



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



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# Core Collection: Residential Facilities (RF) Tracker Submission (Updated 2022-2023)

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.  |

- 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="Delete"/> | <input type="button" value="Details"/> | 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.<br><br>TWEDS Data Element: DISTRICT-ID (E0212)  |
| <b>Res Fac ID</b>    | Type the six-digit residential facility ID.<br><br>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.<br><br>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' 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 the following columns: Delete, Details, Campus, Entry Date, Exit Date, Reason, Status, Exclusion, Grade, Elig Cd, Track, Attrib 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, --, , and a document icon. Below the table is an 'Add' button. At the bottom, there is a form with several fields. The 'Campus' field is set to '042', 'Entry Date' to '08-02-2021', 'Exit Date' to '--', and 'Reason' is empty. The 'Status Cd' is '1', 'Track' is '01', and 'Attribution Cd' is '00'. The 'Grade Level' field is set to '07' and is circled in red. The 'Camp Res' field is set to '--'. The 'CTE Elig' field has a checked checkbox. To the right, the 'Residential Facility' checkbox is checked. Below this, the 'Residential Facility Detail' section includes: 'Attendance Zone' (set to '--'), 'Length Stu Sch Day' (empty), 'Educated At Facility' (checkbox), 'Length Campus Sch Day' (empty), 'Surrogate Parent' (checkbox), 'Prior Instr Setting' (empty), 'Nbr Other Stu Assigned' (empty), and 'Residential Facility ID' (empty).

|                             |  |
|-----------------------------|--|
| <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> |
|-----------------------------|--|

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. Create Interchanges

[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. |
|--------------------------|--|

☐ 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.

## IV. 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*

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



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