



DOE-TI Data Collection: Most Frequent Errors

Failure to submit on time: Title I data and sign-off for all participating schools must be submitted within the data collection window: May 3, 2021 through June 30, 2021.

Failure of school corporations to report for nonpublic schools and neglected institutions: It is highly recommended that each school corporation immediately review the schools list in Collection Management when the data collection opens. The "No Records to Report" checkbox is not available for this data collection.

- If a public school, nonpublic school, or neglected institution on the schools list was not Title I served in 2020-2021, please email Adis Coulibaly at acoulibaly1@doe.in.gov. (Please see **Frequently Asked Questions #9**. Documentation must be submitted in writing.)

Submitting data for the wrong year: Although this current DOE-TI collection remains open through June 2021, this collection is for the 2020-2021 school year. Please report the students served in 2020-2021, including those served in 2021 summer sessions. Report them in the grade level they were enrolled for 2020-2021.

DOE-TI Data Collection: Frequently Asked Questions (FAQs)

1. **Who is required to submit data in the Title I data collection (DOE-TI)?** The DOE-TI is a required collection for any public school corporation and charter school that has public schools, nonpublic schools, and neglected institutions to which it provides Title I services. Public school corporations are responsible for reporting for the nonpublic schools and neglected institutions listed in Collection Management in the STN Application Center.
2. **My school corporation is a public school corporation but the name of a neglected institution appears on my DOE-TI report. Why does this residential facility for neglected students appear in Collection Management?** A neglected institution is included in your school corporation's Title I application as a facility to be served with the Title I funding your school corporation received. As such, if any Title I dollars were expended for Title I services to students in neglected institutions, data must be reported for the neglected institution by your school corporation.
3. **My school corporation is a public school corporation but the name of a nonpublic school appears on my DOE-TI report. Why does this nonpublic school appear in Collection Management?** A nonpublic school is included in your school corporation's Title I application as a school with eligible children who were served with the Title I funding your school corporation received. As such, if any Title I dollars were expended for Title I services to nonpublic school children, data must be reported for the nonpublic school by your school corporation.
4. **For what Title I grant year is the school corporation reporting?** The school corporation should report students based on Title I services in the 2020-2021 school year, including the summer of 2021.
5. **Fields 9 and 10 ask for student information regarding guidance and health services. Is reporting this information against the rules of HIPAA?** School-based health records are covered by FERPA and supersede the rules of HIPAA. Schools and IDOE are legally allowed to collect these data and may do so even without prior parental consent, pursuant to 34 CFR Sec. 99.31(a).



Indiana Department of Education

Dr. Katie Jenner, Secretary of Education

6. My school implements a School Wide Title I program. Which students should be reported for Title I? How long must a student receive Title I services to be reported on the DOE-TI?

Schools operating a school-wide Title I program should report all students as having received Title I services regardless of the period of time that a student has actually received the services.

Clarification: This means that a school would have to code all of the students in a school-wide building as having received the services. In proceeding to the fields about instruction, a school would have to identify the services provided using Title I dollars and code each of the students in a school-wide building as having received those services. For instance, if in a school-wide building of 150 students, supplemental Reading instruction was provided by Title I, all 150 students would be coded as having received Reading instruction.

7. In a situation where a Title I eligible student is provided services but the services are not paid by Title I funds, should these services be reported as “Yes” for the student?

In a School Wide Title I program, any Title I services provided for students should be reported as “Yes,” even if Title I funds did not pay for the services. Examples of services not funded by Title I are support services such as home visitation, guidance, health, etc. For a targeted assistance Title I school, only report the Title I-funded services for Title I targeted students.

8. How do I determine when to count a student who may not have been enrolled and participated in Title I services the entire school year?

Consider whether the student attended and completed the program for at least a 15 consecutive day period or for a reasonable duration of time given the length of the program. Additional programs and activities (such as two-week Summer School programs, ten-day Extended Time programs, Jump Start programs, etc.) vary in length of time and objectives and are therefore, at the discretion of the school corporation whether to report the student and services in this data collection. A school corporation may also consider if the student has mastered the taught standard(s) for the time they participated in the program.

NOTE: In cases where the student did not complete the program, the student should be submitted as ESEA Title I Program Code 5 (eligible for TI Part A but not served).

9. What steps must I take to remove a nonpublic school or neglected institution from the schools list in Collection Management?

If eligible children in a nonpublic school or neglected institution did not receive services in 2020-2021 AND an amendment was not submitted to remove the nonpublic school or neglected institution from the approved Title I application, a letter must be submitted to Adis Coulibaly at acoulibaly1@doe.in.gov and signed by the public school corporation's Superintendent with the following information:

- The name of the nonpublic school or neglected institution;
- An explanation why the nonpublic school or neglected institution did not provide Title I services in 2020-2021;
- A plan and statement of assurance confirming how the school corporation will ensure Title I services to eligible students in participating nonpublic schools and/or neglected institutions in the future
- An appropriations report or detail budget history report showing the 2020-2021 Title I dollars were not expended for the approved services.
- **Note:** The exact amount generated as approved in the 2020-2021 Title I budget for the nonpublic school or neglected institution must be shown in the appropriations report or detail budget history report. The school corporation's Treasurer or Business Manager may assist in obtaining and submitting this documentation.