

Manually Input

ELL Intensity and Program Reporting

Expedite this reporting by collecting a list of students' that have been identified by the NYCDOE as an English Language Learner, ELL, and the ELL services they receive.

IMPORTANT- In order to meet NYSED's data reporting requirements and for the public reporting of ELL enrollment data at you school: Every ELL student MUST have two Program Fact records in Level 0:

1. 0231, ELL Eligible, and
2. a Program Service record for the type of ELL Service provided.

#1- ALL ELL Eligible students are identified in an NYCDOE source system; this data is securely shared with ESBOCES and prepopulated in Level 0.

***NO new 0231 records can be created in Level 0.
NO RECORDS should be deleted.***

Level 0 has incomplete 0231, ELL Eligible record: Every 0231 record needs the **Intensity field** added using one of the following three codes. Definitions from the SIRS Manual: <http://www.p12.nysed.gov/irs/sirs/>

Code	Description
FULL	ELL eligible students receiving the required units of study
PARTIAL	ELL eligible students receiving less than the required units of study
NONE	ELL eligible students not currently receiving service

Do Not add or update a start date or exit date for an 0231 code in Level 0.

Need a list? Log into Level 0, click on PROGRAM FACTS on the home screen's dashboard, from the Reports screen, and select CATEGORY BREAKDOWN from the blue box of various Reports. The screen will show a record count per code, click on the underlined number for valid ELL Eligibility records in the 3rd column. This is a hyperlink to a list of ELL students. You can print (CNTRL +P) or use the DOWNLOAD button to get this list.

Data Domain:	Import Errors:
Demographics	0
Enrollment	0
Program Fact	0
ELL Eligibility	0
8262::Homeless	0

Download Chosen Report to: .txt file .csv file

Program Fact Report Choices:

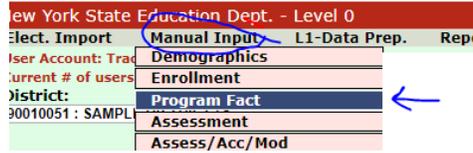
Dist. Import Errors (Error Rpt #1)
 Dist(s) Summary
 Dist. School Summary
 Category Breakdown
 Import Log
 Upload Log Dates
 Lock History
 Waiting For Level 1
 View Verif. Errors (Error Rpt #2)
 Unlock History
 No Enrollment Rpt
 Import Message Log

In Level 0, Hover **MANUAL INPUT** in the gray navigational bar across the top

How to...

Manually Input ELL Intensity and Program Reporting

Click on PROGRAM FACT



Find the first student: enter either the Student ID or the Student's last name (in the correct field), Click on **Search**.

Level 0 will display the student name(s) that match your search. Searching is easy with the * key. Enter a full or partial name with an asterisk to find all names containing those characters.

Only students listed in Level 0 with an 0231 ELL Eligibility code need an ELL Program Service.

NO new 0231 codes can be reported at this time.

**NO Start Dates or Exit Dates can be entered into Level 0 for an 0231 code
(both of these scenarios will create duplicate records for your school)**

1: Student Search fields (Student ID, Last Name Search)

2: Program Intensity dropdown menu

3: Intensity dropdown options (FULL, NONE, PARTIAL)

4: 'Validate & Save Student Data' button

DO NOT change dates

Don't forget to click the **Validate & Save Student Data** button *after each record.*

Status	Student ID	Location	Begin	End Date	Prog. Code and Description	Category
View	Valid	Student ID	Sample CHS	2019-07-01	0231 :: ELL Eligible	ELL Eligibility

3

Prog. Intensity (CTE/ELL El)

Concentrator Participant

FULL

NONE

PARTIAL

Reporting 0231 Intensity	
1	Find the 0231 record on the screen and click on VIEW
2	View the dropdown for the Intensity Field
3	Use the dropdown to select the correct INTENSITY
SAVE	Validate & Save Student Data
4	Click on CURRENT STUDENT /ADD NEW

If a student left the school before a program started report the **INTENSITY** as **NONE** and use the **8239**, for no service.

How to...

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ELL Intensity and Program Reporting

A **Program Service Record** **must** accompany every 0231 record to report one of the following codes to represent the type of ELL support that each student is provided. The program service record should have a start date that **matches the start of the 0231 record**. **Exit dates are not required**.

The ELL Program Service Codes for identifying the type of services received are:

- 5709 (English as a New Language (ENL))
- 5676 (Transitional Bilingual Education (TBE) Program)
- 5687 (One Way or Two Way Dual Language Program), or
- 8239 (ELL Eligible but not in an ELL Program).

The screenshot shows a web-based form for entering student data. Key elements include:

- 6**: A dropdown menu for 'Service Provider BEDS'.
- 7**: A date field for '*Beginning Date'.
- 8**: A dropdown menu for '*Record Program Category' with 'ELL Programs' selected.
- 9**: A dropdown menu for '*Program Code' with a list of options including 8239, 5709, 5687, and 5676.
- SAVE**: A red circle highlights the 'Validate & Save' button.
- 10**: A button labeled 'Back to Category Rpt'.

Below the form is a 'Program Fact Records' table:

Status	Student ID	Location	Begin Date	End Date	Prog. Code and Description	Category
Valid	345117585		2021-07-01		0231 :: ELL Eligible	ELL Eligibility

Program Service	
6	Service Provider: Select the school from the dropdown
7	Enter the Beginning Date for when the ELL program started or use the 0231 start date
8	Click on RECORD PROGRAM CATEGORY & select ELL PROGRAMS
9	Select the correct SERVICE from the dropdown
SAVE	Validate & Save Student Data
10	Click on BACK TO CATEGORY REPORT to find the next student

Search for the next student, report an **INTENSITY**, **SAVE** and then click on **CURR. STUDENT/ADD NEW** to create a Program Service, **CLear** after updating two records for each student. Use **CLear** between each student, failure to do so will cause a student's records to be overwritten.

Repeat until ALL students have two complete records. The L1 DATA PREP process will flag missing data as errors.

How to...

Manually Input ELL Intensity and Program Reporting

Finished? **Lock** and **Submit** the data.

To Lock and Submit ELL Program Code Data:

Hover over **L1-Data Prep**.

Click **Program Fact** from the menu

DO NOT CHECK ALL BOXES: Check the boxes for

ELL Eligibility

ELL Program –

Click the **“Validate Now”** button – you should get a green success message

Click the green **Create File for Level 1 Submission** button

You will get another Success message
Complete! You’ve submitted your ELL
Program Fact records and the data is
queued for transfer to the NYCDOE for
submission to NYSED,



New York State Education Dept. - Level 0			
Elect. Import	Manual Input	L1-Data Prep.	Reports
Demographics			
Enrollment			
Program Fact			

If you get any error messages in the L1-Data Prep area, give us a call at **631.218.4134**

District: 90010003 : SAMPLE DISTRICT 03 **School Year:** School Year Ending 2019-06-30

Program Fact Data Prep. for Level 1:
Check the desired programs below and verify, then click **Create File for Level 1 Submission** button to create export file.
Perform a 2nd level of error checking. When Level 0 has it's W/F error level set to 'Fatal', program data can not be sent to Level 1 until this process has been completed with no errors.
Note: Checking a box below will lock the data for the selected program. The data will be unlocked when the file for level 1 submission has been created, or by manually unchecking the program.

Check All

<input type="checkbox"/> Safety Net	<input type="checkbox"/> CTE / Tech Prep	<input type="checkbox"/> ELL Eligibility	<input checked="" type="checkbox"/> ELL Programs	<input type="checkbox"/> ESEA	<input type="checkbox"/> Type of Disability
<input type="checkbox"/> 0198::Poverty	<input type="checkbox"/> 0220::Alt. Assess.	<input type="checkbox"/> 0242::NYSESLAT	<input type="checkbox"/> 0264::Section 504 Plan	<input type="checkbox"/> 5753::Intervening Serv.	<input type="checkbox"/> 5806::Reduced Lunch
<input type="checkbox"/> 5817::Free Lunch	<input type="checkbox"/> Summer School Participation	<input type="checkbox"/> 8261::Single Parent/Pregnant	<input type="checkbox"/> 8272::Homeless Youth	<input type="checkbox"/> UPK	<input type="checkbox"/> Title 1 TAS
<input type="checkbox"/> Prekindergarten Program	<input type="checkbox"/> 2618::Inter-Dist. Transfer	<input type="checkbox"/> 1232::SIFE	<input type="checkbox"/> Higher Education	<input type="checkbox"/> 8271::CDOS Credential	<input type="checkbox"/> 8282::Immigrant
<input type="checkbox"/> 8292::Parent Armed Forces	<input type="checkbox"/> 8300::Foster Care	<input type="checkbox"/> 8312::Biliteracy	<input type="checkbox"/> 8262::Homeless	<input type="checkbox"/> Local Programs	<input type="checkbox"/> Restricted

Validate Now (circled in blue)

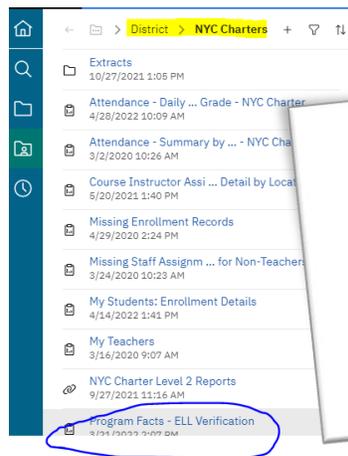
Validation results...

Create File for Level 1 Submission (highlighted in green)

Data Prep. messages... Save As

ReportNet has a verification:
**PROGRAM FACTS-ELL
VERIFICATION**

This report displays the complete
0231 records and Program
Service for all students reported



Student Name	Student ID	Program Code	Program Description	Program Intensity	Start Date	End Date
	0231	ELL Eligible		FULL	2021-07-01	
	5709	English as a New Language		FULL	2021-07-01	
	0231	ELL Eligible		FULL	2021-07-01	
	5709	English as a New Language		FULL	2021-09-08	
	0231	ELL Eligible		FULL	2021-09-08	
	5709	English as a New Language		FULL	2021-09-08	
	0231	ELL Eligible		FULL	2021-09-07	

How to...

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Complete!

You've submitted your Program Facts file and the data is queued for transfer to the NYCDOE for submission to NYSED. (Data is submitted every Wednesday at 9AM)

Data Verification in L2RPT [IBM Cognos Analytics \(nycenet.edu\)](http://nycenet.edu)

Ensure that SED has the correct data by reviewing the **SIRS 652: Annual Title III Allocation ELL and Immigrant Counts Summary Report**. Data in the SIRS 652 is based on 0231 identification by the NYCDOE and must have an accompanying ELL program service.

Missing data may indicate an issue with the identification, check ATS, or failure to complete the 0231 intensity and/or report the ELL program service provided; all 0231 records **MUST** have an ELL program service

The following L2RPT reports may also be viewed:

- **SIRS 104: NYSITELL Summary Report**
- **SIRS 109: Recently Arrived ELL Students Accountability Report**

*Each school is responsible for the accuracy of ALL data reporting. Verification **MUST** be completed by a review of the associated L2RPT report.*