



# Early Childhood Transition Data Verification

FOR THE ANNUAL SPP/APR SUBMISSION RELATIVE TO INDICATOR 12 -  
TRANSITION FROM FAMILY-CENTERED EARLY SUPPORTS & SERVICES TO PRESCHOOL SPECIAL EDUCATION  
FOR DATA FROM JULY 1, 2020 – OCTOBER 31, 2020

# Objectives

- ▶ Defining Early Childhood Transitions
- ▶ Accountability
- ▶ Data Analysis
- ▶ Desk Audit and Documentation
- ▶ Findings of Compliance and Next Steps

# Early Childhood Transitions



# Early Childhood Transitions

- ▶ Individuals with Disabilities Education Act (IDEA) requires a smooth transition for children receiving services under Part C of IDEA (Family Centered Early Supports and Services, birth – age 3) to Part B (Preschool Special Education)
- ▶ This requirement is monitored at the federal and state level through:
  - ▶ State Performance Plan Annual Performance Report (SPP APR) – Indicator 12
  - ▶ District Determinations

# State Performance Plan

- ▶ The State is required to annually submit the data to the federal government for the State Performance Plan(SPP)/ Annual Performance Report(APR).
- ▶ There is a total of 17 performance and compliance indicators.
- ▶ Indicator 12 data pertains to early childhood transitions and is derived from the information that is entered into NHSEIS by school district personnel and a subsequent desk audit to determine if transitions are in compliance.

# Indicator 12

- ▶ Indicator 12 data tells us:
  - ▶ Number of children served in Family-Centered Early Supports and Services (FCESS) who were referred to preschool special education
    - ▶ Of those children, how many:
      - ▶ Were determined to be NOT eligible prior to their third birthday
      - ▶ Were found eligible and had an IEP developed and implemented by their third birthday
      - ▶ For whom parent refusals to provide consent caused delays in evaluation or initial services or to whom exceptions of 34 CFR §300.301 (d) applied. These exceptions include the parent of a child repeatedly fails or refuses to produce the child for evaluation or the child is no longer in the jurisdiction of the LEA prior to the child's third birthday.
      - ▶ Were determined eligible for early intervention services under Part C (Family-Centered Early Supports & Services) less than 90 days before their third birthday
- ▶ Districts are monitored yearly on data regarding timely early transitions.

# Calculating Indicator 12

- ▶ To determine the compliance with early transitions, the NHDOE must measure the percent of children with timely early transitions by district.
- ▶ Districts enter data into NHSEIS, which is then reviewed by the NHDOE to determine instances of untimely transitions.
- ▶ Districts provide documentation to NHDOE as part of a desk audit to determine if districts have a valid reason for delay for any untimely transitions identified.
- ▶ Based on the information provided, NHDOE makes a determination of whether the district is demonstrating compliance with the early childhood transition timelines or is in noncompliance.

# Valid Reasons for Delay

- ▶ Parent refusals to provide consent caused delays in evaluation or initial services
- ▶ Parent of a child repeatedly fails or refuses to produce the child for evaluation
- ▶ The child was determined eligible **for early intervention services under Part C** (Family-Centered Early Supports & Services) less than 90 days before their third birthday
- ▶ The child is no longer in the jurisdiction of the LEA prior to the child's third birthday.

# Annual Data Review



# Annual Data Review Process

1. Districts review and analyze their own data and make corrections as needed
2. State pulls official report from NHSEIS to determine timeliness of transitions
3. Districts provide documentation of valid delays or exceptions to the timeline
4. State reviews data from both the NHSEIS report and supporting documentation to make a determination of compliance

# Considerations for 2020 & 2021

- ▶ Typically, the review of data for a given school year occurs in December.
- ▶ The vacancy and transition in the 619 Coordinator role delayed the 2019-2020 Indicator 12 Desk Audit and postponed the 2020-2021 data review.
- ▶ During 2021, we will review two years of data in order to get back on schedule.

# Timeline – 2020-2021 Data

Activity	Timeline
Data to be reviewed	Children with a 3 <sup>rd</sup> birthday between July 1, 2020 and October 31, 2020
District data review	March 1 <sup>st</sup> – March 15 <sup>th</sup>
Official NHDOE data pull	March 16 <sup>th</sup>
Deadline for documentation of valid exceptions	April 9 <sup>th</sup>
Desk audit	March 16 <sup>th</sup> – May 14 <sup>th</sup>
Determination of findings	By May 28 <sup>th</sup>

# Timeline – 2021-2022 Data

Activity	Timeline
Indicator 12 Training	Nov. 16 <sup>th</sup> 8 am Nov. 17 <sup>th</sup> 1pm
Data to be reviewed	Children with a 3 <sup>rd</sup> birthday between July 1, 2021 and October 31, 2021
District Data Review	Dec. 1 <sup>st</sup> – Dec. 15 <sup>th</sup> , 2021
Official NHDOE Data Pull	Dec. 16 <sup>th</sup>
Deadline for documentation of valid exceptions	January 15, 2022
Desk Audit	Dec. 16 <sup>th</sup> – February 28 <sup>th</sup>
Determination of findings	By March 30 <sup>th</sup>

# District Data Review

MARCH 1<sup>ST</sup> – MARCH 15<sup>TH</sup>

# District Responsibility for Data Verification

- ▶ Districts are responsible for reviewing and validating their own data **PRIOR** to the official state pull. A suggested review window has been established to support this effort.
- ▶ Following the district review window, the State will pull the official reports from NHSEIS and begin its analysis for the federal reports **with the understanding that all district data has been verified by the district and is complete and accurate**.

# Conducting the Data Review

- ▶ Districts will review and verify data in NHSEIS regarding the special education process for students referred from Part C prior to the official state data pull. This information includes:
  - ▶ Indicator 12 Report in Advanced Reporting
  - ▶ Students in Temporary Preschool
- ▶ Based on the data, districts will prepare and provide documentation to the State to support any valid delays during the transition process.

**\*\* The State will use data from the official data pull and supporting documentation regarding reasons for delay to make its determination of findings. Data errors and missing documentation could result in a finding. \*\***

# Data in NHSEIS



# Temporary Preschool

To find students waiting in Temporary Preschool:

1. Open NHSEIS, hover over the Students menu option, and select Advanced Search from the dropdown.
2. Scroll down to the bottom of the page to Serving School and select Temporary Preschool Transition school from the dropdown.
3. Review the data and update or make corrections as appropriate.

The screenshot shows the NHSEIS web application interface. The top navigation bar includes 'Main Menu', 'Students', 'Recent Students', 'Wizards', 'Smart Logbook', 'Schools', and 'School Sy'. The 'Students' menu is open, showing 'Select Student', 'Advanced Search' (circled in red), and 'Add Student'. Below the navigation bar, there is a 'Related Services' section with a list of checkboxes for various services: Mental Health Services, Language or Hearing Therapy, Rehabilitative Services, Assistive Technology Services, Audiology, Counseling - Group, Counseling - Individual, Interpreting Services, Vision Services, Medical Services, Occupational Therapy - Group, Occupational Therapy - Individual, Orientation and Mobility, Parent Counseling/Training, Physical Therapy - Group, Physical Therapy - Individual, and Psychological Services. At the bottom, there are three filter sections: 'Serving School:' with a dropdown menu set to 'Temporary Pre-school Transition School' (indicated by a red arrow), 'Extended School Year:' with a checkbox for 'Only include Students with at least one service marked as ESY', and 'Sort List By:' with a dropdown menu set to 'Student's Last Name' and a search icon.

# NHSEIS: Advanced Reporting

- ▶ **Indicator 12: Early Childhood Transitions** – A report summarizing key data points along the early childhood transition timeline, including FC-ESS referral date, parental consent, eligibility determination date, and IEP creation date as well as a calculation indicating timeliness either a non-eligibility determination or IEP creation.
- ▶ The report can be run for any time period during the year, allowing districts to engage in an ongoing review and self-monitoring of their transition timelines. To mimic the official data pull for federal reporting, please use the following report dates:
  - ▶ Begin Date Range: July 1st
  - ▶ End Date Range: October 31st
- ▶ ***\*Note: this indicator report can only be run by users with SAU and District Administrator user types.***

# Accessing Advanced Reporting

- ▶ **Step 1:** Log into NHSEIS. Click on *School System Info* on the green menu bar, then *Reports* from the grey menu bar, and finally the *Start Advanced Reporting System* button on the main screen.

The screenshot shows the NHSEIS web application interface. At the top, there is a dark blue header with the NHSEIS logo and navigation links: Welcome, My Calendar, Message Board, Send Us a Message, and Logout. Below this is a green menu bar with items: Students, Wizards, Smart Logbook, Schools, School System Info (circled with a red '1'), Users, Super User, My Profile, and Send Us A Message. Underneath is a grey menu bar with various report categories, including Reports (circled with a red '2'). Below the grey menu bar, there is a 'Reports' section with a 'New Mail!' icon and a green button labeled 'Start Advanced Reporting System' (circled with a red '3').

**NOTE:** The Advanced Reporting System provides features such as Graphical Data Representation, Drill Down for specific data, and Ad Hoc Reporting.

## Standard Reports

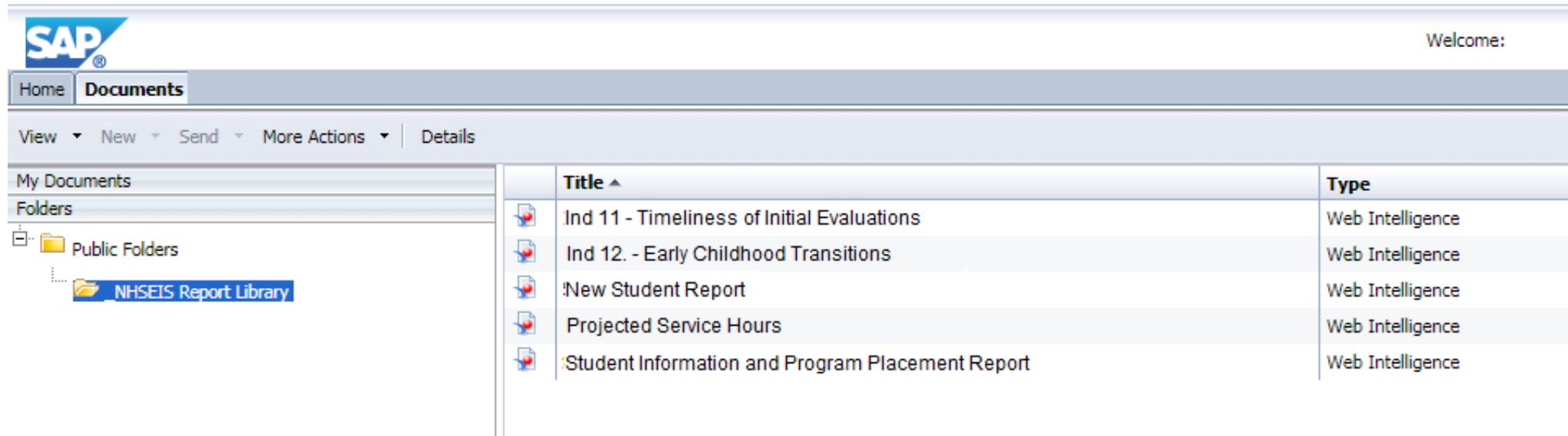
### Drill-Down Reports

Student Reports	User Reports
(None Available)	(None Available)
Service Reports	Service Log Reports
(None Available)	(None Available)

1. Select **School System Info** from the **Green Menu Bar**
2. Select **Report** on the **Grey Menu Bar**
3. Select **Start Advanced Reporting System**

# Generating Indicator 12 Report

**Step 2:** Double-click the report labeled *Ind. 12-Early Childhood Transitions*. Note: if the full report list is not visible on the right side of the screen, double-click *NHSEIS Report Library* in the folders list on the left to expand the selection.



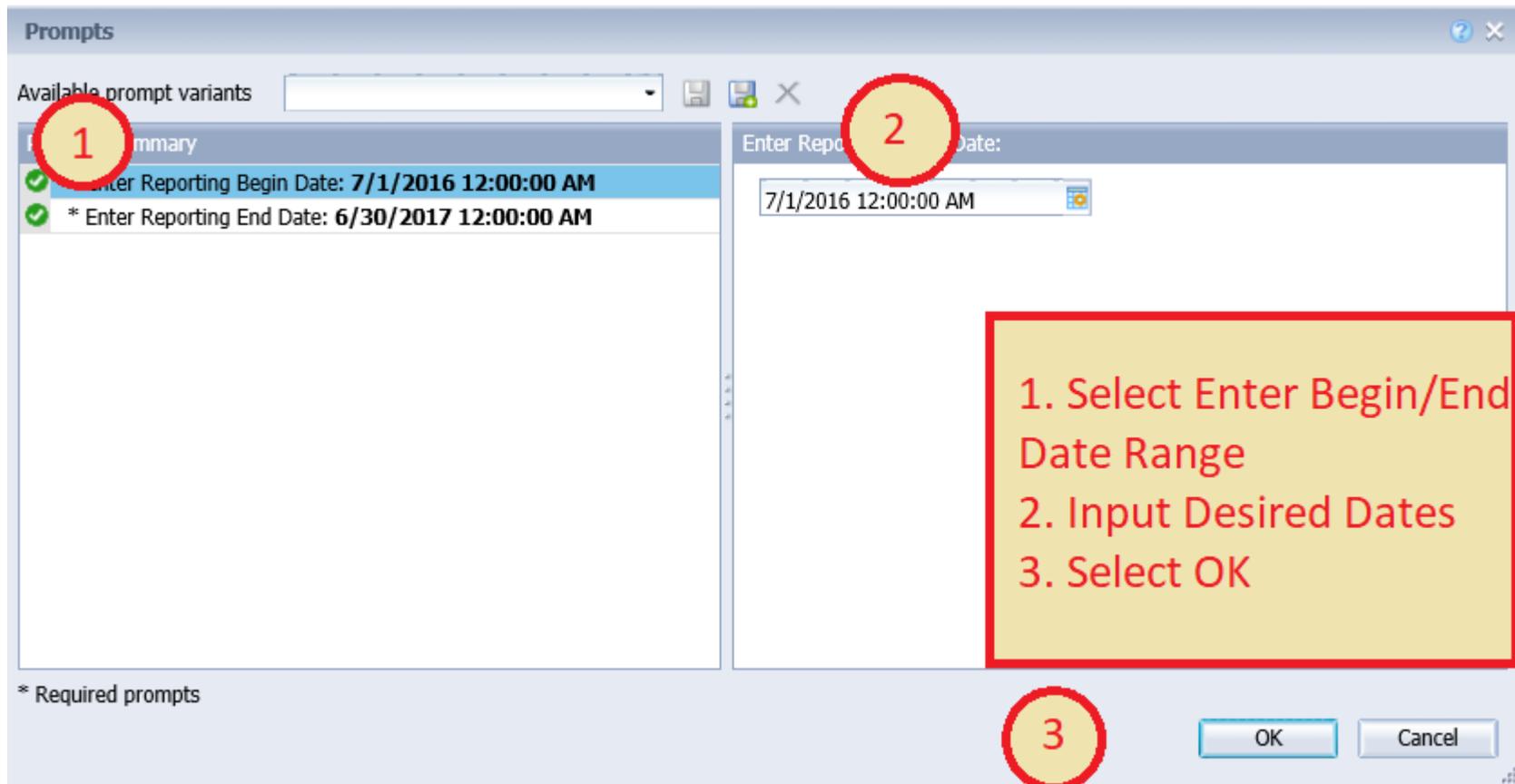
The screenshot shows the SAP Documents interface. The SAP logo is in the top left, and "Welcome:" is in the top right. The "Documents" tab is active. The interface includes a menu bar with "View", "New", "Send", "More Actions", and "Details". On the left, the "My Documents" section shows a "Folders" list with "Public Folders" and "NHSEIS Report Library" (highlighted). The main area displays a table of reports:

Title ^	Type
Ind 11 - Timeliness of Initial Evaluations	Web Intelligence
Ind 12. - Early Childhood Transitions	Web Intelligence
New Student Report	Web Intelligence
Projected Service Hours	Web Intelligence
Student Information and Program Placement Report	Web Intelligence

# Report Criteria

- ▶ **Step 3:** A pop-up box will appear allowing you to enter the date range for third birthday. To begin:
- ▶ 1. Enter *Begin Date Range* in the left side of the box
- ▶ 2. Enter *July 1st* of the current school year in the *Enter Begin Date Range* box in the left column
- ▶ Repeat the steps above to enter the End Date Range.
- ▶ 4. Enter *End Date Range* in the left side of the box
- ▶ 5. Enter *October 31st* of the current school year in the *Enter End Date Range* box in the middle column
- ▶ Then select *OK* to run the report.

# Report Criteria - Visual



# Reviewing the Indicator 12 Report

**Step 4:** Review the data to make sure it is accurate. Correct any data that is not accurate in the system by March 15th. The Department of Education will pull the final report for federal reporting March 16<sup>th</sup> (typically done in mid-December ). **There will be no further opportunity to make corrections after this date.**

*Note: if there were no transitions that occurred in your district during the report window, your district will not appear in the report. Run the report for a longer period (for a full year) to be sure the report is working.*

# Untimely Transitions

- ▶ Once districts determine the data in NHSEIS is accurate, the district will review any transitions flagged as untimely and compile documentation regarding a valid delay in the process (if applicable.)
- ▶ Following the state data pull, the NHDOE will notify districts of untimely transitions and request documentation of valid delay via a Google Form submission.

# Official State Data Pull

- ▶ The State will pull the Indicator 12 report from NHSEIS on March 16<sup>th</sup>.
- ▶ The State pulls this data ***with the understanding that all district data has been verified by the district and is complete and accurate***. There will be no further opportunities to make corrections to this data after it is pulled.
- ▶ This State data pull is the official data used in combination with documentation of valid delays derived from the desk audit for determining compliance and federal reporting.

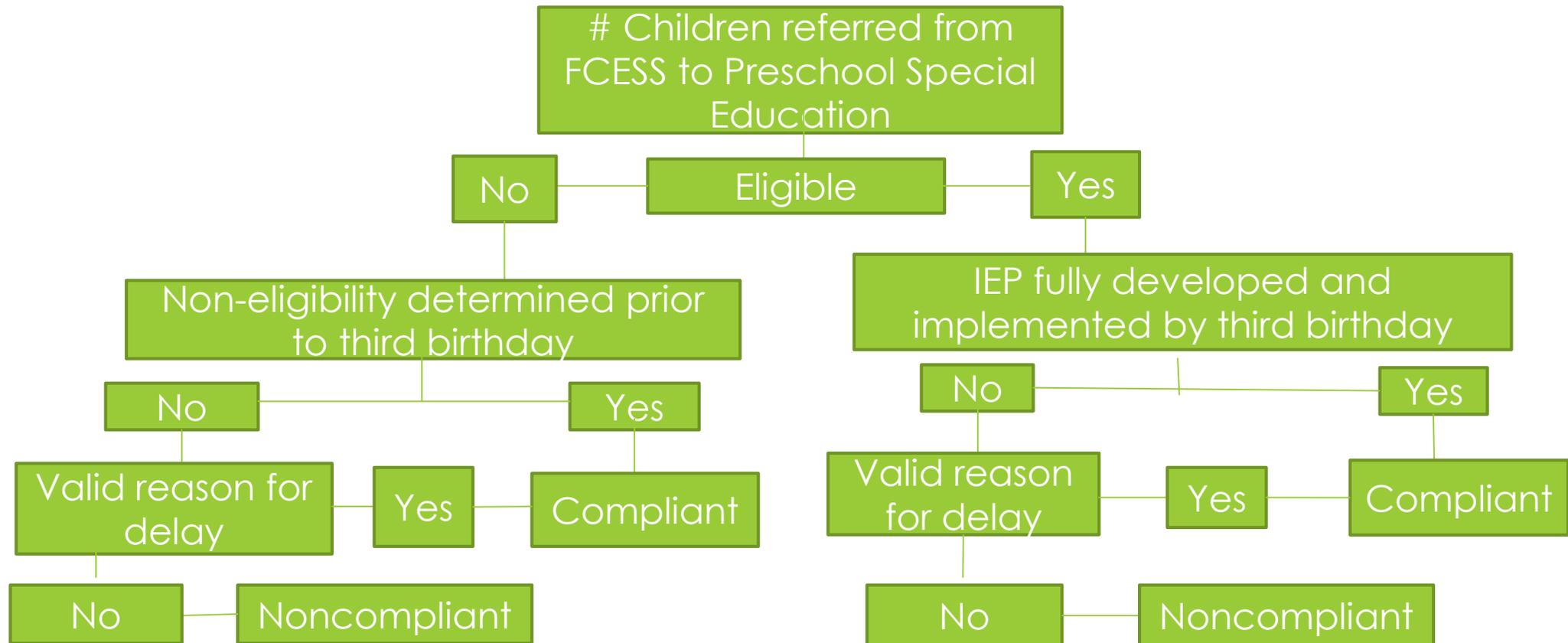
# Desk Audit

MARCH 16<sup>TH</sup> – MAY 14<sup>TH</sup>

# Desk Audit Process

- ▶ Data showing that the transition process for a student was untimely will trigger a desk audit.
- ▶ Audit Process
  1. Upon reviewing their data during the review window March 1<sup>st</sup> – March 15<sup>th</sup>, the district will identify any student transitions identified as untimely and prepare documentation for the subsequent desk audit.
  2. The NHDOE will notify the district of transitions identified as untimely in the official data pull and request documentation be provided via Google Forms (<https://forms.gle/ojf5g6w51hvkTM8P7>) within two weeks of receiving the request.
  3. Districts will enter the appropriate documentation for the identified students via Google Form by the specified deadline.
  4. The NHDOE will review the documentation provided and make a determination of compliance or finding. The NHDOE will then notify districts of its determination and any next steps.

# Desk Audit Review



# Valid Reasons for Delay

- ▶ Parent refusals to provide consent caused delays in evaluation or initial services
- ▶ Parent of a child repeatedly fails or refuses to produce the child for evaluation
- ▶ The child was determined eligible **for early intervention services under Part C** (Family-Centered Early Supports & Services) less than 90 days before their third birthday
- ▶ The child is no longer in the jurisdiction of the LEA prior to the child's third birthday.

# Documenting Exceptions

- ▶ For any early transitions that are not timely, districts should review their documentation/student files and assess whether the delay may be an exception (valid reason for delay).
- ▶ The NHDOE will notify the district of transitions identified as untimely in the official data pull and request documentation be provided via Google Forms (<https://forms.gle/ojf5g6w51hvkTM8P7>) within two weeks of receiving the request. **Districts will complete the form for all transitions identified.**
- ▶ Only provide information requested on the form. Per 20 USC 1232g: Family educational and privacy rights, please do NOT provide any personally identifiable information regarding the student or family that is not essential to justifying the district's request for an exception to the federal Indicator 12 timeline. If additional documentation is needed, you will be contacted later.

# Submitting Documentation: Google Form

## Special Education Process

Special Education Referral Date \*

Date



Disposition of Referral \*

Date



Parent Consent to Evaluation \*

Date



Late Referral to Family-Centered Early Supports & Services (FCESS)

Was the child referred to FCESS less than 90 days before the child's third birthday?

Choose 

Parent Delay

Did the parent repeatedly fail or refuse to make the child available for evaluations or repeatedly delay the process by not showing up for timely meetings?

Choose 

# Documentation of Non-compliance



New Hampshire

**Department of Education**

Indicator 12 Desk Audit - 2020-2021

Non-compliance

You have answered "No" to the three valid exceptions to the timeline for timely transitions from Part C to Part B. Please review your answers and make corrections as needed. Otherwise click submit to document non-compliance to the Indicator 12 timeline.

# Findings of Compliance

- ▶ The NHDOE will review the documentation provided and make a determination of compliance or finding. The NHDOE will then notify districts of its determination and any next steps.
- ▶ Notifications of non-compliance will be emailed to the Superintendent and Preschool Coordinator by May 28<sup>th</sup>.

# Common Issues Observed

- ▶ Untimely or inaccurate data entry
- ▶ Lack of documentation to support valid delay
- ▶ Staff training
  - ▶ Not following district policies regarding transition and family communication
  - ▶ Unaware of transition timelines and responsibilities
  - ▶ Confusion between Initial Referral (Indicator 11) and Early Childhood Transition Timelines (Indicator 12)

# Indicator 12 and Indicator 11

- ▶ Two compliance timelines occur simultaneously during early childhood transitions
- ▶ Indicator 12 – Early Childhood Transitions
  - ▶ Child must be found ineligible prior to age 3 OR found eligible and have a signed IEP in place as of the 3<sup>rd</sup> birthday
- ▶ Indicator 11 – Initial Referral
  - ▶ Children referred from FCESS to Preschool Special Education must also meet the 60 day timeline for initial evaluations.
  - ▶ Compliance determinations for Indicator 11 are completed through a separate process.

Next Steps



# Getting Ready

- ▶ Districts should review their policies and interagency agreements with staff to ensure a shared understanding of the expectations and process for early childhood transitions.
- ▶ To ensure that district data are accurate for the annual submission, district personnel are strongly encouraged to run their own data report to review their data and make any corrections as appropriate.
- ▶ While this review is not a requirement, when the state pulls the data it is with the understanding that all district data has verified by the district and is accurate.
- ▶ Delayed data entry and data errors could result in a finding.

# Questions and Technical Assistance

- ▶ For questions about early transition data for children who are referred from Family-Centered Early Supports & Services, questions about valid exceptions or for questions about this power point, please feel free to reach out to either the NHDOE or to Race2K. Race2K is funded by the NHDOE to provide technical assistance and support to districts around early transitions.

## NHDOE~

- ▶ Christina MacDonald – [Christina.A.MacDonald@doe.nh.gov](mailto:Christina.A.MacDonald@doe.nh.gov) or (603) 271-4680

## Race2K~

- ▶ [Michelle.lewis@picnh.org](mailto:Michelle.lewis@picnh.org) or 224-7005
- ▶ [jcunha@picnh.org](mailto:jcunha@picnh.org) or 224-7005