



## OSEP Reporting Quick Reference Guide

Exclusion Category	What does this mean?	How do I fix it?
Missing Near-Entry Data	Either the near-entry assessment has not been selected for a child or it has not been finalized.	<ul style="list-style-type: none"> <li>• Make sure you have selected a near-entry assessment for the child. On the child's summary page, you should see an "OSEP ENTRY" icon next to the assessment you want flagged for near entry.</li> <li>• Also, verify that the assessment has been finalized and that all test items are complete.</li> </ul>
Missing Near-Exit Data	Either the near-exit assessment has not been selected for a child or it has not been finalized.	<ul style="list-style-type: none"> <li>• Make sure you have selected a near-exit assessment for the child. On the child's summary page, you should see an "OSEP EXIT" icon next to the assessment you want flagged for near exit.</li> <li>• Also, verify that the assessment has been finalized and that all test items are complete.</li> </ul>
Less than 6 months in services	There are less than six months between the child's Program Entry and Program Exit date. This is mandated by federal law.	<ul style="list-style-type: none"> <li>• Go to the child's profile page and verify that you have entered the correct Program Entry and Program exit dates.</li> <li>• If you have entered the correct dates and there are still less than six months of services received, this child will have to be excluded from OSEP reporting.</li> </ul>
Invalid Funding Source	A funding source other than Part B or Part C has been selected for the child.	<ul style="list-style-type: none"> <li>• Go to the child's profile page and verify that either Part B, or Part C has been selected for funding source.</li> </ul>
Inappropriate age at Level II test	If a child is 36 months or younger and is using a Level II test, the inappropriate test was used to assess the child. A level II test should be used only once a child is older than 36 months.	<ul style="list-style-type: none"> <li>• Check the date that was entered for the child's assessment and make sure it's correct.</li> </ul> <p>Note: The child's chronological age is calculated using the date of birth and the test date you enter for the assessment.</p>

### What if my child record doesn't show up in the reports at all?

Did you remember to enter the program entry and program exit dates in the child profile?

Try expanding the program date range when running the report and see if the children's results show up.

Program Entry Date:  mm/dd/yyyy

Program Exit Date:  mm/dd/yyyy

Make sure the field "Include in OSEP Reporting" is set to "yes" on the child profile.

Include in OSEP Reporting:  Yes  No 

# Preparing your Child for OSEP Reporting in 5 Easy Steps



1. Make sure the “Include in OSEP Report” is marked “yes” on the child profile.

Include in OSEP Reporting:  Yes  No ?

2. Make sure you have selected a funding source on the child profile.

Funding Source:

3. Make sure you have entered the program entry and program exit date on the child profile.

Program Entry Date:  mm/dd/yyyy

Program Exit Date:  mm/dd/yyyy

Note: The program entry date and program exit date should be at least 6 months apart.

4. Make sure you select “Near Entry” on the CODRF Summary page. Be sure to complete all items for the assessment and finalize.

OSEP Include?  Near Entry  Near Exit  No

Note: You should see a green check mark and a “OSEP Entry” icon for at least one of your assessments.



5. Make sure you select “Near Exit” on the CODRF Summary page. Be sure to complete all items for the assessment and finalize.

OSEP Include?  Near Entry  Near Exit  No

Note: You should see a green check mark and a “OSEP Exit” icon for at least one of your assessments.

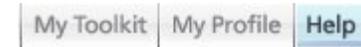


## Additional OSEP Resources

• OSEP Report Checklist is available in the My Toolkit section under Downloads and Resources



• The User Manual and OSEP Tutorial is available in the Help section.



• Run the Progress Data (Categories for Each Child) Report to see the OSEP results and to check to see if your child is included.



OSEP Categories Report: Progress Data (Categories for Each Child)

Provider: Belle, Monica  
Reporting Period: 01/01/00 to 06/30/09  
Date: 09/24/09  
Assessment: Assessment, Evaluation, and Programming System (AEPSE) for Infants and Children

Funding Source: Part C

Children Included: 2

Mean Length of Service: 2.2 years

Child	ID	DOB	Entry Date	Age at Entry	Age at Exit Date	Length of Service	1. Positive developmental status		2. Acquisition and use of knowledge and skills		3. Appropriate responses to these results					
							AEPS Raw Score	Same-Aged Peer Benchmark	AEPS Raw Score	Same-Aged Peer Benchmark	AEPS Raw Score	Same-Aged Peer Benchmark				
Mendoka, Terese	12488	12/16/03	03/05/08	2	12/15/08	2	0.9	54	70	B	40	61	B	124	112	D
Nguyen, Jeremy	12408	08/18/03	01/01/03	0	06/01/08	2	3.4	56	69	C	48	45	D	132	107	D

Children Excluded: 4

Child	ID	DOB	Entry Date	Age at Entry	Age at Exit Date	Length of Service	Reason	
Brookmeyer, Neil	13834	08/15/07	10/22/07	0	21/03/08	0	0.3	Less than 6 Months in Service
Butterfield, Mary	12480	12/14/03	08/10/04	0	06/21/04	0	0.7	Missing Year-Entry Date
Chenoweth, Tina	14034	10/05/06	08/01/06	0	02/01/08	0	0.1	Missing Year-Entry Date, Missing Year-Exit Date
Conroy, Mary	13648	09/17/07	03/03/08	0	21/01/01	-1.2	Missing Year-Entry Date, Missing Year-Exit Date	
Farran, Jerry	1307	01/02/02	03/19/07	5	21/01/01	4	4.2	Less than 6 Months in Service
Talbot, Ted	14079	01/01/07	10/01/08	1	12/04/08	0	0.2	Missing Year-Entry Date, Missing Year-Exit Date