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Bureau of Special Education FY'09 Memo #5

Date: July 17, 2008

To: Superintendents
Directors of Special Education

From: Office of the Commissioner of Education

Division of Instruction
Bureau of Special Education

RE: NHSEIS Guidance for Catastrophic Aid and Court Ordered Reporting

As stated in previous memos, the Bureau of Special Education is reminding all school districts that Individual Education Programs (IEPs) that effect the 2007-2008 school year need to be entered into the New Hampshire Special Education Information System (NHSEIS) by July 31, 2008. All Catastrophic Aid and Court Ordered reporting for the school year 2007-2008 will be generated from NHSEIS. As of July 1, 2007, the New Hampshire Special Education Information System (NHSEIS) was recognized as the information data system to be used by the Bureau of Special Education, Department of Education for reporting required by the Federal and State governments.

It is the responsibility of the school districts that have their student data imported to ensure the accuracy and validity of the data. The Bureau of Special Education recognizes that a large number of Case-E districts may have students that have not imported nor will be imported by the due date. Those students who have not been imported from Case-E should be entered directly into NHSEIS in order for the school districts to receive payment for their students.

The Bureau of Special Education would like to offer suggested guidance to alleviate the time constraint of entering all student data into NHSEIS by July 31, 2008. Attached you will find a document that identifies the data fields required to "finalize" an IEP. The term "finalize" means to have entered all the required fields in order for a student in NHSEIS to be considered as in compliance. Although this document by no means reflects a comprehensive IEP, the document does give guidance for school districts that need to enter data in NHSEIS. If your school district does choose to implement this suggested guidance, the Bureau of Special Education would presume that students would have a current IEP agreed upon and signed by the parent in the student file.

For students who might be eligible for CAT AID or Chapter 402 reimbursement, you must complete all the data fields for related services, supplementary aids, support for school personnel, and other programs that may be applicable.

Please be aware that the Bureau of Special Education is offering this suggested guidance in the spirit of helping to alleviate the time constraint due to the July 31, 2008 deadline.

Minimal fields for NHSEIS compliance:

For initial start up:
Log in to EasyIEP
Click on the *Student* tab and select the student you will be working on
Enter IEP Process Wizard by clicking on the wizard hat
Enter all *student information*
Enter all *eligibility information* (if needed)

For annual review (IEP) compliance:

Log in to EasyIEP
Click on the *Student* tab and select the student you will be working on
Enter IEP Process Wizard by clicking on the wizard hat

Present Levels of Academic Achievement:

Begin with *Present Levels of Academic Achievement* and type "see IEP" into the first field – describing the student's academic strengths.

Copy "see IEP" into the text box

Paste "see IEP" in to the remaining *Present Levels of Academic Achievement* fields. (skip #9 unless the student is in pre-school)

Click on save and continue at the bottom on the page

Consideration of Special Factors in Developing IEP:

Answer yes or no for each field – if your answer requires additional information: Copy "see IEP" into the text box

Click on save and continue at the bottom on the page

District / state Assessment:

Skip – click on save and continue

Discipline:

Skip – click on save and continue

Transition services:

If the student is 13 years or younger – skip this section – go directly to "goal"

Transition Interest and Needs

Click yes or no for "did student attend IEP meeting (if "no" put AGE in text box)

Copy "see IEP" into the text box

Transition Present Level of Performance

Copy "see IEP" into all text boxes

Click on save and continue at the bottom on the pages

Academic Transition Plan:

Copy “see IEP” into the text boxes for relevant grade levels

Click on 24 credits for graduation

Click on specific diploma type (regular high school diploma if unknown)

Use calendar to choose graduation date (date if known or 6-30-XX)

Click on save and continue at the bottom on the page

Transition Goals:

Click on details for **each** transition area - paste “see IEP” under desired outcomes text box

Transition Services:

Skip

NHVRS:

Answer yes or no for NHVRS services and if yes, add date notified

Click on save and continue at the bottom on the page

Measurable Annual Goals and Benchmarks:

Click continue

Click on add custom goal

Paste “see IEP” in to all text box for goal 1

For area of need click on “academic” from drop down menu

Click on save and continue at the bottom on the page

Use calendar to choose beginning date (in most cases 8-30-XX)

Click on details

Paste “see IEP” in to all text boxes

In last text box - click on **observation** for method for evaluation and **grading report card** for method of reporting

Click on save and continue at the bottom on the page – you will be brought back to goal page

Click on save and continue at the bottom on the page

General Participation:

Academic general accommodations – click accommodations needed
Non-Academic general accommodations – click appropriate drop down
Academic general modifications – click appropriate drop down
Non-Academic general modifications – click appropriate drop down

Click on save and continue at the bottom on the page

General Accommodations:

Click on add customize accommodations

Paste "see IEP" in to all text boxes

Click on save and continue

Click on details

Check goal # 1 (see IEP)

Click on save and continue at the bottom on the page, this will bring you back to general accommodation page

Click on save and continue at the bottom on the page

General modifications (if needed)

Same as above

Click on save and continue at the bottom on the page

Special Education Services: this section is very important $$

Click "add special Ed services"

Fill in information using drop down menu – (this is the same as the left hand column of the old spedis program page)

Click on save and continue

Use calendar to choose dates (in most cases 8-30-XX to 6-30-XX or 8-29-XX if including ESY)

Enter number of sessions, session length and setting (using drop down menu)
These were previously not time tracked – base this on 5 days a week, 32 hours a day, 10 min consult weekly. See attached guides to help you.

Click "yes" under medically necessary if this is a billable service under Medicaid

Scroll right and click on details

Use drop down menu to choose service coordinator (usually sped teacher)

Click on goal #1 (see IEP)

Click on save and continue at the bottom on the page

Related Services: : this section is very important $$

This is where you indicate OT, PT, SLP, one on one assistant, transportation

Same as above – use only if needed
This is the same as the right hand column of the old spedis program page

If no related services - Click on save and continue

Supplementary Aids and services: $$

Use drop down menu to select appropriate aid
Most students will skip this section
Aids include: assistive tech device, wheelchair
If the aid the student requires is not there – customize (FM trainer)
Click on save and continue at the bottom on the page

Support for Personnel: $$

Click on applicable or not applicable
Use drop down menu to select appropriate support
Most students will skip this section
Supports include consult, training, supervision (think outside consultant)
Click on save and continue at the bottom on the page

Justification for Non-Participation:

Answer yes or no for each field – if your answer requires additional information: Copy "see IEP" into the text box

Click on save and continue at the bottom on the page

Transportation:

Use drop down menu to select option
Click on save and continue at the bottom on the page

State and District Wide Assessments:

Skip
Click continue – scroll down
Click on save and continue again
Click on save and continue at the bottom on the pages

ESY:

Click on extended school year

Use calendar to choose decision date (in most cases IEP meeting or put 3-30-XX)

Answer yes or no for each field – if your answer requires additional information: Copy "see IEP" into the text box

If there are no ESY services – scroll down to bottom and click on save and continue at the bottom on the page

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If there will be ESY services:

Click on add ESY special ed services

Choose “modified curriculum”

Fill in session length and special education setting

Click on save and continue

If needed click on “add related service” and fill in information (like above)

Click on save and continue

Click goal #1 – see IEP

Click on save and continue at the bottom on the page

You are almost done☺

Program Placement:

Click on “select program placement”

Click on “add state approved programs”

Use calendar to choose begin and end date (in most cases 8-30-XX to 6-30-XX or 8-29-XX if ESY is included)

ONLY USE PROVIDER NAME BOX !!!! LAST BOX!!!!!!!

Type in the beginning of building (ex: Londonderry Mid)*

Click “find programs” (this can be slow)

Click on the best match(es)

Save and continue

Fill in # sessions and session length
Use hours per week (just like on the grid in the IEP)
Use total hours

Click on details

Check associated goal (see IEP)

Save and continue

(this will bring you back to goal page) Save & Continue

Create Draft IEP:

Click on create Draft IEP

Use calendar to meeting date

Use calendar to choose begin and end date (in most cases 8-30-XX to 6-30-XX or 8-29-XX if ESY is included)

Click meeting purpose(s)

Click on Create draft and continue

Fix any errors that come up ☹

Save and continue

Save and continue again (last chance to fix or change anything)

Email your building program director to let them know IEP is ready for approval

Finalize IEP:

Click on finalize IEP

Continue

Create final and continue

Save and continue

Click on "response"

Click on appropriate response - TOP ONE ONLY
(do not click on "I accept program placement, but reject portions of IEP" as this is not a federally allowed choice given that you cannot present placement without a signed IEP)

Use drop down menu to choose parent signing (contact list will come up)

Use calendar to put signature date

Save and continue

You will see a green "accepted" sign

Save and continue

You are DONE – COMPLIANT IEP UNTIL NEXT YEAR

Please make a copy of this "screen" as well as 1st page of "IEP". Staple together and add NHSEIS label. Put into student file.

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