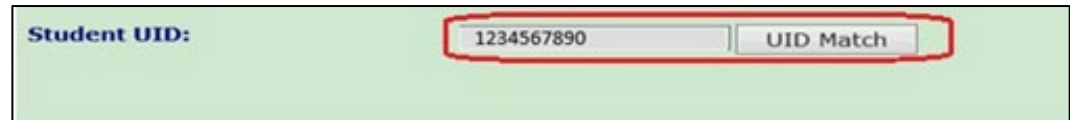
The **Reset** button clears out any data entered including the LEA and child data.

Adding an Entry Child Outcomes Record for Students Transferring from Another LEA

For students who met Entry criteria and had an Entry Child Outcomes record entered in the SPPI-7 application by a previous LEA, the Entry Record will be transferred to the new LEA using the following steps.

NOTE: The previous LEA must have entered an Exit reason of **Child has left the district** (or **In program less than 6 months** if appropriate) and the student must be enrolled on the selected campus in the new LEA.

In the **Student UID** field, type the student's UID and click the **UID Match** button. If the student meets the conditions listed above, the student's name, birthdate, ethnicity, gender, and previous survey status responses will populate.

Student UID:	1234567890	UID Match

NOTE: If a UID match is not found, contact the campus PEIMS coordinator to ensure the student's **TSDS master record** lists the correct LEA and campus and/or contact the previous LEA to ensure the student had a Student Entry Child Outcome record **and** an Exit reason of **Child has left the district** (or **In program less than 6 months** if appropriate).

Click the **Save Child Outcome** button. If all data have been entered correctly, a successfully saved message will display and the student will populate in the **Student Roster**.
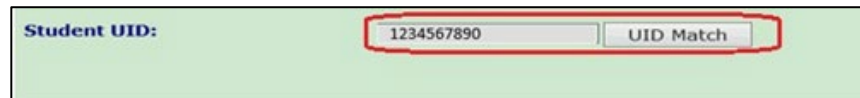
Save Child Outcome	Reset

Your completed survey has been successfully saved.

Transferring a Student Entry Child Outcomes Record Between Campuses Within the LEA

If a student's **Entry Child Outcomes** record was entered under one campus in the LEA and the child has now enrolled in another campus in the LEA, the student's **Entry Child Outcomes** record must be transferred to the new campus before an **Exit Child Outcomes** record can be entered.

Note: If a UID match is not found, contact the campus PEIMS coordinator to ensure the student's **TSDS master record** lists the correct LEA and campus.

On the **Entry Child Outcomes** page, choose the appropriate campus (where the student is now enrolled) and enter the student's UID in the **Student UID** field. Click the **UID Match** button.

Student UID:	1234567890	UID Match

The student's **Entry Child Outcomes** record will populate, and the student has been successfully transferred to the appropriate campus. The student will populate in the **Student Roster** on the **Exit Child Outcomes** page. The **Exit Child Outcomes** record can now be entered.

Exit Child Outcomes Page

Once a student has an **Entry Child Outcomes** record in the SPPI-7 application and the student is exiting ECSE, an Exit record must be entered in the **Exit Child Outcomes** section.

Exit Reasons

- Child has left the district
- Child has aged out
- Dismissed by ARD
- In program less than 6 months
- Other (i.e., Death)

Click the **Exit Child Outcomes** tab on the menu.

Home	Entry Child Outcomes	Exit Child Outcomes	Campus Admin	District Admin	Student Search	Resources	Exit

Indicator 7: Entry Child Outcomes Summary Form

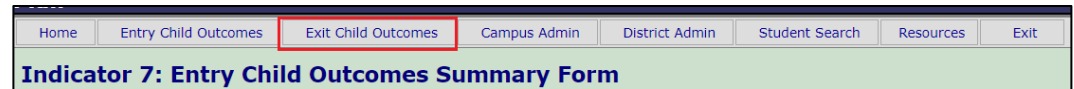The **Exit Child Outcomes Summary Form** page populates.

Campus Section

Select the appropriate **school year, district**, and **campus** from the menus and click **Go**.
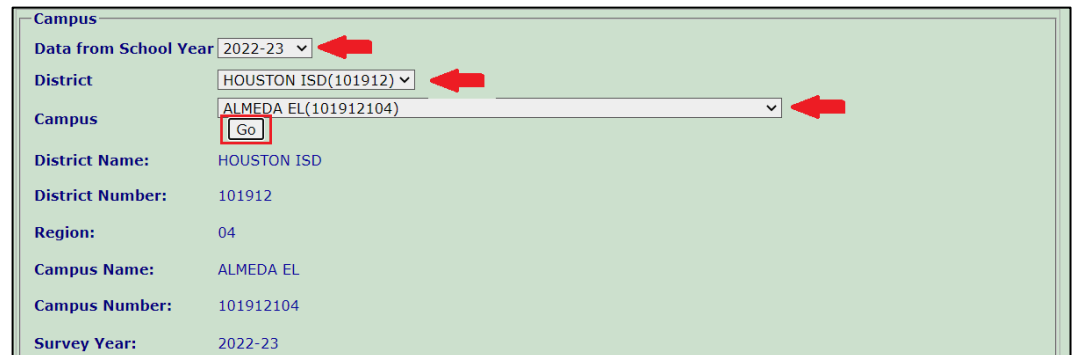
The LEA and campus information will populate.

The current year is the default school year.

Options in the district and campus fields are based on user roles.

Campus

Data from School Year	2022-23
District	HOUSTON ISD(101912)
Campus	ALMEDA EL(101912104)
	Go
District Name:	HOUSTON ISD
District Number:	101912
Region:	04
Campus Name:	ALMEDA EL
Campus Number:	101912104
Survey Year:	2022-23

Student Roster Section

A list of students who have an **Entry Child Outcomes** record populates in the Student Roster. The Exit Child Outcomes record status is located in the **Status of Exit** column.

|	Student UID	Last Name	First Name	Date of Birth	Status of Exit	Survey Year
Edit	7838287367	Student	Sixteen	8/15/2015	Complete	2019-20
Edit	9339662415	Student	Seventeen	4/1/2015	Incomplete	2019-20
Edit	5828932314	Student	Nineteen	3/4/2015	None	2019-20
Edit	6691648315	Student	Twenty	7/4/2015	Submitted	2019-20

Status of Exit Record

- **Submitted** – the student's Exit Child Outcomes record has been saved and submitted to the district administrator
- **Complete** – the student's Exit Child Outcomes record has been completed and saved but has not been submitted to the district administrator
- **Incomplete** – the student's Exit Child Outcomes record does not contain all required data
- **None** – the student does not have an Exit Child Outcomes record

Import Data Section

LEAs may upload a large number of student records into the SPPI-7 application rather than entering them one by one.

Click the **User Import Document** link.
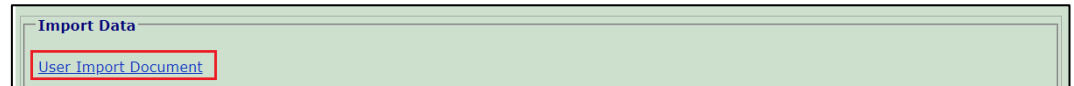
An Excel document downloads. There are two tabs in the document. The first tab, **ChildExitOutcomeHelp**, details how to enter data. The second tab, **ChildExitOutcomeData**, is a blank template in which student specific data can be entered.
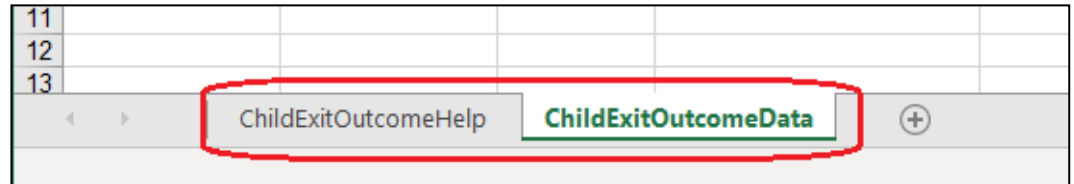
NOTE: Guidelines outlined in the **ChildExitOutcomeHelp** tab must be followed to prevent a formatting discrepancy which will cause an error in the upload process.

Enter student information as indicated in the **ChildExitOutcomeHelp** file. Data are entered manually in **columns A, B, C,** and **E**. **Column D** and **columns F through M** have drop-down menus for selections.

Once all student data have been entered, save the document as a **CSV** file. Save only the active sheet (ChildExitOutcomeData).

NOTE: Only import students with the Exit Reasons **Dismissed by ARD** and **Child has aged out**. All other Exit Reasons must be entered manually.

Import the completed CSV file by clicking the **Choose File** button, select the **saved CVS file**, click **Open**, and click the **Import Data** button.

Select Import CSV File:
Choose File No file chosen

Import Data Cancel

NOTE: A message is displayed if the import is successful. If the import is not successful, a message will display with details of import errors.

The student's status will update in the **Student Roster**.
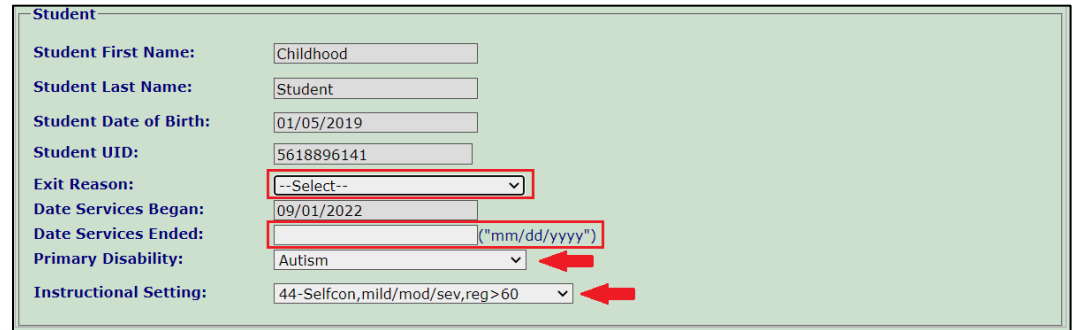
Student Section

Adding an Exit Child Outcomes Record

To add an **Exit Child Outcomes** record, click the **Edit** button in front of the student's name in the **Student Roster**.

The student's information populates in the Student Section.
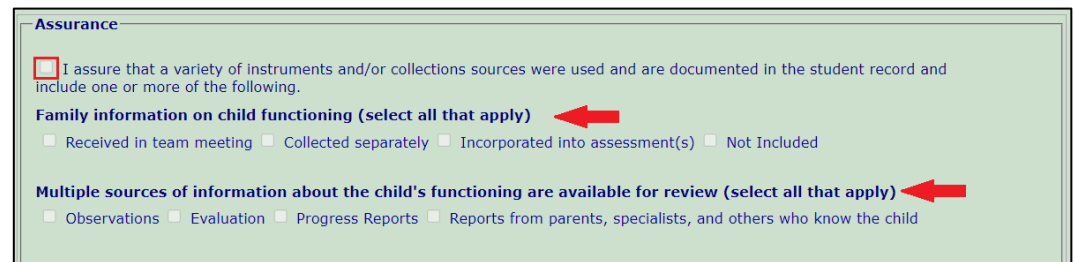
Select an **Exit Reason** from the drop-down list. Enter the last day the student received ECSE services in the **Date Services Ended** field. This date must be between July 1 and June 30 of the data collection year.

If there has been a change by the Admission, Review, and Dismissal (ARD) Committee since the **Entry Child Outcomes** record was entered, edit the **Primary Disability** and **Instructional Setting** fields.

Student
Student First Name: Childhood
Student Last Name: Student
Student Date of Birth: 01/05/2019
Student UID: 5618896141
Exit Reason: --Select--
Date Services Began: 09/01/2022
Date Services Ended: ("mm/dd/yyyy")
Primary Disability: Autism
Instructional Setting: 44-Selfcon,mild/mod/sev,reg>60

Assurance Section

Read the **Assurance** statement and check the box to accept.
In the **Family Information on Child Functioning** and **Multiple Sources of Information about the Child's Functioning Are Available for Review** sections select all that apply.

Assurance

☐ I assure that a variety of instruments and/or collections sources were used and are documented in the student record and include one or more of the following.

Family information on child functioning (select all that apply)
☐ Received in team meeting ☐ Collected separately ☐ Incorporated into assessment(s) ☐ Not Included

Multiple sources of information about the child's functioning are available for review (select all that apply)
☐ Observations ☐ Evaluation ☐ Progress Reports ☐ Reports from parents, specialists, and others who know the child

Indicator Survey Section

Entering an Exit Child Outcomes Record

Select an answer between **1 Not Yet** and **7 Completely** on each **Survey Status** question. Child level assessment data should be collected and summarized using the **Child Outcomes Summary Process** by a team of individuals (including parents) who are familiar with the child's functioning across a variety of situations and settings and recorded on the **Child Outcomes Summary Form (COSF)**.

NOTE: The **Survey Status Section** for **Exit Child Outcomes** will not be completed for the following **Exit Reasons**
- Child has left the district
- Other (i.e., Death)
- In program less than 6 months

An Exit Reason of **Child has left the district** (or **In program less than 6 months** if appropriate) MUST be entered when a child withdraws from the LEA. The student's Child Entry Outcomes record will not transfer to the new LEA if this reason is not entered into the SPPI-7 application.

Saving Exit Child Outcomes Record

Click the **Save Child Outcome** button. If all data have been entered correctly, a successfully saved message will display and the student's status will update in the **Student Roster**.

The **Exit Child Outcomes** record will not save if a field contains invalid data. The field with invalid data will highlight or an error message will populate. Enter the correct data and click the **Save Child Outcome** button again.

Campus Administration Page

Click on the **Campus Admin** tab.

The **Campus Administration** page populates.

Select the appropriate school year, district, and campus from the menus. Click **Go**.

The current year is the default year.

Options in the **District** and **Campus** fields are based on user roles.

| Home | Entry Child Outcomes | Exit Child Outcomes | Campus Admin | District Admin | Student Search | Resources | Exit |

Indicator 7: Entry Child Outcomes Summary Form

Indicator 7: Campus Administration

Data from School Year	2022-23 ▾
District	HOUSTON ISD(101912) ▾
Campus	ALMEDA EL(101912104) ▾ [Go]

Region:	04
District Name:	HOUSTON ISD
County District Number:	101912
Campus Name:	ALMEDA EL
Data from School Year:	2022-23

Student Roster Section

Student **Entry Child Outcomes** and **Exit Child Outcomes** records populate in the **Student Roster**.

If a student is turning six years old, an **Exit Child Outcomes** record is required before the **Submit Campus Student Records** button is active and the campus can be submitted. **Exit Required** will be noted in the **Record Requirement** column for students turning six years old.

		Student UID	Last Name	First Name	Date of Birth	Record Type	Record Status	Record Requirement
Edit	Delete	5828932314	Student	Nineteen	3/4/2015	Entry	Complete	
Edit	Delete	9339662415	Student	Seventeen	4/1/2015	Entry	Complete	
Edit	Delete	7838287367	Student	Sixteen	8/15/2015	Exit	Complete	Complete
Edit	Delete	4478466181	Student	Twentyone	4/12/2014	Entry	Complete	Exit Required
						Total Number of Students:		4

NOTE: Every student record must have a status of **Complete** before the **Submit Campus Student Records** button is active, and the campus can be **Submitted**.

Editing Records

If the campus status is **Inactive**, **Not Submitted**, or **LEA Returned**, records can be edited. After the campus is in **Submitted** or **Certified** status, the **Edit** button will change to **View.** Student records may be viewed by clicking the **View** button.

Deleting Records

Entry and Exit Child Outcomes records should only be deleted due to data entry errors. LEAs are accountable for annually reporting all children who meet the Entry and Exit criteria.
- Deleting an **Entry** Record Type will delete the **Entry Child Outcome** record.
- Deleting an **Exit** Record Type will delete the **Exit Child Outcome** record and the **Entry Child Outcome** record will be retained. (Record Type will change to Entry).

Click the **Delete** button to the left of the student's name.

		Student UID	Last Name	First Name	Date of Birth	Record Type	Record Status	Record Requirement
Edit	Delete	5828932314	Student	Nineteen	3/4/2015	Entry	Complete	
Edit	Delete	9339662415	Student	Seventeen	4/1/2015	Entry	Complete	
Edit	Delete	7838287367	Student	Sixteen	8/15/2015	Exit	Complete	Complete
Edit	Delete	4478466181	Student	Twentyone	4/12/2014	Entry	Complete	Exit Required
						Total Number of Students:		**4**

A confirmation for deletion message will pop up.
Click **OK** to complete the process.

Microsoft Internet Explorer

Warning Message!

Are you sure you want to delete?

Clicking OK on an entry record that has an exit record will result in both records being deleted.
Clicking OK on an exit record will only delete that exit record. (The entry record will remain in the system.)
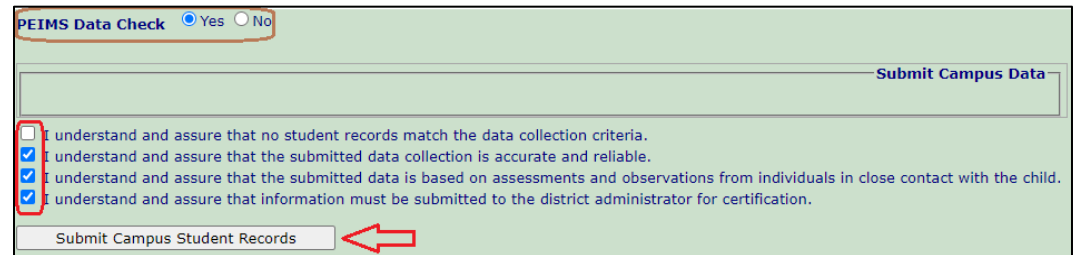
OK   Cancel

NOTE: After the campus is in **Submitted** or **Certified** status, the **Delete** button will be inactive.

Submitting Campus Data Section

Review student records to verify accuracy of data and status.

Select **Yes** by the **PEIMS Data Check** field.

Read and accept the assurance statements by checking the appropriate statements. If the campus has student records to submit, the last three statements should be selected. If the campus has no students who meet the data collection criteria, the first statement should be checked.
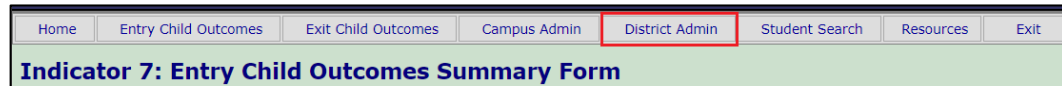
PEIMS Data Check ● Yes ○ No

Submit Campus Data

☐ I understand and assure that no student records match the data collection criteria.
☑ I understand and assure that the submitted data collection is accurate and reliable.
☑ I understand and assure that the submitted data is based on assessments and observations from individuals in close contact with the child.
☑ I understand and assure that information must be submitted to the district administrator for certification.

Submit Campus Student Records

Click the **Submit Campus Student Records** button.
The campus status changes to **Submitted**.

District Administration Page

The Certifier uses the District Administration page to return campus data, certify/submit the LEA's SPPI-7 data to TEA, or request that submitted SPPI-7 data be returned to the LEA.

Click on the **District Admin** tab.

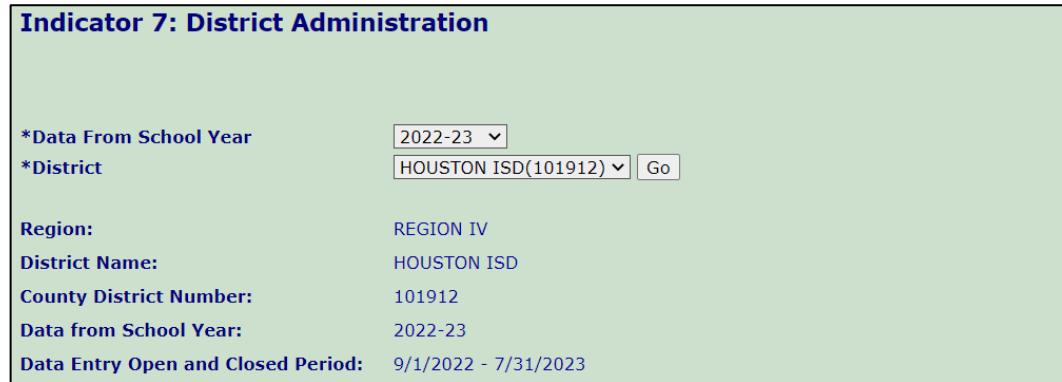| Home	Entry Child Outcomes	Exit Child Outcomes	Campus Admin	District Admin	Student Search	Resources	Exit

Indicator 7: Entry Child Outcomes Summary Form

Select the appropriate **school year** and **district** from the menus. Click **Go**.

The current year is the default school year. Options in the district field are based on user roles.

The LEA information and a list of campuses will populate.

Indicator 7: District Administration

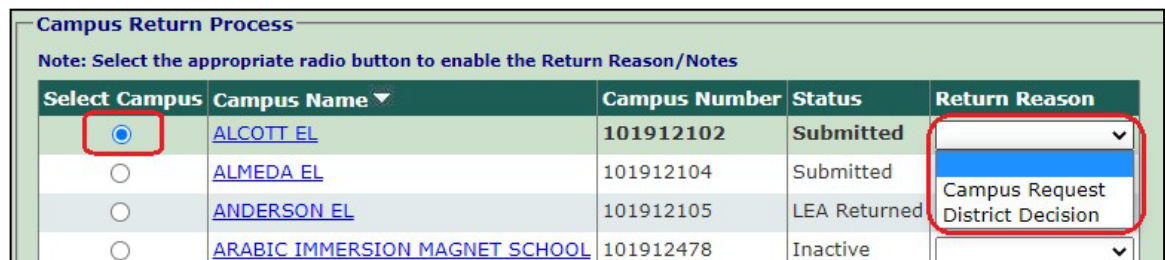|	
*Data From School Year	2022-23 ∨
*District	HOUSTON ISD(101912) ∨ Go
Region:	REGION IV
District Name:	HOUSTON ISD
County District Number:	101912
Data from School Year:	2022-23
Data Entry Open and Closed Period:	9/1/2022 - 7/31/2023

Campus Return Process Section

Returning Campus Data

On occasion, an LEA will decide that the data for a campus must be returned so that it can be corrected or modified. Data can be returned as long as it has not been submitted to TEA.

On the **District Administration** page, campuses are listed in the **Campus Return Process** section. Click the radio button in the **Select Campus** column to select the campus to return.

In the **Return Reason** column, select either **Campus Request** or **District Decision.**
- **Campus Request:** The campus asked for their data to be returned for a correction/modification.
- **District Decision:** The LEA found a problem or issue with the data that needs correction.
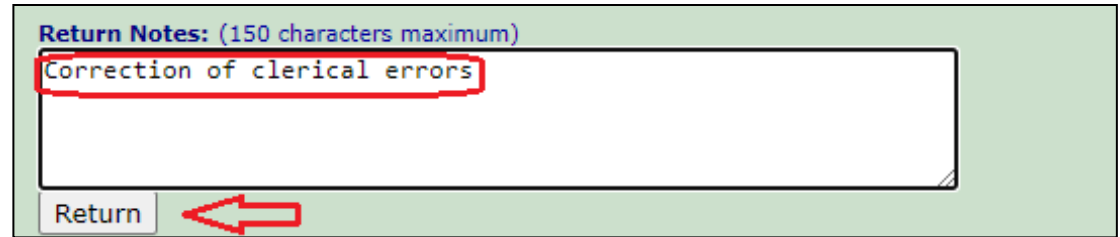
Campus Return Process

Note: Select the appropriate radio button to enable the Return Reason/Notes

Select Campus	Campus Name ▼	Campus Number	Status	Return Reason
●	ALCOTT EL	101912102	Submitted	∨
○	ALMEDA EL	101912104	Submitted	Campus Request
○	ANDERSON EL	101912105	LEA Returned	District Decision
○	ARABIC IMMERSION MAGNET SCHOOL	101912478	Inactive	∨

Type a description of the reason for the return or any other pertinent notes in **Return Notes.** Click **Return.**

Return Notes: (150 characters maximum)

Correction of clerical errors

Return

NOTE: The campus must resubmit their data after corrections/modifications.

District Certification Section

Certify/Submit the SPPI-7 Application to TEA

After all campus data are submitted and verified, the LEA Certifier **must certify/submit** the LEA's SPPI-7 application to TEA.
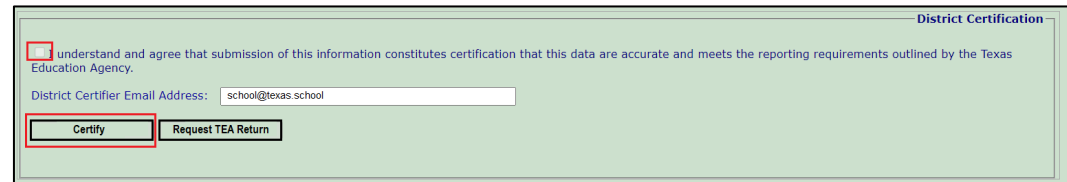
NOTE: Every campus must have a status of **Submitted** before the **Certify** button is active and the SPPI-7 application can be certified/submitted.

Read and accept the assurance statement in the **District Certification** section by **checking the box**. Click the **Certify** button. The LEA's status will change to **Certified**.

District Certification

I understand and agree that submission of this information constitutes certification that this data are accurate and meets the reporting requirements outlined by the Texas Education Agency.

District Certifier Email Address: school@texas.school
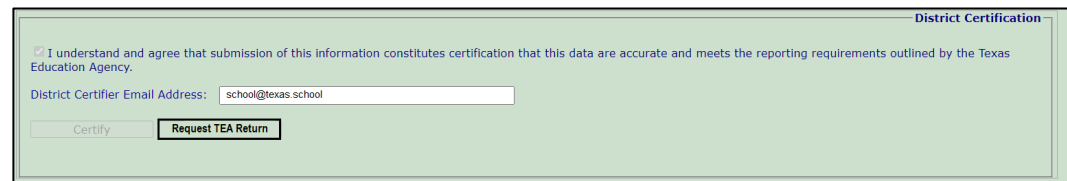
Certify   Request TEA Return

Requesting TEA Return Data

After the LEA's SPPI-7 application has been certified/submitted to TEA, an LEA may decide that the data for the LEA needs to be returned so that it can be corrected or modified. Data can be returned as long as the data submission window is still open.

Click the **Request TEA Return** button. This action generates an email to the SPPI Administrator who can return the data. Once data are returned the status changes to **TEA Returned**.

District Certification

I understand and agree that submission of this information constitutes certification that this data are accurate and meets the reporting requirements outlined by the Texas Education Agency.

District Certifier Email Address: school@texas.school

Certify   Request TEA Return

The Certifier can return the campus data as appropriate for corrections or modifications.

NOTE: **The campus data must be resubmitted, and district level data must be recertified/resubmitted prior to the application close date.**

Student Search Page

Campus Data Entry Agents or the District Certifier can perform a student search in the SPPI-7 application by UID or first and last name.

NOTE: Data Entry Agents will only be able to search campuses listed in their TEAL application. Certifiers will be able to search all campuses in the LEA.

Click on the **Student Search** tab.

Home	Entry Child Outcomes	Exit Child Outcomes	Campus Admin	District Admin	Student Search	Resources	Exit

Indicator 7: Entry Child Outcomes Summary Form

Enter the student's **UID** or **first/last name**.
Click the **Search** button.

If the student has a record in the SPPI application,
the student's information will populate.

Indicator 7: Student Search

Search By Student UID: ➡ [ ] OR
Search By First Name: ➡ [ ] OR
Search By Last Name: ➡ [ ] [Search] [Reset]

Export to Excel

Student UID	Last Name	First Name	Date of Birth	Campus	Entry Survey Year	Exit Survey Year

Resources Page

Additional resources for SPPI-7 can be found on the SPPI 7: Preschool Outcomes webpage.

Click the **Resources** tab in the menu bar. The SPPI-7:
Preschool Outcomes webpage will open.

Home	Entry Child Outcomes	Exit Child Outcomes	Campus Admin	District Admin	Student Search	Resources	Exit

Indicator 7: Entry Child Outcomes Summary Form