

Early On and State Reporting

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[Early On Component](#)

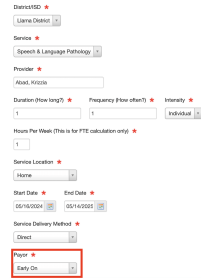
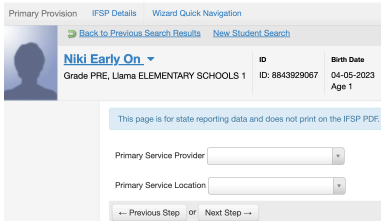
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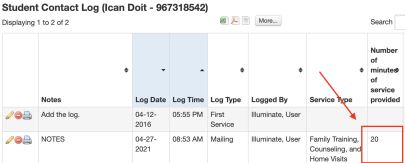
Early On Component

State Reporting Field Name (and hyperlink(s) to any help documents if applicable)	Where to find this in ISE	Does this come from within the IFSP? If so, what page and field?	Anything special to note about this field?	
Service Coord Agency ¹	- Early On Current - after published IFSP - Early On MSDS - after published IFSP & Time Capsule Pull - Within add/edit of a Service in the IFSP.	IFSP-> Service Details Page: Add/Edit a  Service: 	Name of the field within the IFSP is Payor and this translates to Service Coordinating Agency on the Early On Page.	Early On - Llama District IFSP Date05/14/2024³ Service Coordinating AgencyEarly On¹ Primary Service SettingHome² Timely Start of ServiceTimely new services⁴ Early On Exit ReasonCompletion of IFSP⁶ Early On Exit Date05/22/2024⁷ Established Conditions ✕ Atypical Development Disorder ⁵ Eligible Developmental ✕ Communication 
Primary Service Setting ²	- Early On Current - after published IFSP - Early On MSDS - after published IFSP & Time Capsule Pull - Within the IFSP on the Primary Provision Page.	IFSP-> Primary Provision Page 	This is where the majority of the services will be provided. Link to IFSP and Code Management Tables	
Current IFSP Date ³	- Early On Current - after published IFSP - Early On MSDS - after published IFSP & Time Capsule Pull - Process page of the IFSP.	IFSP-> Process Page	*The IFSP Date only pulls if the IFSP is marked as an Annual or Initial. (Transition cannot be a stand alone IFSP and a Review does not equal a “full IFSP”). *Ensure that the provider also enters the same date for each Purpose of the IFSP as well.	

		Purpose IFSP Date 05/14/2024		Early On Transition - Llama District NOTE: State and Local Notifications should only be entered if the child is being referred to K-12 special education (Part B) State (SEA) Notification ☐ Yes ☐ No Local (LEA) Notification ☐ Yes ☐ No Transition IFSP Timeliness 8 Timely Transition Conference Timeliness 9 Timely
Timely Start of Service	1. Early On Current - after published IFSP 2. Early On MSDS - after published IFSP & Time Capsule Pull	No, this does not pull from the IFSP.	*This defaults to Timely. *Providers will need to INFORM DATA ENTRY CONTACT if NO services have been added OR if any new services were untimely.	
Eligibility Reason	1. Early On Current - after published IFSP 2. Early On MSDS - after published IFSP & Time Capsule Pull 3. Process page of the IFSP.	IFSP-> Eligibility Details	*The IFSP Process Page SHOULD have the area(s) (Early On and SE) marked as APPROPRIATE. As well as at least one area for Early On and if SE eligible, one area for SE.	
Part C Exit Reason	1. Early On Current 2. Early On MSDS & Time Capsule Pull	No, this does not pull from the IFSP.	THIS IS A MANUAL Entry Field.	
Part C Exit Date	3. Early On Current 4. Early On MSDS & Time Capsule Pull	No, this does not pull from the IFSP.	THIS IS A MANUAL Entry Field.	
Transition IFSP	1. Early On Transition Current - after published Transition IFSP 2. Early On Transition MSDS - after published Transition IFSP & Time Capsule Pull 3. Transition page of a Transition IFSP.	Transition IFSP-> Transition Page: Transition IFSP Timeliness Field Transition Plan Information The Transition Planning Conference must take place at least 90 days, but not prior to 9 months, before the child's third birthday. Transition Plan Date Transition Conference Date Transition IFSP Timeliness	The IFSP MUST be marked with the purpose of Transition as well as either Review, Annual or Initial.	

Transition Conference	4. Early On Transition Current - after published Transition IFSP 5. Early On Transition MSDS - after published Transition IFSP & Time Capsule Pull 6. Transition page of a Transition IFSP.	Transition IFSP-> Transition Page: IFSP Timeliness Field A Transition Conference Date must be entered in order to see the Transition Conference Timeliness Dropdown. Transition Plan Information The Transition Planning Conference must take place at least 90 days, but not prior to 9 months, before the child's third birthday. Transition Plan Date Transition Conference Date Transition Conference Timeliness Transition IFSP Timeliness	The IFSP MUST be marked with the purpose of Transition as well as either Review, Annual or Initial.	
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Early On Service

State Reporting Field Name (and hyperlink(s) to any help documents if applicable)	Where to find this in ISE	Does this come from within the IFSP? If so, what page and field? Anything special to note about this field?
Service Code	IFSP Contact Logs NOTE: The log will show the name of the service versus the Service Code. When the Logs get pulled via all of the Early On Extract options the code will show.	No, the code is not on the IFSP EXCEPT telling the Early On Error Report what services should be expected to be reported within the count period. NOTE: Early On Service Coordination does not need to be a part of the IFSP in order to be included in Early On Extracts per Early On. From the MSDS manual: - Choose/enter the code indicating the Part C services provided to the child. - The component may be reported 5 times to capture each service code a child is receiving services under.
Length in Minutes	1. IFSP Student Contact Log: Special Services > IFSP Student Contact Log  2. Early On Data Preview report (part of	No, this does not pull from the IFSP. Illuminate calculates the total of minutes the child received for the Service code during the collection cycle. To count toward the total number of minutes: (1) the service needs to be on the IFSP* and (2) select “Yes” for “This service counts towards Frequency for MSDS reporting” when entering the contact log.

the Early On Error report): Special Services & Time Capsule Pull
> Early On Error report (under MSDS) > The Early On Data & Time Capsule Pull

Early On Data Preview

Displaying 1 to 4 of 4

Local Student Id	State Student Id	First Name	Last Name	Birth Date	Service Coord Agency	Primary Service Setting	Service 1	Length In Minutes	Frequency Of Service
30303030303	30303030303	Early On	Annual IFSP	2022-11-01	ED	31	<None>	<None>	<None>
3798807108	0000000000	Little Lee	Demomethis	2022-07-31	PHY	38	814	<None>	<None>
5176186321	0000000000	Niki's	EO student	2022-05-04	<None>	<None>	814	<None>	<None>
736081205	0045454545	EO2022	IFSP	2022-09-01	ED	31	818	70	2

Number of minutes of service provided*

This service counts towards Frequency for MSDS reporting*

Yes

No

Save Log

Clear Form

*The only service that does not need to be on the IFSP to have minutes count towards Length in Minutes is “(Early On) Service Coordination.”

A time capsule pull will need to be performed to see these data in the Early On Data Preview (Early On Error report). The report needs to be run from the district level the specific site the student is enrolled in.

Frequency of Service

IFSP Student Contact Log: Special Services > IFSP Student Contact Log

Student Contact Log (Sean Doit - 967318542)

Displaying 1 to 2 of 2

Notes	Log Date	Log Time	Log Type	Logged By	Service Type	This Number of minutes of service counts towards Frequency for MSDS reporting	Last Updated Date	Last Updated Time
Notes	04-12-2018	05:55 PM	First Service	Hummels, Lora	No	No	04-12-2018	05:57 PM
NOTES	04-27-2021	08:53 AM	Meeting	Hummels, Lora	Family Training, Counseling, and Home Visits	Yes	04-27-2021	08:54 AM

Early On Data Preview

Displaying 1 to 4 of 4

Local Student Id	State Student Id	First Name	Last Name	Birth Date	Service Coord Agency	Primary Service Setting	Service 1	Length In Minutes	Frequency Of Service
30303030303	30303030303	Early On	Annual IFSP	2022-11-01	ED	31	<None>	<None>	<None>
3798807108	0000000000	Little Lee	Demomethis	2022-07-31	PHY	38	814	<None>	<None>
5176186321	0000000000	Niki's	EO student	2022-05-04	<None>	<None>	814	<None>	<None>
736081205	0045454545	EO2022	IFSP	2022-09-01	ED	31	818	70	2

Number of minutes of service provided*

This service counts towards Frequency for MSDS reporting*

Yes

No

Save Log

Clear Form

*The only service that does not need to be on the IFSP to have contacts count towards Length in Minutes is “(Early On) Service Coordination.”

A time capsule pull will need to be performed to see these data in the Early On Data Preview (Early On Error Report). The report needs to be run from the district level or the specific site the student is enrolled in.

Initial IFSP

State Reporting Field Name (and hyperlink(s) to any help documents if applicable)	Where to find this in ISE	Does this come from within the IFSP? If so, what page and field?	Anything special to note about this field?	
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1 Referral Date Note: For students who are: Eligible for Part C Only - Part C services declined, Eligible for both Part C and Special Ed both Part C services and Special Ed services declined and Not eligible for services.SEE this section	Referral Date is located in the following places: 1. Initial IFSP Current -after published Initial IFSP 2. Initial IFSP MSDS-after published Initial IFSP & Time Capsule Pull 3. Within the IFSP on the process page.	IFSP Page > Add New Process > Select Initial > Process Details > Referral Date To determine eligibility for special education programs or services and, if appropriate, to develop an individualized family service plan (IFSP) * ☒ Initial ☐ Annual ☐ Transition ☐ Review 05/17/2024 Most Recent Referral Information (needed for printing purposes) Referral Date Referral Source 05/16/2024 -- Choose Referral Source --	*This field will populate on the Initial IFSP Current and Initial IFSP MSDS (after you have done the Collection Configuration and Time Capsule Pull) IF Initial IFSP is selected within an IFSP before it is published and the referral field has data entered in. *The REFERRAL field WILL ONLY SHOW within the IFSP process IF Initial IFSP is selected.	Initial IFSP - Luna District Referral Date 02/05/2023 1 Referral Source Education 2 Timeliness Timely 3 IFSP Result 03 Eligible for Part C only 4
2 Referral Agency Note: For students who are: Eligible for Part C Only - Part C services declined, Eligible for both Part C and Special Ed both Part C services and Special Ed services declined and Not eligible for services.SEE this section	Referral Agency is located in the following places: 1. Initial IFSP Current -after published Initial IFSP 2. Initial IFSP MSDS-after published Initial IFSP & Time Capsule Pull 3. Within the IFSP on the process page.	IFSP Page > Add New Process > Select Initial > Process Details > Referral Source To determine eligibility for special education programs or services and, if appropriate, to develop an individualized family service plan (IFSP) * ☒ Initial ☐ Annual ☐ Transition ☐ Review 05/17/2024 Most Recent Referral Information (needed for printing purposes even if Referral Date Referral Source 05/16/2024 -- Choose Referral Source --	*This field will populate on the Initial IFSP Current and Initial IFSP MSDS (after you have done the Collection Configuration and Time Capsule Pull) IF Initial IFSP is selected within an IFSP before it is published and the referral field has data entered in. *The REFERRAL field WILL ONLY SHOW within the IFSP process IF Initial IFSP is selected.	
3 IFSP Timeliness Note: For students who are: Eligible for Part C Only - Part C services declined, Eligible for both Part C and Special Ed both Part C services and Special Ed services declined and Not eligible for services.SEE this section	IFSP Timelines are located in the following places: 1. Initial IFSP Current -after published Initial IFSP 2. Initial IFSP MSDS-after published Initial IFSP & Time Capsule Pull	The reason for untimely will show within the IFSP PDF if the provider has selected either parent or student unavailable. The provider would be prompted to write the reason for the untimeliness within the section on the Process Page of the IFSP.	This field defaults to 'Timely' when an Initial IFSP is published. If untimely, this must be updated on the Initial IFSP page > Edit	

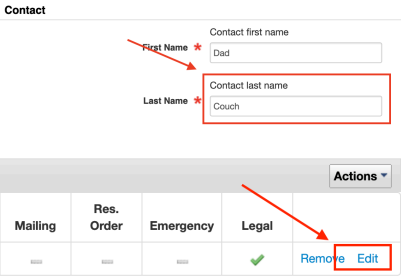
Result of Initial IFSP 4 Note: For students who are: Eligible for Part C Only - Part C services declined, Eligible for both Part C and Special Ed both Part C services and Special Ed services declined and Not eligible for services.SEE this section	1. Initial IFSP Current - after published initial IFSP. 2. Initial IFSP Page MSDS after published Initial IFSP & Time Capsule Pull	IFSP Page > Add New Process > Select Initial > Eligibility Details + IFSP Page > Add New Process > Select Initial > Parental Consent	This field is a calculation of both the Eligibility Details and the Parental Consent.	
Initial IFSP Date Note: For students who are: Eligible for Part C Only - Part C services declined, Eligible for both Part C and Special Ed both Part C services and Special Ed services declined and Not eligible for services.SEE this section	1. Initial IFSP Current - after published initial IFSP. 2. Initial IFSP Page MSDS after published Initial IFSP & Time Capsule Pull	IFSP Page > Add New Process > Select Initial > Process Details > IFSP Date Purpose IFSP Date 		
Required Data for Initial IFSP When Student is not Eligible or Family Declines Services				

State Reporting Field Name (and hyperlink(s) to any help documents if applicable)	Where to find this in ISE	Does this come from within the IFSP? If so, what page and field? Anything special to note about this field?	
Rating Date 1	Special Services > Part C Early Childhood Outcome > Entrance or Annual Part C Early Childhood Outcome Site * Luna District Data Source * Observation Assessment Date * 05/10/2024	No, this does not pull from the IFSP-- MANUAL ENTRY Exit must be entered into the system and be dated before the Early On Exit DATE, IF the Rating Date is entered into the system AFTER the Count DAY it will be collected within the next count period. NOTE: This characteristic was originally named Entry Assessment Date. It has been renamed at the request of MDE's Office of Special Education in order to align with US Education's Office of Special Education reporting. The system name and XML tags have remained "EntryAssessmentDate " so that software vendors did not need to make changes.	Entry Part C Early Childhood Outcome Site * Luna District Data Source * Assessment Date * 1 1A - Positive Social Relationships: To what extent does this child show age appropriate functioning, across a variety of settings and situations on this outcome? 2 2A - Acquire and use knowledge and skills: To what extent does this child show age appropriate functioning, across a variety of settings and situations on this outcome? 4 3A - Take appropriate action to meet his/her needs: To what extent does this child show age appropriate functioning, across a variety of settings and situations on this outcome? 6 Save
Rating Type	Special Services > Part C Early Childhood Outcome Part C Early Childhood Outcome District Assessment Type Assessment Tool Assessment Date Date Created No Early On Assessment(s) Add Entrance Outcome Add Annual Outcome Add Exit Outcome	No, this does not pull from the IFSP-- MANUAL ENTRY Rating type is the type of assessment: entry, annual or exit.	
Social Relationships 2	Special Services > Part C Early Childhood Outcome > Entrance, Annual or Exit 1A - Positive Social Relationships: To what extent does this child show age appropriate functioning, across a variety of settings and situations on this outcome? Not Yet 2A - Acquire and use knowledge and skills: To what extent does this child show age appropriate functioning, across a variety of settings and situations on this outcome? Between Not Yet and Emerging 3A - Take appropriate action to meet his/her needs: To what extent does this child show age appropriate functioning, across a variety of settings and situations on this outcome? Emerging	No, this does not pull from the IFSP-- MANUAL ENTRY Please review the manual for guidance.	
New Social Relationships 3	Special Services > Part C Early Childhood Outcome > Annual Has the child shown any new skills or behaviors in this area since the last data Yes No Has the child shown any new skills or behaviors in this area since the last data Yes No Has the child shown any new skills or behaviors in this area since the last data Yes No	No, this does not pull from the IFSP-- MANUAL ENTRY This field is only available for Annual or Exit Outcomes. (Has the child shown any new skills or behaviors in this area since the last data)	

Knowledge Skills 4	Special Services > Part C Early Childhood Outcome > Entrance, Annual or Exit 1A - Positive Social Relationships: To what extent does this child show age appropriate functioning, across a variety of settings and situations on this outcome? 2A - Acquire and use knowledge and skills: To what extent does this child show age appropriate functioning, across a variety of settings and situations on this outcome? 3A - Take appropriate action to meet his/her needs: To what extent does this child show age appropriate functioning, across a variety of settings and situations on this outcome? Not Yet Between Not Yet and Emerging Emerging	No, this does not pull from the IFSP— MANUAL ENTRY Please review the manual for guidance.	Annual & Exit Part C Early Childhood Outcome Save Site * Luna District Data Source * Assessment Date * 1 1A - Positive Social Relationships: To what extent does this child show age appropriate functioning, across a variety of settings and situations on this outcome? 2 Has the child shown any new skills or behaviors in this area since the last data Yes No 3 2A - Acquire and use knowledge and skills: To what extent does this child show age appropriate functioning, across a variety of settings and situations on this outcome? 4 Has the child shown any new skills or behaviors in this area since the last data Yes No 5 3A - Take appropriate action to meet his/her needs: To what extent does this child show age appropriate functioning, across a variety of settings and situations on this outcome? 6 Has the child shown any new skills or behaviors in this area since the last data Yes No 7 Save
New Knowledge Skills 5	Special Services > Part C Early Childhood Outcome > Annual Has the child shown any new skills or behaviors in this area since the last data Yes No Has the child shown any new skills or behaviors in this area since the last data Yes No Has the child shown any new skills or behaviors in this area since the last data Yes No	No, this does not pull from the IFSP— MANUAL ENTRY This field is only available for Annual or Exit Outcomes.	
Actions 6	Special Services > Part C Early Childhood Outcome > Entrance, Annual or Exit 1A - Positive Social Relationships: To what extent does this child show age appropriate functioning, across a variety of settings and situations on this outcome? 2A - Acquire and use knowledge and skills: To what extent does this child show age appropriate functioning, across a variety of settings and situations on this outcome? 3A - Take appropriate action to meet his/her needs: To what extent does this child show age appropriate functioning, across a variety of settings and situations on this outcome? Not Yet Between Not Yet and Emerging Emerging	No, this does not pull from the IFSP Please review the manual for guidance.	
New Actions 7	Special Services > Part C Early Childhood Outcome > Annual Has the child shown any new skills or behaviors in this area since the last data Yes No Has the child shown any new skills or behaviors in this area since the last data Yes No Has the child shown any new skills or behaviors in this area since the last data Yes No	No, this does not pull from the IFSP This field is only available for Annual or Exit Outcomes.	

Part B Referral

State Reporting Field Name (and hyperlink(s) to any help documents if applicable)	Where to find this in ISE	Does this come from within the IFSP? If so, what page and field?	Anything special to note about this field?	
SEA Notification (Part C Indicator 8 B: Notification to the SEA must occur at least 90 days prior to the toddler's third birthday for toddlers potentially eligible for Part B preschool services.) 1	1. Transition Plan page on the IFSP - before or after published IFSP 2. Early On Transition Current - after published IFSP 3. Early On Transition MSDS - after published IFSP State (SEA) Notification ☒ Yes ☐ No	IFSP Details > Transition Page > Disposition of Early On® Records section The first check box: <i>Notification is provided to the Local Educational Agency (LEA)/State Educational Agency of child's potential eligibility for Part B special education services.</i> This applies only if the student is Special Education eligible at the time of the IFSP Disposition of Early On® Records The following ☒ indicates the disposition of the child's Early On® ☐ Notification is provided to the Local Educational Agency (LEA/ ☐ The IFSP record is maintained for a minimum of seven years. ☐ Additional information, which may include the most recent e continuity of services from Part C to Part B.	MSDS Manual: Choose/Enter the code ([1, 0], [Yes/No], [true/false]) which indicates the SEA notification occurred at least 90 days prior to the toddler's third birthday. You are required to submit this characteristic when you submit the Part B Referral Component. The fields on the Early On Transition page will only get "checked off" if the <i>Notification provided</i> box is checked before the IFSP is published. Otherwise, the SEA and LEA boxes on the Early On Transition page will need to be checked manually. If the <i>Notification is provided ...</i> on the IFSP Transition Plan page is checked, then the <i>Additional information...</i> (the third box) should also be checked. See the screenshot in the cell to the left.	Before the published IFSP NOTE: State and Local Notifications should only be entered if the child is being referred to K-12 special education (Part B). 1 State (SEA) Notification ☐ Yes ☐ No 2 Local (LEA) Notification ☐ Yes ☐ No Transition IFSP Timeliness Transition Conference Timeliness After the published IFSP Early On Transition - Llama District NOTE: State and Local Notifications should only be entered if the child is being referred to K-12 special education (Part B). State (SEA) Notification 1 ☒ Yes ☐ No Local (LEA) Notification 2 ☒ Yes ☐ No Transition IFSP Timeliness Timely Transition Conference Timeliness
LEA Notification 2	Same as the SEA Notification Local (LEA) Notification ☒ Yes ☐ No	Same as the SEA Notification	MSDS Manual: Choose/Enter the code ([1, 2], [Yes/No], [true/false]) which indicates the LEA notification where the toddler resides occurred at least 90 days prior to the toddler's third birthday. You are required to submit this characteristic when you submit the Part B Referral Component.	
Parent Last Name	Student Contacts: Students tab >	No, this does not pull from the IFSP		

	Contacts > Edit (for the contact) 	Illuminate will populate the Parent Last Name. The name is imported from the nightly automation in the contacts.txt file. The contact record needs to be marked as legal guardian and as primary.  When a parent has only a single name, that name should be reported as the last name, and the first name should be reported as “FNU” (First Name Unknown). Do not report spaces for the first and last characters in this characteristic (trim spaces from beginning and end of name). The system will generate an error otherwise. If the name contains anything other than letters with the listed punctuation marks, the system will generate a file-level error and reject the file upon upload. You are required to submit this characteristic when you submit the Part B Referral Component.
Parent First Name	Student Contacts: Students tab > Contacts > Edit (for the contact) 	No, this does not pull from the IFSP Illuminate will populate the Parent First Name. The name is imported from the nightly automation in the contacts.txt file. The contact record needs to be marked as legal guardian and as primary.  From the Core Data Import logs:

		From the student's contact page:  When a parent has only a single name, that name should be reported as the last name, and the first name should be reported as “FNU” (First Name Unknown). Do not report spaces for the first and last characters in this characteristic (trim spaces from beginning and end of name). The system will generate an error otherwise. If the name contains anything other than letters with the listed punctuation marks, the system will generate a file-level error and reject the file upon upload. You are required to submit this characteristic when you submit the Part B Referral Component.		
Parent Address Unknown	Student Contacts 1. Students tab 2. Contacts 3. No student contact information	No, this does not pull from the IFSP	If the parent’s (Father, Mother, Guardian, or Other) full contact information (street address, city, state, postal code) is not reported in the Contacts component, this characteristic value must be “yes”.	
Parent Phone Unknown	Student Contacts 1. Students tab 2. Contacts 3. No student contact information	No, this does not pull from the IFSP	If the parent’s (Father, Mother, Guardian, or Other) Telephone Number characteristic is not submitted in the Contacts component, this characteristic value must be “yes”.	