

# Core Collection: Residential Facilities (RF) Tracker Submission

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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 <u>ANY</u> 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		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



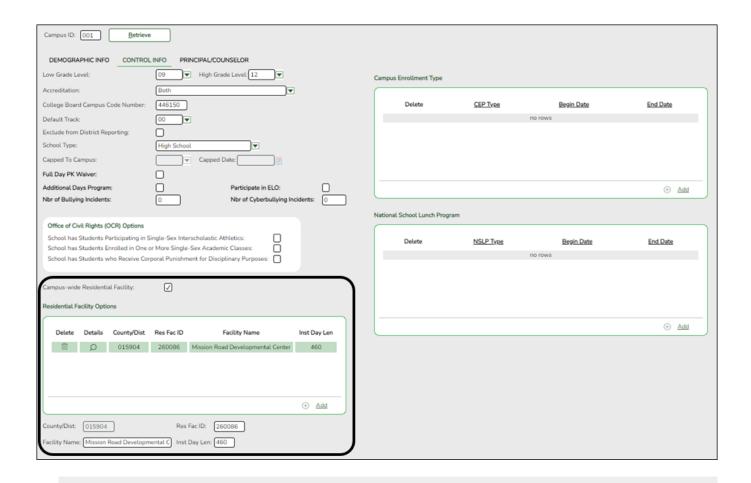
**IMPORTANT**: Each LEA will have unique situations. Some of the dates, images, and examples provided in this document are for informational and instructional purposes only and may not completely represent your LEA's process.

## **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



**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**:

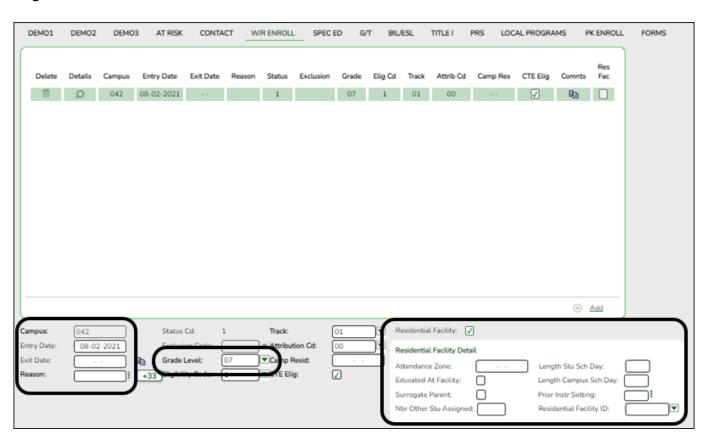
This list populates the Residential Facility ID drop-down field on Registration >

**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 <b>Instructional Daily Minutes</b> as entered for the default campus-track on <b>Attendance</b> > <b>Maintenance</b> > <b>Campus</b> > <b>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



Residential Facility	Select if the student resides in a residential care and treatment facility within the district's boundaries or jurisdiction.
	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.
	TWEDS Data Element: RESIDENTIAL-FACILITY-INDICATOR (E1629)

## $\hfill \square$ When Residential Facility is selected, the following fields are displayed:

Zone e	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.  TWEDS Data Element: ATTENDANCE-ZONE-CAMPUS (E1633)
Length Stu	Type the number of minutes in the student's school day.
Sch Day	
	TWEDS Data Element: RESIDENTIAL-FACILITY-STUDENT-SCHOOL-DAY-LENGTH (E1637)
Educated At	Select if the student is educated at or in the general location of the residential
<b>Facility</b> f	facility.
	TWEDS Data Element: EDUCATED-AT-RESIDENTIAL-FACILITY (E1634)
_	Type the number of minutes of the traditional home campus school day for a
-	non-disabled peer.
Day	TWEDS Date Flowers CAMPUS ID OF ENDOLLMENT SCHOOL DAY LENGTH
	TWEDS Data Element: CAMPUS-ID-OF-ENROLLMENT-SCHOOL-DAY-LENGTH
	(E1638)
	Select if student requires a surrogate parent. This field is required when <b>Nbr Other Stu Assigned</b> is 0-25.
	TWEDS Data Element: SURROGATE-PARENT-ASSIGNED (E1635)
	Select the student's most recent instructional setting before entering the residential facility.
	TWEDS Data Element: PRIOR-INSTRUCTIONAL-SETTING-CODE (E1639) (Code table: C035)
	Type the number of other students who are assigned to the same surrogate parent. Valid values are 0-25.
	TWEDS Data Element: NUMBER-OTHER-STUDENTS-ASSIGNED-SAME- SURROGATE-PARENT (E1636)
1	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.
	Registration > Maintenance > Campus Profile > Campus Information

## **III. Extract Data**

State Reporting > Extract > Data

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

	Run		
Op	tions		
	inding School Year: 2024		
	ocal Program Code for Dyslexia Reporting: DYS		
	ocal Program Code for Early College High School Reporting: <b>ECH</b> ocal Program Code for IGC Reporting: <b>IGC</b>		
	ocal Program Code for Intervention Strategy: RTI		
	ocal Program Code for New Tech:		
	ocal Program Code for Pathways in Technology:		
	ocal Program Code for Section 504: <b>504</b>		
	ocal 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 Grade 02		
	Grade 03 Grade 04		
	Grade 05 Grade 06		
	Grade 07 Grade 08		
	Grade 09 Grade 10		
	Grade 11 Grade 12		
	Discipline		
	Data Extracted: InterchangeStudentExtension, InterchangeStudentDisciplineExtension		
	Flexible Attendance		
	Data Extracted: InterchangeStudentExtension, InterchangeStudentAttendanceExtension		
	Restraint		
	Data Extracted: InterchangeStudentExtension, InterchangeStudentRestraintEventExtension		
	✓ Special Education		
<			
	Data Extracted: InterchangeStudentExtension, InterchangeStudentSpecialEducationEventExtension		
Em	at •		
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☐ Select <b>Special Education</b> to extract the following data: <i>Interchange StudentExtension</i>	า and
Interchange StudentSpecialEducationEventExtension.	

State Reporting > Utilities Delete/Clear PEIMS Tables

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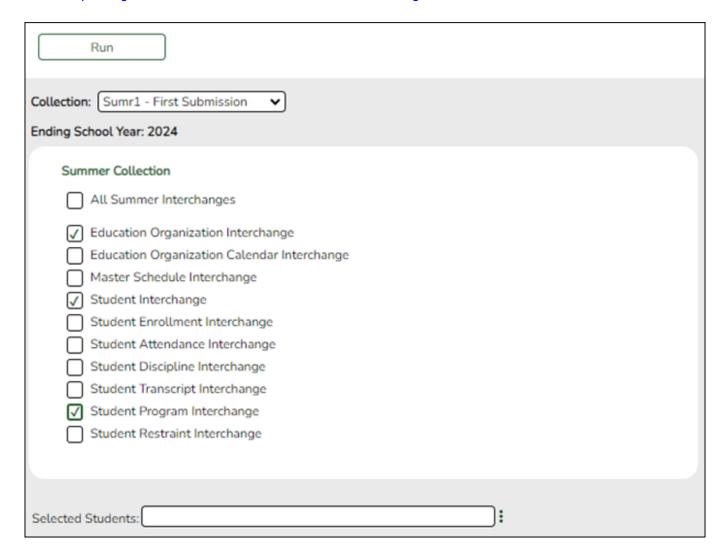
Delete
Options  Delete All Records
Organization Data  Shared Services Arrangement Campuses Contracted Instructional Staff
Fall Collection  Finance Data  Budget  Staff Data  Demo & Payroll Responsibilities Contracted Staff (Staff Type 2)  Student Data  Demo, Enrollment, Special Ed, CTE & Leaver Data Census Block
Midyear Collection   Organization Data   Finance Data   Prior Campus   Prior SSA   Actual   SSA Actual
✓ 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

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

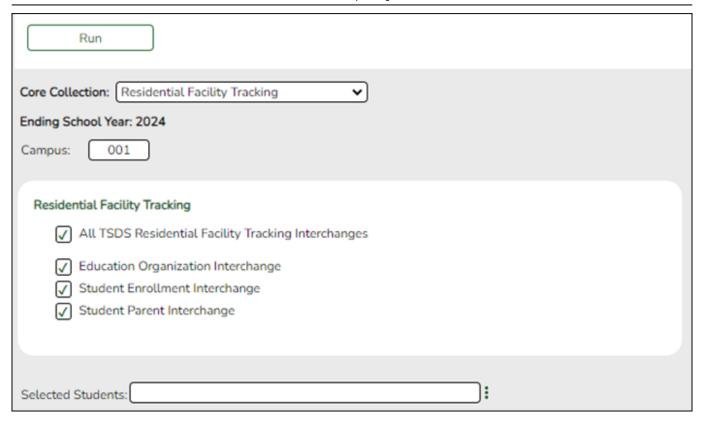
## IV. Create Interchanges

**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



State Reporting > Utilities > Create TSDS Core Collections Interchanges



<b>Core Collection</b> 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 fiel on State Reporting > Options is displayed.	
•	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.

The field is enabled if you selected all interchanges or a student-related interchange.		
Type or click 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

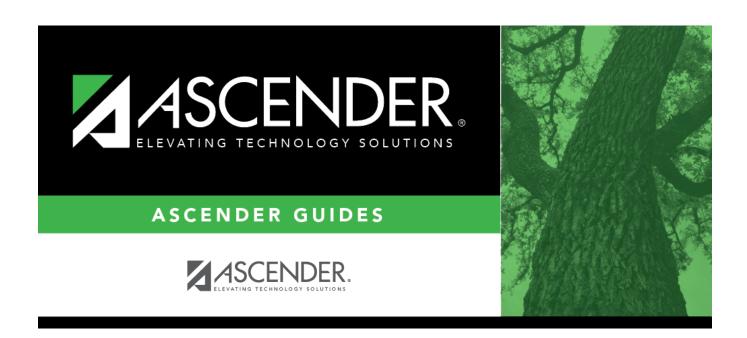
As of the 2020-21 school year, TEA has implemented a new promotion and validation deadline that was added to the RF Tracker Timeline.

**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	Υ	Υ
InterchangeStudentExtension	Υ	Υ
InterchangeStudentParentExtension	Υ	
InterchangeStudentEnrollmentExtension	Υ	
InterchangeStudentProgramExtension	Υ	Υ



## **Back Cover**