



# **Core Collection: Residential Facilities (RF) Tracker Submission (Updated 2023-2024)**



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# Core Collection: Residential Facilities (RF) Tracker Submission (Updated 2023-2024)

The Residential Facility (RF) Tracker is a yearly submission that tracks information for students with disabilities who reside in residential facilities within the geographic boundaries or jurisdiction of an LEA. An RF is a facility that provides 24-hour custody or care of students who reside there for detention, treatment, foster care, or any non-educational purpose.

## NOTES:

- The ASCENDER Registration pages in this document are used to track ANY student who enters a residential facility, not just the students included in the RF Tracker submission. Summer PEIMS will also be using these fields to track attendance.
- RF Tracker interchanges are only created when the student's special education entry/exit dates and RF entry/exit dates overlap.

For example:

Special Ed Entry Date	RF Entry Date	Interchange
Entry Date = 9/1	Entry Date = 9/1	Generated with 9/1 entry date.
Entry Date = 9/1	Entry Date = 9/15	Generated with 9/15 entry date.
Entry Date = 9/15	Enter Date = 9/1	Generated with 9/1 entry date, but not until the job is run after 9/15.
N/A	Entry Date = 9/1	Not generated.
Entry Date = 9/1	N/A	Not generated.

- Mid-point RF Tracker submission due date for TEA - December 8, 2023
- RF Tracker submission due date for LEAs - July 18, 2024



**IMPORTANT:** Each LEA will have unique situations. Some of the dates, images, and examples provided in this document are for informational and instructional purposes only and may not completely represent your LEA's process.

# Prerequisites

- Verify that all roles and users are correct in ASCENDER Security Administration.

## I. Identify Campus as Residential Facility

**Registration > Maintenance > Campus Profile > Campus Information Maintenance > Control Info**

Campus ID:

**DEMOGRAPHIC INFO** | **CONTROL INFO** | PRINCIPAL/COUNSELOR

Low Grade Level:  High Grade Level:

Accreditation:

College Board Campus Code Number:

Default Track:

Exclude from District Reporting:

School Type:

Capped To Campus:  Capped Date:

Full Day PK Waiver:

Additional Days Program:  Participate in ELO:

Nbr of Bullying Incidents:  Nbr of Cyberbullying Incidents:

**Office of Civil Rights (OCR) Options**

School has Students Participating in Single-Sex Interscholastic Athletics:

School has Students Enrolled in One or More Single-Sex Academic Classes:

School has Students who Receive Corporal Punishment for Disciplinary Purposes:

Campus-wide Residential Facility:

**Residential Facility Options**

Delete	Details	County/Dist	Res Fac ID	Facility Name	Inst Day Len
<input type="button" value="X"/>	<input type="button" value="i"/>	015904	260086	Mission Road Developmental Center	460

County/Dist:  Res Fac ID:

Facility Name:  Inst Day Len:

**Campus Enrollment Type**

Delete	CEP Type	Begin Date	End Date
no rows			

**National School Lunch Program**

Delete	NSLP Type	Begin Date	End Date
no rows			

**NOTE:** These settings are campus specific. If the same facility exists on multiple campuses, the information must be entered for each campus.

**Campus-wide Residential Facility** Select if all students at the campus are residing in a residential facility.

Under **Residential Facility Options:**

This list populates the **Residential Facility ID** drop-down field on **Registration >**

**Maintenance > Student Enrollment > W/R Enroll** for students who reside in a residential facility.

<b>County/Dist</b>	The county-district number you are logged on to is displayed and cannot be changed.  TWEDS Data Element: DISTRICT-ID (E0212)
<b>Res Fac ID</b>	Type the six-digit residential facility ID.  TWEDS Data Element: RESIDENTIAL-FACILITY-ID (E1627)
<b>Facility Name</b>	Type the name of the residential facility, up to 60 characters.
<b>Inst Day Len</b>	The field is automatically populated with the <b>Instructional Daily Minutes</b> as entered for the default campus-track on <b>Attendance &gt; Maintenance &gt; Campus &gt; Campus Options</b> . If the number of minutes in the school day at the residential facility is different, this field can be modified.  TWEDS Data Element: RESIDENTIAL-FACILITY-STUDENT-SCHOOL-DAY-LENGTH (E1637)

## II. Identify Students Enrolled in Residential Facility

**Registration > Maintenance > Student Enrollment > W/R Enroll**

The screenshot displays the 'W/R ENROLL' section of a software interface. At the top, there is a navigation menu with tabs: DEMO1, DEMO2, DEMO3, AT RISK, CONTACT, W/R ENROLL (selected), SPEC ED, G/T, BIL/ESL, TITLE I, PRS, LOCAL PROGRAMS, PK ENROLL, and FORMS. Below the menu is a table with columns: Delete, Details, Campus, Entry Date, Exit Date, Reason, Status, Exclusion, Grade, Elig Cd, Track, Attrb Cd, Camp Res, CTE Elig, Comnts, and Res Fac. A single row of data is visible with values: 042, 08-02-2021, --, 1, 07, 1, 01, 00, --, [checked], [lock icon], [checkbox].

Below the table is a form with several input fields. Two areas are highlighted with black boxes:

- Left Box:** Contains fields for Campus (042), Entry Date (08-02-2021), Exit Date (--), Reason, Status Cd (1), Track (01), Attribution Cd (00), Grade Level (07), and Camp Resid: (with a dropdown arrow).
- Right Box:** Contains a checked 'Residential Facility:' checkbox, a 'Residential Facility Detail' section with 'Attendance Zone' (dropdown), 'Educated At Facility:' (checkbox), 'Surrogate Parent:' (checkbox), 'Nbr Other Stu Assigned:' (input), 'Length Stu Sch Day:' (input), 'Length Campus Sch Day:' (input), 'Prior Instr Setting:' (input), and 'Residential Facility ID:' (dropdown).

<b>Residential Facility</b>	<p>Select if the student resides in a residential care and treatment facility within the district's boundaries or jurisdiction.</p> <p>This field is automatically selected if the campus has <b>Campus-wide Residential Facility</b> selected on <b>Registration &gt; Maintenance &gt; Campus Profile &gt; Campus Information Maintenance &gt; Control Info</b>, but will not be saved until you click <b>Save</b>.</p> <p>TWEDS Data Element: RESIDENTIAL-FACILITY-INDICATOR (E1629)</p>
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When **Residential Facility** is selected, the following fields are displayed:

<b>Attendance Zone</b>	<p>Type the nine-digit TEA-assigned number for the campus the student is expected to attend based on the geographic location (address) of the residential facility in which the student resides. This may or may not be the same as the Campus ID of Enrollment.</p> <p>TWEDS Data Element: ATTENDANCE-ZONE-CAMPUS (E1633)</p>
<b>Length Stu Sch Day</b>	<p>Type the number of minutes in the student's school day.</p> <p>TWEDS Data Element: RESIDENTIAL-FACILITY-STUDENT-SCHOOL-DAY-LENGTH (E1637)</p>
<b>Educated At Facility</b>	<p>Select if the student is educated at or in the general location of the residential facility.</p> <p>TWEDS Data Element: EDUCATED-AT-RESIDENTIAL-FACILITY (E1634)</p>
<b>Length Campus Sch Day</b>	<p>Type the number of minutes of the traditional home campus school day for a non-disabled peer.</p> <p>TWEDS Data Element: CAMPUS-ID-OF-ENROLLMENT-SCHOOL-DAY-LENGTH (E1638)</p>
<b>Surrogate Parent</b>	<p>Select if student requires a surrogate parent. This field is required when <b>Nbr Other Stu Assigned</b> is 0-25.</p> <p>TWEDS Data Element: SURROGATE-PARENT-ASSIGNED (E1635)</p>
<b>Prior Instr Setting</b>	<p>Select the student's most recent <a href="#">instructional setting</a> before entering the residential facility.</p> <p>TWEDS Data Element: PRIOR-INSTRUCTIONAL-SETTING-CODE (E1639) (Code table: C035)</p>
<b>Nbr Other Stu Assigned</b>	<p>Type the number of other students who are assigned to the same surrogate parent. Valid values are 0-25.</p> <p>TWEDS Data Element: NUMBER-OTHER-STUDENTS-ASSIGNED-SAME-SURROGATE-PARENT (E1636)</p>
<b>Residential Facility ID</b>	<p>Select the ID of the facility. The list of available facilities is maintained on <b>Registration &gt; Maintenance &gt; Campus Profile &gt; Campus Information Maintenance &gt; Control Info</b> under <b>Residential Facility Options</b>.</p> <p>TWEDS Data Element: RESIDENTIAL-FACILITY-ID (E1627)</p>

### III. Extract Data

[State Reporting](#) > [Extract](#) > [Data](#)

For RF Tracker, use the Summer Extract utility to extract PEIMS Special Education.



Run

Options

Ending School Year: **2024**  
Local Program Code for Dyslexia Reporting: **DYS**  
Local Program Code for Early College High School Reporting: **ECH**  
Local Program Code for IGC Reporting: **IGC**  
Local Program Code for Intervention Strategy: **RTI**  
Local Program Code for New Tech:  
Local Program Code for Pathways in Technology:  
Local Program Code for Section 504: **504**  
Local Program Code for T-STEM Reporting:

Select all Extracts

Attendance

Data Extracted: InterchangeStudentExtension, InterchangeStudentEnrollmentExtension, InterchangeStudentAttendanceExtension

Semester to Extract:

Title 1 Part A

Data Extracted: Student - Title 1, Part A

Title 1 Part A: Data will be extracted when semester 2 attendance is extracted

Course Extracts

Classroom Link

Data Extracted: InterchangeStaffAssociationExtension, InterchangeMasterScheduleExtension

Course Completion

Data Extracted: InterchangeStudentExtension, InterchangeStudentTranscriptExtension

Default Pass / Fail / Credit Indicators

Grade 01 <input type="text"/>	Grade 02 <input type="text"/>
Grade 03 <input type="text"/>	Grade 04 <input type="text"/>
Grade 05 <input type="text"/>	Grade 06 <input type="text"/>
Grade 07 <input type="text"/>	Grade 08 <input type="text"/>
Grade 09 <input type="text"/>	Grade 10 <input type="text"/>
Grade 11 <input type="text"/>	Grade 12 <input type="text"/>

Discipline

Data Extracted: InterchangeStudentExtension, InterchangeStudentDisciplineExtension

Flexible Attendance

Data Extracted: InterchangeStudentExtension, InterchangeStudentAttendanceExtension

Restraint

Data Extracted: InterchangeStudentExtension, InterchangeStudentRestraintEventExtension

Special Education

Data Extracted: InterchangeStudentExtension, InterchangeStudentSpecialEducationEventExtension

Email :

Select **Special Education** to extract the following data: *Interchange StudentExtension* and *Interchange StudentSpecialEducationEventExtension*.

[State Reporting > Utilities Delete/Clear PEIMS Tables](#)

Delete

**Options**

Delete All Records

**Organization Data**

Shared Services Arrangement  Campuses  Contracted Instructional Staff

**Fall Collection**

**Finance Data**

Budget

**Staff Data**

Demo & Payroll  Responsibilities  Contracted Staff (Staff Type 2)

**Student Data**

Demo, Enrollment, Special Ed, CTE & Leaver Data  
 Census Block

**Midyear Collection**

**Organization Data**

Prior Campus  Prior SSA

**Finance Data**

Actual  SSA Actual

**Summer Collection**

**Classroom Link Data**

Course Section

**Student Data**

Demo, Attendance, Course Completion, Discipline, Sp Ed Restraint & Title 1  
 Flexible Attendance  
 Special Ed Flexible Attendance  
 CTE Flexible Attendance  
 Special Education  
 Industry Certifications

**Extended Collection**

**Staff Data**

Demo  Responsibilities

**Student Data**

Demo, ESY  
 Course Completion  
 CTE Flexible Attendance  
 Flexible Attendance  
 Special Ed Flexible Attendance  
 ADSY Basic Attendance  
 ADSY Special Ed Attendance

**NOTE:** Delete then extract Summer PEIMS data prior to creating the interchange in order to coincide with the RFT data.

## IV. Create Interchanges

**NOTE:** Both the TSDS PEIMS Summer Interchange and the TSDS Core Collections Interchange will be extracted for RFT.

[State Reporting > Utilities > Create TSDS PEIMS Interchanges](#)

Collection:  ▼

Ending School Year: 2024

**Summer Collection**

- All Summer Interchanges
- Education Organization Interchange
- Education Organization Calendar Interchange
- Master Schedule Interchange
- Student Interchange
- Student Enrollment Interchange
- Student Attendance Interchange
- Student Discipline Interchange
- Student Transcript Interchange
- Student Program Interchange
- Student Restraint Interchange

Selected Students:  ⋮

[State Reporting > Utilities > Create TSDS Core Collections Interchanges](#)

**Core Collection:** Residential Facility Tracking ▼

**Ending School Year:** 2024

**Campus:** 001

**Residential Facility Tracking**

- All TSDS Residential Facility Tracking Interchanges
- Education Organization Interchange
- Student Enrollment Interchange
- Student Parent Interchange

**Selected Students:**  ⋮

<b>Core Collection</b>	Select the submission. For the RF Tracking submission, select <i>Residential Facility Tracking</i> .
<b>Ending School Year</b>	(Display only) The submission year as entered in the <b>Submission Year</b> field on <a href="#">State Reporting &gt; Options</a> is displayed.
<b>Campus</b>	Type a three-digit campus ID, or leave blank to create interchanges for all campuses.

The interchanges are listed according to the **Core Collection** field.

Select **All TSDS Residential Facility Tracking Interchanges** to create all interchanges for the Residential Facility Tracking.

Or, select the individual interchange you want to create.

<b>Selected Students</b>	The field is enabled if you selected all interchanges or a student-related interchange. Type or click <input type="button" value="⋮"/> to select the students for whom you want to create an interchange. Separate multiple students (Texas unique student IDs) with a comma (e.g., 6895409515,1628657282,2986961713). Leave blank to select all students.
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Click **Run**.

When the process is complete, you are prompted to save a .zip file containing the individual files for the completed interchanges.

The default name of the zipped folder is *District\_YYYY-MM-DD.HH-MM-SS.TSDS.zip*, where:

- *District* is the six-digit county-district number
- *YYYY-MM-DD* is the date when the folder was created
- *HH-MM-SS* is the hour, minute, and second when the folder was created

Example: *015102-2018-11-11.15-30-22.TSDS.zip*

The default name for the individual files is

*District\_Campus\_Collection\_TimeStamp\_Interchange.xml*, where:

- *District* is the six-digit county-district number
- *Campus* is the three-digit campus ID
- *Collection* is the nine-character collection (ending school year & submission)
- *TimeStamp* is the 12-digit date-time-stamp when the interchange was created (YYYYMMDDHHMM)
- *Interchange* is the name of the interchange created.

Example:

*015116\_000\_2020TSDS\_201912111420\_InterchangeEducationOrganizationExtension.xml*

If errors are encountered:

1. Correct the data in ASCENDER.
2. Create the interchanges again.

## V. Guidance for the Mid-point RFT Check-in

As of the 2020-21 school year, TEA has implemented a new promotion and validation deadline that was added to the RF Tracker Timeline.

**All RF Tracker data up to this point must be promoted, validated and fatal free.** LEA will continue to report RF Tracker data as students enter and exit residential facilities or on a monthly basis throughout the school year. Mid-point RFT Check-in is due to TEA December 8, 2023.

The LEA will need to run the Summer PEIMS Special Education extract and generate the following Summer interchanges:

- *InterchangeEducationOrganizationExtension*
- *InterchangeStudentExtension*
- *InterchangeStudentProgramExtension*

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<b>Interchange</b>	<b>TSDS</b>	<b>SUMR</b>
InterchangeEducationOrganizationExtension	Y	Y
InterchangeStudentExtension	Y	Y
InterchangeStudentParentExtension	Y	
InterchangeStudentEnrollmentExtension	Y	
InterchangeStudentProgramExtension	Y	Y



## Back Cover