SPP 11: Timely Evaluation

Data Collection 2016-2017

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Law requires Texas to collect data on 20 indicators.

State, ESCs, and LEAs use data to improve programs for children with disabilities.

SPP Indicator 11: Timely Initial Evaluation.

Compliance percentage is calculated and reported.

Data is entered in online data collection application.

Districts adhere to the timeline for initial evaluations.

State, ESCs, and LEAs use data to improve programs for children with disabilities.

Data Collection Process: Improving Program Effectiveness.
SPP Indicator 11: Timely Initial Evaluation
Evaluation Timelines: State and Federal Regulations

45 School Day timeline

- Once consent has been received, school districts and charter schools have 45 school days in which to complete the initial evaluation.

Thirty day timeline

- In Texas, completion of the Full Individual Evaluation (FIE) begins a second timeline. From the completion of the report, the school district or charter school must convene an Admission, Review, or Dismissal (ARD) meeting within 30 calendar days. The ARD committee determines eligibility, the Individual Education Program (IEP), and placement for the student at this meeting. 34 CFR §300.323, 19 TAC §89.1050 (d)
SPP Indicator 11:

- The percentage of children ages 3-21 with parental consent to evaluate, who were evaluated within the state established timeline.
Separate data entries for FIE compliance & ARD meeting compliance.
Indicator 11: Timely Initial Evaluation

**Compliance Target**

- **100%** of children with parental consent to evaluate are evaluated within the State established timeline.
Who is included in the data collection:

• Report all initial eligibility determinations completed for students ages 3-21 between July 1, 2016 and June 30, 2017.

• Completed – The ARDC was held and the student was determined eligible or not eligible for special education services.
Who is included in the data collection:

• Include children referred to the district before age 3, but **NOT** served in Part C (ECI).

• **Any student included in SPP 12 is NOT included in SPP 11**

• Include students whose consent was obtained in the 2015-2016 school year, but the eligibility process was not complete until after July 1, 2016.
Who is included in the data collection:

• Report students for whom the evaluation process was completed, but **NOT within the timeline** because the parent of the child repeatedly failed or refused to produce the child for the evaluation (CFR 300.301(d)(1)).

• Only districts or charters maintaining **detailed records** of these delays should report these students within the timeline and in compliance.
Detailed Records

Comprehensive records of certified letters, physician’s letters, phone calls, results of calls, copies of correspondence sent to parents, responses received, visits to the home, visits to the workplace of the parent, results of those visits.
Who is **not** included in data collection:

- Do not report students for whom the evaluation process was interrupted and the district was unable to complete the evaluation process.
  - **For example:**
    - Student moves out of state
    - Parent withdraws consent
    - Parent repeatedly refused or failed to produce child therefore leaving the process incomplete
Detailed Records

When a district is unable to complete the evaluation process, detailed records of attempts must be documented and maintained at the local level for audit purposes.
Who is **NOT** included data collection:

- Do **NOT** report 3 year old students who are transitioning from Part C (ECI) to Part B (PPCD).
- These students are **ONLY** reported in SPP 12.
2016-2017 Timeline for Submitting Data to TEA

- Application opens June 1, 2017.
- Application will close on August 16, 2017.
- The application will only allow data from the current fiscal year to be entered.
- Date when the eligibility is determined must be between July 1, 2016 – June 30, 2017.
Accessing TEASE Entry

Click SPP 11 Tab
Accessing TEASE Entry

Welcome to State Performance Plan Indicators (SPP 11)

The Division of Federal and State Education Policy is responsible for gathering data for the State of Texas to report on Education Programs (OSEP). The State will report results from the 20 Indicators in the State Performance Plan (SPP) to the percentage of children with parental consent to evaluate who are evaluated within the state established timeframes.

Click Data Entry Tab
SPP 11: Child Find (Timely Evaluation) Screen

Verify the district information & school year on the page is correct. Scroll down page to continue.
SPP 11: Child Find

Link to searchable help database of help topics for the SPP application
Show/Hide Instructions

The Save button below allows for saving incomplete data. Number fields can accept only digits from 1-100. Math involved on this indicator is as follows:

Section One

- (a.1. + a.2.) must equal the number in a.

Section Two

- b. must be less than or equal to a.
- c. must be less than or equal to a.

Section Three
If there is a number in the Section Three field, then

- (d.1. + d.2) must equal the number in d.
- d. must = (a. - b.)
- The sum of all of the numbers in section e. must equal d.
- If there is a number other than zero in the "Other" field in Section e., the "Briefly Describe" text field is required.
Data Collection: Section One
Who is reported in Row a:

<table>
<thead>
<tr>
<th>Section One: Students ages 3-21 for whom parental consent to evaluate was received.</th>
</tr>
</thead>
<tbody>
<tr>
<td>a. Enter the total number of students ages 3-21 for whom signed, written parental consent to evaluate was received (TEC §29.004).</td>
</tr>
<tr>
<td>a.1. Number of students determined not eligible: [(a.1 + a.2)] Must = a.</td>
</tr>
<tr>
<td>a.2. Number of students determined eligible: [(a.1 + a.2)] Must = a.</td>
</tr>
</tbody>
</table>

a. Enter the total number of students ages 3-21 for whom signed, written consent to evaluate was received and eligibility process was completed between July 1, 2016 – June 30, 2017.

a.1. Enter the total number of students from Row a. who were determined **NOT ELIGIBLE**, regardless of whether the timeline was met or not.

a.2. Enter the total number of students from Row a. who were determined **ELIGIBLE**, regardless of whether the timeline was met or not.

\[a.1 + a.2 = \text{Row a}\]
Who is reported in Row a:

Row a. = TOTAL number of overall students evaluated.

<table>
<thead>
<tr>
<th>Section One: Students ages 3-21 for whom parental consent to evaluate was received.</th>
</tr>
</thead>
<tbody>
<tr>
<td>a. Number of students ages 3-21 for whom signed, written parental consent to evaluate was received (TEC §29.004).</td>
</tr>
<tr>
<td>a.1. Number of students determined not eligible: [(a.1+a.2) Must = a.]</td>
</tr>
<tr>
<td>a.2. Number of students determined eligible: [(a.1+a.2) Must = a.]</td>
</tr>
</tbody>
</table>
Data Collection: Section Two
Who is reported in Row b:

Section Two: Evaluation and eligibility determined WITHIN State established timelines

b. Number of students with evaluation report written within State established timelines from receipt of signed, written parental consent or district maintained detailed records of reason for delay described in CFR 300.301(d)

b. Enter the total number of students from Row a. whose evaluation report (FIE) was written within the State established timeframe.

**INCLUDE** the number of students in Row b. for whom the district has maintain detailed records of delay according to 34 CFR 300.301(d)
34 CFR 300.301(d) Exception. The timeframe described in paragraph (c)(1) of this section does not apply to a public agency if—

(1) The parent of a child repeatedly fails or refuses to produce the child for the evaluation; or

(2) A child enrolls in a school of another public agency after the relevant timeframe in paragraph (c)(1) of this section has begun, and prior to a determination by the child's previous public agency as to whether the child is a child with a disability under § 300.8.
Who is reported in Row b:

<table>
<thead>
<tr>
<th>Section Two: Evaluation and eligibility determined WITHIN State established timelines</th>
</tr>
</thead>
<tbody>
<tr>
<td>b. Number of students with evaluation report written within State established timelines from receipt of signed, written parental consent or district maintained detailed records of reason for delay described in CFR 300.301(d)</td>
</tr>
</tbody>
</table>
c. Enter the total number of students from Row a. whose eligibility was determined by the ARDC within 30 calendar days from the date of the evaluation report.

INCLUDE the number of students in Row c. for whom the district has maintain detailed records of delay according to:

34 CFR300.300(b)(3)(ii) Will not be considered to be in violation of the requirement to make FAPE available to the child because of the failure to provide the child with the special education and related services for which the parent refuses to or fails to provide consent;
Data Collection: Section Three
**Who is reported in Row d:**

<table>
<thead>
<tr>
<th></th>
<th>Number of students with evaluation report NOT written within State established timelines from receipt of signed, written parental consent. (d.1 + d.2) [Must = (a-b)]</th>
</tr>
</thead>
<tbody>
<tr>
<td>d.</td>
<td></td>
</tr>
<tr>
<td>d.1</td>
<td>Enter the number of students with FIEs NOT written within timelines. The report was written 1-30 CALENDAR days over the established timeline.</td>
</tr>
<tr>
<td>d.2</td>
<td>Enter the number of students with FIEs NOT written within timelines. The report was written 31 CALENDAR days or more days over the timeline.</td>
</tr>
</tbody>
</table>

d. Value will be automatically populated once d.1 & d.2 are entered

d.1 + d.2 = (Row d) & (Row a) – (Row b) = (Row d)
e. Value will be automatically populated once e.1 → e.6 are entered

**Reporting Row e:**

- **e.1** → **e.6** Enter the number of students in the appropriate reason for delay category. **Enter 1 reason code for each student reported in Row d.**

- **e.1 + e.2 + e.3 + e.4 + e.5 + e.6 = (Row d)**
Reason codes reported on Row e **ONLY** apply to the **LATE Evaluations** reported on Row d. **Do not include Reason codes for LATE ARDs**

<table>
<thead>
<tr>
<th>Reason Code</th>
<th>Reason Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>e.1</td>
<td>LEA delay due to scheduling</td>
</tr>
<tr>
<td>e.2</td>
<td>LEA delay due to lack of available assessment personnel</td>
</tr>
<tr>
<td>e.3</td>
<td>LEA delay due to late report from contracted personnel</td>
</tr>
<tr>
<td>e.4</td>
<td>Parent delay (No detailed records maintained by LEA)</td>
</tr>
<tr>
<td>e.5</td>
<td>Student transfer/enrollment into district prior to completion of timeline begun in previous district (No detailed records maintained by LEA of agreement with parent to specific time for completion)</td>
</tr>
<tr>
<td>e.6</td>
<td>Other</td>
</tr>
</tbody>
</table>

(Briefly Describe):

(100 characters maximum)

\[e.1 + e.2 + e.3 + e.4 + e.5 + e.6 = (\text{Row d})\]
Compliance Calculation

District Percentage against 100% State target \((\frac{b}{a})\times 100\)

The district percentage is automatically populated by the data collection application. Data cannot be entered or edited in this field.

The percentage is based on \((\text{Row } b./\text{Row } a.)\)

\[
\frac{\text{Number of Students with FIEs completed within the State Timeline}}{\text{Total Number of Students with Consent to Evaluate}} \times 100
\]
Saving Data

To save, click the **Save** button. If the data is saved correctly, the message, **Data successfully saved and ready to be certified** will be displayed.

To reset and clear the application, click the **Reset** button.
Certifying Data

Once data is ready to be certified, the LEA Certifier will:

- Select the current school year.
- Check the assurance statement.
- Click **Save**.
- The message **Data successfully saved and certified** will display.
Certifying Data

When you click the Certify button, you are assuring the State that you are submitting valid and reliable data.

I understand and agree that submission of this information constitutes certification that this data are accurate and meets the reporting requirements outlined by the Texas Education Agency Division of Federal and State Education Policy.

CERTIFY
Submission Deadline:
August 16, 2017
SPP Data Clarification Period (SPP 11, 12, & 13)

- Only LEAs that report less than 100% compliance in SPP 11, 12, or 13 as of August 16, 2017
- The application will be returned in TEASE
Will Allow LEAs to...

- Report corrections to any inaccurate or clerical errors and make assurance to those corrections
- If data was accurately reported, demonstrate corrections have been made, although late, for any missed timelines.
- Report verification of corrections, *prior to any findings being issued*. 
Application returned but LEA not making changes

- LEAs who reported initial non-compliance, but opt not to clarify any of the occurrences should still re-submit information
- LEAs opting NOT to Clarify still need to recertify

- FINAL compliance findings are not made until after the clarification period ends and data has been submitted again.