



Last updated 09/21/2017

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).

*** This is a training/demo system *** Not a permanent record ***

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0000 - CDESandbox-Dev

Profile Dispute Resolution **Compliance** Fiscal Family-School Performance Improvement Summary

Compliance

Print Contact Support Help

+ Initiate Submissions

	Standard Review 2/17/2016 <i>Real-Time Review</i>	Standard Review 12/18/2015	Standard Review 9/16/2015 <i>Real-Time Review</i>	Standard Review 4/22/2015 <i>Real-Time Review</i>
			92%	33%
▶ Dates of Meeting (Confirm dates with			100%	100%
▶ Student and Family Information			100%	100%

Communication Log

+ Add Email View All

2/9/2015 - Discussion of results
Called Sara to discuss the issues f...

Attachments

+ Upload View All

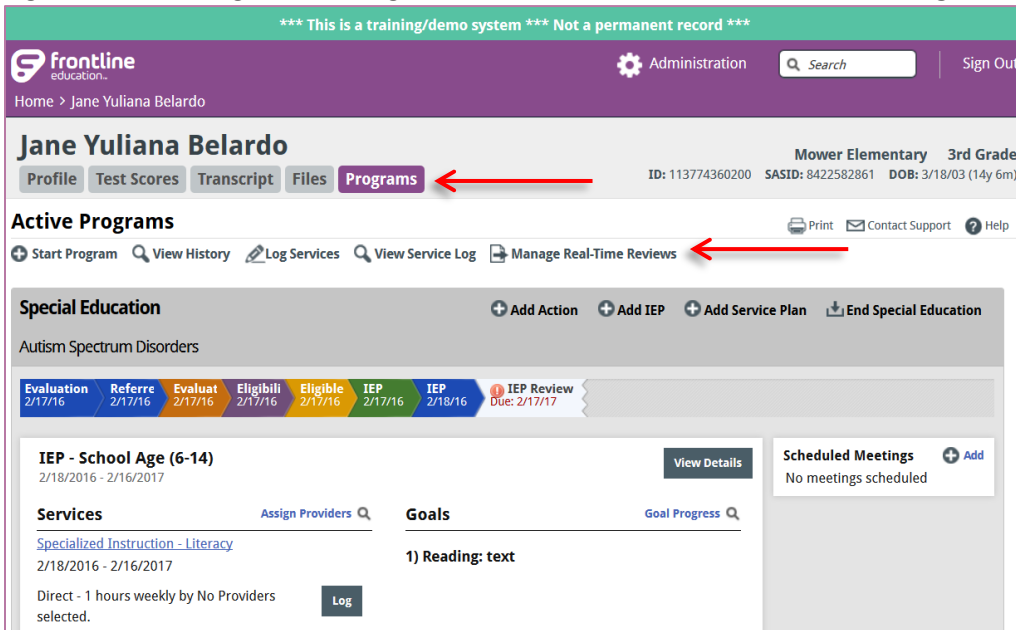
8/10/2016 - I 13 OSEP Complianç...
8/10/2016 - Transition IEP Tracker
7/15/2016 - IEPReview2016-2017...
7/13/2016 - IEPReview2016-2017...
7/13/2016 - IEPReview2016-2017...

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

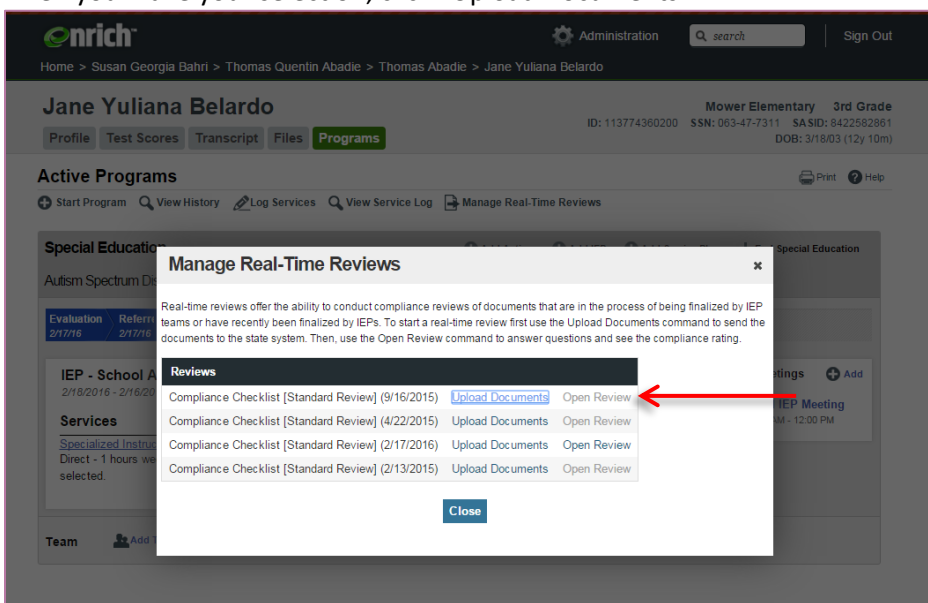


Importing documents into the real-time record review.

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**.



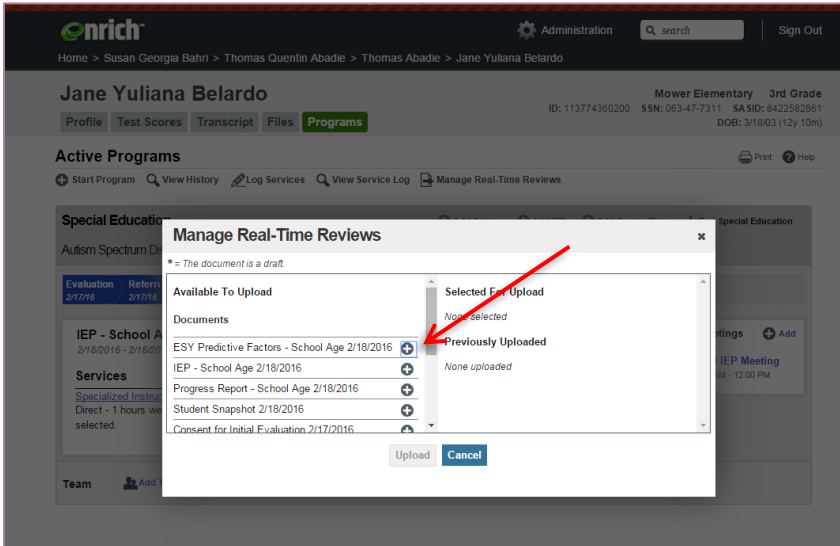
From the next screen, select the Real-Time Review that had recently been setup by the ESSU. You might have multiple Real-Time Reviews (e.g., Preschool real-time review, Transition real-time review, etc.). In this example, it is date specific, i.e., set up in September. Note that the italics of *Real-time 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".



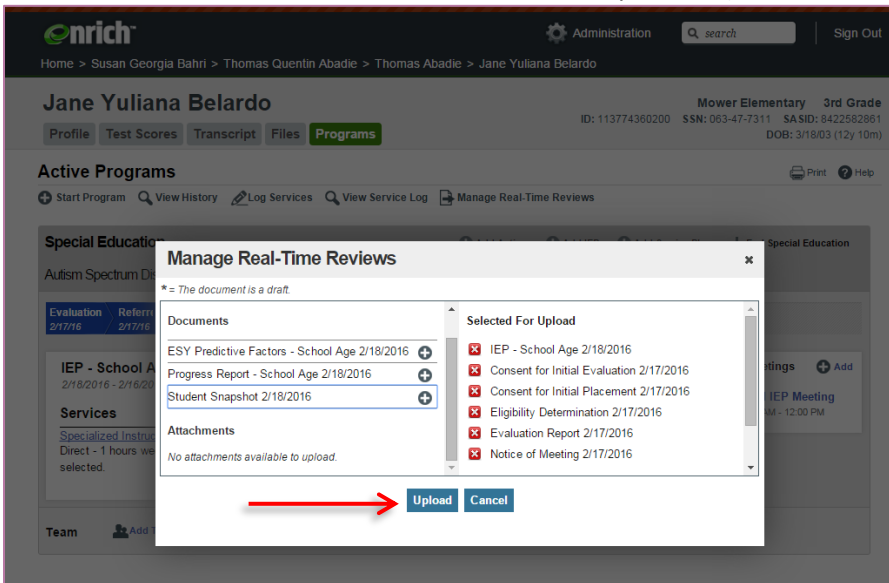
**The examples shown are taken from the CDE Enrich Sandbox and are not actual students or student information.*



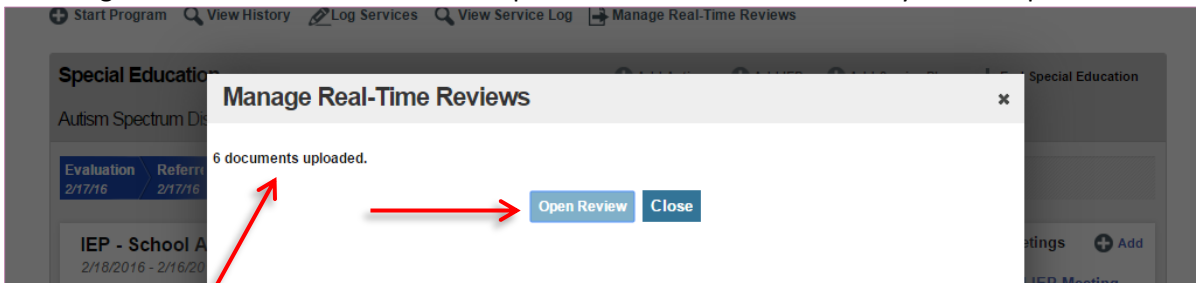
At the next screen, the student's documents in Enrich are listed. Select those to be uploaded into the DMS for review.



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.

Record #1 - Compliance Checklist

SASID: 8422582861 First Name: Jane Last Name: Belardo DOB: 3/18/2003 Gender: Female
Ethnicity: Hispanic or Latino Primary Disability: Autism Spectrum Disorders

Documents Last Uploaded On: 2/17/2016

Consent for Initial Evaluation Consent for Initial Placement Eligibility Determination Evaluation Report

IEP - School Age Notice of Meeting

Prior Notice & Consent for Initial Evaluation 1 / 3

CDESandbox-Dev 1560 Broadway Blvd., Ste. 1175
Denver, CO 80202
(303) 866-6600

Prior Notice & Consent for Initial Evaluation

Jane Yuliana Belardo 03/18/2003 113774365200 8422582861 02/17/2016
Legal Name of Student DOB LASID SASID Date

Dear Baylee Brawn and Markus Challis:

The school is proposing to evaluate your child for special education eligibility. 300.300(c)

Based on a review of existing information, additional evaluation data are needed to determine if your child is eligible for special education services or to determine your child's educational needs. 300.305(d)(i). Supporting reason:
text

Areas to be Evaluated:

- Academic Performance

PROCEDURAL SAFEGUARDS

I have provided the special education procedural safeguards in my native language or other mode of communication on 2/17/2016.

Parent Signature IDEA 300.504(a) _____ Date _____ +

Parent Signature IDEA 300.504(a) _____ Date _____ -

PRIOR WRITTEN NOTICE

✓ Saved **Close**

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.

Compliance Checklist - 9/16/2015

Edit Details Choose Items Select Team Manage Records **Provide Documents** Close Submissions

All Items 92%

Provide Documents

Upload Documents

Record	ID	Documents
1	8422582861	7
2	9125693032	6
3	5441791967	0
4	4868837185	3

Close

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