LEA Special Education Point of Contact Monthly Webinar

Oct. 18, 2023

OSSE Division of Systems and Supports, K-12 (K12SS)
OSSE Division of the Chief Information Officer (CIO)
OSSE Division of Student Transportation (DOT)
OSSE Division of Teaching and Learning (TAL)

The LEA Special Education Point of Contact Monthly Webinar will begin momentarily. A copy of today's presentation is available for download through Go To Webinar. To access, expand the 'Handouts' menu.

Agenda

- Introduction

- Policy Reminders and Updates

- Individuals with Disabilities Education Act (IDEA) Monitoring Reminders and Updates

- Transportation Reminders and Updates

- Special Programs Reminders and Updates

- Nonpublic Placement Reminders and Updates

- Teaching and Learning Reminders and Updates

- Announcements and Reminders

Introduction

Policy Reminders and Updates

SPECIAL EDUCATION PROCESS
HANDBOOK
SEPTEMBER 2023

Access the Special Education Process Handbook on OSSE's
Special Education Guidance site.

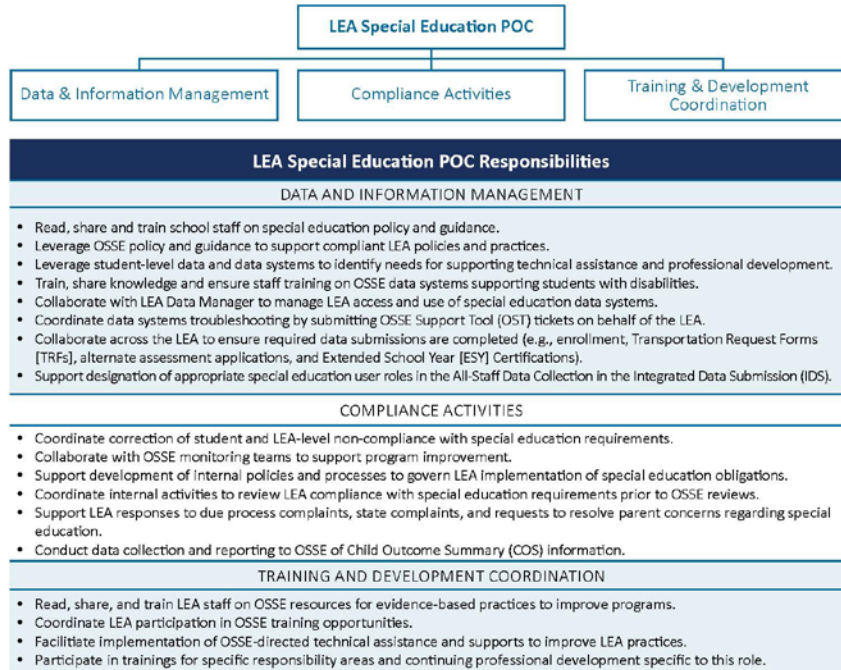# Special Education Process Handbook

To support local education agencies (LEAs) in understanding and implementing special education requirements, the Office of the State Superintendent of Education (OSSE) provides this handbook as a comprehensive overview of special education processes from referral to exit.

Evaluation Processes	Individualized Education Programs (IEPs)	Parent Participation
Child Find Obligations	IEP Team	Prior Written Notice (PWN)
Referral Process	IEP Components	Scheduling Meetings
Determining Eligibility	IEP Implementation	Community Resources

New Resource:
LEA Special Education Point of Contact Role Description

OSSE has published the LEA Special Education Point of Contact (POC) Role Description. This resource supports LEAs in *identifying appropriate staff* to carry out special education organizational operations, liaise with OSSE and support all facets of special education.

The LEA Special Education POC must be identified in the All Staff submission in the Integrated Data Submission (IDS).

New Resource:
LEA Special Education Calendar

OSSE has released a new Special Education calendar to support LEAs during the 2023-24 school year. This calendar provides an overview of important deadlines and events related to special education requirements.

LEA Special Education POC Resources

OSSE Special Education Process Handbook	LEA Special Education POC Role Description	LEA Special Education Calendar
• Describes the **what** of LEA responsibilities	• Describes the **who** of LEA responsibilities	• Describes the **when** of LEA responsibilities
• Use as a guide in creating and documenting LEA policies and procedures (your LEA's **how**!)	• Use to identify appropriate staff to manage and implement LEA operational activities	• Use to plan LEA activities and anticipate LEA responsibilities, training and monitoring
▪ Referral and evaluation processes	▪ Data and information management	▪ IDEA grant activities
▪ IEP processes	▪ Compliance activities	▪ Monitoring schedule
▪ Managing student transitions	▪ Training and development	▪ Data submissions
		▪ OSSE trainings and monthly webinars
Contact: Alexandra Millson Alexandra.Millson@dc.gov	Contact: Christie Weaver-Harris Christie.Weaver-Harris@dc.gov	Contact: LaShonda Wilson LaShonda.Wilson@dc.gov

Individuals with Disabilities Education Act (IDEA) Monitoring Reminders and Updates

Special Education Performance Report (SEPR)

- On Sept. 29, 2023, OSSE released LEAs' first annual SEPR to the public. Public reports are accessible on the OSSE SEPR website.

- LEAs can continue to access their reports in the SEPR application in Quickbase.

- Please note that LEA and public reports vary slightly due to OSSE's data suppression policy.

- For questions, please contact Karen Morgan-Donaldson at Karen.Morgan-Donaldson@dc.gov.
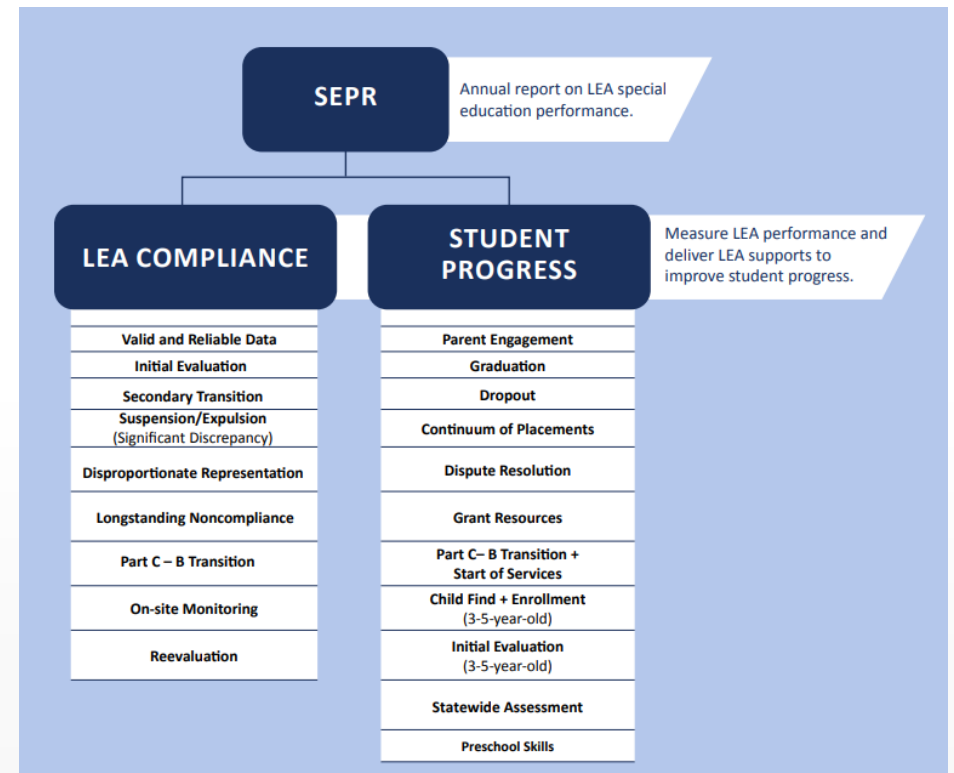
Reports in DC Corrective Action Tracking System (DC CATS)

Report Name	Year in DCCATS	Date of Notification	Prong 1 Due	Prong 2 Due
1. Secondary Transition	2022-23	June 5, 2023	Sept. 3, 2023	June 5, 2024
2. Reevaluation Timeliness	2022-23	June 5, 2023	Sept. 3, 2023	June 5, 2024
3. Initial Evaluation	2022-23	Aug. 11, 2023	Nov. 9, 2023	Aug. 11, 2024
4. C to B Transition Timeliness*	2023-24	TBD	TBD	TBD

*C to B Transition Timeliness 30-day correction window closes on Oct. 27, 2023.

Need DCCATS Access? Please request access by visiting DCCATS Home Page.

Questions about your LEA's open reports? Please contact Debra Melville at Debra.Melville@dc.gov.

New Monitoring and Compliance Tracking System

- Next month, OSSE will transition from the District of Columbia Corrective Action Tracking System (DCCATS) to a new monitoring and compliance system called **Stepwell.**

- Trainings are scheduled for the following dates and times:

  - Nov. 14, 2023 at 9 a.m. - Register here

  - Nov. 15, 2023 at 1 p.m. - Register here

- Please continue to use DCCATS until notified of transition.
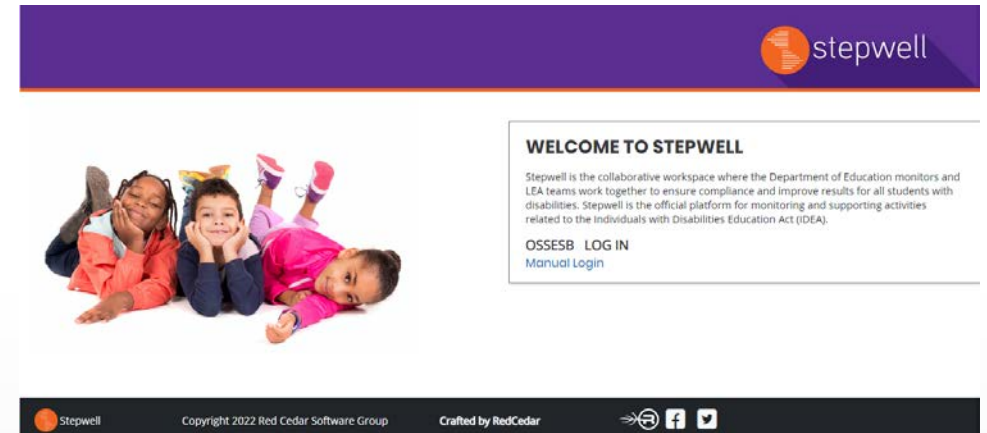
Child Outcomes Summary

- The migration of Child Outcomes Summary (COS) data into Special Programs is scheduled for Nov. 1, 2023.

- All COS exit data must be submitted in DC CATS no later than close of business on Oct. 31, 2023.

- All open COS records with complete and incomplete entry data will migrate to Special Programs.

- All new entry data submissions for students enrolled in a preschool/pre-kindergarten special education program must be entered into Special Programs after Oct. 31, 2023.

- Training for Special Programs COS Process will be provided on the following dates and times:

  - Nov. 9, 2023 at 9:30 a.m. - Register here

  - Nov. 14, 2023 at 1:00 p.m. - Register here

Transportation Reminders and Updates

Parent Reimbursement Updates

- In addition to providing transportation services to eligible students, OSSE will reimburse parents who transport eligible students with disabilities to and from school. Parents may qualify for reimbursement if:

  - The parent or guardian of a transportation eligible student has requested reimbursement by completing the required forms in advance of transporting the student (parents/guardians must receive approval from OSSE Division of Student Transportation (DOT) prior to seeking reimbursement by submitting a "Request for Self-Transport Form"); or

  - A parent or guardian transported a student to/from school due to a failure on the part of OSSE DOT to provide services.

- If families meet the above qualifications and want to apply for parent reimbursement, they can submit requests following the detailed instructions provided in the Parent Reimbursement Program Guidelines [For Parents: Transportation for Students with Disabilities | osse (dc.gov)](#) located on the OSSE Student Transportation webpage.

Transportation Webpage and Parent Reimbursement Forms

For more information regarding LEA and Parent Reimbursement, please visit:

osse.dc.gov/service/student-transportation

Reimbursement forms can be accessed on the webpage under the following links:

- Parent Reimbursement - Frequently Asked Questions (FAQ)
- Parent Provided Transportation Certification Form
- Parent Reimbursement Program Guidelines English | Amharic | Spanish
- Parent Reimbursement Approval Form
- W-9 | English | Spanish

Special Programs Reminders and Updates

Special Programs Identified Issues

- The following impacted functionality are resolved as of Oct. 4, 2023:
  - Entry/Exit: OSSE will impute an exit date for all historical records where none were provided by the LEA so students could appear in the correct LEA/school.
  - Licensing: Removal of requirement to have the user to upload their license.
  - Licensing: Adding Social Worker as a license type.

- The following impacted functionality will be resolved as of Oct. 19, 2023:
  - Age Out: Update to language in the Age Out letter to match the approved version of the document.
  - Final Eligibility Determination: Update to include a comparable services checkbox.

- The following impacted functionality will be resolved as of Oct. 21, 2023:
  - Document Transfer Date: Allows for the document transfer date to reflect the original document creation date.

10/18/2023

Special Programs

The following impacted functionality are currently having a resolution identified:

- Amendments: Currently, users can re-create IEPs that were migrated as PDFs into Special Programs. OSSE is working to create an update where these instances will be marked as re-creations.

- Parent/Guardian in Documents: Before a document is created, users are currently asked to ensure that the correct individual is marked as having "Educational Rights" in Special Programs before a document is created. OSSE is working with PowerSchool for an overall development resolution that will resolve any issues related to Parent/Guardian in Special Programs.

- Adult students should be added to their own contacts and marked as having educational rights.

- Multi-LEA Reports: OSSE is working to ensure release of a feature that will allow users with access to multiple LEAs the ability to run a standard report within one tenant and then include multiple LEAS that the user has access to in a single report.

Special Programs: LEA Training Support

Training & Support Pathways

OSSE Support Tool

- Submit issue for written support
- 8 business hour response time
- Some issues may require further investigation

Individual or Small Group Support

- 30-minute focus session
- Schedule via Bookings
- For specific areas of support or training

LEA/School Team Training

- 3-hour specific training to all staff
- On-site, virtual or at OSSE

Training Videos

- On-demand training
- Specific topics snippets
- Recorded extended trainings

Nonpublic Placement Reminders and Updates

Student Transfer Between District LEAs

- Placement and service location are related but separate and distinct notions.

  - *Placement*: the programmatic design, including the amount of services and type of educational environment, that the IEP team believes is necessary for the student to access a free and appropriate public education (FAPE).

  - *Service location*: the physical location where the student's IEP will be implemented.

- If a student with an existing IEP transfers to an LEA in the District of Columbia within the same school year, the new LEA, in consultation with the parents, must provide FAPE to the student in the form of comparable services.

Student Transfer to Nonpublic Schools

- The LEA is responsible for providing FAPE before, during and after placement in a nonpublic school while the student remains enrolled in the LEA.

  ▪ If the parent enrolls the student in a new LEA, the new LEA will become responsible for ensuring the provision of FAPE to the student.

- For students attending nonpublic schools,

  ▪ Placement is **a** nonpublic school or program; and

  ▪ Service Location is **the** nonpublic school of attendance.

Transfer and Transition for Nonpublic Students

- If the IEP team determines that the student should transition into a lesser restrictive environment, the IEP team should develop a plan to ensure a supported and successful transition.

- Documentation of such a plan will help in thoughtful planning should the student transfer LEAs during the transition.

- OSSE may additionally reach out to your LEA for students transferring LEAs during the change in placement process, therefore, please be prepared to respond to OSSE timely.

Teaching and Learning Reminders and Updates

Dyslexia Awareness

The OSSE Dyslexia DC landing page offers an overview of DC Law 23-191 Addressing Dyslexia and Other Reading Difficulties Amendment Act of 2020. The page includes the 2022-23 School Year Approved Kindergarten - 2nd Grade Universal Screeners and other resources to support implementation.

OSSE's three-part **dyslexia awareness course** is for all educators serving grades kindergarten through grade 12 who lead and support literacy instruction and language development. Participants can earn up to 16 professional learning units (PLUs) for completion of all three modules. Please register here. For questions, please contact Dustin Tamsen at: Dustin.Tamsen@dc.gov.

Implementation of *DC Law 23-191 Addressing Dyslexia and Other Reading Difficulties Amendment Act of 2020*

Professional Development
- Over 10,000 educators have completed the Dyslexia Awareness Modules in <u>OSSE's Learning Management System (LMS)</u>.

Universal Screening
- All LEAs must select an assessment tool to conduct **universal screening for reading difficulties for students in grades K-2.**
- OSSE has generated a list of <u>approved screeners</u>, as well as universal screener <u>implementation guidance</u>.
- OSSE has provided <u>a template</u> for notifying the families of students identified as being at risk for developing reading difficulties.

Compliance
- LEAs must submit a letter to OSSE for DC Public Schools (DCPS) or the DC Public Charter School Board (PCSB) by **Oct. 31.** This letter shall report whether an LEA has complied with the requirements of the legislation.
- Results will be posted publicly within 10 days.

Technical Assistance
- OSSE has created a <u>Frequently Asked Questions (FAQ) document</u> to support LEAs with implementation.
- For questions, please contact Dustin Tamsen at <u>Dustin.Tamsen@dc.gov</u>.

DYSLEXIA DC

Additional PD Opportunities
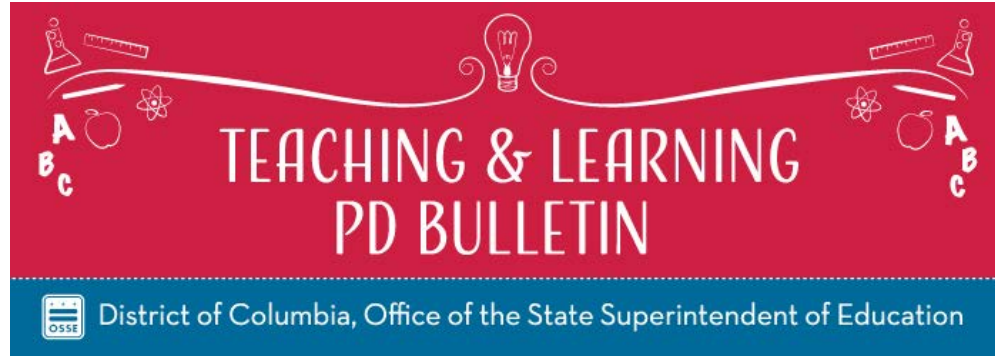
All DC educators are encouraged to subscribe to the monthly TAL PD Bulletin to stay informed of upcoming PD sessions, resources and tips from fellow educators. **Subscribe here.**

Find registration links for all upcoming PD sessions in the most recent TAL PD Bulletin, viewable here.

Announcements and Reminders

# Child Sex Trafficking and Exploitation Awareness Training

Child Sex Trafficking and Exploitation Awareness Training

OSSE, in collaboration with the District of Columbia Office of the Attorney General (OAG) will host a virtual training session called Child Sex Trafficking and Exploitation Awareness on **Friday, Oct. 20, 2023 from 10 a.m.-12 p.m.** This training is for District of Columbia K-12 educators and school staff that interact with District students.

- The training will provide information on:
- Risk factors that make students susceptible to exploitation
- Recognizing signs of human trafficking
- How to respond to and report suspected human trafficking cases
- Promising practices and resources for LEAs

You are invited to attend this virtual training and can register here to attend. For more questions or additional information, contact OSSE's Placement Oversight Unit at OSSE.LRE@dc.gov.

Upcoming Trainings with LRP Special Ed Connection
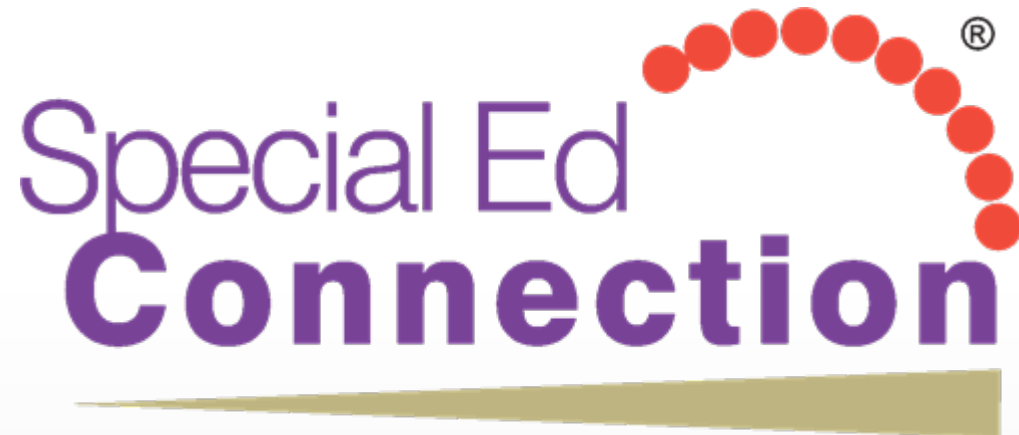
For more information about Special Ed Connection, please contact Karen.Morgan-Donaldson@dc.gov.

Missed a Webinar?

Visit our webpage - LEA Special Education Points of Contact Monthly Webinar Series

- Watch previous webinars
- Download training resources and materials

Recording of this webinar and slides will be posted to the webpage above within one week of the live webinar.
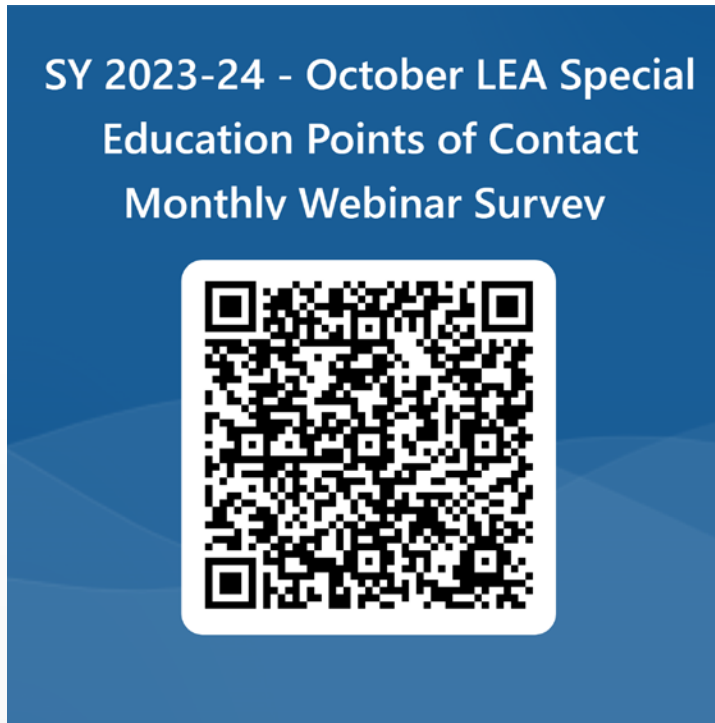
Upcoming LEA SPED POC Webinar

NEXT WEBINAR:

Nov. 15, 2023 at 10 a.m.

Complete our Survey

Please provide your feedback on the October 2023 LEA SPED POC Webinar:

SY 2023-24 - October LEA Special Education Points of Contact Monthly Webinar Survey

Link to Survey

Thank You!

Appendix

OSSE Contact Information for LEA Special Education POCs

Topic	Point of Contact	Email/Phone
Policy & Guidance	OSSE Special Education Policy Team	OSSE.DSEpolicy@dc.gov
Monitoring & Compliance	Karen Morgan-Donaldson, IDEA Part B Monitoring and Compliance Team	Karen.Morgan-Donaldson@dc.gov
	Sharon Powell, Nonpublic Monitoring Team	Sharon.Powell@dc.gov
Evidence-Based Practice	Byul Yim, Division of Teaching and Learning	byul.yim1@dc.gov
Data Apps & Systems	Use the OSSE Support Tool for questions or support with special education data systems and applications Locate your LEA's DAR Liaison	OSSE Support Tool Locate DAR Liaison
Preschool Special Education	Dawn Hilton, Special Education Supervisory Coordinator, Division of Early Learning	Dawn.Hilton1@dc.gov
	Child Outcomes Summary Data Collection	OSSE.COSFAQ@dc.gov
Assessment Accommodations	Lauren Thompson, Deputy Director of Assessments, Data, Assessment, and Research	Lauren.Thompson@dc.gov
Student Transportation	TOTE Support Team:	(202) 576-5520 or DOT.Data@dc.gov
	School Liaisons and Parent Resource Center	(202) 576-5000 *(follow prompt for school officials)*

Coordination Between LEA SPED POCs and LEA Teams

LEA SPED POCs coordinate with a range of other POCs to support with the work listed below. Please connect with the staff members who serve in the following roles to ensure you are prepared to support one another throughout the school year.

LEA Assessment POC

- Ensure students with disabilities receive appropriate assessment accommodations, as documented in IEPs
- Determine Alternate Assessment eligibility for students with cognitive disabilities

LEA Transportation POC

- Provide updates to your LEA on transportation policies, guidance and eligibility criteria
- Ensure timely submission of all Transportation Request Forms (TRFs).

Pre-K Special Education POC

- Serve 3- to 5-year-old students with disabilities
- Support pre-K SPED POC in collecting Child Outcomes Summary data, as needed

LEA Data Manager

- Ensure accurate enrollment data to allow transfer of records in SEDS for students with disabilities
- Access and leverage student-level data from multiple OSSE systems (Qlik, SLED, SIS, etc.)

Early Childhood Transition Coordinator

- Coordinate a smooth C to B Transition for newly enrolled 3- or 4-year-old children from the DC Early Intervention Program ('Strong Start')
- Coordinate Child Find duties for young children

LEA English Learner Coordinator

- Serve students who are dually identified as English learners with disabilities, including appropriate assessment accommodations, evaluations and service provision in other languages, family engagement and communication, etc.