



INDICATOR 11 and 12 Data Launchpad Submission Guide

South Dakota Department of Education
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Pierre, South Dakota 57501

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HOW TO LOGIN

1. Login: <https://apps.sd.gov/DP42LaunchPad/Logon.aspx>
 - Login information was sent to your district Special Education Director.
 - Login is used for both Indicator 11 and 12
 - Login and password is unique to Indicator 11 and 12
 - Both will be used in coming years
 - If you forget your password contact Wendy.Trujillo@state.sd.us
 - Password will need to be changed when you log in for the first time.



Launchpad 2013

Launchpad Applications for State of South Dakota

Logon Name:

User Password:

System is to be used by authorized personnel.
Usage is logged.

2. Enter the application "DE67IND11And12"



Launchpad 2013

Last Logon: 5/13/2015 8:12:16 AM

Launchpad Applications for State of South Dakota

[Applications](#)

[Production Internet Applications](#)

[Change
Password](#)

[DE67Ind11And12](#)

[About](#)

HOW TO UPLOAD DISTRICT CALENDAR

1. Select the year you are submitting from the drop down
2. Choose the district you are submitting for from the drop down

Indicator 11 & 12 Test

Year 2014-2015

District Choose District

Action Support Tables

Reports Close

south dakota DEPARTMENT OF EDUCATION Learning. Leadership. Service.

Indicator 11 and 12

Please select a district

3. Select “Action” and it will bring down a new menu of options

Indicator 11 & 12 Test

Year 2014-2015

District Choose District

Action Calendar Indicator 11 & 12 Sign off list Summary Sign Off Support Tables

Reports Close

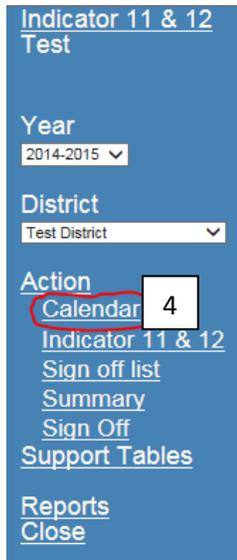
south dakota DEPARTMENT OF EDUCATION Learning. Leadership. Service.

Indicator 11 and 12

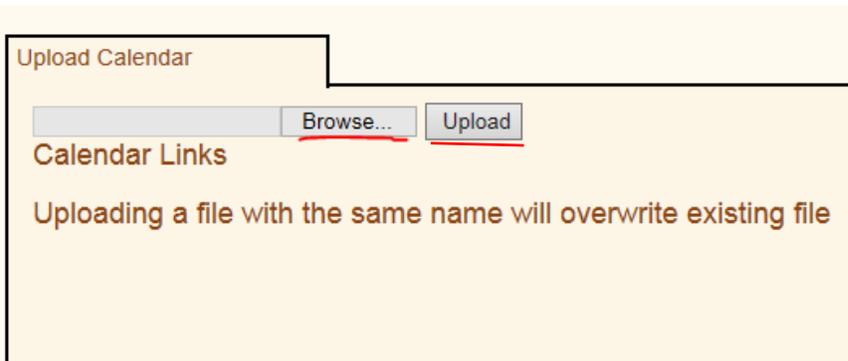
Please select a district

4. Upload District Calendar

- a. Select "Calendar"



- b. Select "Browse" and find the location of the calendar on your computer. Then select upload.



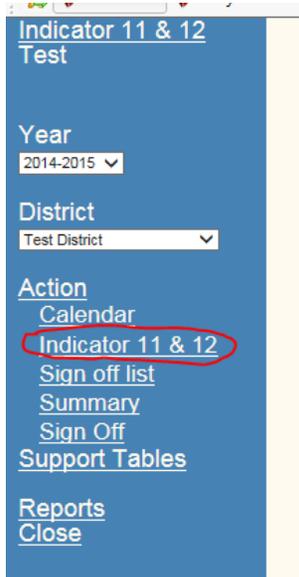
Once you have uploaded the file will appear.



HOW TO UPLOAD EXCEL SPREADSHEETS

- Please be sure you have downloaded the most current spreadsheets for Indicator 11 & 12. Both spreadsheets can be found at <http://www.doe.sd.gov/oess/sped-SPP.aspx>.
 - *Do not copy and paste from old spreadsheets, the data will not transfer correctly causing errors during upload.*

1. Select "Indicator 11 & 12"



2. Select the Indicator you are uploading. The Indicator tab you are working in will be yellow.

The screenshot shows the 'Indicator 12' upload form. The form is titled 'Upload Initial Evaluation File' and contains the following fields and buttons:

- Indicator 11** (tab) | **Indicator 12** (tab) | [View Upload History](#)
- Upload Initial Evaluation File**
- SIMS Number (If no SIMS - students DOB + Initials) [Text Input]
- Date Eligibility Determined [Text Input]
- Date Permission Received [Text Input]
- Eligible for Special Education [Choose]
- Date Last Evaluation Completed (including skill-based) [Text Input]
- Disability Area [Choose]
- School days from day permission received to day last evaluation completed [Text Input]
- Reason 25 School days was exceeded [Choose] [Text Input]
- Save | Cancel
- [Delete All](#)

3. Select "Upload"

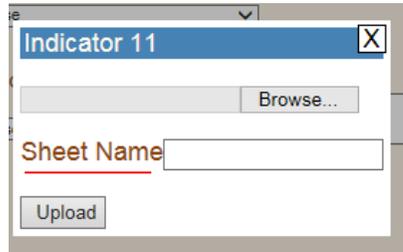
The screenshot shows a web form for 'Indicator 12'. At the top, there are tabs for 'Indicator 11' and 'Indicator 12', and a link for 'View Upload History'. The 'Upload Initial Evaluation File' link is circled in red. The form contains several input fields and dropdown menus: 'SIMS Number' (with a note '(If no SIMS - students DOB + Initial)'), 'Date Eligibility Determined', 'Date Permission Received', 'Eligible for Special Education' (dropdown), 'Date Last Evaluation Completed' (with a note '(including skill-based)'), 'Disability Area' (dropdown), 'School days from day permission received to day last evaluation completed', and 'Reason 25 School days was exceeded' (dropdown). At the bottom, there are 'Save' and 'Cancel' buttons, and a 'Delete All' link.

4. Select "Browse" in the pop-up box and locate your file on your computer

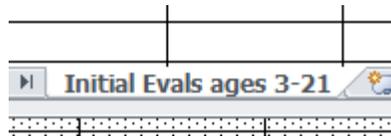
This screenshot shows the same 'Indicator 12' form as above, but with a pop-up window titled 'Indicator 11' open. The pop-up window has a 'Browse...' button highlighted with a red line, a 'Sheet Name' input field, and an 'Upload' button. The background form is dimmed.

- a. Type in Sheet name

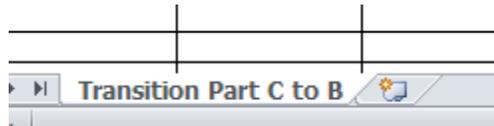
Sheet name is the “tab name” on the spreadsheet



Indicator 11 sheet name:



Indicator 12 sheet name:



- b. Select “Upload”



Indicator 11 Upload:

- If you have no students to report a district calendar must be uploaded, then you will sign off for Indicator 11.

Indicator 11 Indicator 12 [View Upload History](#)

[Upload](#) [Initial Evaluation File](#)

SIMS Number
(If no SIMS - students DOB + Initials)

Date Eligibility Determined

Date Permission Received

Eligible for Special Education
Choose

Date Last Evaluation Completed
(including skill-based)

Disability Area
Choose

School days from day permission received to day last evaluation completed

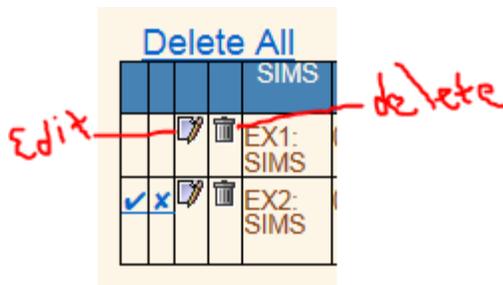
Reason 25 School days was exceeded
Choose

Save Cancel

[Delete All](#)

		SIMS	Date Permission Received	Date Last Eval	School Days	Date eligibility determined	Eligible	Disability	Reason 25 Days exceeded	Other
		EX1: SIMS	09/07/2014	09/30/2014	18	10/15/2014	Yes	0550 - Speech/Language Impairments		
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	EX2: SIMS	02/16/2015	04/26/2015	48	05/03/2015	Eligible, Parent Declined Services		Poor Scheduling	No permission to extend timeline received, evaluator was on maternity leave

- The names will appear at the bottom
 - You can then click on the paper/pencil to edit or the trash can to delete the entry
 - SIMS # is the state ID from Campus and is 9 characters long
 - If you need to delete entire upload go to the “delete all” link above



Indicator 12 Upload:

- A list of students who are receiving services and turned 3 during the reporting year July 1 to June 30 has been uploaded for you. If the students are on your spreadsheet or you did not initiate the evaluation process you can “delete all” prior to uploading.

You can also delete the students individually. Or you can complete the missing columns with the information you have collected.

- If you have no students to report a district calendar must be uploaded, then you will sign off for Indicator 12.
- If you get an error message on Indicator 12 that says “SIMS number already exists” and do not see a duplicate one please click “edit” and then “save.” This should resolve the issue.
- **SIMS # is the state ID from Campus and is 9 characters long**

ENTERING STUDENTS INDIVIDUALLY

Indicator 11

- If you have no students to report a district calendar must be uploaded, then you will sign off for Indicator 11.

Indicator 11 Indicator 12 [View Upload History](#)

SIMS Number
(If no SIMS - students DOB + Initials)

Date Eligibility Determined

Date Permission Received

Eligible for Special Education
Choose

Date Last Evaluation Completed
(including skill-based)

Disability Area
Choose

School days from day permission received to day last evaluation completed

Reason 25 School days was exceeded
Choose

[Delete All](#)

Fields to be completed. All fields are required **unless** student does not qualify or moves.

- a) SIMS or DOB+Initials (**SIMS # is the state ID from Campus and is 9 characters long**)
- b) Date Permission Received
- c) Date Last Evaluation Completed
- d) Days between Permission and last Eval Date
- e) Eligibility meeting date
- f) Eligible for Special Education (Drop down: Yes, No, Eligible Parent Declined Services, Student Moved)
- g) Disability Category

- h) Reason over 25 days
- i) Other

The system will give you an error if a field is required that you have not completed.

Indicator 12

- If you have no students to report a district calendar must be uploaded, then you will sign off for Indicator 12.

Fields to be completed. All fields are required **unless** student does not qualify or moves.

- a) Last, First Name
- b) Date of Birth
- c) SIMS or DOB+Initials (ex. DOB+Initials = 05/21/12ET) (SIMS # is the state ID from Campus and is 9 characters long)
- d) Date Permission Received
- e) Date Last Evaluation Completed
- f) Days between Permission and last Evaluation Date
- g) Eligibility meeting date

- h) Eligible for Special Education (drop down: Eligible, Not Eligible, Eligible Parent Declined Services, student moved,
- i) Disability Category
- j) Date of IEP Meeting
- k) Date Services Begin
- l) Reason over 25 days
- m) Other

The system will give you an error if a field is required that you have not completed.

COLOR CODES

Red	error with student information. Scroll over student name and pop-up will appear stating the error
Orange	Student Eligibility meeting/IEP developed after students 3 rd birthday
Green	over the 25 days or past the 3 rd birthday but determined in compliance
Yellow	over the 25 days or past the 3 rd birthday and determined non-compliance

EDITING STUDENT INFORMATION

1. Click on the paper/pencil icon next to students name
2. Scroll to top of page
3. Students information will be displayed in yellow section where you can edit each field
4. Click save when finished
 - a. If the district has signed off you cannot make changes and will need to contact Wendy.Trujillo@state.sd.us to unsign
 - b. Once you have made edits you will need to sign off again

HOW TO VIEW DISTRICT SUMMARY

Indicator 11 & 12
Test

Year
2014-2015

District
Test District

Action

- Calendar
- Indicator 11 & 12
- Sign off list
- Summary**
- Sign Off
- Support Tables

Reports

Close

Indicator 11

This provides the district with a summary of the number of students who were eligible, not eligible, or those who did not meet compliance for Indicator 11 25 day timeline.

	Description	Count
+	Eligible within 25 school day(<26 and disability category)	1
+	Not Eligible within school day(<26 and no disability category)	0
+	Those over 25 school day(> 25)	2

If you expand the plus sign, each student is listed under each and you can click on the SIMS number to see the information submitted for that student.

	Description	Count
[-]	Eligible within 25 school day(<26 and disability category)	1
	EX1: SIMS	
[-]	Not Eligible within school day(<26 and no disability category)	0
[-]	Those over 25 school day(> 25)	2
	EX2: SIMS	
	DOBInitials	

Indicator 12

This provides the district with a summary of the number of students who were eligible, not eligible, or those who did not meet compliance for Indicator 12.

	Description	Count
+	# of students who were eligible and had an IEP developed by 3rd Birthday	1
+	# of students who were not eligible and had eligibility meeting by 3rd birthday	0
+	# students who did not have an IEP by 3rd birthday	1

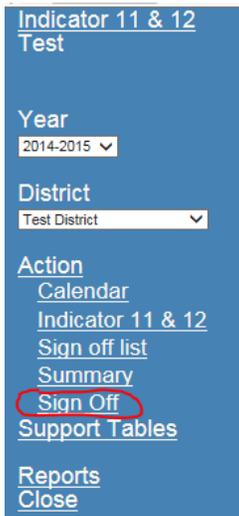
If you expand the plus sign, each student is listed under each and you can click on the SIMS number to see the information submitted for that student.

	Description	Count
-	# of students who were eligible and had an IEP developed by 3rd Birthday	1
	 111111111	
+	# of students who were not eligible and had eligibility meeting by 3rd birthday	0
-	# students who did not have an IEP by 3rd birthday	1
	 222222223	

HOW TO SIGN OFF

All errors must be fixed or you will not be allowed to sign off.

1. Click on “sign off” on menu bar



Indicator 11 & 12
Test

Year
2014-2015 ▾

District
Test District ▾

Action
Calendar
Indicator 11 & 12
Sign off list
Summary
Sign Off
Support Tables

Reports
Close

2. Choose the Indicator you want to sign off on and complete the boxes
3. Once you have entered name, title, and email you can click “sign off” at the bottom

Indicator 11 Sign Off	Indicator 12 Sign Off
Number of children whom parental consent to evaluate was received	Number of children whom parental consent to evaluate was received
2	1
Number of children whose evaluations were completed within 25 school days (South Dakota established timeline)	Number of children whose evaluations were completed within 25 school days (South Dakota established timeline)
1	0
Number over 25 school days	Number over 25 school days
1	1
Submitted by <input type="text"/>	Submitted by <input type="text"/>
Title <input type="text"/>	Title <input type="text"/>
Email Address <input type="text"/>	Email Address <input type="text"/>
<input type="button" value="Sign Off"/>	<input type="button" value="Sign Off"/>

- You will need to sign off on each indicator individually.

- The contact for corrections will be the person who signs off.
- Once you have signed off you will not be able to change the information unless you contact SEP to open it up.

HOW TO VIEW REPORTS

Indicator 11 & 12
Test

Year
2014-2015

District
Test District

Action
[Calendar](#)
[Indicator 11 & 12](#)
[Sign off list](#)
[Summary](#)
[Sign Off](#)
[Support Tables](#)
[Reports](#)
[Close](#)

1. Click on “Reports” on the menu bar and click on the paper/pencil icon.

DE67Ind11And12 Report Menu - [apps.sd.gov]

Report Group:

View	Name	Description
	Child List District	View List of all children input
	Target Met	Calculates if the district has met the state target

Child List – printout of spreadsheet

Target Met – reports Indicator percentages and whether target was met at 100%

2. A new window will open and you will select the year you want to view.

School Year

- Then you will select “view report” on right hand side of page.



- You will get a printout that looks like this

**Target Met Report
School Year 2014-2015
District 99999**

Indicator 12

A. # of evaluations completed by students 3rd birthday	1
B. # of evaluations NOT completed by students 3rd birthday	1
Total referred	3
Percentage:	66.67%

Test District did not meet 100% target

Indicator 11 & 12

A. # parent consent received	10
B. # of children whos evaluations were completed with 25 school days	9
Percentage:	90.00%

Test District did not meet 100% target

Questions or problems with the application? Please contact Wendy Trujillo at wendy.trujillo@state.sd.us or by calling (605)773.3678.