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Introduction Disability Adjustment

The Nationally Consistent Collection of Data on students with disability (NCCD) will take place in all Australian schools annually from 2015, aligned with the national school census in August each year.

The data collection will be collecting the following information:
- the level of adjustment provided
- number of students receiving each level of adjustment to participate in education on the same basis as other students
- the broad category of disability that is the main driver for adjustments to support each student’s access and participation.

ERN – Disability Adjustment menu option allows recording and maintenance of data on students with disabilities to support the nationally consistent collection of data on school students with disability.

Overview

ERN will allow schools to identify students for inclusion in the national data collection for students with a disability. Once these students have been identified, the school is able to access a series of questions for each student. The responses to these questions will determine whether the student will be included in the nationally consistent collection of data on school students with disability.

2.1 Identifying Students for inclusion in the Data Collection

Selecting Disability Adjustment from the ERN menu for the first time will display the following screen:-
To identify the students who need to be considered for inclusion in the data collection select Add Student(s)

The following screen will be displayed:

![Add Students Screen](image)

This screen allows single or multiple students to be included in the list of students to be considered for the data collection. The search can be by:

- SRN
- Name – Family and or Given Name,
- Scholastic Year
- Student Groups.

**Selecting an individual student to be included in the list**

Example: Find Tom Red and include him in the list of students to be considered in the national data collection.

Enter RED in the Family Name search field and press GO. The following screen will be displayed:-
Check the box next to Tom Red

On selecting “Add Student(s)” the following screen will be displayed:-

Tom Red has been added to the list of students for consideration for the data collection and removed from the search list. Other students can be added if required.

Selecting “Close” will return to the previous screen displaying the list of students to be considered for the national data collection. The following screen will be displayed:-
Tom Red has been selected in the list of students to be considered for the data collection.

Students in the list can be removed if they were previously added by mistake.

Tom Red is the only student who has been currently selected in 2014 for consideration in the national data collection.

**Selecting a group of students from a scholastic Year to be included in the list**

Example: The following students from Year 4 need to be added to the list of students for consideration in the national data collection; Mary Allan, John Anderson, Joanne Brown and Larry Green.

Select **Add Student(s)** to display the Add student’s screen.
Select Year 4 from the drop down list of Scholastic Years.

Select Go to display the list of students in Year 4.

**Note:** Any Year 4 student who has already been included in the list of students to be considered for the national data collection will not be displayed in the list for selection.

The following list will be displayed:

In the list of Year 4 students above select Mary Allan, John Anderson and Joanne Brown, scroll down to find Larry Green and select him as well.

Select **Add Student(s)** to add the selected students to the list of students to be considered in the national data collection. The following message will be displayed on screen.
Note: Once Mary Allan, John Anderson, Joanne Brown and Larry Green are included in the list they will be removed from the Search list.

Selecting Close will close the search screen and return to the list of students to be considered in the national data collection.

The following screen will be displayed with Mary Allan, John Anderson, Joanne Brown and Larry Green included in the list.

A mouse over the student name will display; Date of Birth, Gender, Year/Roll Class and the Current Enrolment Status for the student.
2.2 Disability Data Collection Screen

Highlight a student and click to display the Disability Data Collection screen.

Clicking on a student in the list will display the Disability Data Collection screen:

Is the student provided with an Adjustment?: Valid responses: - Yes or No.

Select the Level of Adjustment: Select from the drop-list containing:
- SUP – Supplementary, SUB – Substantial, EXT – Extensive.
Note: The Level of Adjustment is only operational if the answer to the previous question is Yes. If the answer is No then the Level of Adjustment question is defaulted to QTP – Quality Teaching Practice. This means that support is provided within quality differentiated teaching practice.

Does the student have a disability under the DDA? : Valid responses :- Yes or No.

Have the Disability Standards’ processes been followed, including parent/carer consultation? : Valid responses:- Yes or No.

Select Disability Categories: Indicate the disabilities for the student. More than one category can be selected. A drop-list of disability categories will be constructed from the ones selected, this will then allow the primary disability to be selected.

Select Primary Disability: Select the primary disability, from a drop-list of disability categories, that is the main driver of adjustments to support the student’s access and participation.

Has the Principal endorsed processes and decisions? : Valid responses:- Yes or No.

Has all the relevant evidence been sighted? : Valid responses are Yes or No.

Has the parent/carer been provided with information about the NCCD? : Valid responses:-Yes or No.

Current Adjustment Start Date: Indicate the date from which the current adjustment/s started.

Last Review Date: Indicate the date that the level of adjustment was last reviewed. Adjustments should be reviewed at least once a year.

Next Review Date: Indicate the next review date of the adjustment.

Note: The next review date is not mandatory for completion status.

Example: The following data for Mary Allan is entered:-

![Disability Data Collection - 2014](image)

**Student Mary Allan**

<table>
<thead>
<tr>
<th>Question</th>
<th>Response</th>
</tr>
</thead>
<tbody>
<tr>
<td>Is the student provided with an adjustment?</td>
<td>Yes</td>
</tr>
<tr>
<td>Select level of adjustment:</td>
<td>SLI - Supplementary</td>
</tr>
<tr>
<td>Does the student have a disability under the DDA?</td>
<td>Yes</td>
</tr>
<tr>
<td>Have the Disability Standards’ processes been followed including parent/carer consultation?</td>
<td>Yes</td>
</tr>
<tr>
<td>Select disability categories:</td>
<td>Physical, Cerebral Palsy, Social/Emotional, Sensory</td>
</tr>
<tr>
<td>Select primary disability category:</td>
<td>Physical</td>
</tr>
<tr>
<td>Has principal endorsed processes and decisions?</td>
<td>Yes</td>
</tr>
<tr>
<td>Has all relevant evidence been sighted?</td>
<td>Yes</td>
</tr>
<tr>
<td>Has the parent/carer been provided with information about the NCCD?</td>
<td>Yes</td>
</tr>
</tbody>
</table>

**Current Adjustment Start Date:** 01/04/2015

**Adjustment Last Review Date:** 01/04/2014

**Adjustment Next Review Date:** 01/04/2015

**Student disability information complete**
Cancel: Will not save any changes made and return to the previous screen.

Save: Will save the data entered and remain on this screen.

Save & Exit: Will save the data and return to the previous screen.

Delete: Will remove all current data collected for the nominated student.

Selecting Save and Exit will return to the Previous Screen

Note: The summary level data has been updated for the student and the status of the questions in the Disability Data Collection screen is complete.

2.3 Filtering the Student List – Complete/Incomplete

The list of students to be considered for the national data collection can be filtered using the search criteria.

Any of the standard filters can be used; Family Name, Given Name, SRN and Scholastic Year.
Also an additional filter has been included to filter by Data Collection Status (Complete or Incomplete.)

Example: Filter for all the students in the list whose information is incomplete.

On selecting Incomplete and pressing Go, the following list will be displayed.

Note: Only the students that have incomplete data collection information will be displayed.
2.4 Removing a Student from the Student consideration list

If a student has been included in the list of students to be considered in the data collection then they can be removed.

Example: Joanne Brown was included in the list of students to be considered in the data collection and needs to be removed.

Check the box next to Joanne Brown’s name as displayed below

Select **Remove Student(s)** will display the following warning:

![Message from webpage](image)

**Note:** Any existing data that has been entered for the student relating to the national data collection will be removed.

Press OK to continue or cancel to abort the process.

On selecting OK, Joanne Brown will be removed from the list and the screen refreshed.
2.5 Endorsing students in bulk

Allows bulk endorsing by principals
As an example John and Larry will have their data endorsed. First select John and Larry as follows

Now click “Endorse by Principal” and the following confirmation message will appear

Click OK to continue with the data endorsing (or Cancel to leave the information as is)

After confirming the previous dialog box (clicking OK) the following will be displayed
2.6 Exporting results to a CSV file

Excel icon: Allows downloading the result table including only high level summary questions

Exports result list including all questions

Download Table as CSV icon - allows the user to download the summary table as a csv file which can be opened in Excel.

Example

Notice not all the questions were included in the CSV file

“Export Result to Excel” button – allows the user to export all of the disability adjustment data as a csv file which can be opened in Excel.

Example

Notice, there are more columns in the exported csv file now
2.7 Spinner

A “spinner” has been added to the top of the disability data individual student record screen. This feature allows the user to scroll through the list of students selected in the summary screen. If the list of students is filtered, the spinner will only scroll through those students selected.

If the record has been changed, use of the spinner will prompt the user to save changes to the record before moving on to the next record.

Delegating roles through the Access Management Utility (AMU)

The AMU provides school-based staff with access to the Enrolment Registration Number (ERN) system including the online Disability Adjustment function.

To assign roles, select the ERN application button through the school’s AMU on the Home screen.

To assign roles to staff members who are on-site (appointed permanently or temporarily to the school), the principal of the school:

1. logs on to the Department’s portal using his/her personal account and password
under Essentials, selects AMU  OR
2. selects the My Applications tab and then the school’s AMU
3. under Application of AMU clicks on the <ERN - Enrolment and Registration Number> application
4. assigns the Principal role to his/herself
5. assigns the Student Administration role to staff members who will prepare the data for the Nationally consistent collection of data on school students with disability. Note that this is a high level of access.