

New Hampshire Department of Education, Bureau of Special Education

Approval of Private Provider Special Education Programs

2018-2019 Sample Timeline

Technical Assistance and Trainings are offered by the NHDOE throughout the monitoring process.

1st Stage	Nov – Dec 2017	Notification of Monitoring Process	<ul style="list-style-type: none"> Private Providers are notified of the 2018-2019 Approval of Private Provider Special Education Programs Monitoring Process NHDOE will provide a list of approved special education programs for the Private Provider to review
	Jan – March	Initial Process and Program Approval Meeting	<ul style="list-style-type: none"> NHDOE consultants will meet with Private Provider leadership to outline the monitoring process and answer questions.
	Mar – June	Trainings offered by NHDOE	<ul style="list-style-type: none"> Written Prior Notice Accommodations/Modifications Measurable Annual Goals An area of need identified by the Private Provider
	May – June	Overview of Monitoring Process Letter	<ul style="list-style-type: none"> Follow-up letter to the initial meeting with dates for the on-sites and self-assessment training as well as an overview of the monitoring process
	Sept – Oct	Provider Staff Training	<ul style="list-style-type: none"> Staff trained on the IEP self-assessment data collection form
	Sept – Oct	Student Selection Letter w/ confirmed schedule 6-8 weeks prior to the on-site	<ul style="list-style-type: none"> Student SASIDs are sent to Private Provider and LEAs. Provider staff will complete a self-assessment form for each student. If a student moves/ is exited from special education prior to the on-site, staff will notify NHDOE and another student is selected.
	Oct	Submission of:	<ul style="list-style-type: none"> Application Materials for the NHDOE team to review due October 15, 2018
	Dec – Jan	Questions/Clarification:	<ul style="list-style-type: none"> NHDOE will contact Private Provider with questions/clarification regarding application materials.
	Jan – Feb 2018	Monitoring on-sites	<ul style="list-style-type: none"> NHDOE trained reviewers will receive an overview of the program(s), review student files, and tour the facilities, as well as the case study presentation, if one is being completed. NHDOE will provide an agenda for the day prior to the on-site to Private Provider and LEAs.
	March – April 2018	Report meeting Within 60 days of the last monitoring on-site visit	<ul style="list-style-type: none"> NHDOE consultants will meet with leadership to review the written documentation of findings (Report, Appendix 1, Appendix 2) Report will be posted to the NHDOE website. Student Specific results will be sent to LEAs.
May – June	Approval Letter & Certificates Issued	<ul style="list-style-type: none"> Program Approval letter with certificates of special education approval and/or non-public approval issued to the private provider 	
July – Aug	Student Correction on-sites (Appendix 2)	<ul style="list-style-type: none"> On-sites will be scheduled for 2-3 months after the report. A letter outlining the status of the student corrections will be sent to the Private Provider and LEAs within two weeks of the follow up visit. 	
July – Aug	Additional on-sites As necessary ¹	<ul style="list-style-type: none"> Additional monthly on-sites as needed for 1st stage corrective actions. Emails outlining the status of the student corrections will be sent to the Private Provider and LEAs within one week of the visit. 	
2nd Stage	Sept – Oct	Implementation of Regulations On-sites (Appendix 3)	<ul style="list-style-type: none"> NHDOE consultants will review updated data from new student files to verify correct implementation of regulations. Student SASIDs will be sent to Private Provider and LEAs 2-3 weeks prior to on-site visit to correspond with appendix 3. A letter outlining the status of the updated data will be sent to the Private Provider and LEAs within two weeks of the follow up visit.
	Oct – Nov	Additional on-sites As necessary ¹	<ul style="list-style-type: none"> Additional monthly on-sites as needed for 2nd stage corrective actions. Emails outlining the status of the updated data will be sent to the Private Provider and LEAs within two weeks of the visit
	December 2019	Closeout letter sent to Provider ²	<ul style="list-style-type: none"> All 1st stage and 2nd stage noncompliance verified as corrected (Appendices 1, 2, & 3)

¹ In the event the written report shows that the LEA, other public agency, private provider... has not complied with orders issued by the department, the commissioner of education shall give the written notice of the further enforcement action to be taken per Ed 1125.02(c)

² The NHDOE must verify correction of noncompliance as soon as possible but in no case later than one year from the date of the written findings.