1. **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; and
- the student’s broad category of disability.

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

2. **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:-

![Screen Shot](image-url)
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]

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 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.

**Selected students are added for the Data Collection Analysis successfully.**
**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

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 NOA – No Adjustment.

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.

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.

Have Parent / Carers consented to inclusion in national collection? : Valid responses:-Yes or No.

Adjustment Start Date: Indicate the date when the student first began receiving an adjustment

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 form](image-url)
**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

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**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]

**All existing data collected up to this moment for the current year will be deleted. Are you sure you want to remove the student?**

- [OK]
- [Cancel]

**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
As an example John and Larry will have their data endorsed. First select John and Larry as follows

Use check boxes to select

Data entered not endorsed yet

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

The status of both students is now Complete
### 2.6 Exporting results to a CSV file

**Excel Icon:** Allows downloading the result table including only high level summary 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**

<table>
<thead>
<tr>
<th>A</th>
<th>B</th>
<th>C</th>
<th>D</th>
<th>E</th>
<th>F</th>
<th>G</th>
<th>H</th>
<th>I</th>
<th>J</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>SRN</td>
<td>Student Name</td>
<td>Primary Disability</td>
<td>Level of Adjustment</td>
<td>Evidence Sighted</td>
<td>Adjustment start date</td>
<td>Parent Consent</td>
<td>Endorsed by Principal</td>
<td>Status</td>
</tr>
<tr>
<td>2</td>
<td>436332297</td>
<td>Allan, Mary</td>
<td>Physical</td>
<td>Supplementary</td>
<td>Yes</td>
<td>1-Apr-14</td>
<td>Yes</td>
<td>Yes</td>
<td>Complete</td>
</tr>
<tr>
<td>3</td>
<td>463510964</td>
<td>Anderson, John</td>
<td>Supplementary</td>
<td>Yes</td>
<td>3-Feb-14</td>
<td>Yes</td>
<td>Yes</td>
<td>Complete</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>453787240</td>
<td>Brown, Joanne</td>
<td>No Adjustment</td>
<td>No</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Incomplete</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>435986529</td>
<td>Green, Larry</td>
<td>Supplementary</td>
<td>Yes</td>
<td>7-Apr-14</td>
<td>Yes</td>
<td>Yes</td>
<td>Complete</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>436989286</td>
<td>Red, Tom</td>
<td>Supplementary</td>
<td>Yes</td>
<td>7-Apr-14</td>
<td>Yes</td>
<td>Yes</td>
<td>Complete</td>
<td></td>
</tr>
</tbody>
</table>

Notice not all the questions were included in the CVS 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**

<table>
<thead>
<tr>
<th>A</th>
<th>B</th>
<th>C</th>
<th>D</th>
<th>E</th>
<th>F</th>
<th>G</th>
<th>H</th>
<th>I</th>
<th>J</th>
<th>K</th>
<th>L</th>
<th>M</th>
<th>N</th>
<th>O</th>
<th>P</th>
<th>Q</th>
<th>R</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>SRN</td>
<td>Student Name</td>
<td>Adjusted Level of a DDA</td>
<td>Disulution</td>
<td>Decrease</td>
<td>Parent Disability</td>
<td>Primary Di</td>
<td>Endorsed</td>
<td>Evidence</td>
<td>Cognitive</td>
<td>Physical</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>1-Apr-14</td>
<td>1-Apr-14</td>
</tr>
<tr>
<td>2</td>
<td>436332297</td>
<td>Allan, Mary</td>
<td>Supplementary</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
<td>Yes</td>
<td>Yes</td>
<td>1-Apr-14</td>
<td>1-Apr-14</td>
<td>1-Apr-14</td>
<td>2014</td>
<td></td>
<td></td>
<td></td>
<td></td>
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<td>Supplementary</td>
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<td>No</td>
<td>Yes</td>
<td>Yes</td>
<td>3-Feb-14</td>
<td>3-Feb-14</td>
<td>3-Feb-14</td>
<td>2014</td>
<td></td>
<td></td>
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<td></td>
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<tr>
<td>4</td>
<td>453787240</td>
<td>Brown, Joanne</td>
<td>No Adjustment</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>7-Apr-14</td>
<td>7-Apr-14</td>
<td>7-Apr-14</td>
<td>2014</td>
<td></td>
<td></td>
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<tr>
<td>5</td>
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<td>Green, Larry</td>
<td>Supplementary</td>
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<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
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<td>Yes</td>
<td>Yes</td>
<td>7-Apr-14</td>
<td>7-Apr-14</td>
<td>7-Apr-14</td>
<td>2014</td>
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<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>7-Apr-14</td>
<td>7-Apr-14</td>
<td>7-Apr-14</td>
<td>2014</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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.