

Some Common SHS Errors from 2023

- Columns lack a consistent format
 - Can occur when cut-and-pasting from multiple sources
 - Creates far more problems than data in a single, but incorrect, format
- Dates in incorrect format
 - Should be mm/dd/yyyy in date format for all date fields

More Common SHS Errors from 2023

- Missing 'End of Service' dates
- Direct services entered without a corresponding EOY Progress Level
- Using old codes for EOY Progress Level
- Reporting Service Hours in Minutes, Rather than Hours
- Please remove blank rows, duplicate tabs, and any other 'extra' fields from your submitted SHS

A Word on Using '99' for End-of-Year Progress Level

- Please use the '99' code for EOY Progress Level ONLY in cases where direct services were administered but no assessment completed
 - You should NOT enter a value of '99' in an EOY Progress Level column if the student did not receive ADSIS services in that area
- The missing ('99') EOY progress code should be used *sparingly*, and only in cases where a district is completely unable to assess a student's progress
 - The expectation for the FY2023 SHS is still the same as for other years – when ADSIS services are provided, EOY progress will be assessed using the standard 5-point scale

Yet More Common SHS Errors from 2023

- Forgetting leading zeros on MARSS Numbers, district numbers, district types, school numbers, grades
- Including 'extra' leading characters such as apostrophes in MARSS Numbers, district numbers, school numbers
- Not submitting SHS in Excel file format
 - Avoid Google Docs for final submission, if possible
 - Please, **NO PDFs!**

Still More Common 2023 SHS Errors

- Duplicate MARSS Numbers (thankfully, getting rarer...)
 - Each individual student should be represented by one entry in the SHS, regardless of whether or not there were gaps in their service or if their mode of service delivery (e.g. in-person, online, hybrid) changed during the year
 - Service Start Date should correspond to the first date in the school year on which they received ADSIS services of any type
 - Service End Date should correspond to the last date in the school year on which they received ADSIS services of any type
 - Cumulative ADSIS Service Hours reflects the total hours for all services they received throughout the year
 - If a student received ADSIS services in multiple areas, data for all areas should be reflected in a single entry – do not create a separate row for each service

And Still More Common Errors from 2023

- Implausible Start Date of Service and End of Date Service values
 - For FY2024 (the Service Hour Spreadsheet you will be completing for the current year), Start Date of Service and End Date of Service should be no earlier than July 1, 2023 and no later than June 30, 2024
- End Date of Service occurring after Start Date of Service
- End Date of Service occurring on a calendar date that has not yet occurred

A SHS Self-Troubleshooting Tip

- Many Service Hour Spreadsheet errors can be detected prior to submission using the Excel 'sort' and 'filter' functions
 - This is part of the process I use to review Service Hour Spreadsheets
 - Remember to turn off filters, resort your SHS (if your district prefers a specific sort order) after your 'in-house' troubleshooting is completed
 - Using this process should help you detect the same sorts of errors that I'll be looking for as part of MDE's 'formal' review