



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

Table of Contents

Core Collection: Residential Facilities (RF) Tracker Submission (Updated 2023-2024) 1

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.

| | |
|----------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| County/Dist | The county-district number you are logged on to is displayed and cannot be changed. TWEDS Data Element: DISTRICT-ID (E0212) |
| Res Fac ID | Type the six-digit residential facility ID. TWEDS Data Element: RESIDENTIAL-FACILITY-ID (E1627) |
| Facility Name | Type the name of the residential facility, up to 60 characters. |
| Inst Day Len | The field is automatically populated with the Instructional Daily Minutes as entered for the default campus-track on Attendance > Maintenance > Campus > Campus Options . 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 (empty), Status Cd (1), Track (01), Attribution Cd (00), Grade Level (07), and Camp Resid (empty). The 'Grade Level' field is circled.
- Right Box:** Contains a checked 'Residential Facility' checkbox and a 'Residential Facility Detail' section with fields for Attendance Zone (--), 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).

| | |
|-----------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Residential Facility | <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 Campus-wide Residential Facility selected on Registration > Maintenance > Campus Profile > Campus Information Maintenance > Control Info, but will not be saved until you click Save.</p> <p>TWEDS Data Element: RESIDENTIAL-FACILITY-INDICATOR (E1629)</p> |
|-----------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

When **Residential Facility** is selected, the following fields are displayed:

| | |
|--------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Attendance Zone | <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> |
| Length Stu Sch Day | <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> |
| Educated At Facility | <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> |
| Length Campus Sch Day | <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> |
| Surrogate Parent | <p>Select if student requires a surrogate parent. This field is required when Nbr Other Stu Assigned is 0-25.</p> <p>TWEDS Data Element: SURROGATE-PARENT-ASSIGNED (E1635)</p> |
| Prior Instr Setting | <p>Select the student's most recent instructional setting before entering the residential facility.</p> <p>TWEDS Data Element: PRIOR-INSTRUCTIONAL-SETTING-CODE (E1639) (Code table: C035)</p> |
| Nbr Other Stu Assigned | <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> |
| Residential Facility ID | <p>Select the ID of the facility. The list of available facilities is maintained on Registration > Maintenance > Campus Profile > Campus Information Maintenance > Control Info under Residential Facility Options.</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: ⋮

| | |
|---------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------|
| Core Collection | Select the submission. For the RF Tracking submission, select <i>Residential Facility Tracking</i> . |
| Ending School Year | (Display only) The submission year as entered in the Submission Year field on State Reporting > Options is displayed. |
| Campus | 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.

| | |
|--------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Selected Students | 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.

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*

| Interchange | TSDS | SUMR |
|-------------------------------------------|-------------|-------------|
| InterchangeEducationOrganizationExtension | Y | Y |
| InterchangeStudentExtension | Y | Y |
| InterchangeStudentParentExtension | Y | |
| InterchangeStudentEnrollmentExtension | Y | |
| InterchangeStudentProgramExtension | Y | Y |



Back Cover