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Bureau of Special Education Support FY'23 Memo #13

Date: November 1, 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 12 Review Procedures & Timeline

The New Hampshire Department of Education (NHED), Bureau of Special Education Support (Bureau) is beginning the review process for Indicator 12 – Transitions from Family-Centered Early Supports & Services (FCESS) to Preschool Special Education for the 2021-2022 school year. The process begins by providing districts the opportunity to review and make any necessary corrections to their data prior to the Bureau generating the final report to determine compliance.

Report Review Process and Timelines

The timeframe for determining compliance is based on timely transition from FCESS to preschool special education for children who turn three between July 1-October 31 of each year.

In NHSEIS Advanced Reporting, districts will generate the report summarizing key data points along the early childhood transition timeline:

- FCESS referral date
- parental consent
- eligibility determination date
- IEP creation date
- as well as a calculation indicating timeliness either a non-eligibility determination or IEP creation.

Some examples of timely and compliant would be:

- A child who is found eligible for special education if the IEP is fully developed and implemented by the child's third birthday. This is based on the date the parent signs the IEP.
- A child who is found not eligible prior to age three.

There may be situations in which the eligibility determination and/or IEP are not timely but are still in compliance. Districts will be able to provide evidence to support exceptions to the identified timelines.

Please note that parents are allowed up to 14 days to consent to eligibility and to the IEP. When the district does not allow for the full 14 days for parents to consider the proposed action, there is no exception for an untimely eligibility/IEP. Districts should factor this in when scheduling IEP team meetings.

While districts are encouraged to review and monitor their data throughout the year, the Bureau has allotted a review window to ensure accuracy of federal reporting. From **December 1st to December 15th** districts will review their early transition data for children who transitioned from FCESS to special education with a third birthday between July 1, 2021 through October 31, 2021. Districts will make any corrections to the data in the system during the review period. The NHDOE will pull the final report after December 16th **with the understanding that all district data is complete, has been verified and is accurate.**

Review and Reporting Timeline

Between December 1st –December 15th - District Data Review

Districts may use *Advanced Reporting* in NHSEIS to generate a report entitled Indicator 12 – Early Childhood Transitions for the children who turn three years of age between July 1-October 31, 2021. Instructions for generating this report are attached to this memo.

On or before January 15th

Districts will provide supplementary information via the following link (<https://forms.gle/tqoEhmtQBDH58V4b8>) for any transitions identified as untimely. This information will include documentation (if available) for any potentially valid exception to the timeline for an individual student (i.e. late referral to Family-Centered Early Supports and Services, parent delay or child no longer in the district's jurisdiction). Only exceptions received on or before January 15th will be considered. For technical assistance with completing the form, please contact Race2K at 224-7005 or mlewis@picnh.org.

By March 30th

The Bureau will identify the final compliance status of Indicator 12 for each district based on a review of the data in NHSEIS and a review of any exceptions provided. The Bureau will provide a letter to each district found to be out of compliance with Indicator 12 by March 30th.

Trainings Available

Two virtual trainings will be held to provide guidance and technical assistance regarding the review of Indicator 12 data for compliance. The training will also be recorded and posted on our website at <https://www.education.nh.gov/who-we-are/division-of-learner-support/bureau-of-student-support/special-education/performance-plans>.

Webinar Date and Time	Registration Link
November 17, 2022 9:00am – 10:00 am	https://us02web.zoom.us/meeting/register/tZEduyrrT4rH9Hgm4XnLyPyjn943ZUxU_wx
November 18, 2022 1:00pm – 2:00pm	https://us02web.zoom.us/meeting/register/tZUtf-qvqz4sHta-tlUp0FEi3wdZfcAfSHfM

Should you need any further clarification or have specific questions, please contact Brandy Pappas at 603 271-2178 or Brandy.A.Pappas@doe.nh.gov