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Bureau of Special Education Support FY'22 Memo #23

Date: January 28, 2022

To: Superintendents of Schools  
Administrators of Special Education

From: Office of the Commissioner of Education

Division of Learner Support  
Bureau of Special Education Support

RE: Indicator 13 (Secondary Transition) Monitoring Process & Timeline

The New Hampshire Department of Education (Department), Bureau of Special Education Support (Bureau) is making changes to the Indicator 13 Secondary Transition monitoring process. Starting the 2022-2023 school year, **the Bureau will be monitoring every LEA/District every year for Indicator 13 compliance** and will report collected data on the Special Education State Performance Plan/Annual Performance Report. What is monitored under Indicator 13 has not changed only how the monitoring will occur has changed.

**What is Indicator 13?**

Indicator 13: Percent of youth with IEPs aged 16 and above with an IEP that includes appropriate measurable postsecondary goals that are annually updated and based upon an age appropriate transition assessment, transition services, including courses of study, that will reasonably enable the student to meet those postsecondary goals, and annual IEP goals related to the student's transition service(s) needs. There also must be evidence that the student was invited to the IEP Team meeting where transition services are to be discussed and evidence that, if appropriate, a representative of any participating agency that is likely to be responsible for providing or paying for transition services, including, if appropriate, pre-employment transition services, was invited to the IEP Team meeting with the prior consent of the parent or student who has reached the age of majority.

(20 U.S.C. 1416(a)(3)(B))

To learn more about the New Indicator 13 Monitoring process details, go to **Changes in Indicator 13 Monitoring Process Power Point** - [Microsoft PowerPoint - 2021.12.07 Changes in Indicator 13 Compliance Monitoring Process.pptx \(nh.gov\)](#) and the **Indicator 13 Guidance Document January 2022** - [Understanding Indicator 13 for Special Education State Performance Plan in NH](#). A copy of the **NH Indicator 13 Compliance Checklist** can be found at [nh-indicator-13-compliance-checklist-january-2022.pdf](#).

### Timeline for New Monitoring Process starting in 2022-2023

The timeframe for monitoring for Indicator 13 Compliance is as follows for 2022-2023:

**By September 12, 2022** – The Bureau will pull a state report from NHSEIS of Indicator 13 eligible students using the calculation table below to calculate the number of files to be reviewed for each LEA.

LEAs # of Eligible Indicator 13 Students	# of Files to be Reviewed during Initial Monitoring
1 - 9	1
10 - 19	2
20 - 39	4
40 - 59	6
60 - 79	8
80 - 99	10
100 - 149	12
150 - 199	17
200 - 299	22
300 - 399	32
400 - 499	40
500 - 599+	50

**By September 12, 2022** – For LEAs that do not use NHSEIS, the bureau will schedule either an actual onsite visits or a desk audit via a Zoom meeting to occur in early November 2022.

**By September 23, 2022** – The Bureau will develop each LEA's Indicator 13 Student SASID List of selected files to be reviewed. This list when possible, will include 2-5 extra students that can be substituted in if one of the selected student files has exited from special education or moves to another district or state between student selection period and monitoring.

**By September 29, 2022** – The Bureau will email each LEA Special Education Director their LEA's Indicator 13 Student SASID List, Monitoring letter, Indicator 13 Monitoring Checklist.

**October 1, 2022 – October 31, 2022** – LEA's that use NHSEIS, will have their staff use the NHSEIS paper clip feature to paper clip/attach required Indicator 13 evidence (items not viewable in the IEP) to the selected student's current IEP in NHSEIS.

LEA's that do not use NHSEIS, will use this time to gather any required Indicator 13 evidence including the selected student's current IEP to share during the scheduled Onsite or zoom meeting in November.

**Early November 2022** – For LEA's that do not use NHSEIS, the Bureau will conduct the scheduled in person onsite or desk audit via Zoom meeting using the Indicator 13 Monitoring Checklist.

**November 2022 – December 2022** – The Bureau will conduct desk audits of selected student files in NHSEIS for all NHSEIS using districts using the Indicator 13 Monitoring Checklist.

**November 2022 – Early January 2023** – The Bureau will prepare and email each LEA's Special Education Director their LEA's Indicator 13 Compliance Letter and completed Indicator 13 Matrix chart for each selected student SASID reviewed for Indicator 13 Compliance.

The Indicator 13 Compliance letter outlines the LEA's compliance level with Indicator 13 and if there are findings of non-compliance the required next steps for corrections and Prong 2 monitoring. The Indicator 13 Matrix indicates by each student SASID number compliance or non-compliance for each of the seven items on the Indicator 13 Monitoring Checklist as well as notes why any item was out of compliance.

**February 1, 2023** – The Bureau will report on the State Performance Plan (SPP)/Annual Performance Report (APR) the Indicator 13 Compliance for the state based on the Indicator 13 Monitoring initial monitoring process.

The State's Indicator 13 Compliance percentage for reporting on the APR is calculated in the following manner: the total number of Indicator 13 files monitored in 100% compliance divided by the total number of Indicator 13 files monitored multiplied by 100.

Each LEA's Indicator 13 compliance percentage from the Indicator 13 Initial Monitoring (November-December 2022) will be reported on the IPlatform IDEA Reports and will be included in the LEA Determinations Rubric.

### Trainings Available on New Indicator 13 Monitoring Process

The Bureau will be holding trainings for the new Indicator 13 Monitoring Process on an ongoing basis between the months of February 2022 – October 2022 in an attempt for LEAs to have all their necessary staff trained in both the Indicator 13 Monitoring Checklist and the changes in the monitoring process.

Please go to the Bureau of Special Education Professional Development and Training webpage, [Professional Development and Training | Department of Education \(nh.gov\)](https://www.nh.gov/education/bureau-of-special-education-professional-development-and-training) and scroll down the page to find the **Indicator 13 (Secondary Transition) Monitoring Trainings** document with dates, times and registration links. Each of your staff can register for the training they wish to attend.

Should you need any further clarification or have specific questions, please contact Heidi Clyborne at 271-3748, [Heidi.A.Clyborne@doe.nh.gov](mailto:Heidi.A.Clyborne@doe.nh.gov) or Amy Jenks at 271-3842, [Amy.L.Jenks@doe.nh.gov](mailto:Amy.L.Jenks@doe.nh.gov).