2015 Deafblind Child Count Online

Narrative Directions with Screen Shots

Developed by
Sue Enoch, Deafblind Child Count Coordinator
for
Texas School for the Blind & Visually Impaired
Outreach Programs
How to access the Deafblind Child Count On-Line

1. Each district’s director of special education will have received a letter that contains the login and password for that district. This letter was sent to the address listed at TEA’s site “Ask Ted”.

2. This is a January 2, 2012 count. Students registered in the district as of January 2, 2012, including children under the age of three years, should be included.

4. From the Outreach page (www.tsbvi.edu/outreach), select “Deafblind Child Count” from the Outreach/Technical Assistance menu.

5. You are now on the page www.tsbvi.edu/deafblind-Child Count. Here there are links to information about the Deafblind Child Count, who should be included on the Child Count, and links to further information about auditory processing, auditory neuropathy spectrum disorder, and interveners.
6. Select “Register a Deafblind Child” to begin the on-line Child Count.

Login and Password

1. You are now on the log-in page, www.tsbvi.edu/DBChild Count/

2. Your login is your 6 numeral county-district code with no hyphen. The password can be provided by your director of special education.
Entry screen

1. At the top of the entry screen is your district name, district number, ESC Region, and District Status. As long as district status is showing “open” you can make changes to the Child Count. As long as district status is showing “open” you have not completed the Child Count.

2. There are a variety of action buttons.
   a. “Student records” takes you to a list of students who were on the Child Count last year.
   b. “Add student” allows you to add a student from this page.
   c. “Close all entry for district” is the crucial last step. When you have finished updating the student records for this district, you must select “Close all entry for district” to change the district status from “open” to “closed”.
   d. “District Students List Report” allows you to create and print 2 different kind of lists of students currently on the Child Count in your district.
   e. “Glossary” takes you to definitions of the various data fields.

3. There are directions in the main body of the page for how to edit existing students, add a new student, complete the Child Count, and create a paper copy of student records.
Student records

1. This screen shows you a list of students who were on the Child Count last year. Select a student to get the full record to open.

2. You now can edit any of the data in the record. Please verify all fields as there may have been changes from the previous year.
3. Please especially verify parent information and provide the most up-to-date information you can. Thank you!

Parent:

- Parent Last Name
  Keller
- Parent First Name
  Captain
- Parent Address
  1000 East Pleasant Grove
- Parent Address
- City
  Round Rock
- State
  TX
- Zip
  78743
- Phone
  Enter area code and phone number without hyphens or spaces.
  5125125121

4. You will notice that most data fields provide you a drop down menu of choices. Choose one is always the same as leaving the field blank. However, you can not leave a Required! Field blank.
5. Selecting the question mark button will take you to the glossary, where you may find definitions for your choices. Use your browser button to return to the student record page.

6. When finished with the data updates, you can select “Accept” at the bottom of the page. This means that you have finished with this student, not the entire district. You must go back to “Close all entry for district” when you have updated all student records.
7. You know the data has been accepted when you are returned to the top of the student record page with no error messages.
To add a student

1. Select “Add Student” from the tab menu.

2. You will be asked to enter a social security or PEIMS number to see if the student is currently listed in the system.

3. If the student is not found, then you can select new student, enter in the data. If the student is showing as enrolled in another district, you will not be able to add him or her to your district. Contact Sue Enoch at enochs@tsbvi.edu to resolve.
Error messages

1. When I tried to enter a new student, I did not enter the correct birthdate and I was confused about TAKS testing. This resulted in 2 error messages at the top of the student page. I had to go revise those entries.

2. The birthdate was easy to correct. In the TAKS/STAAR section, you can choose 2 different tests, such as the TAKS-A and the TAKS-M, if a student took one for reading and the other for science. If the student didn’t take 2 different TAKS/STAAR, fill out the TAKS/STAAR taken in the first line and leave “Choose one”, which is the same as a blank, in the other.
3. I now get to the top of my student record with no error messages when I select “accept” meaning I have successfully resolved my errors.

4. And now when I select “student records” I see that I have 2 students listed in the district.

<table>
<thead>
<tr>
<th>Name</th>
<th>District</th>
<th>View/Print Only</th>
</tr>
</thead>
<tbody>
<tr>
<td>Braille, Louis</td>
<td>888888</td>
<td>Printable View</td>
</tr>
<tr>
<td>Keller, Helen</td>
<td>888888</td>
<td>Printable View</td>
</tr>
</tbody>
</table>
There was no student found with the given SSN: 4443 and Birth Date: 06/19/1999
If one was expected to be found, please verify the number, or try the student’s other id number and correct to the new on the main info page:

Try Another Number

Otherwise, proceed adding as new student:

New Student
## View Results

View Results gives you a full page summary of the student data. You can use the print menu with your browser to print these.

<table>
<thead>
<tr>
<th><strong>District Name:</strong></th>
<th>TEST DISTRICT</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>County-District Number:</strong></td>
<td>888888</td>
</tr>
<tr>
<td><strong>SSN:</strong></td>
<td>0000000000</td>
</tr>
<tr>
<td><strong>Last Name:</strong></td>
<td>Braille</td>
</tr>
<tr>
<td><strong>First Name:</strong></td>
<td>Louis</td>
</tr>
<tr>
<td><strong>DOB:</strong></td>
<td>01/08/2005</td>
</tr>
<tr>
<td><strong>Ethnicity:</strong></td>
<td>White</td>
</tr>
<tr>
<td><strong>Gender:</strong></td>
<td>Male</td>
</tr>
<tr>
<td><strong>Signed Parent Consent:</strong></td>
<td>Yes</td>
</tr>
<tr>
<td><strong>Parent/Guardian Name:</strong></td>
<td>Monsieur Braille</td>
</tr>
<tr>
<td><strong>Parent/Guardian Address:</strong></td>
<td>12 Rue De Sint Germaine Paris, TX 78787</td>
</tr>
<tr>
<td><strong>Parent/Guardian Phone:</strong></td>
<td>2815678901</td>
</tr>
<tr>
<td><strong>2nd Parent/Guardian Address:</strong></td>
<td>TX</td>
</tr>
<tr>
<td><strong>Living Setting:</strong></td>
<td>Home: Birth/Adoptive parents</td>
</tr>
<tr>
<td><strong>Primary Identified Etiology</strong></td>
<td>Direct Trauma to the eye and/or ear</td>
</tr>
<tr>
<td><strong>Post-Natal/Non-Congenital Complications:</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Visual Impairment:</strong></td>
<td>Legally Blind (20/200 or worse or field ≤20°)</td>
</tr>
</tbody>
</table>
Download Results

Download results will give you a file that you can save and open as a spreadsheet in Excel.
Close All Entry for District

1. When all student records are complete, you must return to the main menu page and select “Close All Entry for District”.

Entry Instructions

Begin by selecting Student Records. This will take you to the list of students for your district from last year’s census.

To Edit an Existing Student:

1. Select the student that you wish to edit from the student list. This will take you to the Student Information screen which displays all the data for the student you selected.
2. Scroll through each field, check for accuracy and make changes as needed.
3. At the bottom of the page you have a choice:
   - Accept - saves the changes that you just made, if any, and then takes you back to the main menu.
   - Drop Student - takes you to a verification screen to confirm that you want to drop, for any reason, this student from your district.

To Add a new Student:

1. Select Add Student. This will take you to a screen where you can type in the new student’s SSN or

Select, “Close Entry”.

2. You will get a screen that lists your students. And asks if you are sure you are finished. If yes,

School Year: Current

Please verify that the list of students is complete.
Specific Information can be viewed and changed by clicking on the name of the student below

List Of All Students For This District

IF There Are Currently No Students In District, You Still MUST Click “Close Entry” Below To Complete The Process

Add Another Student

Is this list correct? Please verify all students before clicking “Close Entry”. If any item is in error, please click on the student’s name to edit.

Warning! Once you submit this information, your district’s students will only be able to be reviewed and you will not be able to change information.

Close Entry
3. Notice now that district information at the top of the page has changed. The district status is “closed”. You have completed another year’s Census! Thank you!
Texas School for the Blind & Visually Impaired

Outreach Programs

Figure 1 TSBVI logo.

“This project is supported by the U.S. Department of Education, Office of Special Education Programs (OSEP). Opinions expressed herein are those of the authors and do not necessarily represent the position of the U.S. Department of Education.

Figure 2 IDEA logo