**Colorado’s 2022**

 **Count Day Instructions:**

**Introduction:**

Hello Director of Special Education (or designee), and school district/agency designated CIMC contact personnel: The purpose of this document is to support your agency in the identification of your students for the current 2022 APH Federal Quota Census and the 2022-2023 school year.

The CIMC manages two separate and distinct registration databases on your behalf, based on infant/student enrollment on count day, the first Monday in January.

1. **Statewide Registration Database (and report).** This database reflects your agencies total enrollment of students with “visual impairment, including blindness” between the ages of birth-21. Student information from this database report is also entered into a third, library database, used within the CIMC to loan textbooks and instructional materials to districts in a student’s name, like a school or public library. You may register or withdraw students from this database every single day of the year.
2. **Federal Quota Census** of legally blind students as part of the federal “Act to Promote the Education of the Blind. This annual census occurs on the first Monday in January and reflects students in your agency/administrative unit/school district who meet the eligibility requirements to “Meet the Definition of Blindness” or “Function at the Definition of Blindness”. The U.S. Congress funds the production of educational materials for students who meet or function at the definition of blindness through the American Printing House for the Blind (APH). Federal quota funds are allocated on a per pupil basis which fund the CDE/CIMC repository of instructional materials manufactured by the APH. These materials can then be accessed by TVIs in your district for use by quota eligible students. Information for this census is collected based upon student enrollment in your agency/district on one day per year, the first Monday in January.

For more information, visit the APH website: [*https://www.aph.org/federal-quota/*](https://www.aph.org/federal-quota/)

**This year’s count day is January 3, 2022**. We use this one date for both registration databases mentioned above.

\*COVID-19 EXEMPTION for 2022\* The Office of Special Education Programs (OSEP) gave APH guidance that for this year’s federal quota census there is a one-time exemption due to COVID-19 issues which prevented some students from obtaining a current eye exam. If you and the student’s parents believe the student meets or functions at the definition of blindness, you can include them in this year’s census without a current eye report. You still need the required Parent Consent Form (Part I and Part II). This applies for your students who have never had an eye exam or have not had an updated eye exam for several years. Again, this is a one-time exemption only. You will need a current eye report for the January 2023 census.

**If you are a Director (or designee):**

This document is primarily for your information.

CDE has provided the CIMC staff strict guidance around protecting personally identifiable student information (PII). If you contract for your vision services through a private agency or individual, and the contracted TVI has been issued a school district email address, we will send your statewide registration database report to you and the TVI using school email accounts. Reports will be sent as an attachment to an encrypted email using the Barracuda encryption service. For first time users, the Barracuda encryption service requires a one-time username and password. If you have used it before, but have forgotten your username and/or password, there is an “I forgot” link to reset your username/password.

If the contracted TVI does not have a district issued email address, we will email your agency’s report to you, as an attachment to an encrypted email using the Barracuda encryption service. These reports can then be forwarded to your TVI using whatever method you choose. If you give us permission to email your agency’s report to the TVI’s personal email address, we will do so.

If your agency has designated a CIMC contact person, we will email you both a report at the same time. The email will arrive as an attachment to an encrypted email using the Barracuda encryption service.

You, or your designee (sometimes this is the supervisor of the vision team) are required to sign the paperwork before your agency designated CIMC contact person returns the final paperwork to the CIMC.

**If you are your agency’s designated CIMC Contact:**

Firstly, we want to thank you for your efforts. We realize this process involves obtaining, organizing, and tracking a lot of paperwork. We appreciate your help in keeping our Colorado information accurate.

We will email you your agency’s statewide student registration database report to your work email address as an attachment to an encrypted email using the Barracuda encryption service. If this is your first time using the Barracuda service, there is a one-time username/password account setup procedure. If you have forgotten your password, there is an “I forgot” link to reset your username/password.

Below is a “Year-At-A-Glance” document with important dates for both the registration database and census.

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| **Year-at-a-Glance (2021-2022)** |
|  | **Statewide Registration Database and Reports** | **Federal Quota Census (FQ)** |
| July 2021 | 1st - New state (school) fiscal year begins. The CDE is the primary funding source for the CIMC budget. The CDE/CIMC budget operates on a fiscal year that runs July 1st through June 30th annually.  |  |
| August |  |  |
| September |  |  |
| October | 15th– CIMC emails encrypted database reports to  CIMC contact personnel for editing.  | 1st - New federal fiscal year begins.  FQ appropriations (US Congressional funds) are allocated from the January 2020 count day. Funds are available to spend from Oct 1, 2020 through Sept 30, 2021. Average per pupil amount is approximately $400. |
| November | 19th– database report edits due back to CIMC |  |
| December |  |  |
| January 2022 | 3rd– count day for 2022 statewide registration & Federal Quota Census.31st - Database and count paperwork due back to the CIMC. (based on Jan 3rd count day enrollment) | 1st Monday in January - is the count day for the federal quota census.3rd – count day for 2022 statewide registration & Federal Quota Census.3rd-March 15th: **Phase One** of FQ census. Data entered into the Student Registration System (SRS) database.3rd– CIMC will email encrypted database reports to Directors of Special Education (or designees) and designated CIMC contact person for editing.31st- FQ paperwork due back to CIMC (based on Jan 4th FQ eligibility) |
| February | Denver Metro Braille challenge month.1st – Online proctor training (Zoom)28th – All contest materials need to be received by the CIMC staff.  |  |
| March |  | 15th – **close of Phase One**. Last day for CIMC staff to access FQ database online. Closes 4pm Eastern time. No new students can be added after the close of Phase 1. |
| April | 1st – Due date for braille textbook orders for 2022-2023 school year. | Mid-April: **Phase Two** usually begins. No new students may be added. We may update records in the federal database. Review and update possible duplicates with other states’ accounts. Phase Two closes two weeks after it begins. |
| May |  | **Phase Three** Usually begins early May. CIMC saves final reports. Ex Officio Trustee signs Certificate of Attendance for each account. Phase Three closes two weeks after it begins. |
| June | 30th– All braille textbooks/novels must be returned to the CIMC. | The FQ census from January is generally finalized between June-August. |

**CIMC DISTRICT DESIGNATED CONTACT PERSON:**

1. Please review the attached student registration database report for your agency and verify that every student receiving vision services on Monday, January 3, 2022 is included and that you have a signed Parent Consent Form on file in your Administrative Unit (AU).
2. Prepare and submit “Registration Forms” for those that need to be added to your report, and “Exit Forms” for those who are no longer in your agency/AU.

Please be sure to use the most current version of all forms which can be found on our website at [www.csdb.colroado.gov/cimc/cimc-forms](http://www.csdb.colroado.gov/cimc/cimc-forms).

1. Circulate the report to each TVI in your AU for their review and revision(s). Please legibly handwrite edits using a colored pen, directly on the report.
2. After the TVI’s have made their revisions, populate the numbers on the cover sheet, sign it, and forward to the Director of Special Education (or designee) of your AU for their final review and signature.
3. Gather the report, including the completed cover page signed and dated by you and the Director, new Registration Forms, Exit Forms, and signed Parent Consent Forms and return to: CIMCregistrations@csdb.org no later than **January 31, 2022.**

**Guidance for TVIs:**

1. As a reminder, to be eligible for the federal quota census students must meet the following criteria:
	1. Enrolled in an education program on count day, Monday, January 3, 2022, at less than college level.
	2. Have a “written plan” (i.e.: IFSP, IEP, 504 Plan, etc.)
	3. Have a Parent Consent Form on file (with a Part I & Part II) in your district with a copy sent to CIMC.
	4. Have a current eye report (within 3 years) on file in the district of attendance which verifies the student is legally blind (Meets the Definition of Blindness, or Functions at the Definition of Blindness). See COVID-19 Exemption below for the January 2022 count.
		* If an eye report does not explicitly verify legal blindness, then you may choose to use the optional MDB/FDB form developed in Colorado, to have the eye doctor verify legal blindness. This Form is available on the CIMC website.

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1. Review the report for your AU, please handwrite all updates to the student data using a colored pen, directly on the report, and take note of any data field highlighted in gold. *Remember to update student grade levels for the 2021-2022 school year for each student. The database does not automatically increase the grade level.*
2. Even if there are no changes to the data, initial (legibly) where indicated for each student on your caseload.
3. You MUST have a signed Parent Consent Form (with a Part I & Part II) on file for EVERY student on your statewide registration database report. Students that do not have a Parent Consent Form on file by Monday, January 31st 2022 will not be included in your AU’s statewide database report. Students with an outdated 2018 version of the Parent Consent Form will be deleted from your database report. Part I allows your AU to share info with us for the statewide registration database report; Part II allows your AU to share info with us and APH for the FQ Census.
4. After each TVI in your AU has reviewed the report as indicated, return the report and any newly completed Registration Forms, Exit Forms, and Parent Consent Forms to your agency’s designated CIMC contact person, whose name is listed on the cover page. They will return the entire edited student registration database report and federal quota census packet to CIMCregistrations@csdb.org by the **January 31, 2022** deadline.

**DIRECTOR of SPECIAL EDUCATION:**

1. Review the report for your AU, please verify: (1) the total number of students with visual impairment, including blindness and (2) the total number of students you are requesting be added to the Federal Quota census, served by your AU on the January 3, 2022 count day and sign and date the report cover page, where indicated.
2. Return the entire report to your agency’s designated CIMC contact person (listed on the cover page) to return to the CIMC by the **January 31, 2022** deadline.

***Additional information is available at our website: csdb.colorado.gov/cimc.***

***If you have a specific question about this process that was not addressed above,***

***please do not hesitate to contact us at 719-578-2196 or CIMCregistrations@csdb.org.***

***Thank you in advance for your hard work and attention to detail in assisting us to***

***compile and track accurate, current data concerning our Colorado learners***

***with visual impairment, including blindness.***