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Bureau of Special Education FY'10 Memo #23

Date: February 18, 2010

To: Superintendents  
Directors of Special Education

From: Office of the Commissioner of Education

Division of Instruction  
Bureau of Special Education

RE: NH State Performance Plan (SPP) Indicator 7: Preschool Outcome Measurement System  
Baseline Data for 2008-2009 and Data Reporting Timelines for 2009-2010

The NH Department of Education has completed Indicator 7: Preschool Outcome Measurement System plan, including progress and baseline data for children with IEPs who exited preschool special education between July 1, 2008-June 30, 2009. Performance targets for the next 2 years were also established in the State Performance Plan (SPP). For more information on Indicator 7: Preschool Outcome Measurement System, go to page 37 of the SPP at:

<http://www.ed.state.nh.us/education/doe/organization/instruction/SpecialEd/2008%20SPP%20APR/February2008APRSPP.htm>

Here are some important elements for the data collection of the NH Preschool Outcome Measurement System for July 1, 2009-June 30, 2010:

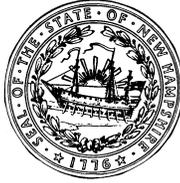
- 1) Districts are required to maintain current entry and exit data on preschool children with IEPs relative to the 3 preschool outcomes.
- 2) The data must be entered by the district into the district's account on the publisher's online system for the tool(s) used by the district to measure preschool outcomes.
- 3) Districts should verify that the data collected for Preschool Outcomes are complete and accurate. In particular, districts should verify their data prior to state established timelines for generating required reports. These reports may be referred to as OSEP reports in the online systems. Data should be verified for both entry data and for exit/progress data for the report period.
- 4) If the data are not accurate, districts should correct any anomalies found in the online system. Once data are corrected, districts should run the reports again to verify that the data are complete and accurate.
- 5) A resource is available on the PTAN website for entering data and generating reports for each of the tools (POMS Tools Tip Sheets). <http://ptan.seresc.net>

- 6) Districts may request Technical Assistance from the NHDOE if, after generating reports and attempting corrections, they are still having difficulty verifying their data.
- 7) Reporting for 2009-2010 will be done at the district level – not school or SAU. Districts can report for their own purposes by SAU or school but for the purpose of OSEP reporting it will need to be done at the District level.

Timelines for the NHDOE reporting for 2009-2010 are as follows:

- a. February 26, 2010: The NHDOE will generate Preschool Outcome OSEP reports to determine data quality for the first 6 months of the reporting period (July 1, 2009-December 30, 2010). This data will be analyzed by the NHDOE for data quality.
- b. June 15, 2010: Districts will provide the NHDOE with an estimated number of children expected to have entry data and progress data during the full year of the reporting period (July 1, 2009-June 30, 2010). See attached form.
- c. July 16, 2010: NHDOE will generate district and State level Preschool Outcome OSEP reports for July 1, 2009-June 30, 2010. This data will be assessed for data accuracy and completeness, including a comparison to the estimates provided to the NHDOE by June 15, 2010.
- d. July 16-August 30, 2010: NHDOE will complete data processing for data quality.
- e. September 1-September 30, 2010: Districts may request Technical Assistance from the NHDOE if, after generating reports and attempting corrections, they are still having difficulty verifying their data.
- f. October 15, 2010: NHDOE runs final reports for APR and district data profiles

For additional information on these timelines contact Ruth Littlefield at the NH Department of Education, Bureau of Special Education at 271-2178. Details on the NH Preschool Outcome Measurement System can be found at the Preschool Technical Assistance Network website at <http://ptan.seresc.net>.



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For questions on this form, contact Ruth Littlefield at 271-2178 or [rlittlefield@ed.state.nh.us](mailto:rlittlefield@ed.state.nh.us).

Each district should complete this form and return it to the NHDOE by June 15, 2010.

Attention: Barbara Raymond  
New Hampshire Department of Education  
Bureau of Special Education  
101 Pleasant Street  
Concord, New Hampshire 03301

Completed by: _____	Date: _____
Position: _____	Phone Number: _____

SAU # \_\_\_\_\_ District Name: \_\_\_\_\_

- 1) The estimated number of children in this district expected to have **entry** data (with at least 6 months of service) by June 30, 2010 is \_\_\_\_\_. (Note this does not include children who exited preschool special education before July 1, 2009)
- 2) The estimated number of children in this district expected to have **exited preschool special education** (with at least 6 months of service) between July 1, 2009 and June 30, 2010 is \_\_\_\_\_.