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Bureau of Special Education Support FY'23 Memo #17

Date: October 28, 2022

To: Superintendents of Schools
Directors of Special Education

From: Office of the Commissioner
Division of Learner Support
Bureau of Special Education Support

Re: Indicator 11 Review Procedures & Timeline - Clarification

The New Hampshire Department of Education (NHED), Bureau of Special Education Support (Bureau) is informing districts of the review process and timelines for Indicator 11-Timeliness of Initial Evaluations. The timeline to complete the process for initial evaluations is within 60 days. The process begins on the date the district receives written consent to conduct an initial evaluation, which is entered into the New Hampshire Special Education Information System (NHSEIS). The timeline ends on the date of the meeting to determine disability and eligibility for special education, also entered into NHSEIS. An opportunity is provided for districts to review and make any necessary corrections to their data prior to the Bureau's determination of compliance for Indicator 11.

Review Procedures

The timeframe for determining compliance is from August 15th - November 15th. In the event that the IEP team decides not to proceed with an initial evaluation at the referral meeting, student information does not get into NHSEIS. Keep in mind that the entire process must be completed once the district receives consent to conduct an evaluation, even if it is suspected that the child does not need special education services or if a parent decides to discontinue testing. In both situations, a meeting to determine disability and eligibility for special education must occur.

Districts are encouraged to review their data in NHSEIS between February 11th - February 28th. However, districts can monitor their Indicator 11 data at any time. Directions on how to generate an Advanced Report for Indicator 11 is in the NHSEIS Manual available on the NHDOE website. Data checkpoints include the following:

- Date of the referral;
- Date of receipt to conduct an initial evaluation;
- Date of the evaluation summary report; and
- Date of the meeting to determine disability/eligibility for special education.

All of these dates must be entered into NHSEIS.

The Bureau will review the Indicator 11 data for each district between March 1st - March 15th. Districts that are found in noncompliance will be notified by letter before March 15th. Districts have the opportunity to submit exception forms and corresponding documentation verifying the exemptions between March 1st - March 30th for a desk audit. There are three allowable exemptions described below:

- New student enrollment exemption- when a child enrolls in a school of another district after the timeline for initial evaluation has begun;
- Parent exemption- when the parent repeatedly fails or refuses to produce the child for evaluation; and
- School district disaster- when a serious disruption due to an experience occurring over a relatively short period of time which exceeds the ability to resume daily functions. Holidays, snow days, and unavailable personnel are not school district disasters.

In the appendices to this memo, you will find the New Student Enrollment Exception form, Parent Exemption form, and the School District Disaster Exception Form.

Review and Reporting Timeline

Between February 11th – February 28th

Districts are welcome to use Advanced Reporting in NHSEIS to generate a report for Indicator 11 between August 15th - November 15th to review data and correct errors.

Between March 1st – March 15th

The Bureau will generate and review the compliance report with Indicator 11 for each district. Districts found in noncompliance will be notified by letter before March 15th.

Before March 30th

If districts would like to submit any of the three exception forms and corresponding documentation for students whose timelines have gone beyond 60 days, please submit these forms along with corresponding evidence to Brandy Pappas at Brandy.A.Pappas@doe.nh.gov.

By March 30th

The Bureau will provide each district a letter of determination for compliance with Indicator 11-Timeliness of Initial Evaluations.

*****ALL PERSONALLY IDENTIFIABLE STUDENT INFORMATION MUST BE REDACTED*****

Understanding the Eligibility Determination Process (Indicator 11)

Date/Time	Participation Information
Monday November 14, 2022 1:00pm-3:00pm	Registration Required: https://us02web.zoom.us/join/9tZtYufu2upzLiHt2hVrwPnx9VGi3RNvSHQ20O
Monday November 21, 2022 1:00pm-3:00pm	Registration Required: https://us02web.zoom.us/join/tZAsduCrrjkhTlWlzYtuAc9BY-3gnSc83gEE

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

Appendices: New Student Enrollment
 Exception Form Parent
 School District Disaster Exemption Form