Compliance Tracking Tool (CTT) Guidance Document

CTT Guidance Document

Table of Contents

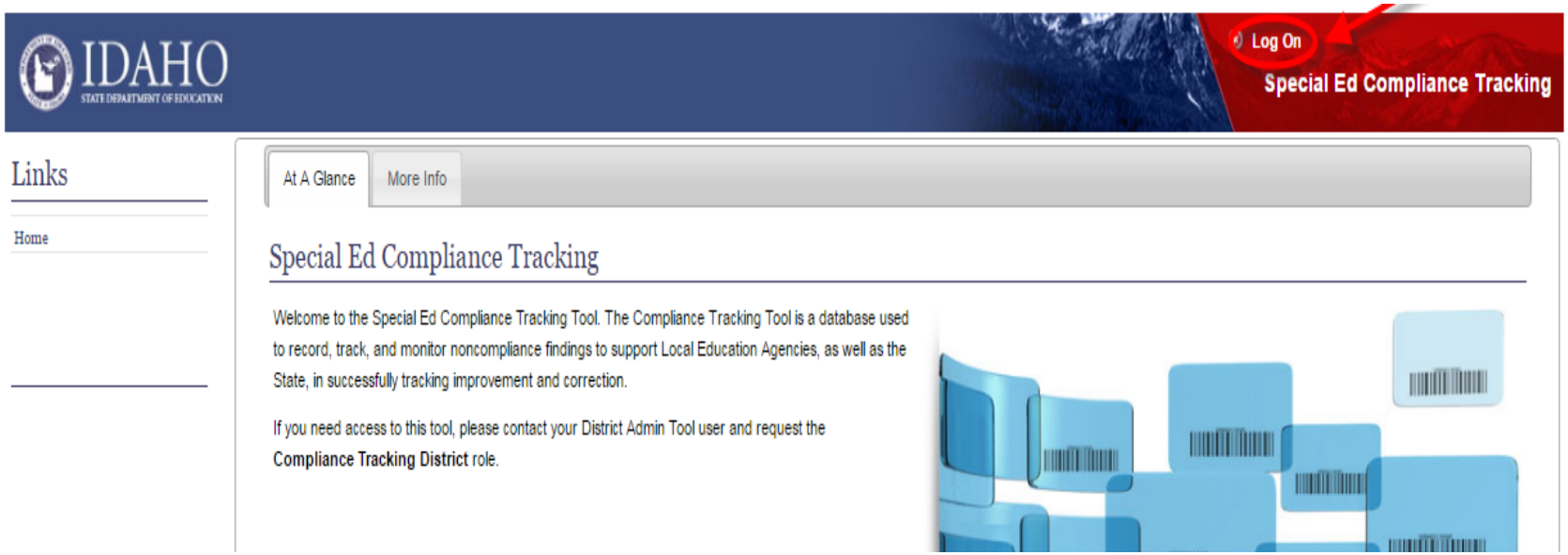
- Accessing the Site
- Selecting Student(s)
- Entering Internal Review Results
- Uploading Documents
- Submitting Review Items

CTT Guidance Document

Accessing the Site

https://apps.sde.idaho.gov/CTT2/Year/7/Home/Home

Log in using your ISEE login.



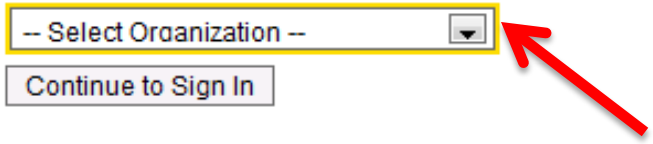
CTT Guidance Document

Accessing the Site

Welcome to the Idaho State Department of Education Log On Screen

Please select your appropriate Organization from the drop down list, per the instructions below.

- Students – select the "Student" option
- Employees of the State Dept. of Education – select "SDE"
- District users – select your respective District name
- If your District name is not present – select "Other"
- All other users (including non-District) – select "Other"



CTT Guidance Document

Accessing the Site

CTT Guidance Document

Selecting Student(s)

Select “GSFR Student Search”

CTT Guidance Document

Selecting Student(s)

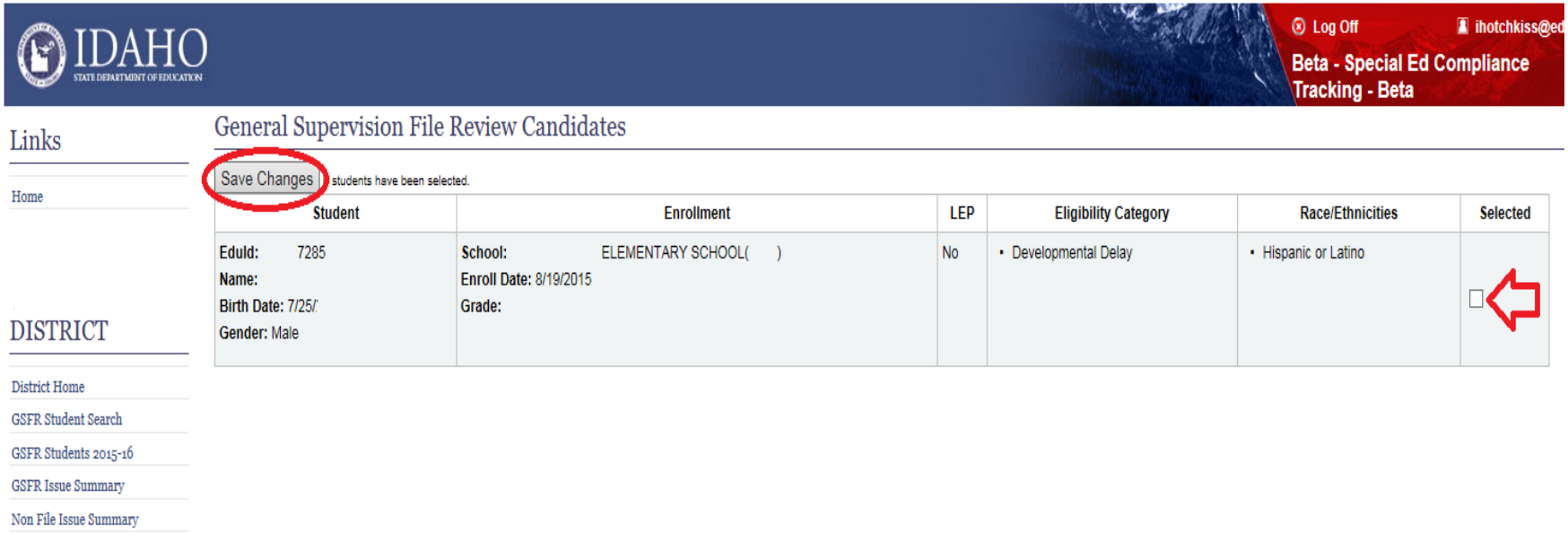
Enter the State issued EDUID for the student selected for review and select “Search”.

CTT Guidance Document

Selecting Student(s)

Select the student then select “Save Changes”.

Repeat selection process for each student.



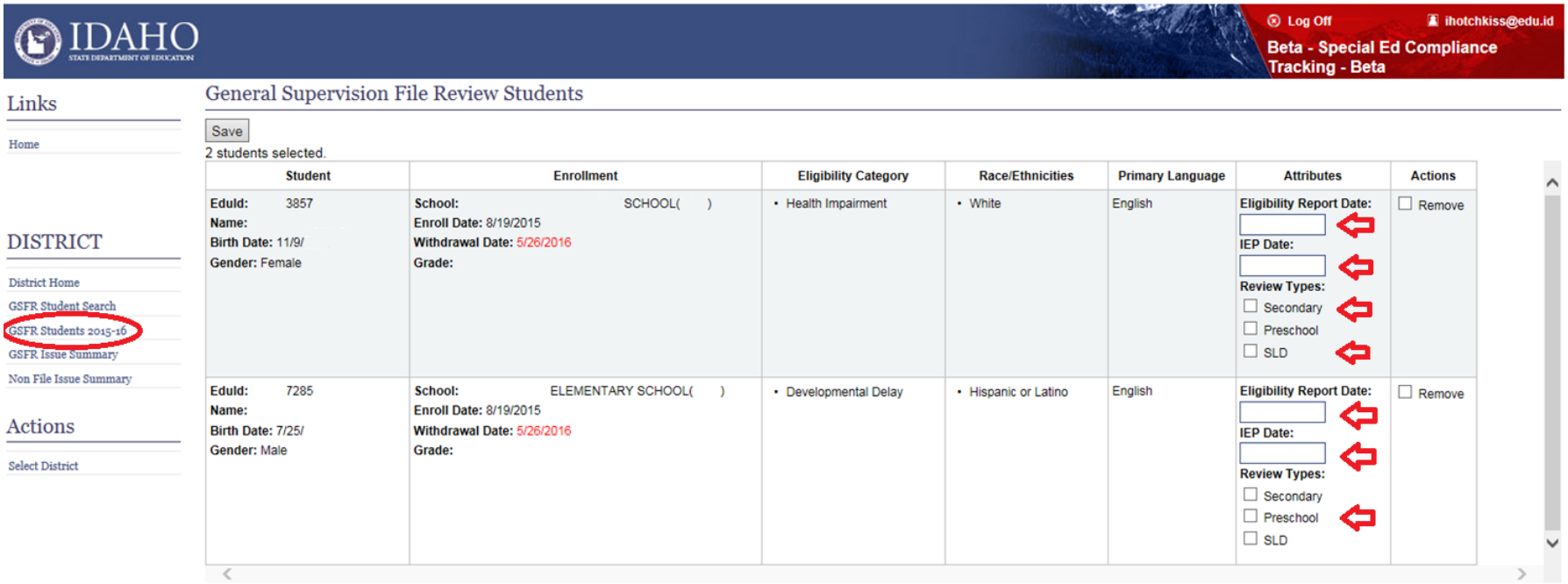
Note: Student demographics pre populate from district ISEE submissions.

If a student does not populate into the CTT system double check to make sure the student was entered correctly into ISEE.

CTT Guidance Document

Entering Internal Review Results

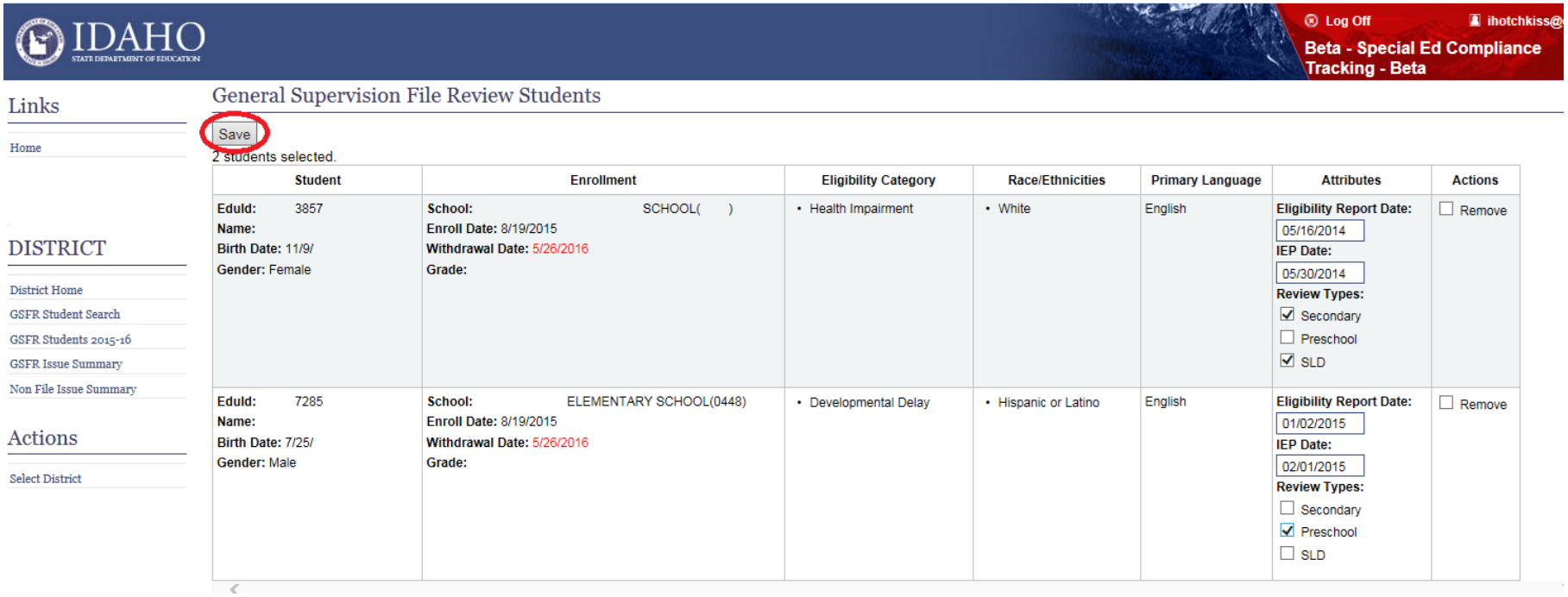
- Enter current active “Eligibility Report Date” and “IEP Date”
- Select check boxes as they apply to the student.
  - Secondary for a secondary transition student
  - Preschool for a preschool student
  - SLD for an SLD student



CTT Guidance Document

Entering Internal Review Results cont.

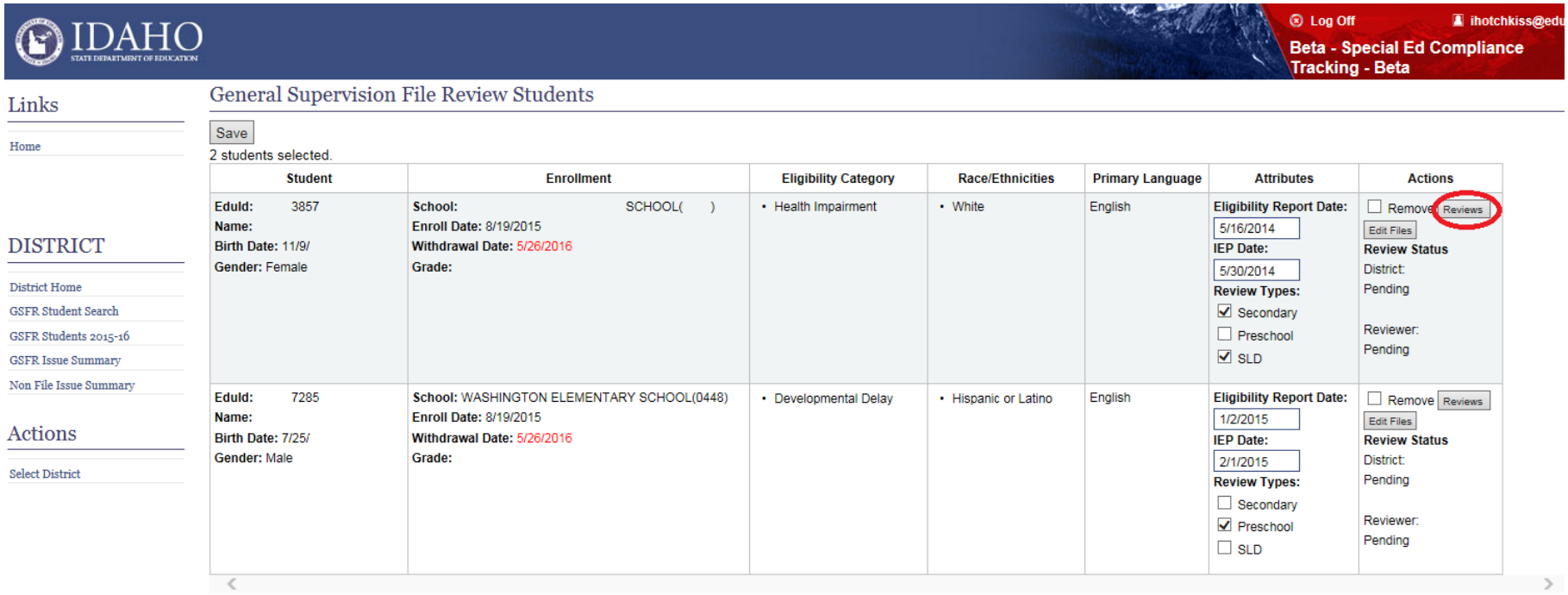
- Select “Save”



CTT Guidance Document

Entering Internal Review Results cont.

Once information is entered and saved select “Reviews”.

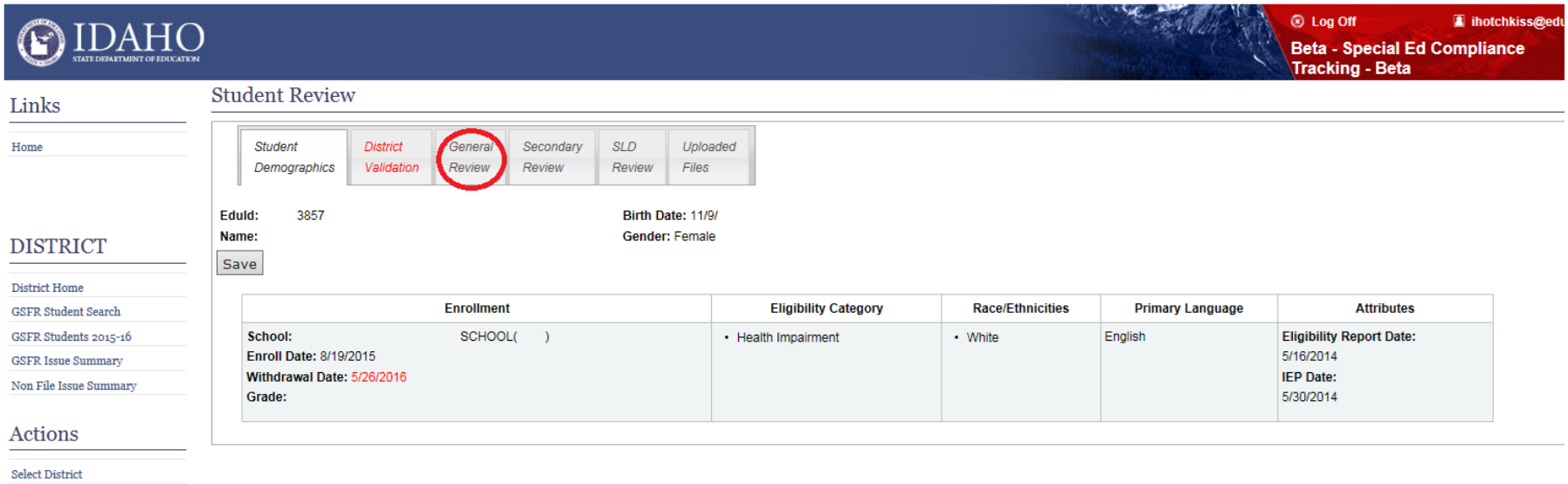


CTT Guidance Document

Entering Internal Review Results cont.

The student review portion will have tabs for each checklist. All students will populate with tabs for;

- Student Demographics
- General Review
- Uploaded Documents.



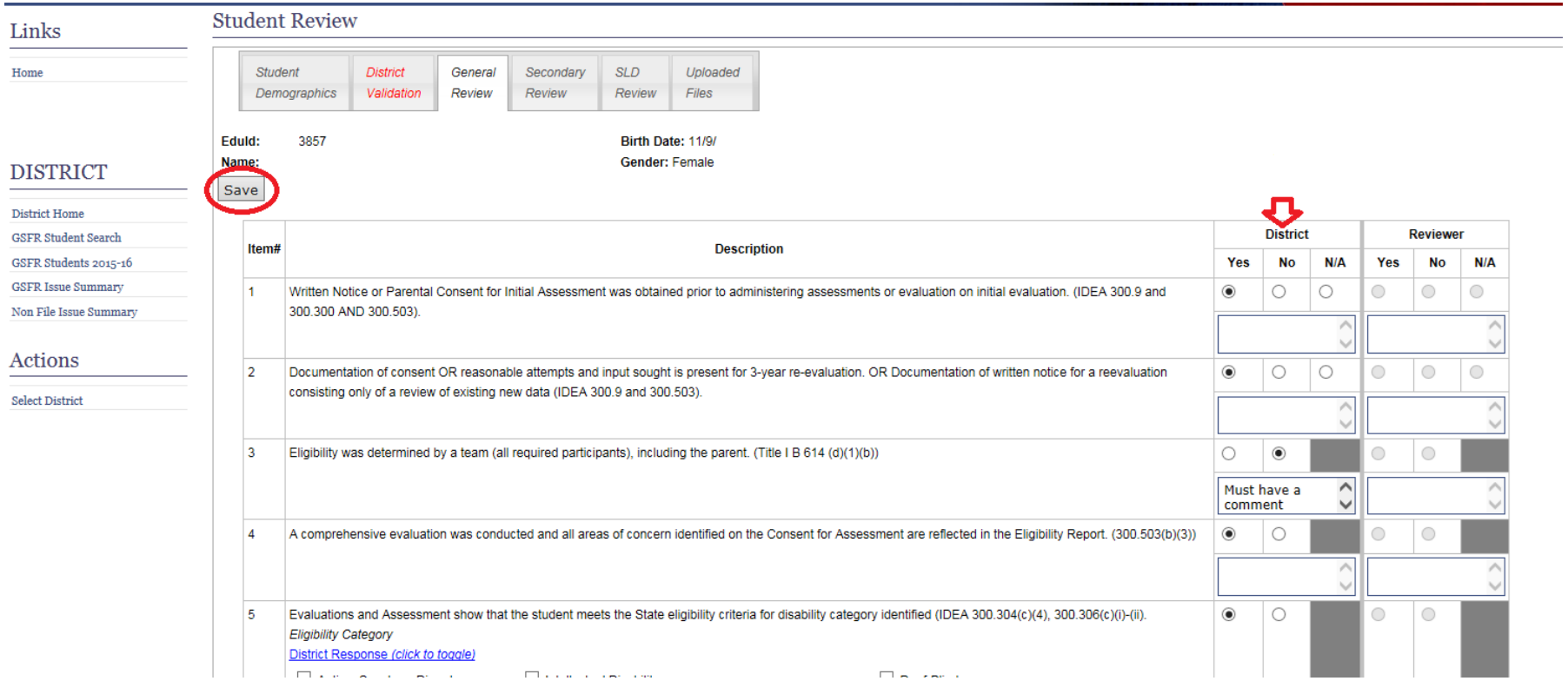
Additional checklists are dependent on the boxes selected in the GSFR Students section.

CTT Guidance Document

Entering Internal Review Results cont.

Enter review responses and any comments. You may save as you go or enter the results for all checklists and then select “Save”.

“No” responses require a comment in order to submit.



CTT Guidance Document

Entering Internal Review Results cont.

Proceed through the checklist making sure all areas are completed.

5	Evaluations and Assessment show that the student meets the State eligibility criteria for disability category identified (IDEA 300.304(c)(4), 300.306(c)(i)-(ii). *Eligibility Category* District Response *(click to toggle)* **Select one or more areas** ☐ Autism Spectrum Disorder ☐ Intellectual Disability ☐ Deaf-Blindness ☑ Deafness ☑ Developmental Delay ☐ Other Health Impairment ☐ Hearing Impairment ☐ Specific Learning Disability ☐ Multiple Disabilities ☐ Orthopedic Impairment ☐ Speech or Language Impairment: Language ☐ Speech or Language Impairment: Speech ☐ Traumatic Brain Injury ☐ Emotional Disturbance ☑ Visual Impairment including blindness	◉ ○	○ ○
6	Eligibility Report appropriately addresses adverse effect.	◉ ○	○ ○
7	Eligibility Report appropriately addresses need for specially designed instruction.	◉ ○	○ ○
8	If the student's Native Language (first language or home language) is not English: A language proficiency score was obtained and appropriate assessments were selected based on the student's level of proficiency.	◉ ○ ○	○ ○ ○
9	IEP Team Members in attendance: Student (if and when appropriate) (IDEA 300.321(a)(7) and (300.321(b)(1), Parent or Guardian (IDEA 300.321(b)(1), School District Administrator or Designee (IDEA 300.321.(a)(4)(i)-(iii), General Education Teacher (IDEA 300.321(a)(2), Special Education Teacher (IDEA 300.321(a)(3)	○ ○	○ ○
10	IEP includes appropriate Present Levels of Performance (PLOP) and Appropriate corresponding Goal(s). District Response *(click to toggle)* **Skill Area 1:** ☐ Remove Skill Area 1 Language **Enter one or more Skill areas and corresponding Goal** ☑ Strength and needs of the child (IDEA 3000.324(a)(i). ☑ Baseline (restate the annual goal in measureable terms reflecting student's current level) (IDEA 300.324(a)(iii) ☑ References an acceptable Idaho Standard ☑ Disability affects involvement in general ed.(IDEA 300.320(a)(1)(i) **Goal for Skill Area 1:** Goal ☑ Condition e.g. When given…, or During… ☑ Targeted Skill or performance ☑ Criteria or Level of Performance ☑ Procedure e.g. On a probe, as observed, as charted, on a rubric 300.320(a)(3)(i) ☑ Schedule – daily, weekly, monthly 300.320(a)(3)(i)	◉ ○	○ ○

CTT Guidance Document

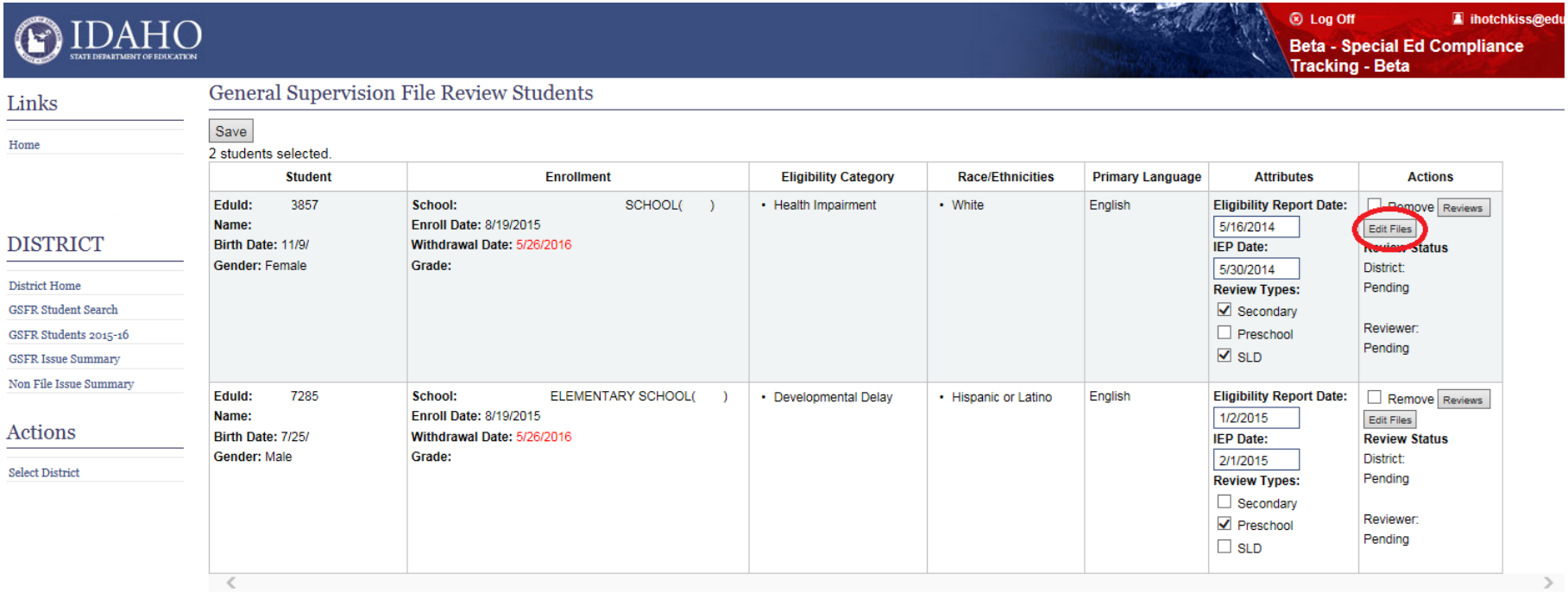
Entering Internal Review Results cont.

The “District Validation” tab provides information on any missing elements required in order to submit the individual student.

CTT Guidance Document

Uploading Documents

After entering results for all checklists and selecting “Save” select the “Edit Files” button to upload necessary documentation.



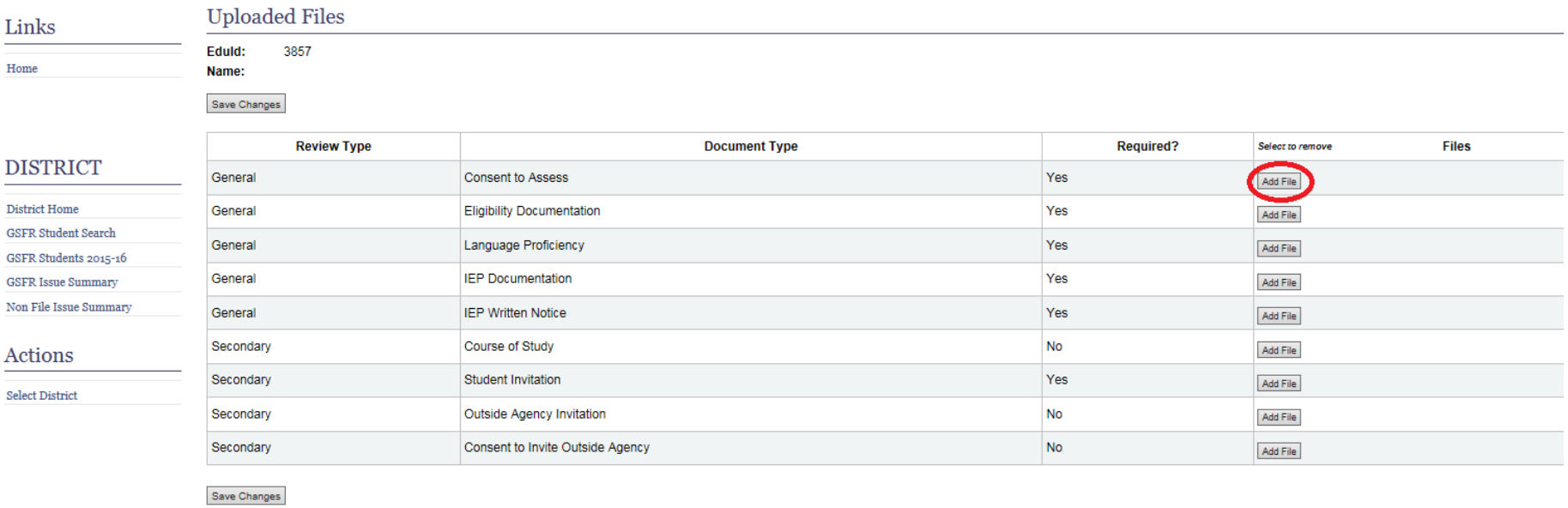
CTT Guidance Document

Uploading Documents cont.

You will see a list of files and if the file is required or not required for the specific student.

To add a file select the “Add File” button adjacent to the document type you wish to upload.

Some files are required based on checklist responses so you are encouraged to upload documents after checklist responses have been completed.



Links

Home

DISTRICT

District Home
GSFR Student Search
GSFR Students 2015-16
GSFR Issue Summary
Non File Issue Summary

Actions

Select District

Uploaded Files

EduId: 3857
Name:

Save Changes

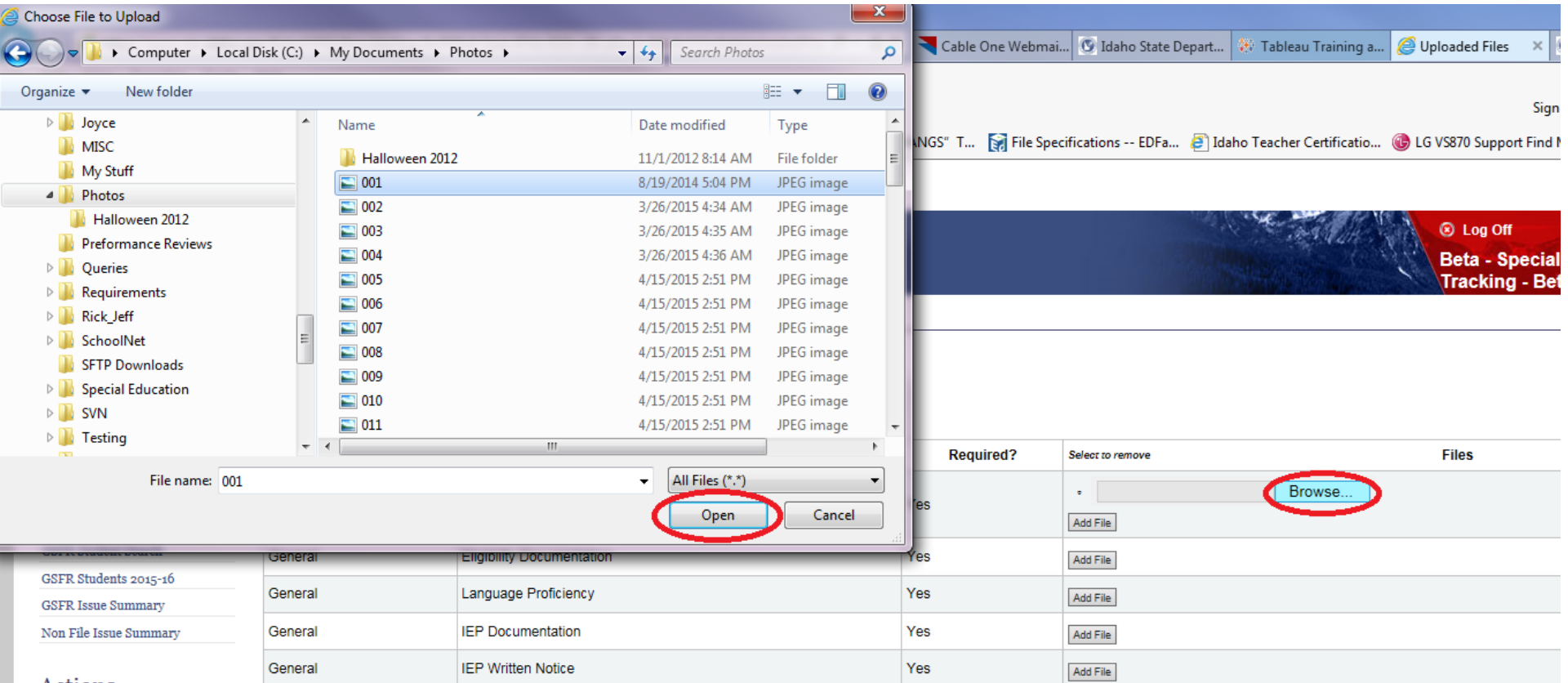
Review Type	Document Type	Required?	Select to remove	Files
General	Consent to Assess	Yes	Add File	
General	Eligibility Documentation	Yes	Add File	
General	Language Proficiency	Yes	Add File	
General	IEP Documentation	Yes	Add File	
General	IEP Written Notice	Yes	Add File	
Secondary	Course of Study	No	Add File	
Secondary	Student Invitation	Yes	Add File	
Secondary	Outside Agency Invitation	No	Add File	
Secondary	Consent to Invite Outside Agency	No	Add File	

Save Changes

CTT Guidance Document

Uploading Documents cont.

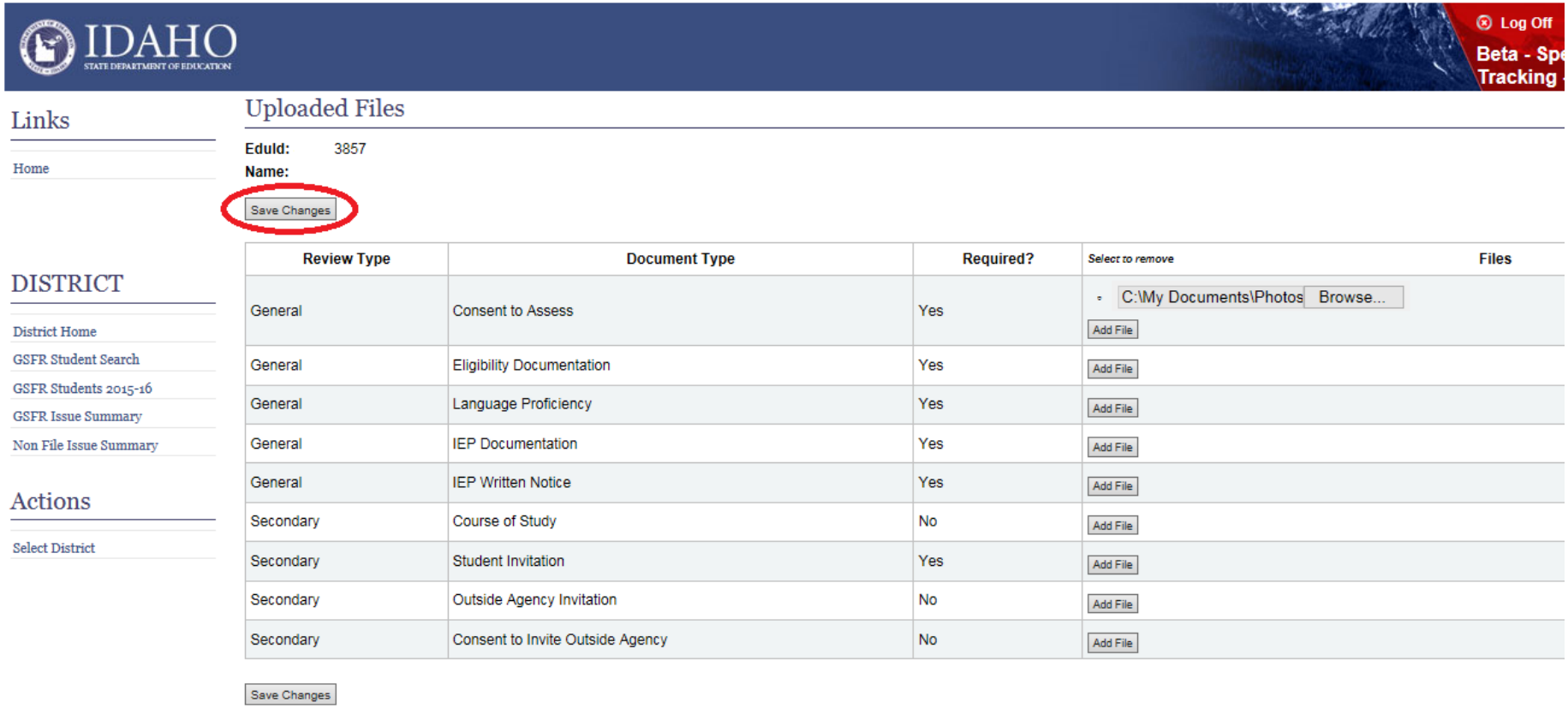
- Select “Browse”
  - Search your documents
    - Select “Open”.



CTT Guidance Document

Uploading Documents cont.

Repeat the upload process for each required document type.



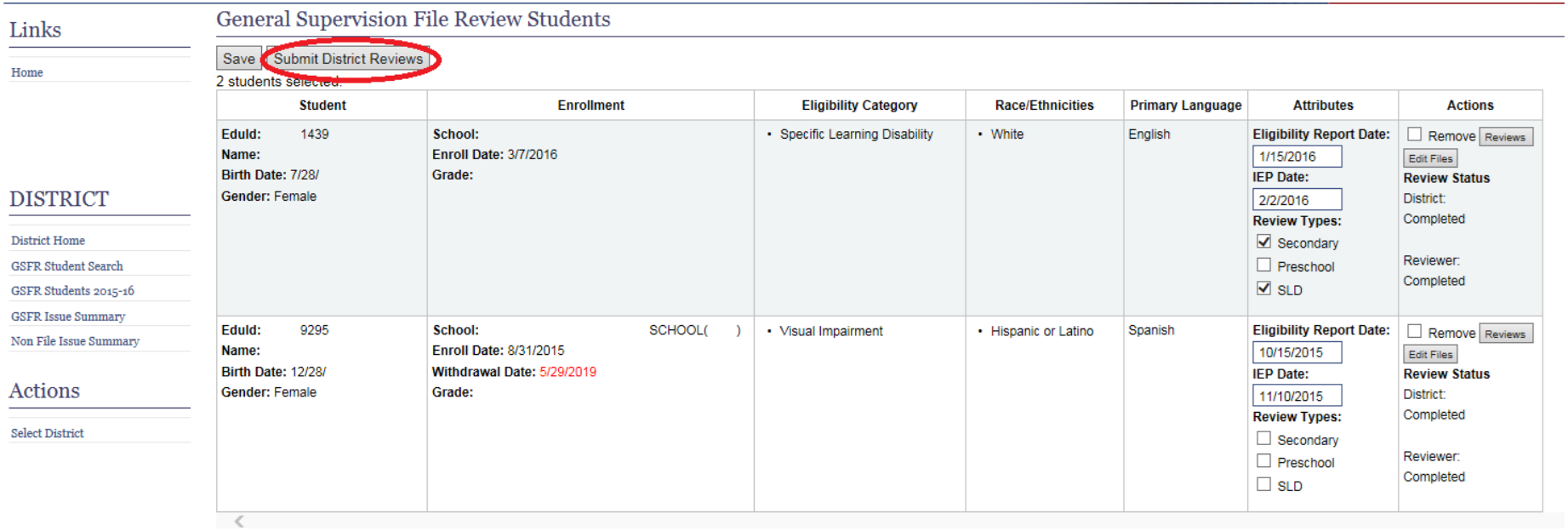
CTT Guidance Document

Submitting Review Items

Repeat the review entry process for each student.

Once all required elements for **<u>all selected students</u>** are entered and saved the “Submit District Reviews” button will appear.

- Select the “Submit District Reviews”
- Notify your Idaho SESTA Coordinator via email that your review has been submitted.



CTT Guidance Document

Contact Information

Alisa Fewkes
Data and Reporting Program Specialist
(208) 332-6925
afewkes@sde.idaho.gov

Jeff Brandt
Special Populations Coordinator
(208) 332-6915
jbrandt@sde.idaho.gov

Ivana Hotchkiss
Data and Reporting Coordinator
(208) 332-6904
ihotchkiss@sde.idaho.gov