

# Compensatory Education Cases Business Requirements

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## Document Control

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This table details the history of changes to the document and its versions.

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## 1. Overview

A new application is needed to track all compensatory education cases, from the initial request for Due Process Hearing, to reaching a settlement agreement, through the entry of all payments for a given agreement and closing of that agreement. The new application should be able to retrieve student data from the school computing network (SCN) so that users do not need to re-enter information that already exists elsewhere and the possibility of entering conflicting information is reduced. This relationship will also facilitate data entry by the use of drop downs containing information from the SCN. The application should be accessible by central offices initially and later by regional offices. A web-based application will facilitate the use of the application by users at any location and any time – not just from the office.

## 2. Stakeholders

Name	Title	Dept	Phone	Email
	Deputy Chief			
	Director of Operations			
	Special Assistant to the Deputy Chief			
	Data Analyst			
	Special Project Assistant			
	Financial Analyst			
	Technology Coordinator			

## 3. Scope

The [REDACTED] (SD) is paying millions of dollars every year for compensatory education. There is no easy way to look at trends in compensatory education cases. Nor is there currently any way to tell what cases attorneys are working on or whether the Due Process reason (or complaint) has any relationship to the financial responsibility of SD as provided for in the settlement agreement. There have been a few instances where SD has paid more than it was required to. In other cases, SD has had to pay penalties for not complying with the settlement agreement or court order.

In order to better fulfill SD obligations, several standard reports are needed; including one that will indicate what trust fund payments are due in the next 60 days. Currently, to track payments on behalf of a student, someone has to review hardcopy documents in a file that may be incomplete. This new application is necessary to track cases and trends with the goals of reducing the number of compensatory education cases and better managing those that we already have. The reports will facilitate the development of training programs to be delivered in schools and regions that are experiencing a high volume of compensatory education cases.

Recent research has not found any commercial software that is available now for purchase that will meet SD compensatory education tracking and trending needs. Attempts have been made to contact counterparts in Chicago, New York City, and Washington, D.C., to obtain information on how these school districts are tracking their compensatory education cases. But, these attempts have not resulted in any information.

A custom application will provide flexibility allowing for extension of the application, if needed, at a later date as well as the comparison of data from other systems with the data in the compensatory education system. A new system will facilitate the entry of information that is currently very time consuming as a good deal of the information already exists in other SD information systems. Additionally, the new system will allow for development of standard reports and the ability to create complex reports containing data from other systems using the enterprise data warehouse (EDW). This project includes the following:

1. A web-based application that will allow tracking and trending of SD compensatory education cases. A web-based application that can be made available to personnel in other locations and outside of normal working hours. A web-based application that can be added to Master Login for designated personnel. Access privileges to be based on user location.
2. There should be an interface that will allow [REDACTED] (SIS) personnel to enter and update data in look up tables.
3. The new application should look up and retrieve data from the SCN in order to streamline the data entry process and to maintain data integrity.
4. Several standard reports will be part of the application.
5. Data from the new application will be imported nightly into the EDW to allow for comparison with data entered into other systems.
6. Evaluation of the Excel spreadsheet that currently contains compensatory education settlement and payment information to determine the feasibility of migrating data into the new application.
7. Migration of data from Excel spreadsheet to the new application, if feasible.

Because of the urgency, the project could be completed in two or three phases. Item 6 above should be determined at the same time that IT is evaluating these business requirements. Items 1, 2, 4, and 7 above should be delivered ASAP. Item 3 is not essential for go live as long as Region and School look up tables can be pre-populated in the application. Item 5 above can be completed with or soon after item 3. SIS would like all of the items completed by late fall 2010.

#### **4. Risks**

The new application should be designed, developed, tested and put into production within the next 5 or 6 months. IT cannot provide an estimated completion date until after they review the business requirements. IT may not have the resources to complete the project in the stated timeframe. IT may need to contract with an outside vendor. All of these may affect the timeline.

Because of the urgency of this project, the SIS may be required to pay an outside consultant to quickly build the new application. If an outside consultant is engaged, SIS will expect IT to be able to maintain and expand the application or consult with the outside vendor in a timely manner. Maintenance should be included in the amount paid by SIS for the application initially.

### Project risk factors

Characteristics	Low risk	Medium risk	High risk
The project manager has:	<input checked="" type="checkbox"/> Similar experience on multiple projects	<input type="checkbox"/>	<input type="checkbox"/> Little experience on similar projects
The project team is:	<input checked="" type="checkbox"/> Located together	<input type="checkbox"/>	<input type="checkbox"/> Dispersed at multiple sites
The business requirements of the project are:	<input checked="" type="checkbox"/> Understood and straightforward	<input type="checkbox"/>	<input type="checkbox"/> Very vague or very complex
The technical requirements are:	<input type="checkbox"/> Similar to others in the company	<input type="checkbox"/>	<input type="checkbox"/> New and complex
The data requirements are:	<input type="checkbox"/> Simple	<input checked="" type="checkbox"/>	<input type="checkbox"/> Complex
High Volume input is:	<input checked="" type="checkbox"/> Not applicable	<input type="checkbox"/>	<input type="checkbox"/> Applicable
The number of locations to deploy to is: N/A - web-based	<input type="checkbox"/> One	<input type="checkbox"/>	<input type="checkbox"/> More than four
The number of products affected:	<input type="checkbox"/> One or none	<input checked="" type="checkbox"/>	<input type="checkbox"/> More than five
The total estimated effort hours are:	<input checked="" type="checkbox"/> Fewer than 1,000	<input type="checkbox"/>	<input type="checkbox"/> Greater than 5,000

Characteristics	Low risk	Medium risk	High risk
The total estimated project duration is:	<input type="checkbox"/> Fewer than three months	<input checked="" type="checkbox"/>	<input type="checkbox"/> Longer than one year
The subject matter is:	<input checked="" type="checkbox"/> Well known by the project team	<input type="checkbox"/>	<input type="checkbox"/> Not well known by the project team
The project is dependent on:	<input checked="" type="checkbox"/> Zero or one outside project or team	<input type="checkbox"/>	<input type="checkbox"/> Three or more outside teams or projects
The technology being utilized consists of:	<input checked="" type="checkbox"/> Existing software, hardware, languages, databases, and tools	<input type="checkbox"/>	<input type="checkbox"/> New software, hardware, languages, databases, or tools (or new releases)
The quality of current data is:	<input type="checkbox"/> Well defined and simple to convert	<input type="checkbox"/>	<input checked="" type="checkbox"/> Poor or complex to convert
The availability of documentation of involved legacy systems is: N/A - Excel	<input type="checkbox"/> Complete and current	<input type="checkbox"/>	<input type="checkbox"/> Less than 75% complete or out of date
Project priority is:	<input checked="" type="checkbox"/> High	<input type="checkbox"/>	<input type="checkbox"/> Not high
New or non-standard hardware or software is:	<input checked="" type="checkbox"/> None	<input type="checkbox"/>	<input type="checkbox"/> Mostly new
Due date is:	<input type="checkbox"/> Flexible	<input checked="" type="checkbox"/>	<input type="checkbox"/> Hard due date
Are there any critical dependencies on external suppliers? Currently unknown	<input type="checkbox"/> No	<input type="checkbox"/>	<input type="checkbox"/> Yes

## 5. Assumptions

IT can build, or contract to build, the new application we need in a very short amount of time.

IT will enhance the new application and resolve bugs as indicated by SIS Data Analyst.

SIS Data Analyst is available to help with any testing phases, not just user acceptance. Two other SIS personnel will assist with user acceptance testing.

Data can be retrieved from the SCN by entering a student ID or student last name, first name and DOB.

Data from this system will be imported into the EDW on a nightly basis for advanced reporting.

Reports can be saved in PDF or Excel format on user's computer.

New system can be added to Master Login.

## **6. Requirements**

### **6.1. Requirement 1**

The new application will provide information that will allow the SD to reduce the number of compensatory education cases in SD and to pay vendors and make trust fund payments in a timely manner. There are penalties for late payments and other forms of non-compliance with agreement and court order. Including re-negotiation of agreements. The new system will also facilitate development and delivery of training to region staff to reduce the number of compensatory education cases.

### **6.2. Requirement 2**

The new application will store all data related to SD compensatory education cases and report data at both a high level and at a very detailed level.

### **6.3. Requirement 3**

The new application must be able to retrieve data from the SCN in order to streamline entry of data into the new application and keep data consistent across software applications.

### **6.4. Requirement 4**



The new application will be web-based and available through Master Login to facilitate use by SD personnel all around the region, as well as from home after normal business hours. However, it should not immediately be available to all users. Only SIS and OGC should have access in the beginning. SIS Data Analyst or SIS Technology Coordinator will send a request for access to IT when/if it is determined that regions should have access to the new application. Regional staff will have read only access to data and the ability to run, print and download reports. Encrypted login should be standard.

#### **6.5. Requirement 5**

The new application will provide both standard and custom reporting capabilities. Several reports will be available within application. The new application will be designed so that creation of additional standard reports can be easily and quickly developed. Additionally, custom reports accessing data from other systems (all of which is moved into the EDW) can be created using Discover.

#### **6.6. Requirement 6**

Data will move nightly to the EDW to facilitate cross comparison with data in other systems.

#### **6.7. Requirement 7**

The new application should be efficient and not overtax system resources. Users may have application running, on average, for a couple of hours per session. Users can be logged out after a period of inactivity, according to IT standards.

#### **6.8. Requirement 8**

Users will have the capability to easily add, modify and deactivate data in look up tables as needed.

#### **6.9. Requirement 9**

The new application will run on both a PC and a MAC, in Internet Explorer and Mozilla Firefox.

#### **6.10. Requirement 10**

The new application will be extensible to allow for future development.

### **6.11. Requirement 11**

Data will be migrated from existing Excel spreadsheet, if feasible.

## **7. Use Cases**

### **7.1. Use Case 1 – Student Retrieval**

Actor: An SD employee (SD) in SIS, IT or Legal

Use case: The SD is searching for compensatory education (cases, settlements, payments) information related to a student.

Preconditions: The SD has just logged into the system and is presented with a page/screen of fields. Only the Student ID, Last, First and DOB are open for entry.

Scenario:

1. SD enters a Student ID or Last, First and DOB, and presses enter.
2. If multiple records match, SD is presented with a list of matching values that includes these fields: Last, First, Middle and DOB, Grade, Current School Name. SD selects the appropriate record.
3. System returns data from SCN, Case, and Settlement Tables as follows:
  - a. SCN.Last
  - b. SCN.First
  - c. SCN.DOB
  - d. SCN.Primary Disability
  - e. SCN.Secondary Disability
  - f. SCN.Type of Support
  - g. SCN.Current Region
  - h. SCN.Current School
  - i. CASE.Case 1
  - j. CASE.Case 1 Issue
  - k. CASE.Case 2
  - l. CASE.Case 2 Issue
  - m. CASE.Case 3
  - n. CASE.Case 3 Issue
  - o. SETTLEMENT.Settlement 1

- p. SETTLEMENT.Settlement 1 CompEd Balance
- q. SETTLEMENT.Settlement 1 Trust Fund Balance
- r. SETTLEMENT.Settlement 1 Tuition Balance
- s. SETTLEMENT.Settlement 1 Independent Evaluation Award
- t. SETTLEMENT.Settlement 1 Region Responsible
- u. SETTLEMENT.Settlement 1 Status
- v. SETTLEMENT.Settlement 2
- w. SETTLEMENT.Settlement 2 CompEd Balance
- x. SETTLEMENT.Settlement 2 Trust Fund Balance
- y. SETTLEMENT.Settlement 2 Tuition Balance
- z. SETTLEMENT.Settlement 2 Independent Evaluation Award
- aa. SETTLEMENT.Settlement 2 Region Responsible
- bb. SETTLEMENT.Settlement 2 Status

4. SD reviews data and then may elect to enter data for retrieved student, run reports or search again by clicking on one of the navigation links/buttons (listed below). Data entered is carried over to new screen/page so that SD does not have to look up data again.
  - a. Case Entry
  - b. Settlement Entry
  - c. Payment Entry
  - d. Run Reports
  - e. Clear fields

Exception:

If there is no matching data within system tables, System returns a message 'No Records Found. Please Try Your Search Again.' SD will have to look up student in SCN to retrieve Student ID as name could be spelled differently in SCN.

## **7.2. Use Case 2 – Entering Cases**

Actor: An SD employee in the [REDACTED] (SDL)

Use case: The SDL is entering compensatory education case information related to a student.

Preconditions: The SDL has logged into the system and searched for student as indicated in Use Case 1 and navigated to the Case Entry page/screen using the links/buttons provided.

Scenario A – 'No Records Found':

1. SDL must look up Student ID in SCN first. When SDL enters a Student ID,

then the following fields are retrieved from SCN:

- a. First
  - b. Last
  - c. DOB
  - d. Grade
  - e. Primary Disability
  - f. Secondary Disability
2. SDL enters data pertaining to case and clicks either Save or Reset. Both buttons will clear the information allowing SDL to enter and save cases repeatedly during session.

Scenario B – SDL retrieved record prior to navigation to Case Entry:

1. When SDL is presented with this screen, the system will populate the following fields based on record retrieved prior to navigation to this screen:
  - a. First
  - b. Last
  - c. DOB
  - d. Grade
  - e. Primary Disability
  - f. Secondary Disability
2. SDL enters data pertaining to case and clicks either Save or Reset. Both buttons will clear the information allowing SDL to enter and save cases repeatedly during session. When the Save or Reset is pressed, any student information retrieved on the look up screen (i.e. contained in a session cookie) is erased.

### **7.3. Use Case 3 – Entering Settlements**

Actor: An SD employee in the [REDACTED] (SDS)

Use case: The SDS is entering compensatory education settlement information related to a student and/or case.

Preconditions: The SDS has logged into the system and searched for student as indicated in Use Case 1 and navigated to the Settlement Entry page/screen using the links/buttons provided.

Scenario A – ‘No Records Found’ on look up screen:

1. SDS must look up Student ID in SCN first. When SDS enters a Student ID, then the following fields are retrieved from SCN:
  - a. First

- b. Last
  - c. DOB
2. If SDS enters a Case Number, retrieve the following information from the Case Table. (If no Case Number is entered, allow user to select from drop downs.)
    - a. Opposing Attorney
    - b. SD Attorney
    - c. Issue
    - d. Originating Region
    - e. Originating School
  3. SDS enters data pertaining to settlement agreement and clicks either Save or Reset. Both buttons will clear the information allowing SDS to enter and save agreements repeatedly during session.

Scenario B – SDS retrieved record prior to navigation to Settlement Entry:

1. When SDS is presented with this screen, the system will populate the following fields based on record retrieved prior to navigation to this screen:
  - a. First
  - b. Last
  - c. DOB
2. If SDS enters a Case Number, retrieve the following information from the Case Table. (If no Case Number is entered, allow user to select from drop downs.)
  - f. Opposing Attorney
  - g. SD Attorney
  - h. Issue
  - i. Originating Region
  - j. Originating School
3. SDS enters data pertaining to settlement agreement and clicks either Save or Reset. Both buttons will clear the information allowing SDS to enter and save agreements repeatedly during session. When the Save or Reset is pressed, any student information retrieved on the look up screen (i.e. contained in a session cookie) is erased.

#### **7.4. Use Case 4 – Entering Payments**

Actor: An SD employee in the [REDACTED] (SDS)

Use case: The SDS is entering compensatory education payment information related to a student and/or case.

Preconditions: The SDS has logged into the system and searched for student as indicated in Use Case 1 and navigated to the Payment Entry page/screen using the links/buttons provided.

Scenario A – ‘No Records Found’ on look up screen:

1. SDS must look up Student ID in SCN first. When SDS enters a Student ID, then the following fields are retrieved from SCN:
  - d. First
  - e. Last
  - f. DOB
2. SDS enters data pertaining to payment and clicks either Save or Reset. Both buttons will clear the information allowing SDS to enter and save payment information repeatedly during session.

Scenario B – SDS retrieved record prior to navigation to Payment Entry:

1. When SDS is presented with this screen, the system will populate the following fields based on record retrieved prior to navigation to this screen:
  - d. First
  - e. Last
  - f. DOB
2. SDS enters data pertaining to payment and clicks either Save or Reset. Both buttons will clear the information allowing SDS to enter and save payments repeatedly during session. When the Save or Reset is pressed, any student information retrieved on the look up screen (i.e. contained in a session cookie) is erased.

### ***7.5. Use Case 5 – Running Reports***

Actor: An SD employee (SD) in legal or SIS

Use case: The SD needs information available from a standard report in the application.

Preconditions: The SD has logged into the system and is on the student retrieval screen.

Scenario A – Look up student information before running report:

1. SD looks up student per use case 1.

2. SD navigates to Reports page/screen using links/buttons provided.
3. If SD opts to run Student History, pre-populated user defined parameters with data in session cookie, but allow user to change, prior to clicking run report button. If SD opts to run any other report, ignore data in session cookie. Data in session cookie is erased when SD runs report.
4. Requested report is provided on screen for review. SD can opt to download report to computer as a PDF or CSV file.

Scenario B – Navigate directly to Reports without looking up student first:

1. SD is presented with buttons/links to run available reports. Either user-defined report parameters are included on this page/screen just above button/link to run report or user is navigated to another screen to enter user-defined parameters.
2. SD enters parameters for reports and clicks run report button.
3. Requested report is provided on screen for review. SD can opt to download report to computer as a PDF or CSV file.
4. After reviewing and/or downloading report, SD navigates back to reports page to run another report (if user defined parameters are not on the main reports page/screen, user can navigate back to user-defined parameters page to run the same report with different parameters, if applicable) or back to student retrieval screen/page via a link/button.

## **8. Reporting Requirements**

### **8.1. Report Content Requirements**

#### **1. Attorney Caseload**

- a) Spreadsheet type listing of information related to every case for a user-specified attorney
- b) User-defined report parameter: attorney (drop down, values from SD Attorneys look up table)
- c) Display, print and download to Excel
- d) Landscape
- e) Legal size 8 ½ by 14
- f) Print Header Row on every page – include Attorney's name and Date of Report, centered at top
- g) Include footer with page number, centered

- h) Print over and then down since columns extend beyond one 8 ½ by 14 size paper, data in columns should not exceed two pages, (wrap text as indicated below)
- i) Sort data by Open Date, most recent first
- j) Fields (all from Case table):
  - a. Case Number
  - b. Date Opened
  - c. Last
  - d. First
  - e. DOB
  - f. Grade
  - g. Originating Region (description)
  - h. Originating School (description)
  - i. Primary Disability (value/code)
  - j. Secondary Disability (value/code)
  - k. Issue (wrap text)
  - l. Opposing Counsel
  - m. Next Steps/Case Comments (wrap text)
  - n. Final Disposition
  - o. Disposition Details (wrap text)
  - p. Date Closed
  - q. District's Obligation (wrap text)
  - r. Notes/Comments (wrap text)

## **2. Cases by Region/School**

- a. Spreadsheet listing of numbers of cases by region and school
- b. User-defined report parameter: Status (Open, Closed, All) Open=if Case.Date Closed is null, Closed = Case.Date Closed is not null
- c. Display, print and download to Excel
- d. Portrait
- e. Letter size 8 ½ by 11
- f. Print Header Row on every page – include name of report and date of report, centered at top
- g. Include footer with page number, centered
- h. Sort data by Region and School
- i. Fields:
  - a. (Originating) Region
  - b. (Originating) School
  - c. All Cases (a count)
  - d. High Priority Cases (a count)

## **3. Student History**

- a) Multiple Column table that provides detailed information pertaining to all cases, settlements and payments for one student



- b) User entered report parameter: Student ID
- c) Display, print and download to PDF
- d) Portrait
- e) Letter size 8 ½ by 11
- f) Print report title and date printed centered at top of each page
- g) Include footer with page number, centered
- h) Fields:
  - a. Personal Information.First
  - b. Personal Information.Last
  - c. Personal Information.DOB
  - d. Personal Information.Student ID
  - e. Personal Information.Current Region
  - f. Personal Information.Current School
  - g. Personal Information.Primary Disability
  - h. Personal Information.Secondary Disability
  - i. Personal Information.Support Type
  - j. Case.Case #
  - k. Case.(Date) Opened
  - l. Case.(Date) Closed
  - m. Case.High Priority
  - n. Case.Originating Region
  - o. Case.Originating School
  - p. Case.Issue
  - q. Case.SD Attorney
  - r. Case.Next Steps/Comments
  - s. Case.District's Obligation/Hearing Officer Decision
  - t. Case.Final Disposition
  - u. Case.Opposing Counsel
  - v. Case.Disposition Details
  - w. Case.Notes/Comments
  - x. Settlement.Settlement #
  - y. Settlement.(Agreement) Start
  - z. Settlement.(Agreement) End
  - aa. Case (if Case #) or Settlement.Originating Region
  - bb. Case (if Case #) or Settlement.Originating School
  - cc. Settlement.Agreement Type
  - dd. Settlement.Status
  - ee. Settlement.Region Responsible
  - ff. Case (if Case #) or Settlement.Issue
  - gg. Settlement.Case #
  - hh. Settlement.CompEdHours Awarded
  - ii. Settlement.CompEdHours Rate
  - jj. Settlement.(CompEdHours) Balance
  - kk. Settlement.Trust Fund Amount Awarded
  - ll. Settlement.Trust Fund Balance
  - mm. Settlement.Independent Evaluation Award

nn. Settlement.Notes  
 oo. Payment.Payment Type  
 pp. Payment.(Payment) Amount (Authorized)  
 qq. Payment.Submitted (for Payment)  
 rr. Payment.Item Description  
 ss. Payment.Vendor (Name)  
 tt. Payment.(Vendor) Invoice  
 uu. Payment.Trust 1<sup>st</sup> Installment Amount  
 vv. Payment.(Trust 1<sup>st</sup> Installment) Paid  
 ww. Payment.Trust 2<sup>nd</sup> Installment Amount  
 xx. Payment.(Trust 2<sup>nd</sup> Installment) Paid  
 yy. Payment.Trust 3<sup>rd</sup> Installment Amount  
 zz. Payment.(Trust 3<sup>rd</sup> Installment) Paid  
 aaa. Payment.Trust 4<sup>th</sup> Installment Amount  
 bbb. Payment.(Trust 4<sup>th</sup> Installment) Paid  
 ccc. Payment.Notes

#### 4. Trust Fund Payments Due in 60 Days

- a) Six Column table for Regional Special Education Directors to facilitate completion of paperwork necessary to initiate trust fund payments in a timely manner
- b) User-defined report parameter: Begin Date and End Date (if Trust 1st Installment Due or Trust 2nd Installment Due or Trust 3rd Installment Due or Trust 4th Installment Due falls within date range entered), Validate 60 day date range
- c) Display, print and download to PDF or Excel
- d) Portrait
- e) Letter size 8 ½ by 11
- f) Print report title and date printed centered at top of each page
- g) Print column headers on every page
- h) Include footer with page number, centered
- i) Sort by Region then last, first names
- j) Fields:
  - a. Settlement.Region Responsible
  - b. Personal Information.Student ID
  - c. Personal Information.Last
  - d. Personal Information.First
  - e. Personal Information.DOB
  - f. Settlement.Due Date (Trust 1st Installment Due or Trust 2nd Installment Due or Trust 3rd Installment Due or Trust 4th Installment Due is between current system date + 14 days AND current system date + 74 days)
  - g. Settlement.Payment Amount (Trust 1st Installment Amount or Trust 2nd Installment Amount or Trust 3rd Installment Amount or Trust 4th Installment Amount)

## **5. Vendor List**

- a) Two Column table with borders
- b) No user defined report parameters
- c) Display, print and download to PDF or Excel
- d) Portrait
- e) Letter size 8 ½ by 11
- f) Print report title and date printed centered at top of each page
- g) Include footer with page number, centered
- h) Sort alphabetically by Vendor Name
- i) Fields (all from Vendor table):
  - a. Vendor Name
  - b. Vendor Street Address
  - c. Vendor City
  - d. Vendor State
  - e. Vendor Zip
  - f. Vendor Contact
  - g. Vendor Phone Number
  - h. Date Added
  - i. Total Paid to Date

## **6. Cost of Cases by Region/School/Grade**

- a. Spreadsheet listing of dollar amount of compensatory education payments to date by region, school and grade based on what we have paid to date
- b. Display, print and download to Excel
- c. Portrait
- d. Letter size 8 ½ by 11
- e. Print Header Row on every page – include name of report and date of report, centered at top
- f. Include footer with page number, centered
- g. Sort data by Region, School and grade
- h. Fields:
  - a. (Originating) Region
  - b. (Originating) School
  - c. Grade
  - d. Paid to date (entered in the payments table but tied to an agreement. Agreements are tied to a student record.)
  - e. Region Total
  - f. Grand Total

## **8.2. Report Archive Requirements**

None

### **8.3. Report Publishing Requirements**

None.

### **8.4. Report Format Requirements**

Display on screen and download to user's computer as PDF or CSV.

## **9. User Documentation Requirements**

SIS Data Analyst will be responsible for user documentation.

## **10. Appendix**

### **10.1. Data Catalog Tables**

#### *Personal Information*

<b>Field Name</b>	<b>Type/Size</b>	<b>Comments</b>
Student ID	Same as SCN	Unique ID – same as SCN – either user entered OR if user enters last, first and DOB, retrieve from SCN
Last (name of student)	Same as SCN	Retrieve from SCN if Student ID is entered OR entered by user (along with first and DOB) to retrieve data from SCN
First (name of student)	Same as SCN	Retrieve from SCN if Student ID is entered OR entered by user (along with first and DOB) to retrieve data from SCN
DOB	Same as SCN	Retrieve from SCN if Student ID is entered OR entered by user (along with first and DOB) to retrieve data from SCN
Primary Disability	Drop down	Retrieve from SCN – store code, display description – allow selection from look up table if data not in SCN and store here
Secondary Disability	Drop down	Retrieve from SCN – store code, display description – allow selection from look up table if data not in SCN and store here

<b>Field Name</b>	<b>Type/Size</b>	<b>Comments</b>
Support Type	Drop down	Retrieve from SCN – store code, display description – allow selection from look up table if data not in SCN and store here
Current School	Drop down	Retrieve from SCN – store code, display description – allow selection from look up table if data not in SCN and store here
Current Region	Drop down	Retrieve from SCN – store code, display description – allow selection from look up table if data not in SCN and store here

*Case*

<b>Field Name</b>	<b>Type/Size</b>	<b>Comments</b>
Case Number	Text 15	Unique ID = studentid-C001 Studentid-C002 (for same student, multiple cases). The numbers preceding the hyphen are the student id (with room to grow) – increment the numbers after the letter by 1 for each additional case for the same student. No duplicates
Date Opened	Date 10	MM/DD/YYYY
High Priority	Radio Button	Y/N
Student ID	Same as SCN	Link to Personal Information Table (1 student to many cases)
Issue	Multiple Select Box	
Opposing Counsel	Drop down	
SD Attorney	Drop down	
Originating Region	Drop Down	
Originating School	Drop Down	
Next Steps/Case Comments	Text 250	
Final Disposition	Drop down	
Disposition Details	Text 250	
Date Closed	Date 10	MM/DD/YYYY
District's Obligation in Settlement or Hearing Officer Decision	Text 500	
Notes/Comments	Text 500	

*Settlement*

<b>Field Name</b>	<b>Type/Size</b>	<b>Comments</b>
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Field Name	Type/Size	Comments
Settlement ID	Text 15	Unique ID = studentid-A001, studentid-A002 (same student, multiple agreements). The numbers preceding the hyphen are the student id (with room to grow) – increment the numbers after the letter by 1 for each additional agreement for the same student. No duplicates
Student ID	Same as SCN	Link to Personal Information Table (1 student to many settlement agreements)
Case Number	Text 15	Link to Case Table (1 Settlement to 1 Case)
SD Attorney	Drop down	Retrieve from Case Table if Case Number is entered or allow user selection
Opposing Counsel	Drop down	Retrieve from Case Table if Case Number is entered or allow user selection
Agreement Start	Date 10	MM/DD/YYYY
Agreement End	Date 10	MM/DD/YYYY
Agreement Type	Drop down	
Issue	Multiple Select Box	Retrieve from Case Table if Case Number is entered or allow user selection
Follow Up	Text 500	
CompEd Hours Awarded	Number	nnnn
CompEd Hours Rate	Number	\$nnn.nn
CompEd Award	Number	<i>Calculated:</i> CompEd Hours Awarded X CompEd Hours Rate \$n,nnn,nnn.nn
CompEd Balance	Number	<i>Calculated:</i> CompEd Award – Payment::Payment Amount Authorized WHEN PAYMENT::PAYMENT TYPE NE Trust Fund AND Tuition Amount Awarded is blank \$n,nnn,nnn.nn
Trust Fund Amount Awarded	Number	\$n,nnn,nnn.nn

Field Name	Type/Size	Comments
Trust Fund Balance	Number	<i>Calculated:</i> Trust Fund Amount Awarded – Payment::Payment Amount Authorized WHEN PAYMENT::PAYMENT TYPE = TRUST FUND \$n,nnn,nnn.nn
Trust 1 <sup>st</sup> Installment Amount	Number	\$n,nnn,nnn.nn
Trust 1 <sup>st</sup> Installment Due	Date 10	MM/DD/YYYY
Trust 2 <sup>nd</sup> Installment Amount	Number	\$n,nnn,nnn.nn
Trust 2 <sup>nd</sup> Installment Due	Date 10	MM/DD/YYYY
Trust 3 <sup>rd</sup> Installment Amount	Number	\$n,nnn,nnn.nn
Trust 3 <sup>rd</sup> Installment Due	Date 10	MM/DD/YYYY
Trust 4 <sup>th</sup> Installment Amount	Number	\$n,nnn,nnn.nn
Trust 4 <sup>th</sup> Installment Due	Date 10	MM/DD/YYYY
Tuition Amount Awarded	Number	\$n,nnn,nnn.nn
Tuition Balance	Number	<i>Calculated:</i> Tuition Amount Awarded – Payment::Payment Amount Authorized WHEN PAYMENT::PAYMENT TYPE = TUITION AND TUITION AMOUNT AWARDED IS NOT NULL
Independent Evaluation Award	Number	\$n,nnn,nnn.nn
Region Responsible	Drop Down	Select from Region look up table
Status	Drop Down	
Notes	Text 500	

### Payments

Field Name	Type/Size	Comments
Payment ID Number		Unique System Assigned ID
Settlement ID	Text 15	Link to Settlement Table – (Many Payments to 1 Settlement) Allow Duplicates
Vendor Name	Drop Down	
Vendor Invoice Number	Text	
Payment Type	Drop Down	
Item Description		Drop Down?
Item Amount	Number	\$n,nnn,nnn.nn
Trust 1 <sup>st</sup> Installment Amount	Number	\$n,nnn,nnn.nn
Trust 1 <sup>st</sup> Installment Paid	Date 10	MM/DD/YYYY
Trust 2 <sup>nd</sup> Installment Amount	Number	\$n,nnn,nnn.nn
Trust 2 <sup>nd</sup> Installment Paid	Date 10	MM/DD/YYYY
Trust 3 <sup>rd</sup> Installment Amount	Number	\$n,nnn,nnn.nn
Trust 3 <sup>rd</sup> Installment Paid	Date 10	MM/DD/YYYY

Field Name	Type/Size	Comments
Trust 4 <sup>th</sup> Installment Amount	Number	\$n,nnn,nnn.nn
Trust 4 <sup>th</sup> Installment Paid	Date 10	MM/DD/YYYY
Payment Amount Authorized	Number	\$n,nnn,nnn.nn
Submitted for Payment	Date 10	
Notes	Text 500	

## 10.2. Lookup Tables

### *SD Attorneys*

Field Name	Type/Size	Comments
Attorney ID		
Attorney Name	Text 150	

### *Opposing Counsel*

Field Name	Type/Size	Comments
Attorney ID		
Attorney Name	Text 150	

### *Vendors*

Field Name	Type/Size	Comments
Vendor ID		
Vendor Name	Text	
Vendor Street Address	Text	
Vendor City	Text	
Vendor State	Drop down 2	
Vendor Zip	Number 5	NNNNN
Vendor Contact	Text 150	
Vendor Phone Number	Number	(nnn) nnn-nnnn ext nnnnn – Whatever your standard practice related to phone number will be fine
Date Added	Date 10	MM/DD/YYYY
Total Paid to Date	Number	Sum(Payment Amount Authorized) where Payment::Vendor = Vendor Name

### *Region Table*

Field Name	Type/Size	Comments
Region Code		Fill with data in SCN
Region Name		Fill with data in SCN



*School Table*

<b>Field Name</b>	<b>Type/Size</b>	<b>Comments</b>
School Code		Fill with data in SCN
School Name		Fill with data in SCN

*Final Disposition*

<b>Field Name</b>	<b>Type/Size</b>	<b>Comments</b>
Disposition ID		
Disposition Description		

*Agreement Type*

<b>Field Name</b>	<b>Type/Size</b>	<b>Comments</b>
Agreement Type ID		
Agreement Type Description		

*Status*

<b>Field Name</b>	<b>Type/Size</b>	<b>Comments</b>
Status ID		
Status Description		

*Payment Type*

<b>Field Name</b>	<b>Type/Size</b>	<b>Comments</b>
Payment Type ID		
Payment Type Description		

*Issue*

<b>Field Name</b>	<b>Type/Size</b>	<b>Comments</b>
Issue ID		
Issue Description		

*Vendor State*

<b>Field Name</b>	<b>Type/Size</b>	<b>Comments</b>
Vendor State ID	Text 2	i.e. CA
Vendor State Description	Text 25	i.e. California

**10.3. SCREENS/PAGES For Data Lookup/Entry**

*To Look Up Students*

*This should be the main screen that a user is navigated to after login. Include a button/option/navigation link to 1) Enter Case, 2) Enter Settlement, 3) Enter Payments, 4) Run Reports. This page/screen is just to look up/display information. This page should be expandable – may want to display more cases and settlements and/or more case/settlement details in the future.*

Field Name	Type/Size	Comments	Req'd
Student ID		Enter to retrieve fields below <b>or</b> look up using last/first/dob	Y or next 3
Last (name of student)		Retrieve from Personal Information Table (or SCN if not in Personal Information Table) if Student ID is entered or allow entry for look up if Student ID is unknown	Y - No if Student ID entered
First (name of student)			Y - No if Student ID entered
DOB	Date 10	MM/DD/YYYY	Y - No if Student ID entered
Case 1 Number	Display Only	Retrieve from Case Table	
Case 1 Issue	Display Only	Retrieve from Case Table	
High Priority	Display Only	Retrieve from Case Table	
Case 2 Number	Display Only	Retrieve from Case Table	
Case 2 Issue	Display Only	Retrieve from Case Table	
High Priority	Display Only	Retrieve from Case Table	
Settlement 1 ID	Display Only	Retrieve from Settlement Table	
Settlement 1 CompEd Hours Balance	Display Only	Retrieve from Settlement Table	
Settlement 1 Trust Fund Balance	Display Only	Retrieve from Settlement Table	
Settlement 1 Tuition Balance	Display Only	Retrieve from Settlement Table	
Settlement 1 Independent Evaluation Award	Display Only	Retrieve from Settlement Table	
Settlement 1 Region Responsible	Display Only		
Settlement 1 Status	Display Only	Retrieve from Settlement Table	
Settlement 2 ID	Display Only	Retrieve from Settlement Table	
Settlement 2 CompEd Hours Balance	Display Only	Retrieve from Settlement Table	
Settlement 2 Trust Fund Balance	Display Only	Retrieve from Settlement Table	

Field Name	Type/Size	Comments	Req'd
Settlement 2 Tuition Balance	Display Only	Retrieve from Settlement Table	
Settlement 2 Independent Evaluation Award	Display Only	Retrieve from Settlement Table	
Settlement 2 Region Responsible	Display Only	Retrieve from Settlement Table	
Settlement 2 Status	Display Only	Retrieve from Settlement Table	

*To Enter OGC Attorney Caseloads (multiple cases to 1 student):*

Field Name	Type/Size	Comments	Req'd
Case Number	Text 15	Unique ID – nnnnnnnnnn-c001 The numbers preceding the hyphen are the student id (with room to grow) – increment the numbers after the letter by 1 for each additional case for the same student. No duplicates	Y
Date Opened	Date 10	MM/DD/YYYY	Y
Student ID		Either user entered OR if user enters last, first and DOB, retrieve from Personal Information Table (or SCN if no record in Personal Table)	Y
Last (name of student)		Either user entered OR if user enters Student ID, retrieve from Personal Information Table (or SCN if no record in Personal Table)	Y - No if Student ID entered
First (name of student)		Either user entered OR if user enters Student ID, retrieve from Personal Information Table (or SCN if no record in Personal Table)	Y - No if Student ID entered
DOB		Either user entered OR if user enters Student ID, retrieve from Personal Information Table (or SCN if no record in Personal Table)	Y - No if Student ID entered
Grade		Retrieve from SCN	Y

<b>Field Name</b>	<b>Type/Size</b>	<b>Comments</b>	<b>Req'd</b>
Primary Disability	Drop down	Retrieve from SCN but allow entry (and store on Personal Information Table) if no data in SCN	
Secondary Disability	Drop down	Retrieve from SCN but allow entry (and store on Personal Information Table) if no data in SCN	
Originating Region	Drop down		N
Originating School	Drop down		N
Issue	Multiple Select Box		Y
High Priority	Radio Button	Y/N	N
Opposing Counsel	Drop down		Y
SD Attorney	Drop down	Pre-populate with name of logged in user when the logged in user is a member of the SD Attorney look up table	Y
Next Steps/Case Comments	Text 250		
Final Disposition	Drop down	Require if Date Closed is entered	N
Disposition Details	Text 500	Require if Date Closed is entered	N
Date Closed	Date 10	MM/DD/YYYY – Require if Disposition Details are entered	N
District's Obligation in Settlement or Hearing Officer Decision	Text 500	Require if Date Closed is entered	N
Notes/Comments	Text 500		N

*To Enter Settlements (multiple settlements to 1 student):*

<b>Field Name</b>	<b>Type/Size</b>	<b>Comments</b>	<b>Req'd</b>
Settlement ID	Text	Unique ID – nnnnnnnnnn-a001 The numbers preceding the hyphen are the student id (with room to grow) – increment the numbers after the letter by 1 for each additional agreement for the same student. No duplicates	Y

Field Name	Type/Size	Comments	Req'd
Student ID	Text 15	Either user entered OR if user enters last, first and DOB, retrieve from Personal Information Table (or SCN if no record in Personal Table)	Y
Last (name of student)		Retrieve from Personal Information Table or SCN if Student ID is entered or allow entry for look up if Student ID is unknown	Y - No if Student ID entered
First (name of student)		Retrieve from Personal Information Table (or SCN if no record in Personal Table) if Student ID is entered or allow entry for look up if Student ID is unknown	Y - No if Student ID entered
DOB	Date 10	Retrieve from Personal Information Table (or SCN if no record in Personal Table) if Student ID is entered or allow entry for look up if Student ID is unknown MM/DD/YYYY	Y - No if Student ID entered
Case Number	Text 15	Can get a list of all case IDs associated with Student for user select?	N
Originating Region	Drop down	Display from Case Table if Case Number entered otherwise allow entry - store in temporary table?	N
Originating School	Drop down	Display from Case Table if Case Number entered otherwise allow entry - store in temporary table?	N
Region Responsible	Drop down		N
Opposing Counsel	Drop down	Retrieve from Case Table if Case Number entered otherwise allow entry – store in temporary table?	Y
SD Attorney	Drop down	Retrieve from Case Table if Case Number entered otherwise allow entry store in temporary table?	Y
Agreement Start	Date 10	MM/DD/YYYY	Y
Agreement End	Date 10	MM/DD/YYYY	N

Field Name	Type/Size	Comments	Req'd
Agreement Type	Drop down		Y
Issue	Multiple Select Box	Display from Case Table if Case Number entered otherwise allow entry – store in temporary table?	N
Follow Up	Text 250		N
CompEd Hours Awarded	Number	nnn	N
CompEd Hours Rate	Number	\$nn.nn Required if CompEd Hours Awarded is not blank	N
CompEd Award	Number	<i>Calculated:</i> Hours X Rate \$n,nnn,nnn.nn	N
CompEd Balance	Number	<i>Calculated:</i> CompEd Award – Payment Amount Authorized WHEN PAYMENT TYPE NE Trust Fund AND Tuition Amount is blank \$n,nnn,nnn.nn	N
Trust Fund Amount Awarded	Number	\$n,nnn,nnn.nn	N
Trust Fund Balance	Number	<i>Calculated:</i> Trust Fund Amount – Payment Amount Authorized WHEN PAYMENT TYPE = TRUST FUND \$n,nnn,nnn.nn	N
Trust 1 <sup>st</sup> Installment Amount	Number	\$n,nnn,nnn.nn	N
Trust 1 <sup>st</sup> Installment Due	Date 10	MM/DD/YYYY	N
Trust 2 <sup>nd</sup> Installment Amount	Number	\$n,nnn,nnn.nn	N
Trust 2 <sup>nd</sup> Installment Due	Date 10	MM/DD/YYYY	N
Trust 3 <sup>rd</sup> Installment Amount	Number	\$n,nnn,nnn.nn	N
Trust 3 <sup>rd</sup> Installment Due	Date 10	MM/DD/YYYY	N
Trust 4 <sup>th</sup> Installment Amount	Number	\$n,nnn,nnn.nn	N
Trust 4 <sup>th</sup> Installment Due	Date 10	MM/DD/YYYY	N
Tuition Amount Awarded	Number	\$n,nnn,nnn.nn	N
Tuition Balance	Number	<i>Calculated:</i> Tuition Amount Awarded – Payment Amount Authorized WHEN PAYMENT TYPE = TUITION AND TUITION AMOUNT AWARDED IS NOT NULL	N
Independent Evaluation Award	Number	\$n,nnn,nnn.nn	N

Field Name	Type/Size	Comments	Req'd
Status	Drop Down	Status cannot be set to Closed if Agreement End date is greater than current system date or the following fields are blank: Originating Region Originating School Region Responsible	Y
Notes	Text 500		N

*To Enter Payments (many payments to 1 settlement and many payments to 1 student ID):*

Field Name	Type/Size	Comments	Req'd
Payment ID Number		Unique System Assigned ID	Y
Student ID		Either user entered OR if user enters last, first and DOB, retrieve from Personal Information Table (or SCN if no record in Personal Table)	Y
Settlement ID	Text 15	Can get a drop down list of all settlement ID's associated with student ID?	Y
Last (name of student)		Either user entered OR if user enters Student ID, retrieve from Personal Information Table (or SCN if no record in Personal Table)	Y
First (name of student)		Either user entered OR if user enters Student ID, retrieve from Personal Information Table (or SCN if no record in Personal Table)	Y
DOB		Either user entered OR if user enters Student ID, retrieve from Personal Information Table (or SCN if no record in Personal Table)	Y
Vendor Name	Drop Down	Store code, display description	Y
Vendor Invoice Number	Text 25		Y
Payment Type	Drop Down		Y
Item Description	Text 250		N
Item Amount	Number	\$n,nnn,nnn.nn	Y
Trust 1 <sup>st</sup> Installment Amount	Number	\$n,nnn,nnn.nn	N

Field Name	Type/Size	Comments	Req'd
Trust 1 <sup>st</sup> Installment Paid	Date 10	MM/DD/YYYY	N
Trust 2 <sup>nd</sup> Installment Amount	Number	\$n,nnn,nnn.nn	N
Trust 2 <sup>nd</sup> Installment Paid	Date 10	MM/DD/YYYY	N
Trust 3 <sup>rd</sup> Installment Amount	Number	\$n,nnn,nnn.nn	N
Trust 3 <sup>rd</sup> Installment Paid	Date 10	MM/DD/YYYY	N
Trust 4 <sup>th</sup> Installment Amount	Number	\$n,nnn,nnn.nn	N
Trust 4 <sup>th</sup> Installment Paid	Date 10	MM/DD/YYYY	N
Payment Amount Authorized	Number	\$n,nnn,nnn.nn	Y
Submitted for Payment	Date 10	MM/DD/YYYY	Y
Notes	Text 500		N

#### 10.4. Lookup Table Values

Field Name	Selection
Final Disposition	Settlement Agreement DPH Request Withdrawn Inactive DPH Decision DPH Dismissed
Agreement Type	Bureau of Special Education Complaint Investigation Report Due Process Hearing Independent Education Evaluation Resolution Settlement
Status	Open Closed
Payment Type	Tuition Trust Fund Computer Summer Camp Evaluation Transportation Occupational Therapy Physical Therapy Psychological Therapy Tutoring Other



<b>Field Name</b>	<b>Selection</b>
Issue (allow multiple selections)	IEP/Evaluation process not complete within timeline Placement/Program not implemented within timeline Failed Child Find Related Services not delivered No progress on IEP goals Previous settlement agreement not implemented No certified teacher Other