For districts reporting less than 100% compliance in data collections for State Performance Plan Indicators 11, 12, and 13
Pre-Finding Correction Opportunity

Allows correction of **DATA ENTRY** mistakes

AND

Allows districts to document corrections of **ANY POTENTIAL NONCOMPLIANCE** found in the indicator **PRIOR** to the state issuing a finding of noncompliance.
Recertified Data **MUST** be returned to TEA by September 30, 2013...

*Unless an extension is granted.*
2013 Clarification Process for Districts reporting less than 100% compliance in data collections for State Performance Plan Indicators 11, 12, and 13

- TEA returns data to the District after SPP application close date of August 30, 2013
- District Certifier receives email notification of returned data
- District Certifier reviews district and student level data.
- Three waves: SPP 11, SPP 12, & SPP 13
• If data entry error is identified (inaccurate data was submitted) proceed to Section 1: Clerical Error Correction Process.

• If data entry is correct (accurate data was submitted) proceed to Section 2: Indicator Compliance Corrections Clarification Process.
  • (accomplished at the individual student entry level)
Section 1: Clerical Error Correction Process

District Certifier accesses the Data Entry screen and;

- For Indicators 11 and 12, applies correction data, then completes the Explanation field with details about the correction.
Indicator 11: Child Find (Timely Initial Evaluation)

Data Clarification Process

As required in the Individuals with Disabilities Education Act (IDEA) and reported in the State Performance Plan (SPP) and the Annual Performance Report (APR), the Texas Education Agency (TEA) is required to determine whether local school districts meet the requirements for each of the indicators in each defined Federal Fiscal Year (FFY) included in the State’s SPP/APR. In order to determine if requirements are met, data collected from the TEA secure applications is reviewed for each district. If noncompliance is found, the State must issue a finding. The purpose of this page is to allow the district to examine submitted data and correct data entry errors.

According to data entered into the SPP 11 TEA secure application by your district's users, your district is not displaying 100% compliance, as required by IDEA, for Indicator 11. The district should review the data collection for accuracy. Districts who wish to provide correction should complete the Noncompliance due to Clerical Errors section below before proceeding to the District Admin screen.
### Data Collection

**Section One: Students ages 3-21 for whom parental consent to evaluate was received.**

<table>
<thead>
<tr>
<th>a. Number of students ages 3-21 for whom signed, written parental consent to evaluate was received (TEC §29.004).</th>
</tr>
</thead>
<tbody>
<tr>
<td>a1. Number of students determined not eligible: ((a.1 + a.2) \text{ Must = a.})</td>
</tr>
<tr>
<td>a2. Number of students determined eligible: ((a.1 + a.2) \text{ Must = a.})</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>10</th>
</tr>
</thead>
<tbody>
<tr>
<td>3</td>
</tr>
<tr>
<td>7</td>
</tr>
</tbody>
</table>

**Section Two: Evaluation and eligibility determined WITHIN State established timelines**

<table>
<thead>
<tr>
<th>b. Number of students with evaluation report written within 60 calendar days from receipt of signed, written parental consent (TEC §29.004) or district maintained detailed records of reason for delay described in CFR §300.301(d)</th>
</tr>
</thead>
<tbody>
<tr>
<td>c. Number of students with eligibility determined by ARD committee within 30 calendar days from date of evaluation report (TAC §89.1050(d)) or district maintained detailed records of reason for delay described in CFR §300.300(b)(3)</td>
</tr>
</tbody>
</table>

| 5 |
| 0 |

**Section Three: Evaluations and/or eligibility determinations NOT within State established timelines**

<table>
<thead>
<tr>
<th>d. Number of students with evaluation report NOT written within 60 calendar days from receipt of signed, written parental consent. ((d.1 + d.2) \text{ [Must = (a-b)]})</th>
</tr>
</thead>
<tbody>
<tr>
<td>d1. 1-30 calendar days over timeline</td>
</tr>
<tr>
<td>d2. 31 or more calendar days over timeline</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>5</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
</tr>
<tr>
<td>4</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>e. Number of students with eligibility determined by ARD committee NOT within 30 calendar days from the date of the evaluation report. ((e.1 + e.2) \text{ [Must = (a-c)]})</th>
</tr>
</thead>
<tbody>
<tr>
<td>e1. 1-30 calendar days over timeline</td>
</tr>
<tr>
<td>e2. 31 or more calendar days over timeline</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>5</th>
</tr>
</thead>
<tbody>
<tr>
<td>3</td>
</tr>
<tr>
<td>2</td>
</tr>
</tbody>
</table>

The total of e.1 + e.2 must equal the total of a - c.

The total in f. must equal d. + e.
SPP 11: Noncompliance Due to Clerical Errors

An explanation of corrections must be included if the district updates data entry due to clerical errors. Districts must maintain documentation at the district level for possible further review by the TEA.

Noncompliance due to Clerical Errors
If the district determines that the data entered is inaccurate, the district must:
- update the data
- provide an explanation and
- maintain documentation at the district level that may be subject to further review by the TEA.

Explanation of Correction:

(150 Character Limit)

Additional Information
The only acceptable exceptions are outlined in IDEA 34 CFR§300.300(b), §300.301(d), or §300.301(e). The district must make the proper assurances and certification statement before resubmitting any information through the District Admin screen.

Do you need to provide clarification for any evaluations or eligibility determinations completed although late?
- No, noncompliance was due only to clerical errors.
- Yes, I have clarifications to provide for missed timelines.

Save  Reset  Print
Explanation of Corrections

- Avoid lengthy explanation
- Concise & Short
- Bulleted Facts of Correction preferred
- Intended to help TEA understand error
Indicator 12: Child Find (Early Childhood Transition)
Data Clarification Process

Data from School Year: 2012-13
District: [Field]
Region: [Field]
Data from School Year: 2012-13
Data Entry Open and Close Period: [Field]
Status: [Field]

Show/Hide Instructions

Reviewing Submitted Data for Noncompliance

As required in the Individuals with Disabilities Education Act (IDEA) and reported in the State Performance Plan (SPP) and the Annual Performance Report (APR), the Texas Education Agency (TEA) is required to determine whether local school districts meet the requirements for each of the indicators in each defined Federal Fiscal Year (FFY) included in the State's SPP/APR. In order to determine if requirements are met, data collected from the TEA secure applications is reviewed for each district. If noncompliance is found, the State must issue a finding. The purpose of this page is to allow the district to examine submitted data and correct data entry errors.

According to data entered into the SPP 12 TEA secure application by your district's users, your district is not displaying 100% compliance, as required by IDEA, for Indicator 12. The district should review the data collection for accuracy. Districts who wish to provide correction should complete the Noncompliance due to Clerical Errors section below before proceeding to the District Admin screen.

Data Collection
### Data Collection

#### Section One: Referrals from Part C/Early Childhood Intervention (ECI)

- a. Number of children who have been served in Part C/Early Childhood Intervention (ECI) and referred to Part B/District Special Education Services for eligibility determination: 100

#### Section Two: Eligibility Determinations by their third birthday (b+c)

- b. Number of children referred from Part C/Early Childhood Intervention (ECI) that had the evaluation process completed and it was determined they were not eligible **BY** their third birthday: 70
- c. Number of children referred from Part C/Early Childhood Intervention (ECI) that the IEP was developed and implemented and it was determined they were eligible **BY** their third birthday: 20

#### Section Three: Eligibility Determination Delays beyond the third birthday (Exceptions) (d+e)

- d. Number of children for whom parent refusal to provide consent caused delay in evaluation or initial services or to whom exceptions under 34 CFR §300.300(b) or §300.301(d) applied: 50

#### Section Four: Eligibility Determination Delays beyond the third birthday (Non-Exceptions) (a-(b+c)-(d+e))

- e. Number of children who were referred to Part C (ECI) less than 90 days before their third birthdays: 5
- f. Number of children referred from Part C/Early Childhood Intervention (ECI) that had the evaluation process completed and it was determined they were **not** eligible **AFTER** their third birthday: 2
  - f.1. 1-30 calendar days over timeline: 2
  - f.2. 31 or more calendar days over timeline: 0
- g. Number of children referred from Part C/Early Childhood Intervention (ECI) that the IEP was developed and implemented **AFTER** their third birthday: 7

Note: The total of f. + g. must equal the Section Four total.
SPP 12: Noncompliance Due to Clerical Errors

An explanation of corrections must be included if the district updates data entry due to clerical errors. Districts must maintain documentation at the district level for possible further review by the TEA.

Noncompliance due to Clerical Errors

If the district determines that the data entered is inaccurate, the district must:
- update the data
- provide an explanation and
- maintain documentation at the district level that may be subject to further review by the TEA.

Explanation of Correction:

(150 Character Limit)

Additional Information

The only acceptable exceptions are outlined in IDEA 34 CFR§300.300(b), §300.301(d), or §300.301(e). The district must make the proper assurances and certification statement before resubmitting any information through the District Admin screen.

Do you need to provide clarification for any evaluations or eligibility determinations completed although late?

- No, noncompliance was due only to clerical errors.
- Yes, I have clarifications to provide for missed timelines.
Section 1: Clerical Error Correction Process

District Certifier accesses the Data Entry screen and;

- For Indicator 13, browse the student names and select the appropriate student to apply correction data, then complete the Explanation field with details about the correction.
**Indicator 13: Age 16 and above with an IEP**

Data From School Year: 2012-13

<table>
<thead>
<tr>
<th>Edit</th>
<th>Student Name</th>
<th>Date Of Birth</th>
<th>Grade Level</th>
<th>Status</th>
<th>In Compliance</th>
<th>SSN</th>
</tr>
</thead>
<tbody>
<tr>
<td>Edit</td>
<td>ARISIK, GEORGE</td>
<td>5/13/1995</td>
<td>9</td>
<td>Complete</td>
<td>Yes</td>
<td>65665</td>
</tr>
<tr>
<td>Edit</td>
<td>WHITE, JACK</td>
<td>5/13/1995</td>
<td>12</td>
<td>Complete</td>
<td>Yes</td>
<td>9123</td>
</tr>
<tr>
<td>Edit</td>
<td>HENDRICK, JIMI</td>
<td>5/13/1995</td>
<td>10</td>
<td>Complete</td>
<td>No</td>
<td>6789</td>
</tr>
<tr>
<td>Edit</td>
<td>SIMON, PAUL</td>
<td>5/13/1995</td>
<td>10</td>
<td>Complete</td>
<td>Yes</td>
<td>6999</td>
</tr>
</tbody>
</table>
SPP 13: Noncompliance Due to Clerical Errors

An explanation of corrections must be included if the district updates data entry due to clerical errors. Districts must maintain documentation at the district level for possible further review by the TEA.

Noncompliance due to Clerical Errors
If the district determines that the data entered is inaccurate, the district must:
- update the data
- provide an explanation and
- maintain documentation at the district level that may be subject to further review by the TEA.

Explanation of Correction:

(150 Character Limit)

Additional Information
The only acceptable exceptions are outlined in IDEA 34 CFR§300.300(b), §300.301(d), or §300.301(e). The district must make the proper assurances and certification statement before resubmitting any information through the District Admin screen.

Do you need to provide clarification for any transition plans completed although late?
- No, noncompliance was due only to clerical errors.
- Yes, I have clarifications to provide for missed timelines.

Save | Reset | Clear Student Data
Section 2: Indicator Compliance Corrections Clarification Process

District Certifier accesses the District Admin screen and;

- For Indicators 11, 12, and 13 provides clarification by completing the student data fields only if the district feels it can demonstrate correction of the indicator compliance requirements under Prong 1 and Prong 2 criteria.
OSEP Memo

• Prong 1 – LEA has corrected each individual case of noncompliance; and

• Prong 2 – LEA is correctly implementing the specific regulatory requirements (i.e., achieved 100% compliance), based on the State’s review of updated data.
• Provide clarification only for each instance (student) where the indicator compliance requirement was completed, although late.
• District Certifier completes the fields as appropriate, and **clicks save after completing each student data field.** Expand and Edit buttons are accessible for view and re-save entry options
• District Certifier consents to assurance statements and certifies updated district data to TEA no later than September 30, 2013. (unless extension is granted)
Indicator 11: Data Clarification – (Compliance Corrections Clarification Process)

Instructions

As required in the Individuals with Disabilities Education Act (IDEA) and reported in the State Performance Plan (SPP) and the Annual Performance Report (APR), the Texas Education Agency (TEA) is required to determine whether local school districts meet the requirements for each of the indicators in each defined Federal Fiscal Year (FFY) included in the State’s SPP/APR. In order to determine if requirements are met, data collected from the TEA secure applications is reviewed for each district. If noncompliance is found, the State must issue a finding. The purpose of this page is to allow the district to examine submitted data and provide clarification of any missed timelines.

According to data entered into the SPP 11 TEA secure application by your district’s users, your district is not displaying 100% compliance, as required by IDEA, for Indicator 11. The district should review the data collection for accuracy. Districts who wish to provide clarification should complete the Evaluations and Eligibility Determinations Completed section below before resubmitting their application.

Data Clarification

According to data entered into the SPP 11 TEA secure application by your district’s users, your district is not displaying 100% compliance, as required by IDEA, for Indicator 11: Percent of children with parental consent to evaluate are evaluated and eligibility determined within the State established timeline.

Please click the Data Entry menu above to review the data collection for accuracy.

If the data reported is accurate, the district should determine why the evaluation and eligibility determination was not completed within the State established timeline.

Please use the Evaluations and Eligibility Determinations Completed section, below, to record the student data associated with missed timelines.

The district must make the proper assurances and certification statement before re-submitting any information.
Indicator 11: Data Clarification – (Compliance Corrections Clarification Process)

Clarification is provided only if the district feels it can demonstrate correction of the indicator compliance requirements under Prong 1 and Prong 2 criteria; and is provided only for each instance (student) where the indicator compliance requirement was completed although late.

Return History:
RETURNED: mellisC124

Evaluations and Eligibility Determinations Completed (although late)
In accordance with OSEP Memorandum 09-02, States must verify that each identified noncompliance has been corrected (evaluations and eligibility determinations completed although late) and that the specific regulatory requirements are being correctly implemented through a review of updated data. If the district feels it can demonstrate correction for both prongs of OSEP Memorandum 09-02, the district may provide additional information using the template below. The district must make the proper assurances and certification statement before re-submitting any information.

<table>
<thead>
<tr>
<th>Student ID</th>
<th>Date of Written Consent Received from Parent</th>
<th>Date of Evaluation Report</th>
<th>Written Consent to Evaluation Report</th>
<th>Date of Initial ARDC/JEP</th>
<th>Evaluation Report to Initial Meeting</th>
<th>Additional Information (if applicable)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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
Request TEA Return

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Explanation of Corrections

- Avoid lengthy explanation
- Concise & Short
- Bulleted Facts of Correction preferred
- Intended to help TEA understand the process & methods of corrections made.
- Can include a request for TEA to contact your district if you want to provide additional information
- TEA Panel will look at entries and determine if info is sufficient to meet Prongs 1 & 2
Indicator 12: Data Clarification – (Compliance Corrections Clarification Process)

Evaluations and Eligibility Determinations Completed (although late)
In accordance with OSEP Memorandum 09-02, States must verify that each identified noncompliance has been corrected (evaluations and eligibility determinations completed although late) and that the specific regulatory requirements are being correctly implemented through a review of updated data. If the district feels it can demonstrate correction for both prongs of OSEP Memorandum 09-02, the district may provide additional information using the template below. The district must make the proper assurances and certification statement before re-submitting any information.

<table>
<thead>
<tr>
<th>Student ID</th>
<th>Student Birthdate</th>
<th>Date of Written Consent Received from Parent</th>
<th>Date of Initial ARD/IEP</th>
<th>Additional Information (if applicable)</th>
</tr>
</thead>
<tbody>
<tr>
<td>012345678</td>
<td>09/20/2012</td>
<td>09/20/2012</td>
<td>09/20/2012</td>
<td>Diagnosticians hospitalized for appendectomy an unavailable for 1 month</td>
</tr>
</tbody>
</table>

- Hide/Show entries

- The district has corrected each individual case of noncompliance (evaluations and eligibility determinations completed although late)
- The district is correctly implementing the specific regulatory requirements as of <<MM/DD/YYYY>> and has achieved and sustained 100% compliance since that date.
- 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  Request TEA Return
Indicator 13: Data Clarification – (Compliance Corrections Clarification Process)

Transition Plan Completed (although late)

In accordance with OSEP Memorandum 09-02, States must verify that each identified noncompliance has been corrected (transition plan completed although late) and that the specific regulatory requirements are being correctly implemented through a review of updated data. If the district feels it can demonstrate correction for both prongs of OSEP Memorandum 09-02, the district may provide additional information using the template below. The district must make the proper assurances and certification statement before re-submitting any information.

<table>
<thead>
<tr>
<th>Student ID</th>
<th>Student Birthdate</th>
<th>Date of Notice/Invitation to Student and appropriate agency representatives</th>
<th>Date of ARDC/IEP Meeting when transition plan meeting all requirements was completed</th>
<th>Campus ID</th>
<th>Additional Information (if applicable)</th>
</tr>
</thead>
<tbody>
<tr>
<td>890123456</td>
<td>10/06/1999</td>
<td>09/28/2012</td>
<td>03/15/2013</td>
<td>78901101</td>
<td>Lorem ipsum lorem ipsum veni vidi vici.</td>
</tr>
</tbody>
</table>

Hide/Show entries

<table>
<thead>
<tr>
<th>Student ID</th>
<th>Student Birthdate</th>
<th>Date of Notice/Invitation to Student and appropriate agency representatives</th>
<th>Date of ARDC/IEP Meeting when transition plan meeting all requirements was completed</th>
<th>Campus ID</th>
<th>Additional Information (if applicable)</th>
</tr>
</thead>
<tbody>
<tr>
<td>123456789</td>
<td>09/20/2012</td>
<td>12/12/2012</td>
<td>01/09/2013</td>
<td>123456789</td>
<td>At vero eos et accusamus et iusto odio dignissimos ducimus qui blanditiis praesentium.</td>
</tr>
<tr>
<td>345678901</td>
<td>09/20/2012</td>
<td>12/12/2012</td>
<td>01/09/2013</td>
<td>345678901</td>
<td>El harum quidem rerum facilis est et expedita distinctio.</td>
</tr>
<tr>
<td>56790123</td>
<td>09/20/2012</td>
<td>12/12/2012</td>
<td>01/09/2013</td>
<td>56790123</td>
<td>Itaque earum rerum hic tenetur a sapiente delectus, ut aut reiciendis voluptatibus.</td>
</tr>
</tbody>
</table>

District Certification

- The district has corrected each individual case of noncompliance (evaluations and eligibility determinations completed although late)
- The district is correctly implementing the specific regulatory requirements as of <<MM/DD/YYYY>> and has achieved and sustained 100% compliance since that date.
- I understand and agree that submission of this information constitutes certification that this data are accurate and meets the reporting requirements outlined by the Division of Federal and State Education Policy

Certify | Request TEA Return
Application returned but LEA not making changes

• LEAs who do not re-submit information through electronic assurance form will remain in standing as reported in original submission

• Still need to recertify
For More Information:

- **The TEASE Applications Reference:**

- **For TEASE account troubleshooting:**
  [computer.access@tea.state.tx.us](mailto:computer.access@tea.state.tx.us)

- **Request New TEASE User Account:**
  [https://sequin.tea.state.tx.us/appsng/um/apply.aspx](https://sequin.tea.state.tx.us/appsng/um/apply.aspx)

- **Logon Page:**
  [https://sequin.tea.state.tx.us/apps/logon.asp](https://sequin.tea.state.tx.us/apps/logon.asp)