

>> Good afternoon, everyone. And welcome to the -- web there are, for entering your data in the deaf-blind scene us, my name is Sue Ann Houser, before I would like to bring your attention to the slide that is currently showing -- if you are in real live captioning -- you will -- go to that link, that is listed -- and it is best if you open it up in another browser window. Then it can be reshaped, lengthwise or long wise to fit your screen so you can still see the PowerPoint being presented. So -- like I said my name is Sueanne I'm here with Marianne Katell who is a -- consultant with EITA, and -- she will, also be here it offer assistance as -- around early intervention questions so we're able to feel the gamete -- from birth to 21 years old and also presenting today is Jan, who is the keeper of the deaf-blind census database here in the Harrisburg office. You'll see on the right side of your screen -- let me make sure my slides will advance. There we go. On the right side of your screen, you'll see that there is a box for questions. If you have questions, obviously open that box up. Type them in there. And -- click submit. And they will come to it our organizers who are behind the scenes that includes myself and Jan, and Marianne. We'll be glad to answer those, if we don't answer them, immediately, we will be fielding questions at the end of the web there are. So what we're going to do, is give you some front information, concerning the why -- the who, the why and how to enter data, into the deaf-blind census. So -- what is the deaf-blind scene us, they ask every state to participate in the scene us that is done annually, counting students birth through school age, who receive services, due to a dual sensory impairment or deaf-blindness, it is always done each year, and some of you probably are -- aware of that, that is done in the month of February. Across the State, of Pennsylvania -- the deaf-blind scene us the funding that comes through the grant, in portion helps support -- our regional teams, but for the most part, we'll cover that in a moment, about the specifics of the grant, across Pennsylvania, in the east -- sue an -- which is me, Jan and -- you'll see my name is bold, my name is bold I'm in the lead in the office of eastern region of office, Pattan, central region, Jan Freeman and also -- Jane Freeman and the in the west we have Lynn fox and Scott Dougherty for early intervention piece, we have Susan Kirshman in the king of preush a in the eastern region but she will cover it statewide. And then our parent consultants, molly black and Patti invaluable asset. So why should you report for the deaf-blind consensus, those numbers help us in so many ways, no the only do they support the funding that comes to the deaf-blind project, it puts the regional consultants with the team, supporting students -- who need that -- those are in need the assistance, it will provide the specialized training to -- early intervention -- and, all of the LEAs, across the State -- so to build capacity, to that work is given at that local level. Who oh, yes by the way, it is required by -- by OCEP, so -- it it's something we have to do in Pennsylvania. And another reason, you should support is, that -- the grant that is funded, through office of special education programs, Federal office, we received, Pennsylvania received a grant -- just a few months ago in October, and there are five main goals with that I'm going it mention those briefly. So -- it's to support families of children with deaf-blindness, improve early identification and intervention support across the State. And improve secondary transition. Increasing -- the number of individuals who can provide, intervener support to children who are deaf-blind. And -- if you're interested in more information on interveners you

can check out the web site for Pattan finally the 5th goal is build regional networks of local liaison, like yourselves. We can get a more comprehensive net across the State. So who should be reported? That's allots -- always a -- a hot topic. Children who have both vision and, hearing impairment -- so -- um, not just one or the other. Which sometimes that happens. Then they will be -- weeded out in the scene us you'll see that when Jen goes into the specifics in a few moments any range of vision or hearing loss, children who are at risk for both types maybe they have a syndrome, by chance, that -- will develop, um, one or the -- or both, if had he are exhibiting both at the time. Also children with multiple disabilities who show inconsistent responses, to both light and sound. So often are very young children, or -- children who have significant disabilities that we're not sure, we will -- they can be counted until it is ruled out. So - - when we say this, it's more inclusive than the definition, that is on the IDA child count. So -- in there, there's usually a primary primary condition that is listed. We're talking about -- maybe visually impairment is, primary, but -- if they have a mild even a mild hearing loss they would qualify under the deaf-blind census. And reporting -- so -- um, the reporting window for the census, February 1, to February 28th only. And -- during that time -- every early intervention program, and LEA, you must submit your data. Even if it says I have no children with deaf-blindness. Every entity is asked to go in and fill this in. Some of you may be a wondering about approved private school if a child is placed in approved private school, for example I'll just choose over brook school for the blind in the eastern region or Pennsylvania school for the deaf in the eastern region, the LEA is still responsible for seeing that child gets counted on the census. So -- please report your students who attend NEPS or they're certified in intermediate unit classroom they would also, be -- the LEA still required to be the one that entered the data. Accurate reporting is it always a concern, we are asking administrator or more than one, administrators from each -- early intervention program, and LEA, are to be the responsible parties for insuring, that data is entered accurately. There could be other people listed on it, other people that support the administrator that may be listed the add bhin straighter must still be listed as the primary contact. What you see here is the web site for the census, you may see it, you may say, where do I get this information, there's a letter from Jim Coyle to it all of the birth to 2, maybe even 3-5, I'm getting an eye, looking across the way and pen link will be coming out in the next day or two, to give you the -- the log in information as well.? But you go to www.leaderservices.com as you see. And -- if you forget, you forget your log in information or saying my goodness I have no clue what it is, there is a box to click, that says -- forgot your log in i in. Fo if you click that -- um, if you click that, then, it will take you too -- it will assist you with the log in. We will also have this, listed on the Pattan web site when you go to pattan.net on the right-hand side there's a link for the census. It will be there, within a week to -- we'll make sure, that's for you to access. Okay. What I'm going to do is switch to Jen now. And -- um -- make her the presenter. And remember, if you have any questions -- please put them in that box on the right-hand side. And we will field them as they come in. Jen I'll let you take away

>> Good afternoon I'm providing technical assistance for the deaf-blind web site any issues you have while you're navigating you can email me I'll answer any questions you may have along the

way. This is the home page, of the deaf-blind census, if by any chance you hit this page you don't see exactly what I'm seeing right off the bat, if your browser is not configured correctly you may be taken to another page that gives you some directions on how to -- like change your browser settings, so that it works better with the site, don't panic if you don't see this right off the bat. I do want to point out a couple of important things the link here is talking about more information, and frequently asked questions. That is available, um, if you -- if you have any questions, along the way this will go over some of the more definition kinds of things. And the link that Sua Anne mentioned about for getting the log in information this is where you can access that and you would enter your -- email address and it will email that information to you. It will email you your ID and password. If -- the -- the individual whose email address on file is no longer with your -- your agency, you can contact me and I will be happy to, you know, adjust, who is listed on the census so we can make sure you're able to access the census. I'm going to begin by logging in on a test account. And -- this is the screen that you'll see. Right from the beginning. Except that yours will actually say -- mine says Pattan users it will list your LEA right there. And, the first thing we'll do, we'll follow step one here and we're going to review. So -- for the last few years, we have been using the web system, exclusively. So -- most, um -- most LEAs have accounts and have done this already. And -- you may or may not have students entered but we're asking that everybody, take a look -- to begin with, the first thing we'll do is click on update -- um, existing students and you can see that I have a number of students in here, most of these are test students. You may have -- probably, one or two students or some of you may not have any. Which is perfectly fine, but we like to take a look any way. So I'm going to click on this first student, so I can update this particular student's information. There's a couple of things I would like to draw your attention to. One is if you have any questions about -- the actual -- instructions and definitions for the census itself, that link is always availability up here. But in addition to that, in any one of these individual places, it will give you a break down of that particular section and what the definitions are. So you can click on -- the little question mark next to any question and it will give you just the definitions for that particular question. You can see we have entered the test data here you can go through and enter all of the information, for a student or review what is already here. This could be from a previous year. I could hit save button, I am not changing the information, all the information looks to be correct I want to draw your attention to some of these drop down boxes are -- um, grayed out in certain cases like, for example, you cannot via child that is, both under category part B and category C. So -- we -- based upon what you choose under funding category, we may gray out the secondary menu, that's because that -- that particular menu doesn't apply to you, this is a part B student. And so we would need to choose things for the part B drop down. So if there's any issues along the way, um, and you think you should have access to something, you know, check the -- the box ahead of that one, that is possible you chose the wrong thing that is why you may not be able to access a particular drop down I'm going to hit cancel. Now, I'm back out to the home page -- and after I reviewed all of the existing students that I have -- I might want to add a new student. And so to click on add new student -- I would -- click on that button you can see, essentially I just get a

blank version of the page we were just looking at. And I could enter all of the information for a new student. And at the very bottom I would choose the save button. Finally -- when I am all done, I would actually click on this button here, to submit my final census. Now it's important to note, this one is grayed out. It will automatically become available beginning February 1st. And if you notice the great big yellow banner here, we do ask that all LEAs submit their census regardless whether or not they have any students. So even if you don't have any students on the census at all we would ask that you come in and look at -- we ask that you click on the update button to verify that the information, that the really is not any students there. And then we would also ask that you actually go through and submit. The reason this is important is because beginning mid February we'll send weekly reminders to remind you to submit your census. And those reminders will come every week until you've actually submitted your census. So if you're receiving email after email that might be the reason, especially if you don't have any students it's still necessary to go in and click own this button. Now the other one I want to -- um, draw your attention to, because we have some people that have questions about this. This is under the update, there is also the ability to exit or remove a student. There are two different reasons you would do this -- if I chose to exit this student, this would be because, the student had some sort of reason that they're exiting. So you know in this case this is a part B student we're saying they're no longer eligible they graduated they are existing out of the entire system, that could include students moved and known to be continuing. Um -- like, for example, if the student, moves out of your district, and into a new district -- then we would, we would ask you to exit the student, from your district. With the move known to be continuing if I choose that -- it will actually give me the option to choose, which district the student may have gone to. There are -- some of the other options, for example, that graduated with a high school diploma you may be asked to enter the graduation date. Um and that, kind of thing, so those are the reasons that you would exit something. This is particular wherry confusing for people, because sometimes they say well this student belong here they want to remove the student. Which is the -- the other option. If the student has -- fits any one of these reasons they -- you know, they reach maximum age they died you know whatever the case may be, then the student needs to be exited, the other option, giving you back on the initial page is the request removal. This should probably only come in play, for most of you if you accidentally, let's say you entered a student who has only a visual impairment and does have a hearing impairment. You put the student in, and then you realize -- oh the student doesn't really belong here, that's why you would you would remove the student, removal requests, actually require approval. So if I -- wanted to remove a student, I would actually have to type in, here I would have to provide a reason I'm requesting that student be removed. And then that -- that removal request would need to be approved before I could close out my census. The reason for that is, we take a look at the reason, that you remove a student we may come back and say, oh, we understand what you're getting at, but that student actually needs to be exited, rather than removed -- so keep in mind, that if you choose to remove a student, because you think that the student should be -- should be removed you can see there's a definition up here -- um, it says usually only done in extenuating circumstances, the student was entered in error,

duplicate, that kind of thing. Those are the reasons that you typically request removal, most students, who need to be -- taken off, of the census would actually probably be exited rather than removed. But if you request a removal, that removal will need to be approved, prior to you -- submitting your census for the year. So you would need to hang tight, until we -- until we approve that request and you will actually get an email when the removal is approved and then you can go back to the main page and you can submit your annual data. So that's a brief overview of what the site looks like. For most of you, if the students have already been in there, it will really just be you know, minimal amount of time, sort of review the details of the students and then make your submission and then many of you will not have any students at all, in which case you'll verify that, and click on the submit button. You will get a -- email confirmation when that happens and then -- then -- you're done for whole year. The site does remain open during the year. So if you have a new student move into your -- your area, let's say, within the next six months, and you want to add that student to your census, so that you don't forget about that particular student or you have all of their records in front of you, you want to do it while you're thinking of it. You're certainly welcome to go back in and add a new student. The student will only get counted during the window of reporting which is in February. So -- it so when the census is closed out for this year, you can enter a new student between, let's say May and next January and those students will not be counted until February 2015. Which you're certainly welcome to go back in, you can go in and update existing students, if one of your existing students if they're hearing impairment -- maybe changes levels or something like that, you definitely can go back in and make those changes. So with that in mind, I think I'm going turn it back to sue Anne. And -- let her, talk about -- what happens from this point.

>> I was unmuting my mic, so what happens next -- now we're going to start pulling -- we're going to start pulling -- so -- you -- you will, need to go in and make sure you have your log in information correct. And -- so, starting February 1st you can start entering your data. And -- meanwhile, until February 1st which is only a couple of days you could, pull that information together and you can enter that any time. And then -- could actually happen before February first, you can't submit it. Until after February 1st you can't submit until after then. February 3 there will be an email alert, we have the email system, in the database who is to be contacted at each program LEA, earliest experience provider that it is indeed correct, if it is not correct, it will obviously balance back to us, but someone, home fully someone in your organization will -- who is listed, hopefully will receive that email. Then on February 14th, a reminder, email will be sent from the system and -- until, for the next two weeks then, it will be sent out automatically, reminding you to submit your census data. So -- I'm going to look to Mary to see if we have any questions that are needed to be answered. And we do not for the good of the order. So -- as questions pop up, please feel free to email us. At my email is shouser@pattan.net myself along with -- our -- the other consultants you saw listed we are all listed on the Pattan web site under the deaf-blind initiative. Again under the deaf-blind initiative you'll find the link for the census, that is -- going to ask -- um, that you can -- click to see if -- you want to contact one of us with the question. So -- so -- all right. So I honestly think this brings us to the end web there are. I

would like to thank everyone for being online with us today. This web there are will be posted to the web site, by February 7th. And -- that way, you can -- you can revisit it, especially that very informative piece that Jen just showed us. So -- that you can then, just view the portions that you choose. So -- thank you so much. And we appreciate your time and joining us today.