

Indicator 12

NHDOE FACT SHEET



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Indicator 12 – Part C to B Transition

Indicator Reporting – Annual Data Review Process

Each year, the State is required to submit a federal State Performance Plan Annual Performance Report (SPP APR) to the US Department of Education. This Performance Plan includes 17 indicators. Indicator 12 demonstrates the timeliness of transitions from FCESS to preschool special education.

Data for this indicator is derived from the information entered into NHSEIS by school district personnel and a subsequent desk audit. The timeframe for determining compliance is based on timely transition from FCESS to preschool special education for children who turn three between July 1st - October 31st of each year.

Compliance Measurement

To determine compliance, the State utilizes the following categories and formula to report and calculate the overall percent of transitions considered compliant with federal requirements.

Categories

- a) # of children who have been served in Family-centered Early Supports & Services and referred to preschool special education for special education eligibility determination.
- b) # of those referred determined to be NOT eligible and whose eligibility was determined prior to their third birthdays.
- c) # of those found eligible who have an IEP developed and implemented by their third birthdays.
- d) # of children for whom parent refusal to provide consent caused delays in evaluation or initial services or to whom exceptions under 34 CFR §300.301(d) applied.
- e) # of children determined to be eligible for early intervention services under Part C less than 90 days before their third birthdays.

Compliance

Percent of Transitions in Compliance

The formula for calculating the overall compliance percentage for the state is:

$$\text{Percent} = [(b + c + d + e)/(a)] \times 100$$

Non-compliant

Transitions identified as non-compliant are transitions for children included in category a, but not included in categories b, c, d, or e.

For all transitions considered non-compliant, the State must indicate the range of days beyond the third birthday when eligibility was determined and the IEP developed and the reasons for the delays.

Review and Reporting Process

District Data Review Window

Districts may use *Advanced Reporting* in NHSEIS to generate a report regarding Indicator 12 – Transitions from Family-Centered Early Supports & Services to Preschool Special Education for the children who turn three years of age between July 1st -October 31st. Instructions for generating this report were originally published with FY18 Memo #17 and are included below.

Documentation of Valid Exceptions

Districts will provide supplementary information via an electronic form 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 the deadline will be considered.

Desk Audit

The Bureau will review the official data and supplementary documentation provided by the districts. The Bureau may contact districts with questions or requests for additional data to substantiate its review.

Identifying Compliance

The Bureau will identify the 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.

Indicator Reporting – Annual Data Review Process

Detailed Instructions

As part of the new annual data review process, districts will have the opportunity to review the data used to report on federal indicators for the State Performance Plan Annual Performance Report (<https://www.education.nh.gov/who-we-are/division-of-learner-support/bureau-of-student-support/special-education/performance-plans>) prior to the state pulling the official reports.

Report Review Process and Timelines

The annual data review process provides a two-week window during which districts will individually run the identified reports in NHSEIS. During this time period, districts will have the opportunity to review their data and make any corrections as appropriate. Districts may also consider this opportunity to identify and begin gathering additional data that may be requested as part of a state desk audit for specific indicators. Following this window, the state will pull the official reports from the system and begin its analysis for the federal reports ***with the understanding that all district data has been verified and is accurate.***

Ind. 12 – Early Childhood Transitions

District Data Review Period: **December 1st – December 15th**

***Note: this indicator report can only be run by users with SAU and District Administrator user types.**

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.

NHSEIS by PCG Education

Welcome, | My Calendar | Message Board | Send Us a Message | Logout

Students | Wizards | Smart Logbook | Schools | **School System Info** | Users | Super User | My Profile | Send Us A Message

System | System Info | Reports | Assign Schools | Inactive Students | User Types | External Systems | Finance Summary | Financial Configuration | Set Program Rates | Set Service Rates

Out | Main Menu | Summary | Lists | Assign Teachers | Inactive Users | User Type Assign | Transfer Student | Add Providers | Program Approval | Import History

Reports [New Mail!](#)

Start Advanced Reporting System

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)

Scheduled Reports

General | State/Federal Reports | SAU Reports | Proj. Meetings Reports

1. Select School System Info from the Green Menu Bar

2. Select Report on the Grey Menu Bar

3. Select Start Advanced Reporting System

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.

SAP Welcome:

Home Documents

View New Send More Actions Details

My Documents

Folders

- Public Folders
 - NHSEIS Report Library

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

Step 3: A pop-up box will appear allowing you to enter the date range for third birthday. To begin:

1. Select 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 middle column
3. Select the ">" button to push the entered date into the selection box.

Repeat the steps above to enter the End Date Range.

1. Select Enter End Date Range in the left side of the box
2. Enter October 31st of the current school year in the Enter End Date Range box in the middle column
3. Select the ">" button to push the entered date into the selection box.

Then select OK to run the report.

The screenshot shows a 'Prompts' dialog box with a 'Prompts Summary' pane on the left and a main input area on the right. The summary pane lists two prompts: 'Enter Begin Date Range: 9/1/2017' and 'Enter End Date Range: 11/30/2017'. The main area is titled 'Enter Date Range:' and contains a date input field with a calendar icon, a 'Refresh Values' button, and a selection box with left and right arrows. A red box on the right contains three numbered instructions: 1. Select Enter Begin/End Date Range, 2. Input Desired Date, and 3. Select the ">" arrow to "push" the entered date into the selection box. The dialog has 'OK' and 'Cancel' buttons at the bottom right.

1 Enter Begin Date Range: 9/1/2017
 * Enter End Date Range: 11/30/2017

Enter Date Range:

M/d/yyyy h:mm:ss a

Refresh Values

To see the content of the list, click the Refresh values button.

9/1/2017 12:00:00 AM

> <

1. Select Enter Begin/End Date Range

2. Input Desired Date

3. Select the ">" arrow to "push" the entered date into the selection box

* Required prompts

OK Cancel

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