

**Illinois State Board of Education (ISBE)
Student Information System (SIS)
Birth to 3 Training QAs**

#	Question	Answer
1.	Can Parent Educators submit their individual data from their caseloads? This program is not a school district.	All Birth to 3 data must be submitted by a school district or entity that has a state RCDTS number. All entities that are not public school districts will need to be assigned an E Category RCDTS code. You can find the template for this at: http://www.isbe.net/sis/html/archived_meetings.htm#birth_three091411 Please complete the template and email it to earlychi@isbe.net . We will create and assign your E Category RCDTS for you and send it to you.
2.	Can you clarify how do you find documentation for free/reduced lunch for Birth to 3?	To obtain a determination of eligibility for free/reduced lunch (whether they will participate in a nutrition program or not) you will need to obtain the following information found at this link. http://www.isbe.net/nutrition/pdf/NSSTAP.pdf . Eligibility is determined by whether a child is categorically eligible (Migrant, Homeless, etc.) or by household income. http://www.isbe.net/nutrition/pdf/IEG_12.pdf , for income eligibility guidelines.
3.	Do we only enter families/children receiving intensive services or do we enter anyone as soon as they enter our system of care, even if they are choosing not to receive intensive services (e.g. they are attending weekly parent-child activities, but not home visits/case management)?	Only students who are fully participating in the Prevention Initiative program and receiving intensive services such as home visits, case management or center-based care are to be enrolled in SIS.
4.	How often do we need to enter data into SIS for 0-3? Monthly, quarterly, etc.?	You will need to have all of your Birth to 3 students enrolled by the October 14th enrollment deadline. The mandatory Birth to 3 data should be entered when you exit the child. The Birth to Three data contains historical program information that can only be completed at the end of the program year or when the child is exiting the program. The annual deadline date for exiting children is July 31st.

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5.	Will reporting data in SIS replace reporting to ISBE at the end of the year?	The Birth to Three SIS data will replace some, but not all, of the end of year reporting requirements.
6.	Just to clarify, do we have to un-enroll (exit) every child at the end of the school year? If so, by what date, as PI services are supposed to be year-round.	Yes. All Birth to 3 students will need to be exited on July 31 by 4:00 p.m. You may then re-enroll the child on August 1, to begin the next year of service if the child will be participating in the program in the upcoming year.
7.	Do you need to include universal students or just focus students in SIS?	We are not fully certain what is meant by 'universal' or 'focus' students; If you are referring to the following: 'Focus' students fully participate in the Prevention Initiative and have the full range of services including home visits, case mgt., etc. 'Universal' students may be those that only attend maybe parent/child activities or family group/night; then only students who are fully participating in the Prevention Initiative program and receiving intensive services such as home visits, case management or center-based care are to be enrolled in SIS.
8.	For those of use in the 0-3 program and not being a school per say, how does this assist us other than a way to track the number of 0-3 children enrolled in the program. When entering data for a child that is not born yet, how does this work?	It is a requirement of the grant that you complete the data. It will also replace some of the end of year data collecting. The data will hopefully add to the longitudinal data about at-risk children. You can't enter data for a child that is not born yet, when the child is born then you can enroll it in SIS.
9.	How often do we need to enter home visits and groups? Monthly? Quarterly? Yearly?	The Birth to Three data contains historical program information that can only be completed at the end of the program year or when the child is exiting the program.

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10.	When we need to begin entering data?	You can start enrolling students on August 1st of every school year. You should enroll all of your current students/children by October 14. After that you should enroll and exit children as they enter or leave the program. The Birth to Three data file contains historical program information that can only be completed at the end of the program year or when the child is exiting the program.
11.	How do we enter teen moms that will be having a child with in the year?	You don't enter data for expectant mothers, only for the child. You can't enter data for a child that is not born yet, when the child is born then you can enroll it in SIS.
12.	Is it possible to download and print the PowerPoint handout?	All PowerPoint presentations are available on our SIS Homepage www.isbe.net/sis the day before the presentation.
13.	I see that the number of service hours for children is being requested, is that for center based programs only?	Yes. Number of hours per child is in the PI center-based classroom.
14.	If our students are served by our program that children will attend another school district not served by our program, should the students be entered in the school districts we serve or through the school district where they might attend?	The home and the serving school for the Birth to Three programs should be the building/school that the parent educators/caseworkers operate from. For center-based programs it would be the site where the center is located. Also, the PI and the Pre-K programs don't have any district residency requirements, so districts can, and often do, serve children from other districts.
15.	Is there a place to indicate if a child is in their second year of our program? Do we enroll them as starting last year or this year? A: --unanswered--	Every year you have to enroll and exit your students. There is no place to indicate second year, or 3 year for that matter. We can tell how long the student has been in the program from the enrollment records in SIS.
16.	Must the Birth to 3 be sent with the initial student enrollment or can it be sent later?	The Birth to Three data file contains historical program information that can only be completed at the end of the program year or when the child is exiting the program.

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17.	Our birth to 3 students do not attend school, we have staff that goes to each child's home. What do we do in this case?	The children must still be entered into SIS. The home and the serving school for the Birth to Three programs should be the building/school that the parent educators/caseworkers operate from. Students must be enrolled by October 14.
18.	Our county health department has our prevention initiative program but has joint agreements with two school districts in our county do we need a code or do we use the existing codes of the two school districts?	As the grantee, you will need an E Category RCDTS code. To determine what the home and serving schools should be, we need more specific information. Please call the Early Childhood Division at 217-521-4835 and we will help you to determine the appropriate assignments.
19.	Our program is not through a school district-what numbers for RCDTS do we use?	All entities that are not public school districts will need to be assigned an E Category RCDTS code. You can find the template for this at: http://www.isbe.net/sis/html/archived_meetings.htm#birth_three091411 Please complete the template and email it to earlychi@isbe.net . We will create and assign your E Category RCDTS for you and send it to you.
20.	We use the batch system to upload student data. Some of the indicators are not known until the end of the year - e.g., total number of home visits during the year. Will the batch enrollments be accepted without mandatory data? Or should we wait until the end of the year to send the batch files?	You should submit all of your Birth to 3 enrollments before the October 14th deadline. The Birth to Three data file contains historical program information that can only be completed at the end of the program year or when the child is exiting the program.
21.	When signing up for a new system, where is SIS located on the list?	After accessing IWAS, SIS is located under Reporting > Monthly > Student Information System – Statewide. If you do not see it in this location click on the link at the bottom of the page “Want to Signup for Other Systems?”
22.	Should I input all children who receive any services (such as group meetings) or only those receiving home visits?	Only students who are fully participating in the Prevention Initiative program and receiving intensive services such as home visits, case management or center-based care are to be enrolled in SIS.

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23.	Should the vendor be the fiscal agent of the Birth to 3 programs?	Please disregard the 'vendor' field in the E Category RCDTS template. It is actually a null field.
24.	If the child will be continuing services through July 31st, do we exit them and then re-enter them into SIS?	Yes. If you have a year round program, it is best/easiest to exit the child on July 31, and then you can re-enroll the child on August 1 for the next year.
25.	Since we service pregnant moms, how do we enter the moms?	You don't enter data for expectant mothers, only for the child. You can't enter data for a child that is not born yet, when the child is born then you can enroll it in SIS.
26.	We are funded for doula services through the Prevention Initiative. These services begin in pregnancy. Since we can't enter student data until after the child is born, will we be able to enter services (home visits, etc.) done prenatally retroactively?	To keep consistency across all programs, we are not collecting data about the services expectant mothers receive through SIS. SIS is strictly a student/child data collection system. This type of data may be collected through a different mechanism.
27.	We subcontract with several community based agencies to implement Prevention Initiative Services - Should we collect their data and enter it into SIS or should this be done at the community-based agency?	To be able to answer your question, we'll need more detail about the structure of how services are provided. Please call the Early Childhood Division at 217-524-4835 and we will help determine that for you.
28.	What's a home school vs. serving school? These kids are not in school and are highly mobile, offering moving among different districts.	Home School RCDTS is the code that uniquely identifies the elementary, middle/junior, or high school a student attends or would attend if not placed/transferred to another school/program to receive needed services. Serving RCDTS is the code that uniquely identifies the school/program where a student is being educated. The home and the serving school for the Birth to Three programs should be the building/school that the parent educators/caseworkers operate from. For center-based programs it would be the site where the center is located.

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29.	When is the last date that this can be submitted?	All enrollments need to be entered by October 14 th , 2012. After that you should enroll and exit children as they enter or leave the program. The Birth to Three data file contains historical program information that can only be completed at the end of the program year or when the child is exiting the program.
30.	Is this data being used for this school years funding?	Yes.
31.	Is there any data you are planning on collecting in March now?	No.
32.	How do we code the students that are being served in multiple locations?	To be able to answer your question, we'll need more detail about the structure of how services are provided. Please call the Early Childhood Division at 217-524-4835 and we will help determine that for you.
33.	When will the initial demographic information be due?	October 14, 2012 4:00 p.m.
34.	Will you be able to enter all names in a file or will each child have to be entered individually?	Yes. You can enter all children in the Demographic enrollment file or you can enter them one at a time online. Whichever way is easier for you.