New Hampshire
Department of Education
Serving New Hampshire's Education Community

NH Special Education Information System (NHSEIS)
Preschool Session

April 13, 2012

General Information: Entering New Students into NHSEIS

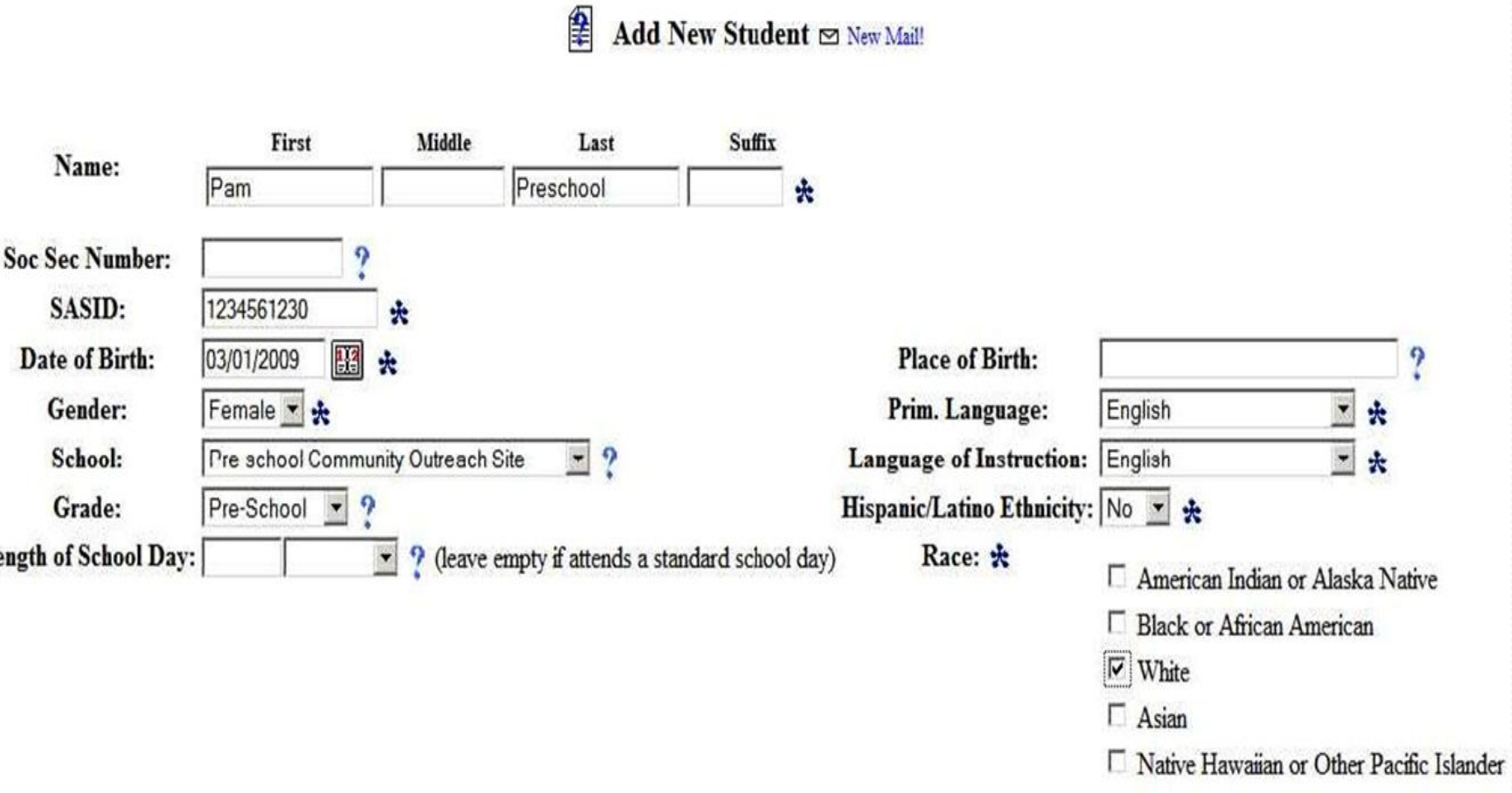
Getting Started

- Always enter a child who has a completed evaluation
  - May be found eligible
  - May be found NOT eligible

  (We will discuss ESS transitions later)

  Recommendation: Use *IEP Process Wizard* instead of *"Add New Student"* page to enter:
  - School
  - Length of Day/Length of Week

Adding a Student



Adding a Student

NOTES:

- On the main menu page, click "students" button, "Add new students to" button and enter student information (wait to add "school")

- Get SASID from i4See Coordinator

- If "yes" for Hispanic/Latino, cannot choose race

  If "No" for Hispanic/Latino, may choose multiple races

Preschool Child Newly Added – Student History

Logout | Exit PW | PW Home | View Documents | Question/Suggestion | Report an Error

Student History for Patty Preschooler ( ) ✉ New Mail!

Status	Referral Date	Consent Date	Proj Consent Date	Elig Date	Proj Elig Date	IEP Date	Proj IEP Date
Eligible	12/28/2011		11/26/2014	01/10/2012	01/10/2015		02/09/2012

Del	Event ID	Event Date*	Event Type	Begin Date	End Date	User	Document	Date Created	
☐	3520	12/28/2011	Referral			Terry Hersh		02/03/2012 09:44 (0 days)	Referral Source: Parent
☐	3521	12/28/2011	Parent/Guardian Consent to Evaluate			Terry Hersh		02/03/2012 09:44 (0 days)	Details
☐	3522	01/10/2012	Eligibility Determination	01/10/2012	01/10/2015	Terry Hersh		02/03/2012 10:22 (0 days)	Details

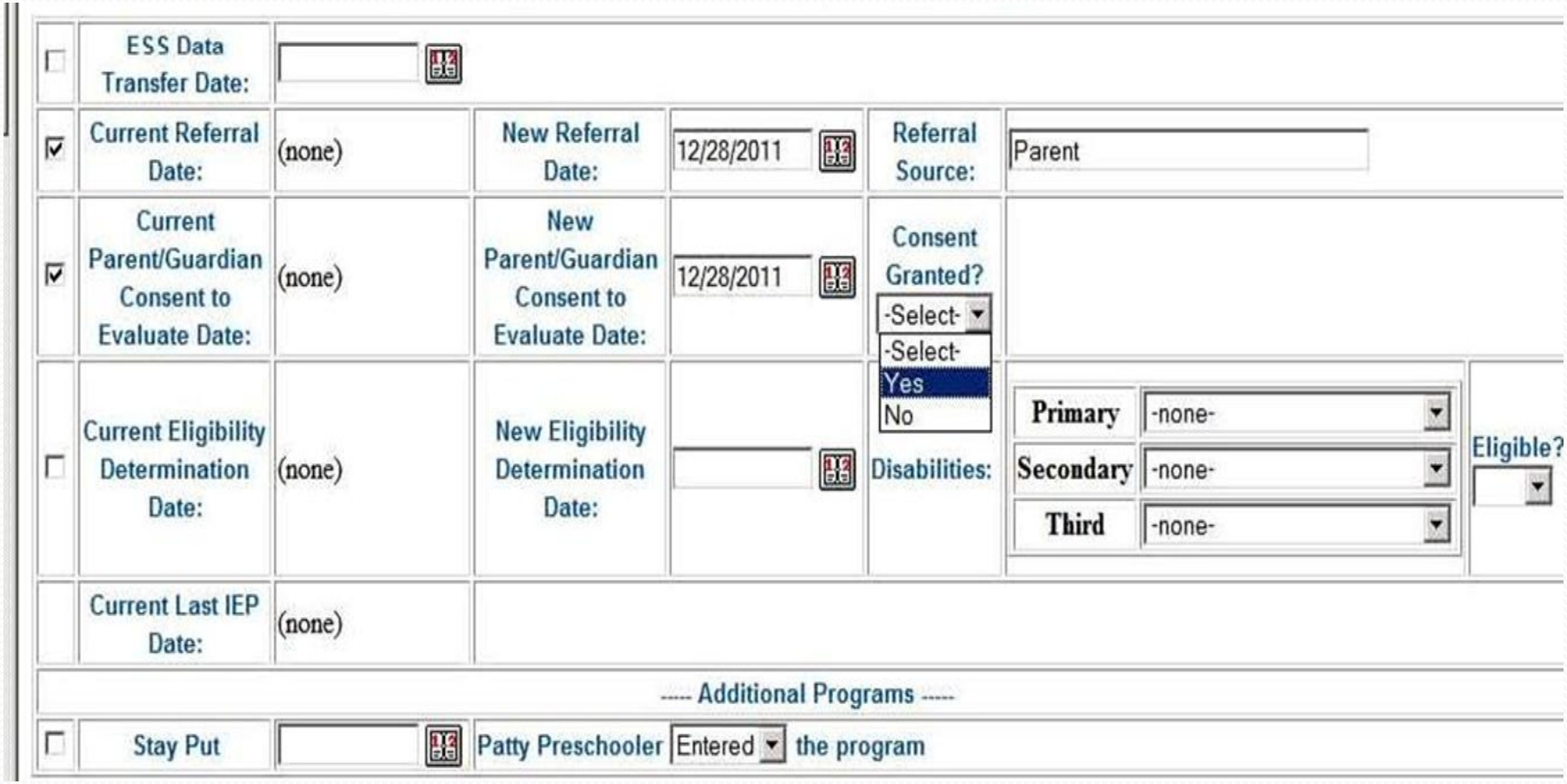
(3 Events)

Preschool Child Newly Added – Student History

NOTES:

- Student history of a newly entered preschool student
- Includes Referral Date, Parent Consent to Evaluate and Eligibility Determination Date

Adding eligibility information the Preschool Child

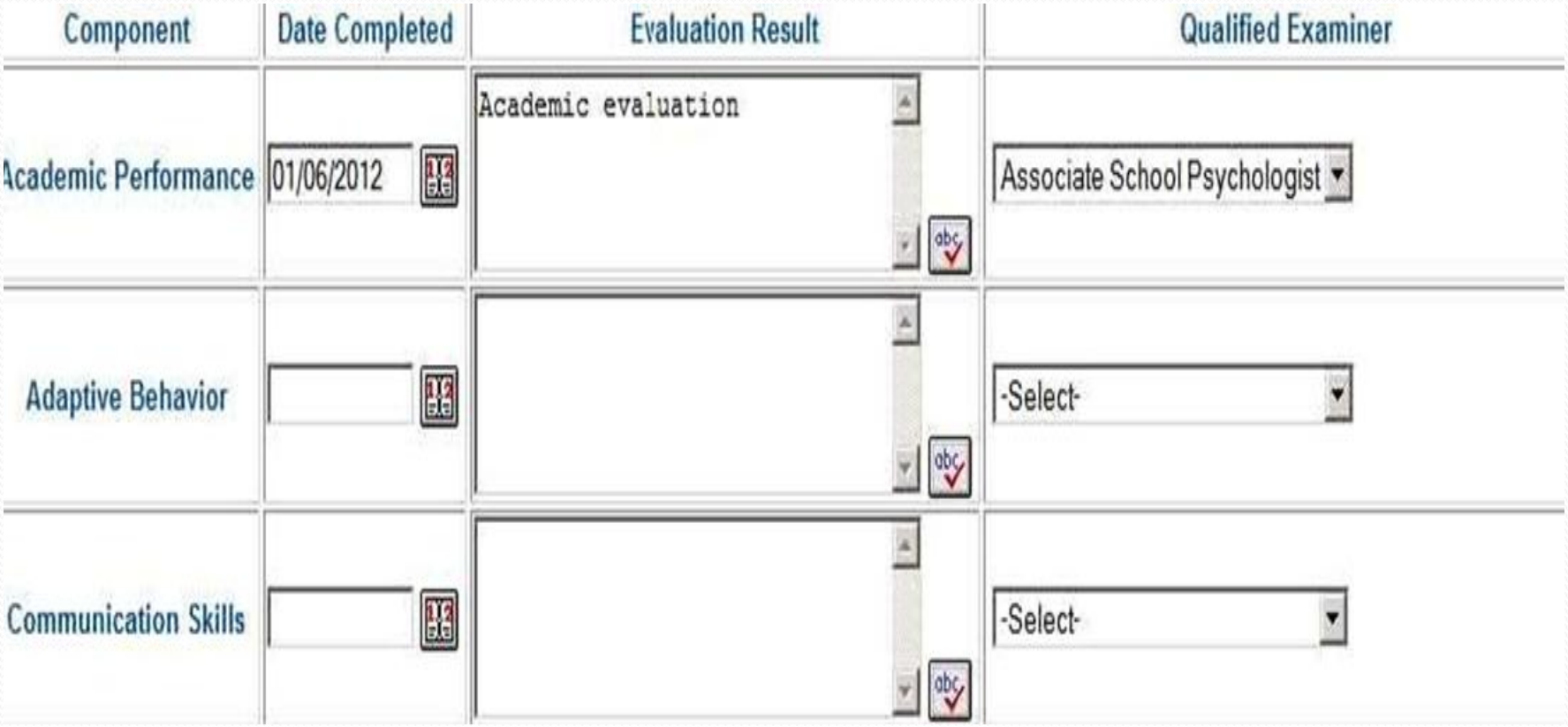


Adding eligibility information the Preschool Child

NOTES:

- In the eligibility, section, click the *Add Eligibility Info* button at the bottom of the screen
- Check the box on the left side and enter the receipt date of the referral, and referral source.
- Check the box and enter the receipt date of the parent consent to evaluate .

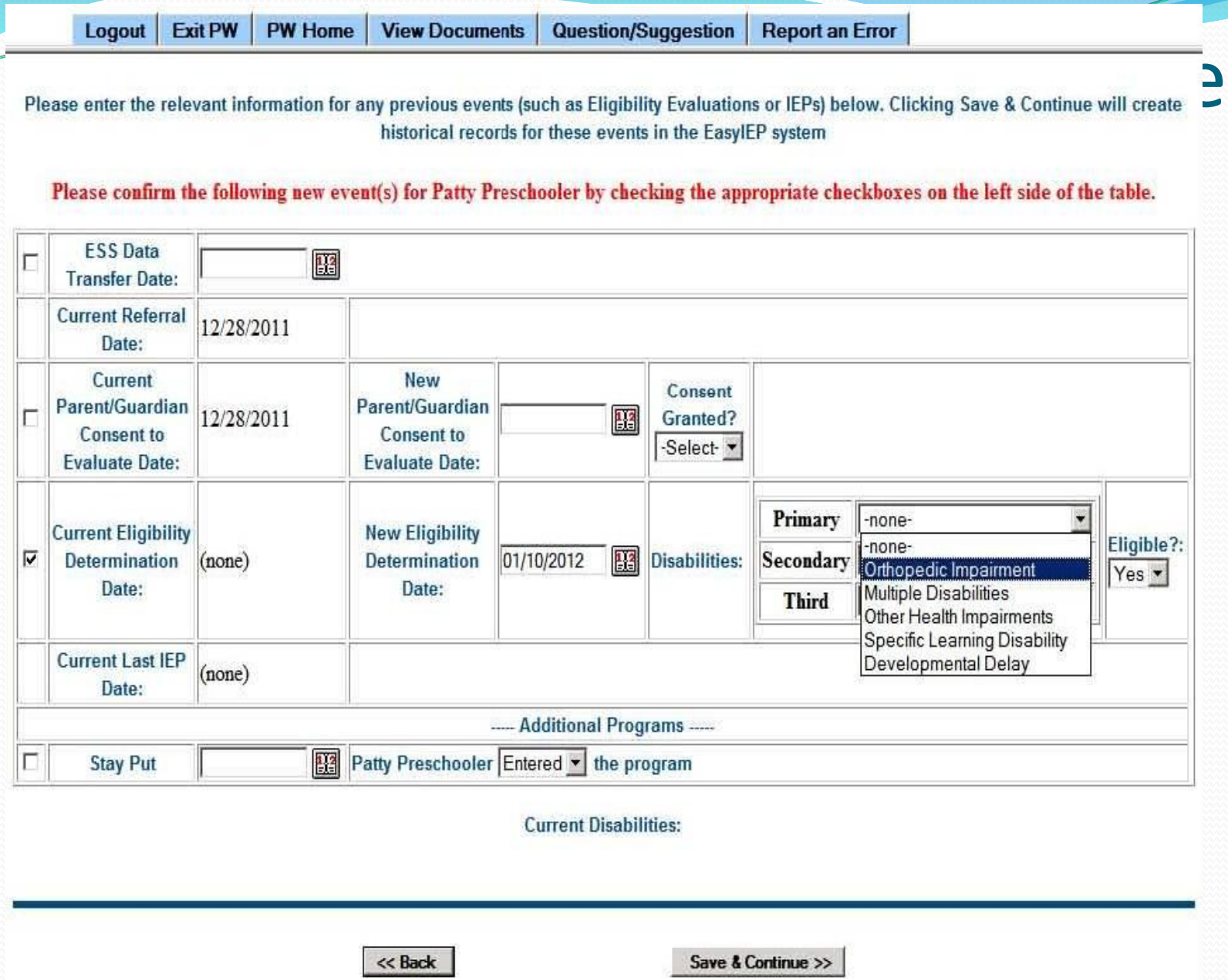
Adding student Assessment Evaluation for the Preschool Child



Adding student Assessment Evaluation for the Preschool Child

NOTES:

- Enter the date the evaluation was completed (new).
  - For existing evaluation data, enter the date the team reviewed the evaluation.
    - In the Comment Box, enter the date the evaluation was actually completed
- Select Qualified Examiner from dropdown menu.


Logout
Exit PW
PW Home
View Documents
Question/Suggestion
Report an Error
Please enter the relevant information for any previous events (such as Eligibility Evaluations or IEPs) below. Clicking Save & Continue will create historical records for these events in the EasyIEP system
Please confirm the following new event(s) for Patty Preschooler by checking the appropriate checkboxes on the left side of the table.
ESS Data Transfer Date:
Current Referral Date:
12/28/2011
Current Parent/Guardian Consent to Evaluate Date:
12/28/2011
New Parent/Guardian Consent to Evaluate Date:
Consent Granted?
-Select-
Current Eligibility Determination Date:
(none)
New Eligibility Determination Date:
01/10/2012
Disabilities:
Primary
Secondary
Third
-none-
-none-
Orthopedic Impairment
Multiple Disabilities
Other Health Impairments
Specific Learning Disability
Developmental Delay
Eligible?:
Yes
Current Last IEP Date:
(none)
----- Additional Programs -----
Stay Put
Patty Preschooler Entered the program
Current Disabilities:
<< Back
Save & Continue >>

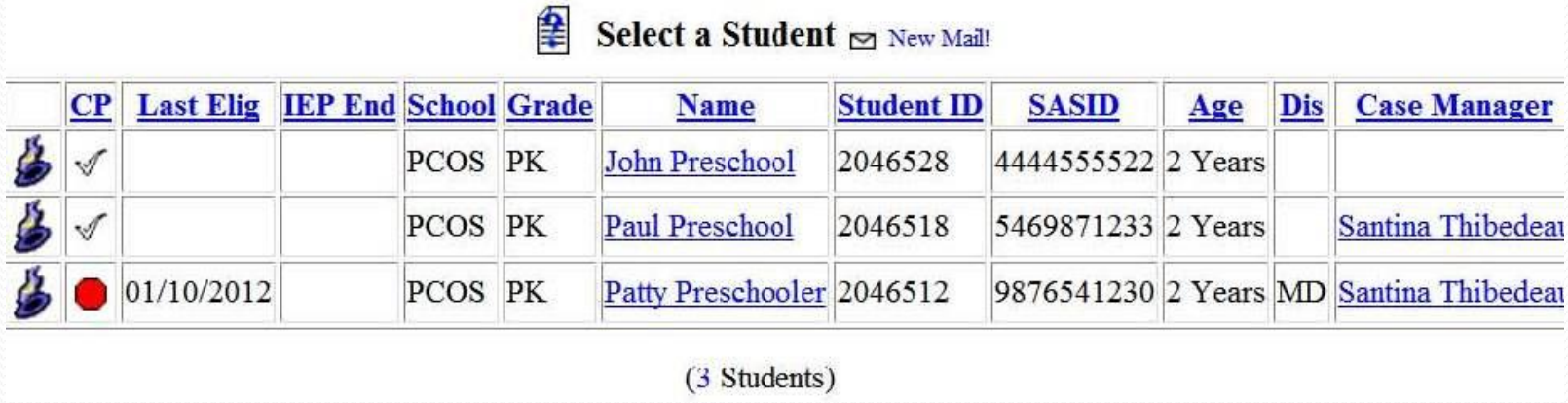
Adding eligibility information the Preschool Child

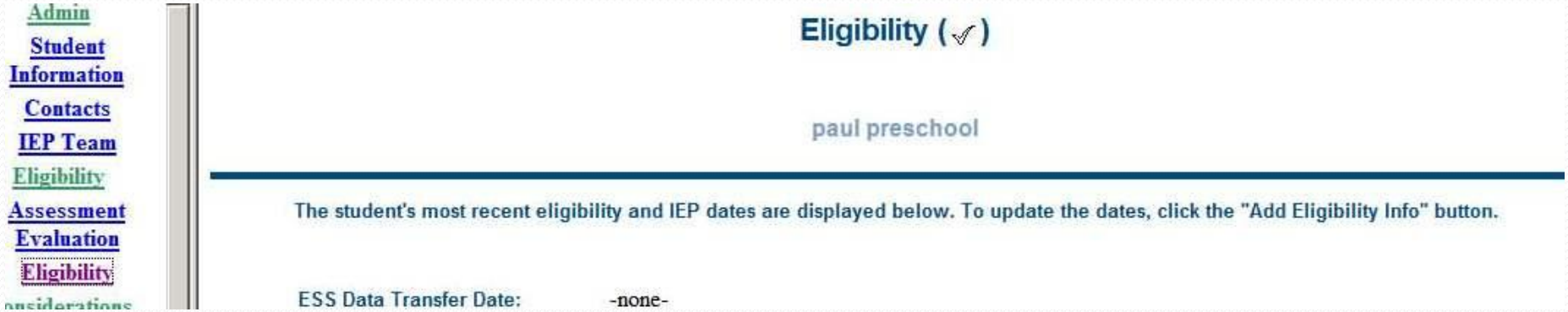
NOTES:

- Check the box and enter the current Eligibility Determination Date.
- Select the primary disability from the dropdown menu.
- Select Eligible yes or no.

Note: Disabilities can only be selected if appropriate assessments have been completed.

How to view student historv





Click the students Compliance Symbol (CP)

- *Select a Student* screen
- *IEP Process Wizard:* Eligibility section

History of a non-eligible preschool child

Del	Event ID	Event Date*	Event Type	Begin Date	End Date	User	Document	Date Created	
☐	3518	12/30/2011	Referral			Terry Hersh		02/03/2012 09:26 (0 days)	Referra Source Parent
☐	3519	12/30/2011	Parent/Guardian Consent to Evaluate			Terry Hersh		02/03/2012 09:26 (0 days)	Detai
☐	3523	01/10/2012	Non-Eligibility Determination			Terry Hersh		02/03/2012 10:41 (0 days)	Detai

(3 Events)

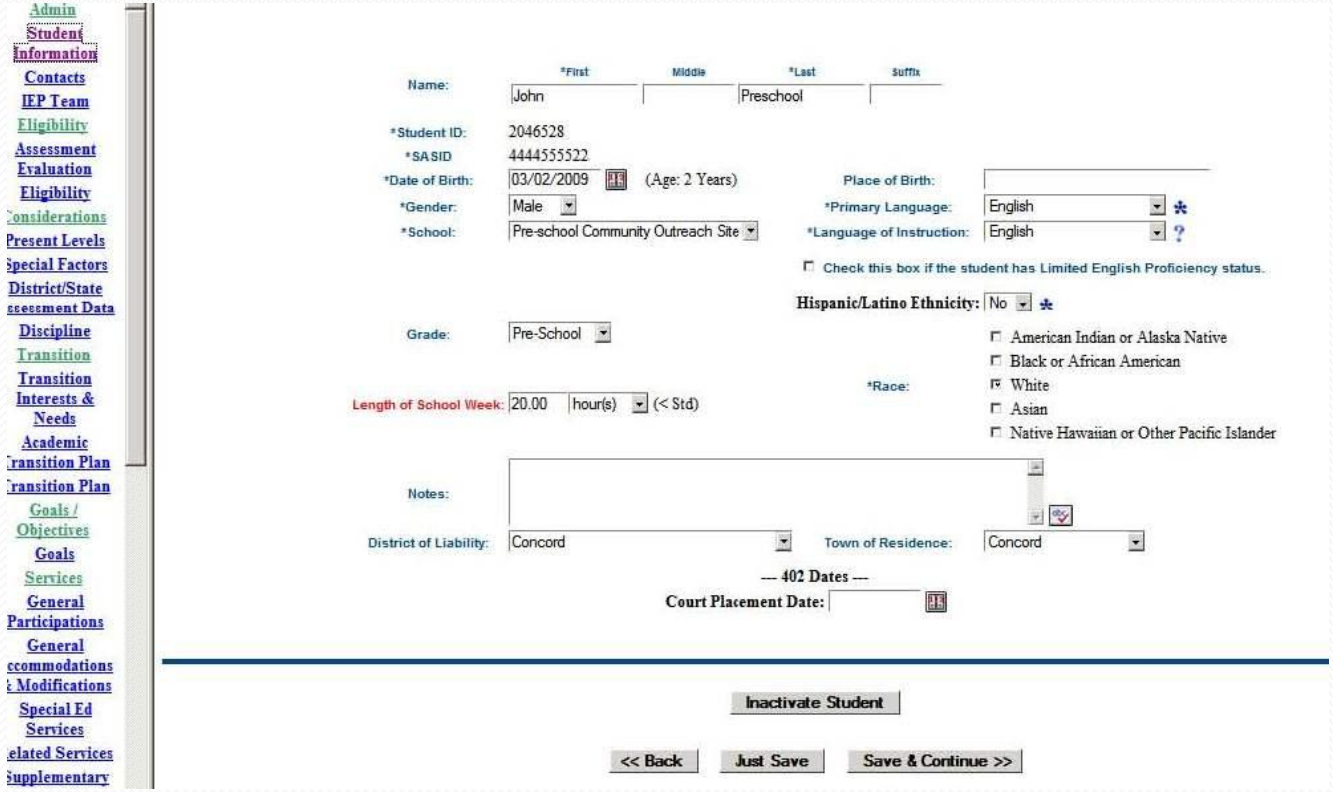
History of a non-eligible preschool child

NOTES:

- If the eligibility determination is “no”, the history will reflect the non-eligibility determination.

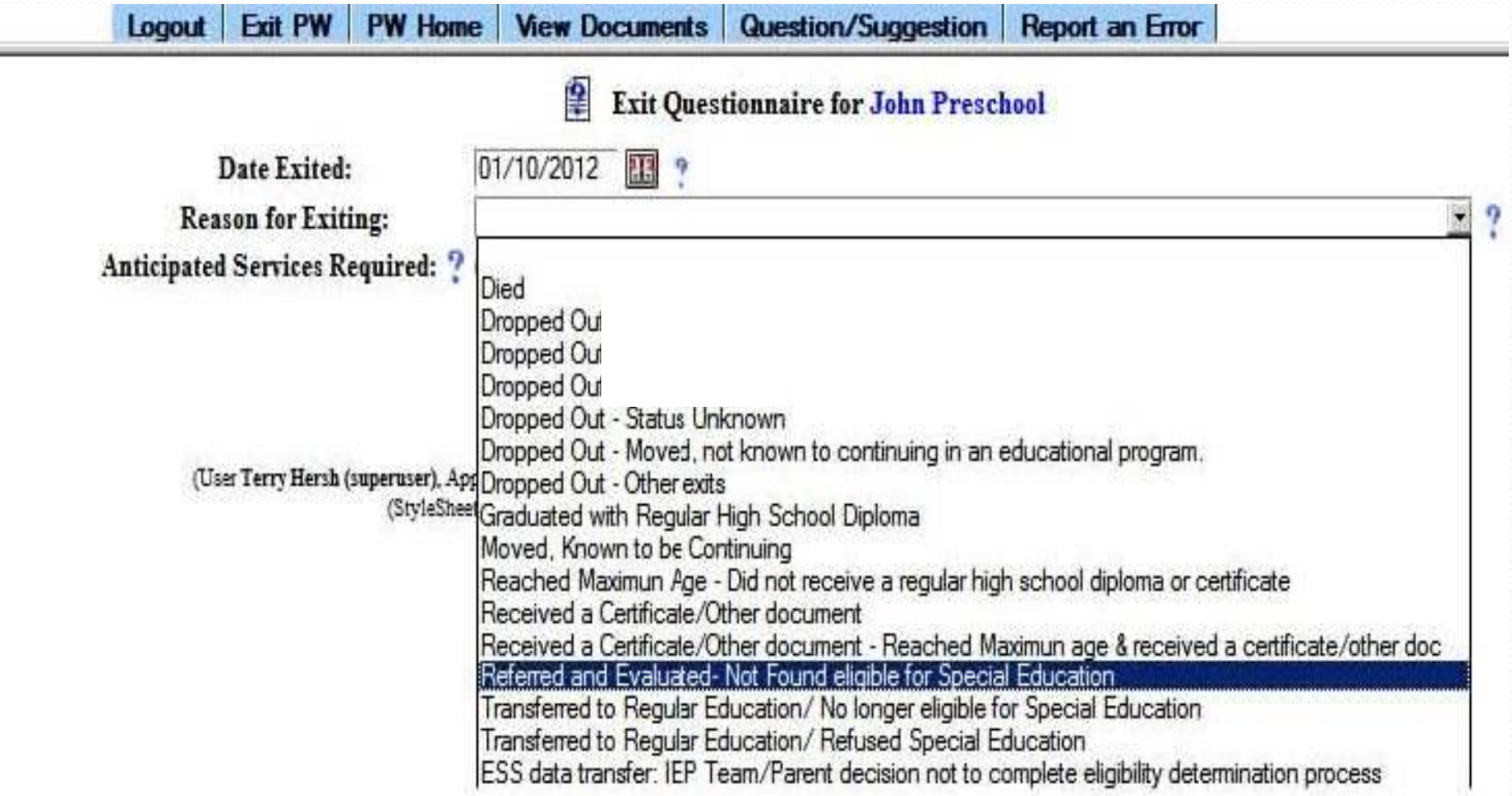
Note: The Student History will no longer include referral date, referral source, parent/guardian consent to evaluate date and the eligibility determination date when a child is determined to not be eligible.

Exiting the preschool child



In the student information section, click the Inactivate student button.

Exiting the preschool child



Exiting the preschool child

NOTES:

- Enter the date student is determined not eligible and select *Referred and Evaluated – Not found Eligible for Special Education.*
- For children whose data have transferred from ESS: If the IEP team/parent decision is to not continue with the evaluation process, the student can be exited using the following reason for exiting: *ESS data transfer: IEP Team/Parent decision not to complete eligibility determination process.*

Transitions from ESS to Preschool Special Education

Indicator 12

- 2010-2011: 98% Compliance
- 2011-2012 Data: due March 27, 2012
- See FY '12 Memo #22 for more information
- SSECT & PTAN collaboration for results!

Data Transition from Early Supports & Services Region to District

Currently a two step process for the Area Agency:

1. Upload data into Part C NHSEIS (Baby NHSEIS) from NHLeads

2. Send the data from Part C NHSEIS to Part B NHSEIS

User Information~ User Type: check box to receive transfer notification

Add ESS Transfer Date if IFSP Eligibility not complete

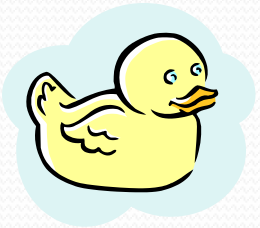
Proposed Process

- Data from Area Agencies uploaded to NHLeads
- NHLeads sends data to Part B NHSEIS
  - Need to know the district of liability
- No school associated with the child so the data becomes associated with the:

  Temporary Pre-school Transition School
- ESS Transfer Date will no longer be needed (only children with IFSP Eligibility will transfer)

How do you know if the data has transitioned/transferred?

1. *Advanced Student Search*
2. Select box *Case Manager: Only include students with no Case Manager*
3. *View Students* button
4. Look for *Student ID* with Duck numbers
   - ID number starts with 111…



Duplicate Students
Duplicate Students

- When data are transitioned from ESS and also entered by the district as new student. This creates problems for federal reporting and compliance.
- All children referred from ESS should have a Duck number.

Preschool Child Transitioned from ESS Student History

Event ID	Event Date*	Event Type (transferred from)	Begin Date	End Date	User	Document	Date Created	
3123	02/17/2009	IFSP Referral (nhessregion3)			Transfer / Import		04/06/2009 08:34 (1032 days)	Referral Source: Parent
3122	03/13/2009	Parent/Guardian Consent to Evaluate (nhessregion3)			Transfer / Import		04/06/2009 08:34 (1032 days)	Details
3121	04/02/2009	IFSP Eligibility Determination (nhessregion3)	04/02/2009	04/02/2010	Transfer / Import		04/06/2009 08:36 (1032 days)	Details
3119	04/02/2009	IFSP (nhessregion3)	04/02/2009	10/02/2009	Transfer / Import	IFSP (ID# 725)	04/06/2009 08:43 (1032 days)	Details
3120	04/02/2009	Proposed IFSP (nhessregion3)	04/02/2009	10/02/2009	Transfer / Import	IFSP (ID# 725)	04/06/2009 08:43 (1032 days)	Details
3124	04/30/2009	Transition Student			Transfer / Import		04/30/2009 08:32 (1008 days)	Details

What data are transferred?

- Includes different information, depending on what has been authorized to go to the district
- Includes Student Information and Student History
- Student History may have:
  - IFSP Referral
  - Parent Consent
  - IFSP Eligibility Determination
  - IFSP
  - Transition Event into Special Education

  Very important to add in Special Education information! Compliance is based on dates in NHSEIS.

What if the child doesn't have a completed IFSP eligibility?

Del	Event ID	Event Date*	Event Type (transferred from)	Begin Date	End Date	User	Document	Date Created	
☐	231225	04/07/2011	IFSP Referral (nhessregion7)			Transfer / Import		01/31/2012 04:23 (2 days)	Referral Source: Physician/PCP
☐	231226	02/01/2012	Transition Student			Jenny Todd		02/01/2012 18:04 (1 days)	Details

Preschool Child Transitioned from Early Supports & Services Region – Adding the ESS Data Transfer Date

☐	ESS Data Transfer Date:	4/2/11						
	Current Referral Date:	04/03/2011						
☐	Current Parent/Guardian Consent to Evaluate Date:	04/05/2011	New Parent/Guardian Consent to Evaluate Date:		Consent Granted?	-Select-		
☐	Current Eligibility Determination Date:	(none)	New Eligibility Determination Date:		Disabilities:	Primary -none- / Secondary -none- / Third -none-	Eligible?:	
	Current Last IEP Date:	(none)						

What if the child doesn't have a completed IFSP eligibility?

- Note: For ESS children referred to Special Education without an IFSP eligibility determination date, districts will need to enter an "ESS Data Transfer Date." The date should be *after the IFSP dates* and *prior to the Sped referral date*.
- This appears to be common until the new data transfer process is in place.

Preschool Child Transitioned from ESS– Student History

Event ID	Event Date*	Event Type (transferred from)	Begin Date	End Date	User	Document	Date Created	
3024	04/02/2011	IFSP Referral (nhesstrainingsite)			Transfer / Import		04/30/2011 11:36 (2 days)	Referral Source: Parent
3084	04/02/2011	ESS Data Transfer			Kayte Bellusci		04/30/2011 17:52 (2 days)	
3083	04/03/2011	Referral			Terry Hersh		04/30/2011 17:29 (2 days)	Referral Source: h
3025	04/05/2011	Parent/Guardian Consent to Evaluate (nhesstrainingsite)			Transfer / Import		04/30/2011 11:36 (2 days)	Details
3026	04/30/2011	Transfer (nhesstrainingsite => nhtrainingsite)			Kayte Bellusci		04/30/2011 11:51 (2 days)	Details

Preschool Child Transitioned from Early Supports & Services Region – Student History

NOTES:

- The "ESS Data Transfer Date" will appear as an event in the student's history.

IEP team/parent decision is to not continue with the evaluation process

- Refer to the earlier section on *Exiting a Preschool child.*
- Reason for Exiting: *ESS data transfer: IEP Team/Parent decision not to complete eligibility determination process.*
- *Do not enter any information about eligibility*
  - *Evaluation Process was not completed*

Red Stop Sign: Yellow Triangle

- Why does it appear?
- What does it mean?
- How do you make it go away?

- Do not inactivate the ESS data (the IFSP information)
- Enter the Special Education information (referral, etc)
- Click the compliance column header (CP) for definitions
- Remember: The green check mark= compliance only in NHSEIS as of this time
- Yellow Stop sign

Preschool Settings

The IEP will include

- All special education, custom special education and related services
- The IEP will state where those services will occur
  - 3-5 Early Childhood Pgn
  - 3-5 Residential Facility
  - 3-5 Separate School
  - 3-5 Special Education Classroom
  - 3-5 Year Old Homebased/Child's Home
  - 3-5 year old Service Provider Location

Custom Special Education Services

- Guess how many…..
  - 59
  - 590
  - 5,900+

  - Ruth likes chocolate ice cream on Tuesdays and vanilla ice cream on Thursdays

If the child is placed by the team

- in an approved special education program
  - Enter the Program Placement

Delete	Program Service	# Sessions	Session Length	Dates Start/End	# Goals	
☐	Pre-school Self Contained Program	3 per wk	3 hr	02/20/2012 06/30/2012	0	Details

Add State-Approved Programs

<< Back | Just Save | Save & Continue >>

If the child is placed by the team in a regular early childhood program

Delete	Program Service	# Sessions	Session Length	Dates Start/End	# Goals	
☐	Regular Early Childhood Program	1 per day	3 hr	02/20/2012 06/30/2012	0	Details
☐	Regular Early Childhood Program	1 per day	3 hr	09/01/2012 02/19/2013	0	Details

Add State-Approved Programs

If the child is placed by the team in a preschool community outreach site

Provider: Pre-school Community Outreach Site
Program: Regular Early Childhood Program

Begin: 02/20/2012
End: 06/30/2012

Provider: Pre-school Community Outreach Site
Program: Regular Early Childhood Program

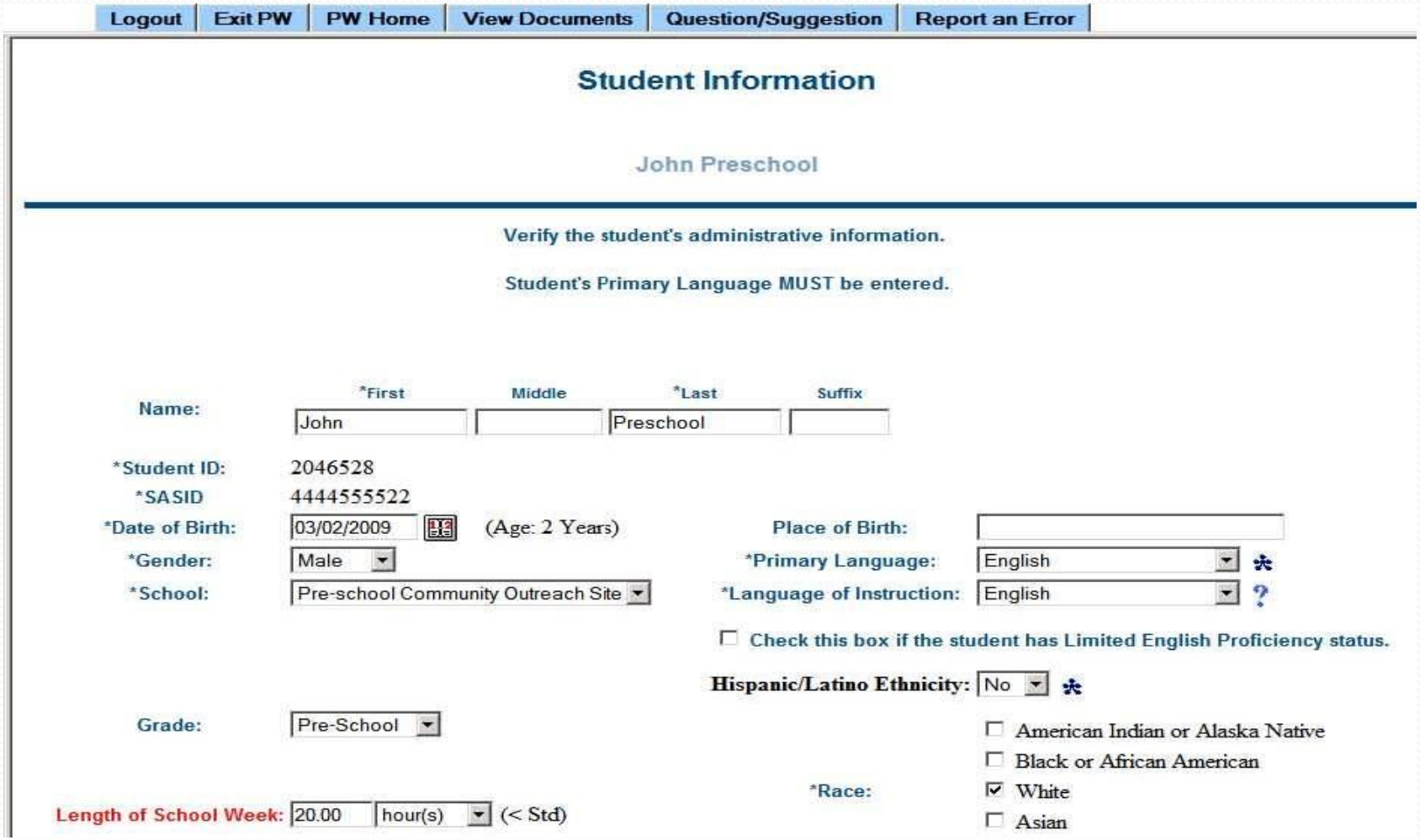
Begin: 09/01/2012
End: 02/19/2013

PARENT'S NAME: Abe and Abbie Preschooler
ADDRESS:
10 Child Drive
Concord, NH
Proposal details are enclosed (document/date)

STUDENT: Patty Preschooler
SPEDIS NUMBER: 2046512
DATE DOCUMENT TRANSMITTED: _____
TRANSMITTAL METHOD: _____
CONTACT PERSON: _____

Parent Signature_____ Date_____

Adding student information for the Preschool Child



Adding student information for the Preschool Child

NOTES:

- Select the students school and grade from the drop-down.
- Enter the length of the school week.
- Note: Only children age 3-5 will have length of week. Special Ed students ages 6-21 have length of day.

Student Information: School

- Select the school the child will be attending
  - Select Preschool Community Outreach if the child is in a regular early childhood program that is not operated by a public school
  - Select local elementary school if the child attends a preschool program in the elementary school

Student Information

- Enter the Length of Week
- Per federal reporting requirements, this includes all time in a regular early childhood program
- Working with Bureau and NHSEIS to determine how to report
- Memo to be released as soon as possible

Length of Week

- A+B=C
- A=Time in special education setting
- B= Time in regular early childhood program, including time covered by the IEP AND time when the parent has the child enrolled in regular early childhood setting
- C= Length of Week

- Use Program Placement to indicate time covered by the district through the IEP (Regular Early Childhood Program or Preschool Community Outreach Program)
- Length of Week does NOT appear on the IEP

Length of Week

- Calculation considers

1. If the child is in a regular early childhood program
   - Greater than 10 hours
   - Less than 10 hours
2. Where does the child receive the majority of services (in early childhood program or other)

Length of Week

- Report to OSEP using this calculation 10/1/2011
- Report in SPP (10/1/2011) due 2/1/2013 (baseline and targets)
- Report in FY 12 APR (10/1/2012 Data) due 2/1/2014
- Public Reporting spring 2015

Length of Week

- When an IEP crosses 2 school years
  - Enter Length of Week and School based on beginning of IEP
  - Be sure it is correct when the new school year starts

Length of Week

- Length of Week = 0
  - if home only or service provider **only**
  - Length of Week should always have hours if the child spends any time in a regular early childhood or special education program

We are here to help!

Contact info

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  - Phone: 206-6800 http://ptan.seresc.net/
- SSECT ~ Michelle Lewis
  - Phone: 224-7005 http://www.nhssect.org/