ESSU Data Management System
Real-Time Reviews by Enrich Users

COLORADO
Department of Education

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Enrich Users

A real-time review in the ESSU Data Management System (DMS) is intended for record reviews that are conducted on an individual basis over time, not for an entire sample of students as in the annual record reviews for compliance.

To set up a real-time review, the Director needs to contact your CDE ESSU AU Partner and make the request for the setup, including information regarding the target for the review (e.g., preschool IEPs, school age and/or transition IEPs, manifestation determinations, Prior Written Notice, etc.). This will customize the checklist as per the Director's need.

Once the review has been setup, the Director will see a new review on the Compliance tab that notes Real-Time Review in italics under the heading of the review (see below).

The examples shown are taken from the CDE Enrich Sandbox and are not actual students or student information.

Importing documents into the real-time record review.

As noted above, this type of review is initiated on an individual basis. To send documents to the ESSU DMS for review, log into Enrich and go to the Programs tab of the student. Then click on **Manage Real-Time Reviews**.
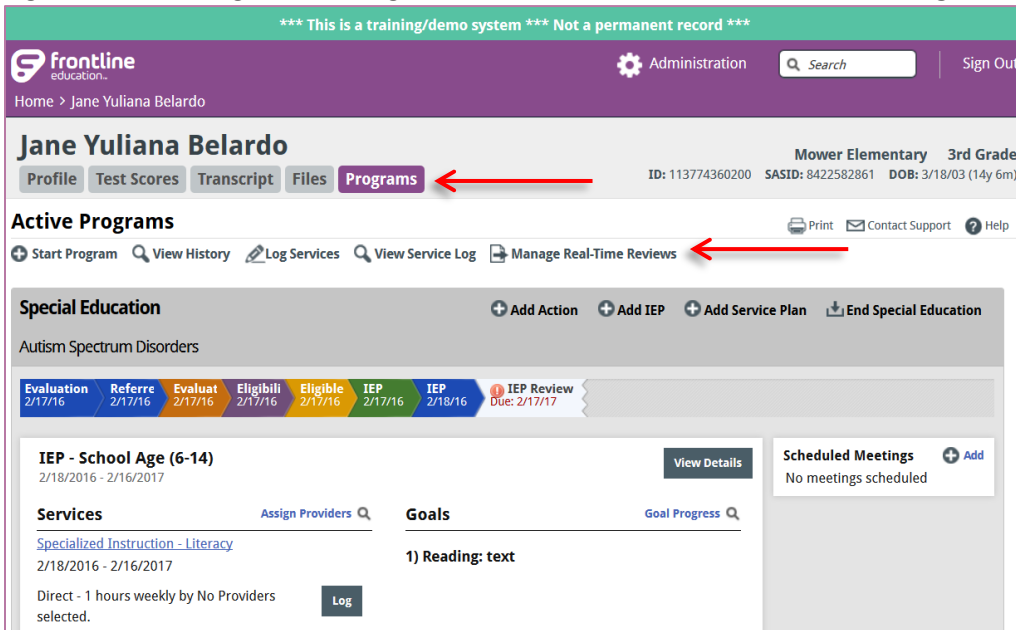

From the next screen, select the Real-Time Review that had recently been setup by the ESSU. You might have multiple Real-Time Reviews (e.g., Preschool real-time review, Transition real-time review, etc.). In this example, it is date specific, i.e., set up in September. Note that the italics of *Real-time Review* from the Compliance tab do not show; instead, the name of the *Type* of the review shows (e.g., Standard Review, Preschool Review, etc.) and the date that the review was initiated. Also, the dates are not in chronological order. Therefore, be sure to take the time to carefully review this list when you make your selection, click "Upload Documents".
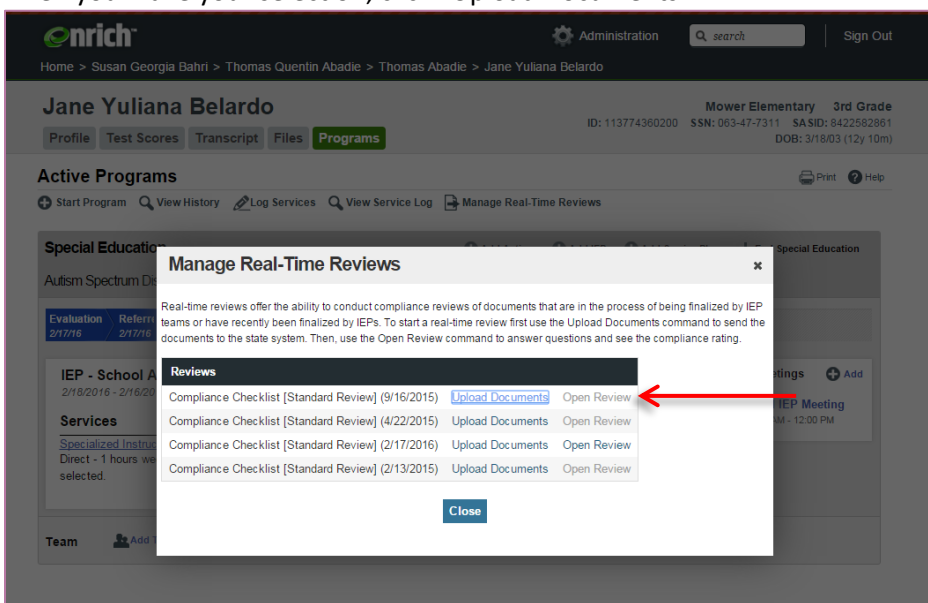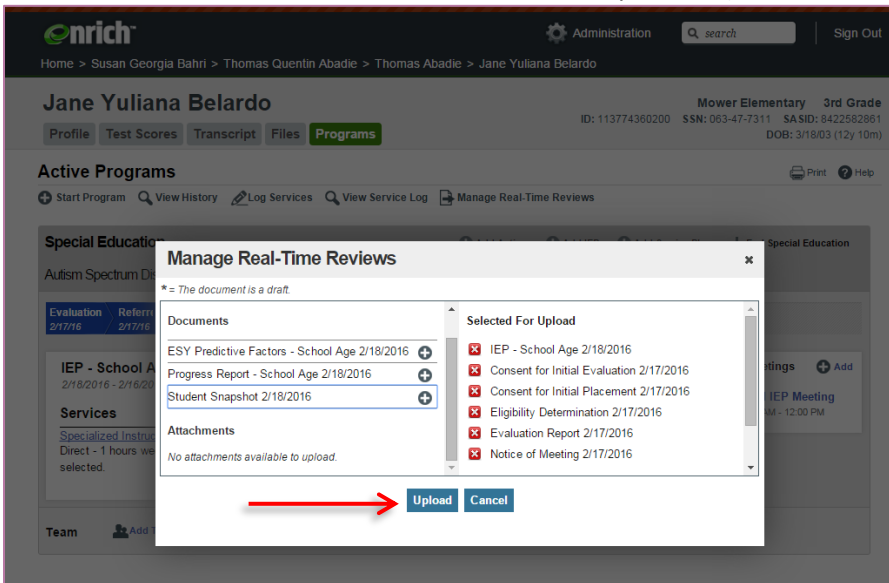

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At the next screen, the student's documents in Enrich are listed. Select those to be uploaded into the DMS for review.
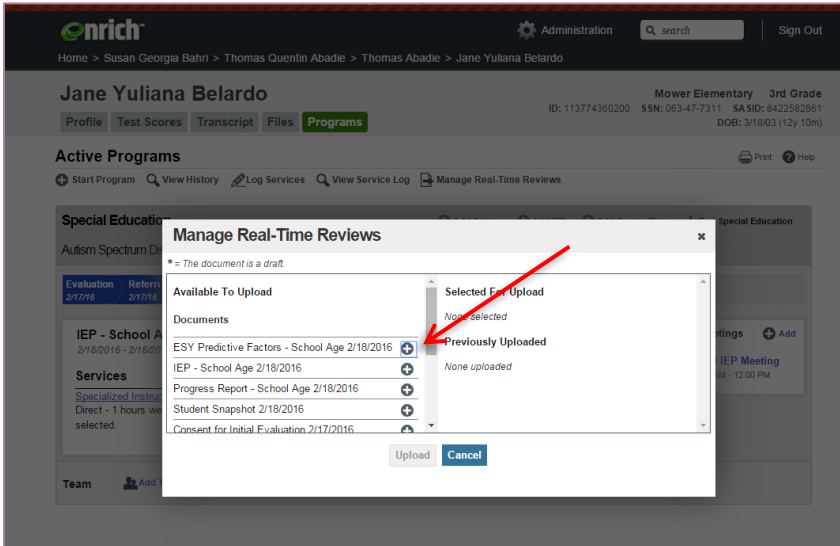
Once all desired documents are selected (i.e., in the column on the right with a red x to the left), click Upload. (Note: click on the red X to remove a document from the upload list).

A message on the screen will confirm the upload was conducted successfully. Click "Open Review" to begin the review.
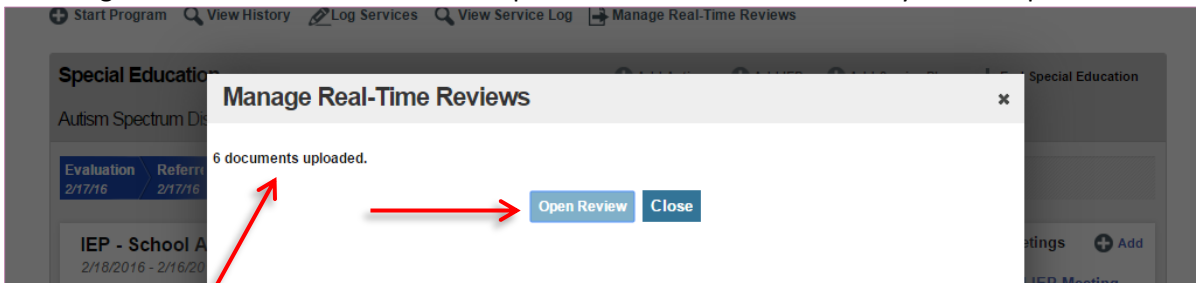
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You will then be directed to the record in the ESSU DMS where you can begin to review the documents.

You can also confirm the upload by clicking on Provide Documents in the Review accessed via the Compliance tab. You will see the student's record ID and the number of documents uploaded for that student.

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