

Overview

The Special Education Self Review (SESR) Information Management System is an interactive, integrated approach to capturing the responses from the SESR parent/guardian survey and creating informative reports using the data. The system was developed and is maintained by the SEEDS Project, in coordination with the Internet and Media Services Department of the Sacramento County Office of Education. SEEDS is a training and technical assistance project of the California Department of Education (CDE), Special Education Division (SED). The SEEDS Project has assisted in the monitoring aspects of the CDE/SED Quality Assurance Process for the past seven years.

Frequently Asked Questions/Troubleshooting Tips

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Why should I use this system?

Using this system allows your district to take part in a new and innovative approach to collecting and analyzing data gathered from parents within your district. You can access this secure password protected system any time of day from anywhere using a computer with Internet capability. Entering the responses of a parent survey online alleviates the need for staff to hand tally results. Data from the surveys entered is immediately tabulated and accessible through a variety of available reports. The information you obtain can assist you in your development of your Monitoring Plan.

How do I get started?

1. Choose a contact person from your district who will be responsible for entering the parent surveys. This person will be issued the password.
2. **Contact Robin Ryan (916) 228-2388 she will assist you to log your district into the system and provide you with your password for access.**
3. Once you've obtained your password you are ready to start entering surveys and viewing reports.

How secure is this system?

This system is password protected. It is important that you limit the distribution of your password. The password enables the user to access specific information captured from surveys, sometimes including student names/ contact information.

To maximize Internet security and enable the strongest data encryption available, we use VeriSign, the industry's leading Secure Sockets Layer (SSL) Certificate Authority. VeriSign, Inc. operates digital infrastructure that enables and protects billions of interactions every day across the world's voice and data networks.

How do I enter a SESR survey?

1. On the internet, access the following URL:
http://www4.scoe.net/seeds/cde_sesr_survey
2. Login using your login name and password. (Provided by Robin Ryan)
3. On the main screen choose: Enter Self Review Survey
4. Choose: Add a Survey
5. Select School
6. Language of survey: Please select which language version was completed, languages are written in the footer of the paper survey for reference
7. Complete any identifiable information provided on the survey
8. Use the radio buttons to select the responses to the questions
9. Use the fourth column if you have no response or an unclear response
10. Choose: Submit Survey

You will receive confirmation and an ID number for reference. You may choose to write this ID number on the paper survey for your reference. If you should need to view, edit or delete the data you've entered for any survey, you will need this ID number to find the survey record.

How do I access SESR survey reports?

1. On the internet, access the following URL:
http://www4.scoe.net/seeds/cde_sesr_survey
2. Login using your login name and password. (Provided by Robin Ryan)
3. On the main screen choose: Access Reports
4. Look through the list of reports and make your selection.

You may print the report and/or choose to rename and save the report. Each report includes a brief description of what is being reported and a date the document was downloaded for reference.

How do I use the report data in development of my districts Monitoring Plan?

See the reports menu for detailed information about what each report entails and how the data might be used to develop your Monitoring Plan.

Where do I find additional Information about the SESR Process & Monitoring Plan Development?

Information about the SESR Process and Monitoring Plan development can be found within the manual or CD, which was provided to you during the recent SESR training. You can also contact your regional Focused Monitoring and Technical Assistance (FMTA) Consultant for additional guidance.

<http://www.cde.ca.gov/sp/se/qa/fmtacncnt.asp>

What is the SEEDS Project?

SEEDS is a project of the California Department of Education (CDE), Special Education Division (SED) and the Sacramento County Office of Education. SEEDS offers training and technical assistance to administrators, staff, and families involved in early childhood special education programs serving children birth to five in Local Education Agencies throughout California. The SEEDS Project has been in existence for 13 years and has assisted in the monitoring aspects of the CDE/SED Quality Assurance Process for the past seven years

<http://www.cde.ca.gov/sp/se/qa/qap.asp>.

Troubleshooting Tips:

What if I did not receive confirmation after submitting a survey?

If you do not receive the confirmation, look at the top of the screen for an error message in red text, you may have simply forgotten to enter some required data. Once the item is addressed, choose: Submit Survey again

What if I need to double-check a survey that I've already submitted?

From the main menu choose: Enter Self Review Survey. From this screen, locate the option at the bottom which states "Enter a survey ID number to edit or delete the survey." Use the unique ID number given to you upon submitting the survey and you will be able to edit or delete a given survey.

What if I've lost my password and login name?

Contact Robin Ryan (916) 228-2388 to have your information re-issued to you.