

# Welcome

## RF Tracker Requirements at a Glance



# Learning Objective



## Obtain a clear understanding of:

- The Resident Facility Tracker  
(RF Tracker)
- RF Tracker Domains and Data  
Elements
- TSDS Reports for RF Tracker

# Why is this Important?

- To recognize that LEAs serving students with disabilities who reside in a residential facility within the LEA's geographic boundaries will submit the Residential Facility Tracker data submission through the Texas Student Data System.
- To understand the requirements and process for submitting the Residential Facility Tracker Submission.



# What is RF Tracker?

- Collects data on students with disabilities residing in residential care/treatment facilities within an LEA's boundaries
- Helps inform educators, parents, legislators, and other stakeholders
- Supports understanding of program effectiveness and student outcomes
- Ensures compliance with federal and state special education requirements
- Serves a vulnerable student population with limited advocacy support



# Getting Started

## TEAL Access Needed

### Core LEA Data Viewer

This role monitors data promotions and data validations and generates reports.

### Core LEA Data Promoter

This role schedules and monitors promotions, schedules and monitors validations, and generates reports.

### Core LEA Data Completer

This role formally certifies the completeness and accuracy of the data and finalizes the submission. In addition, this role also schedules and monitors promotions, schedules and monitors validations, and generates reports.

### Core LEA Data Approver

This role will be for the superintendent or his/her designee at the LEA. This role requests an extension if needed.



# TEAL Role & Privileges

- ❑ Users will check the appropriate role based on their level of responsibility at the LEA and in the Requested Organization ID enter their Organization ID.
- ❑ Next, they check the Privilege “RF Tracker Access” and click Done.
- ❑ The final step is to click Save Changes on the next screen.

Employing Organization

**\* Organization:** *Who do you work for? In other words, what organization employs you (e.g. district, ESC, charter school)?*

Roles & Parameters

**Description:**  
Core LEA Data Completer

**\* Requested Organization ID:**

**Privileges:**

- RF Tracker Access
- SPEDS Access
- SPPI-14 Access

# Promotion Demo

- ❑ Login to TEAL Account
- ❑ Navigate to Core Collection Application
- ❑ Promote RF Tracker Data
- ❑ Monitor Data Promotion

**Note: The Reference Guide (RG) is a TEA resource that goes into detail on promoting data, viewing errors, running reports and completing submissions!**

**[RF Tracker Reference Guide](#)**

# WHAT IS A RESIDENTIAL FACILITY?

A Residential Facility, for this purpose, is defined as a facility that provides 24-hour custody or care of students 22 years of age or younger who reside in the facility for detention, treatment, foster care, or any non-educational purpose.

A Residential Facility is **not** a traditional foster home licensed by the Texas Department of Family and Protective Services.

[Residential Facility List](#)

In AskTED under “Reports and Directories” you can download a list of the Residential Facilities.

Follow the link!



# ADDING/UPDATING RESIDENTIAL FACILITIES

The LEA's Special Education contact person must submit a form to TEA in order to add/maintain Residential Facilities within their geographic boundaries where the LEA serves students with disabilities residing at the facility

The completed form must be submitted via a TSDS Incident Management System (TIMS) ticket and follow the escalation process to the Division of Special Education.

TEA's Special Education division will enter/update the Residential Facilities in the AskTED application and return the TIMS ticket with the new Residential Facility ID number (if added).

# RF TRACKER ID FORM

- The Identification Form will be submitted as an attachment to a TIMS ticket by the LEA.
- The RF Tracker Steward at the LEA will need a TIMS Level 1 Support Role in TEAL to submit these forms via a TIMS ticket.
- The LEA will escalate the TIMS ticket to the ESC who will escalate it to TEA.
- The Special Education Program Area Division at TEA will enter the information from the form in AskTED and a Residential Facility ID will be assigned to the new Residential Facility.




# Submission Timeline

## Residential Facility Tracker (RF Tracker) Submission

All RF Tracker data up to this point must be promoted, validated, and fatal free.

LEA will continue to report RF Tracker data as students enter and exit residential facilities or monthly throughout the school year.

Second Friday in December 

RF Tracker Submission due date for LEAs  
(no extensions will be granted for RF Tracker)

Third Thursday in July

**Unlike other Core Collections, RF Tracker will not have the option to request an extension. AskTED does their end-of-year rollover in late July and all RF Tracker data must be completed prior to their rollover.**

# Submission Timeline

## Residential Facility Tracker (RFT) Collection

TSDS ready to load data to IODS	August 4, 2025
<b>All RF Tracker data up to this point must be promoted, validated, and fatal free.</b> LEA will continue to report RF Tracker data as students enter and exit residential facilities or on a monthly basis throughout the school year.	December 12, 2025
RF Tracker ready for users to complete	May 18, 2026
<b>RF Tracker Submission due date for LEAs</b>	July 16, 2026
RF Tracker data available to customers	July 30, 2026

No later than the second Friday in December, LEAs must promote and validate RF Tracker data in TSDS. This data must be fatal free. The LEA will continue uploading RF Tracker data into TSDS as students come and go at the residential facility or at least monthly throughout the school year.

The LEA **will not** “Finalize/Complete” the RF Tracker Submission data in TSDS until all data has been uploaded and the school year ends.

# DOMAINS DEFINITIONS

## → Education Organization Domain:

- ◆ provides information about any public, charter, education service center, organization or agency.

## → Alternative & Supplemental Services Domain:

- ◆ provides program information such as Title I, Special Education, Emergent Bilingual, and Residential Facility.

## → Student Identification & Demographics Domain:

- ◆ provides the characteristics and demographics of a student.

## → Enrollment Domain:

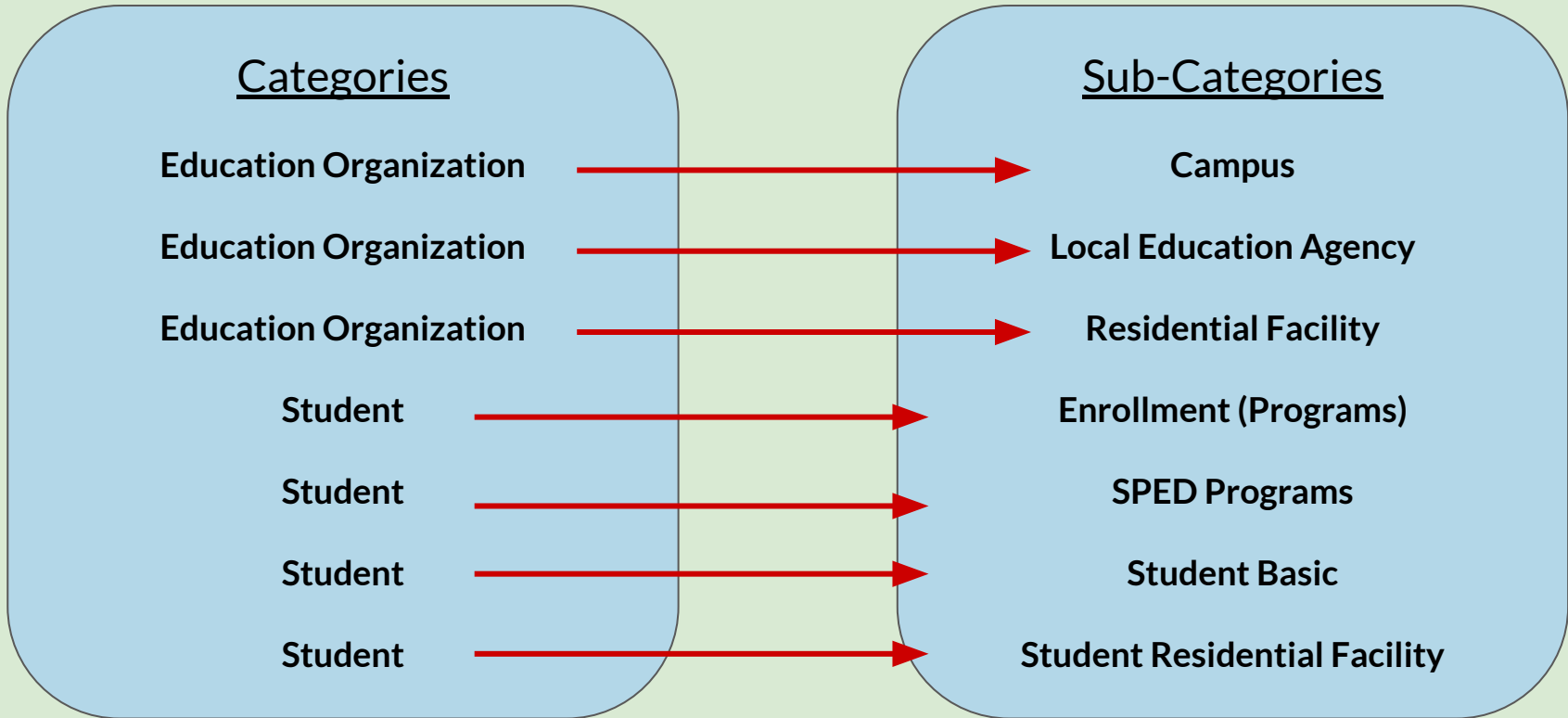
- ◆ provides the enrollment and withdrawal information for a student and the relationship between a particular education organization.

# RF TRACKER SPECIFIC DATA

- **Domain:** Alternative and Supplemental Services
- **Entity:** Student Special Education Program Association
- **Set:** Student Residential Facility Association (TX)
- **Data Elements:**
  - [E1627 ResidentialFacilityID](#)
  - [E1630 DateEnteredRF](#)
  - [E1631 DateExitedRF](#)
  - [E1633 AttendanceZoneCampus](#)
  - [E1634 EducatedAtResidentialFacility](#)
  - [E1635 SurrogateParentAssigned](#)
  - [E1636 NumberOtherStudentsAssignedSame SurrogateParent](#)
  - [E1637 ResidentialFacilityStudentSchoolDayLength \(minutes\)](#)
  - [E1638 CampusIDOfEnrollmentSchoolDayLength \(minutes\)](#)

Each of these data elements can have multiple instances and will have begin and end dates.

# Promotion Logic



# RF TRACKER REPORTS

Home » View Reports

## View Reports



Help	Report # ↑	Report Name ↓	XLS		PDF		CSV	
			Status	Run	Status	Run	Status	Run
?	RFT0-100-001	RFT Comparison of Student Instructional Minutes				↻		
?	RFT0-100-002	Residential Facilities				↻		
?	RFT0-100-003	Residential Facility End of Year Verification				↻		
?	RFT0-100-004	Individual Student Detail Summary				↻		↻

# RFT0-100-001

Texas Education Agency  
RFT0-100-001  
v18.1.1

## RFT COMPARISON OF STUDENT INSTRUCTIONAL MINUTES

LEA-level Data

2023 - 2024 Collection

Tuesday 07/02/2024 8:16 AM

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LEA: 701603 - SEDS LEARNING ISD

PHOENIX ACADEMY OF AUSTIN 260215

Student Name	Gen.	Unique ID	Instructional Minutes	Instructional Minutes Non-Disabled	Percentage
* GRUSSENDORF, RUBIE E		4353771337	210	420	50%
HOLES, BRENT		4338166436	420	420	100%
WANDLER, LAKIESHA		4133938178	435	435	100%

SEDS Youth Home - 100260001

Student Name	Gen.	Unique ID	Instructional Minutes	Instructional Minutes Non-Disabled	Percentage
* CHI, NIETO	Jr.	4337516751	360	420	86%
* HOLES, BRENT		4338166436	360	420	86%

# RFT0-100-002

Texas Education Agency

RFT0-100-002

v22.1.1

LEA: 701603 - SEDS LEARNING ISD

## RESIDENTIAL FACILITIES

LEA-level Data

Facilities: All Facilities Selected

2023 - 2024 Collection

Tuesday 07/02/2024 8:16 AM

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RF ID	Residential Facility	Secure Facility	Current Number of RF Students Served by the LEA	Total Unique RF Students Served in LEA This Year	Average Number of Students Residing at Facility	
260215	CENTRAL TEXAS CHILDREN'S HOME	No	3	4	0	
260227	PHOENIX ACADEMY OF AUSTIN	No	0	0	0	
260216	TRAVIS COUNTY CORRECTIONAL FACILITY	Yes	1	2	0	
260226	TRAVIS COUNTY JUVENILE DETENTION CENTER	Yes	4	4	0	
<b>Totals</b>		4	2	8	10	0

# RFT0-100-003

Texas Education Agency

RFT0-100-003

v18.1.1

\*\*\* CONFIDENTIAL \*\*\*

LEA: 701603 - SEDS LEARNING ISD

## RESIDENTIAL FACILITY END OF YEAR VERIFICATION

LEA-level Data

RF Facilities: All Facilities Selected

2023 - 2024 Collection

Tuesday 07/02/2024 8:16 AM

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RF Facility	RF ID	Student Name	Gen.	Unique ID	Birthdate	Grade Level	Campus of Enrollment	Date Entered	Date Exited
SEDS County Juvenile Detention	260012	GRUSSENDORF, RUBIE		4353771337	05/15/2012	09	701603001	08/21/2017	
SEDS County Juvenile Detention	260013	WANDLER, LAKIESHA		4133938178	03/05/1997	12	043910006	08/21/2017	
SEDS Youth Home	260172	CHI, NIETO	Jr.	4337516751	07/27/1999	12	701603001	09/15/2017	
SEDS Youth Home	260002	HOLES, BRENT		4338166436	09/16/2000	11	701603001	04/26/2018	

# RFT0-100-004

Texas Education Agency

## Individual Student Detail Summary

Tuesday 07/02/2024 8:16 AM

RFT0-100-004  
v24.1.2

LEA-level DATA

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2023 - 2024 Collection

LEA: 701603 - SEDS LEARNING ISD

### STUDENT INFORMATION

Student Name	UID	Date Of Birth	Sex	Race/Ethnicity
FEDORIW, HALINA Avital	1121732461	02/23/2003	F	H

### STUDENT'S RESIDENTIAL FACILITY HISTORY

Entry Date	Exit Date	Residential Facility	Eff Date	Camp of Enroll	Attend Zone Camp	Grade	Prior Inst Setting	Surrogate Parent	# Oth Stu Assign Surr Parent	Educ at RF	Min In Schl Day	Min In Reg Day
08/01/2023	08/31/2023	261635 CARE HOUSE	08/27/2023	701603002	<b>701603002</b>	Fifth Grade	31	No	0	Yes	10	38
			01/01/2024	701603002	<b>701603002</b>	Fifth Grade	31	Yes	2	Yes	96	86
09/01/2023	09/30/2023	262299	08/27/2023	701603002	<b>701603002</b>	Fifth Grade	60	Yes	0	Yes	80	75
10/01/2023	10/31/2023	262251	08/27/2023	701603002	<b>701603002</b>	Fifth Grade	85	Yes	0	Yes	44	7
			09/01/2023	701603002	<b>701603002</b>	Fifth Grade	85	No	0	Yes	32	50
			10/01/2023	701603002	<b>701603002</b>	Fifth Grade	85	Yes	6	Yes	14	34

Entry/Exit/Eff Dates	RF ID	Instructional Setting	Related Services	Pri Dis	Sec Dis	Tert Dis
Eff Date 08/01/2023		<b>31 Hm-based Instr</b>	<b>Orient Mob</b>	14		
Entry 08/01/2023	261635					
Eff Date 08/31/2023		31 Hm-based Instr	<b>Orient Mob</b>	14		
Exit 08/31/2023	261635					
Eff Date 09/01/2023		<b>60 Nonpub Day Sch</b>	<b>Df-Blnd Interp</b>	01	14	
Entry 09/01/2023	262299					
Eff Date 09/30/2023		60 Nonpub Day Sch	<b>Df-Blnd Interp</b>	01		

# Summary & Resources

## Key Takeaways

- ❑ Residential Facility Tracker data is submitted through TSDS.
- ❑ Only LEAs who serve special education students who reside in a Residential Facility will submit RF Tracker.
- ❑ LEAs are required to begin promoting and validating RF Tracker data no later than the second Friday in December.
- ❑ LEAs will update RF Tracker data at least monthly but will not finalize the submission until the school year ends.

## Training Resources

- [Key Terms & Definitions](#)
- [RF Tracker Reference Guide](#)
- [RF Tracker Promotion Logic](#)

# Thank You

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