





### **Non-Public Oversight of Services**

- Review of Responsibilities related to Non-Publics
- Non-Public Access in Special Education Data System (SEDS)
- Attendance Monitoring
- Service Logging and Monitoring

### **Reminders and Announcements**

- Extended School Year (ESY) Transportation Online Tool for Education (TOTE)
- Monitoring & Compliance
- System Updates





- Laws, regulations, and policy regarding students placed in nonpublic schools:
  - DCMR Title 5-A, Chapter 28 Nonpublic Special Education Schools And Programs Serving Students With Disabilities Funded By The District Of Columbia And Special Education Rates
    - LEA responsibilities: 5-A DCMR §2808
  - DCMR Title 5-E, Chapter 30 Special Education
    - Public charter LEA responsibilities: 5-E DCMR §3019
  - OSSE's Policies and Procedures for Placement Review, Revised



- The LEA in which the student is enrolled and the nonpublic school at which the student is placed are both responsible for ensuring that the student has a complete and current IEP. (5-A DCMR §2808.1)
- The sending LEA shall ensure that all data required by OSSE regarding a student with a disability placed in a nonpublic school is entered into SEDS and that such data is accurate, up-to-date and complete. (5-A DCMR §2808.2)
  - This includes ensuring the student's attending school is correct in the LEA student information system.
- Pursuant to 34 C.F.R. §300.325, the sending LEA shall remain responsible for compliance with IDEA requirements for students placed at nonpublic schools. (5-A DCMR §2808.4)



- Pursuant to 34 C.F.R. §300.114 and 34 C.F.R. §300.325(c), responsibility for compliance with Part B of IDEA and local law and regulations for a child placed into a nonpublic school remains with the LEA in which the child was most recently enrolled unless and until the child's parent or guardian voluntarily re-enrolls the child into another LEA. Such responsibility includes, but is not limited to:
  - Evaluating the child,
  - Attending IEP meetings,
  - Monitoring progress,
  - Ensuring the administration of assessments,
  - Accountability as required under ESEA, and
  - Developing a plan for the child's return from the nonpublic school to the LEA Charter. (5-E DCMR §3019.9(d))



- The LEA must fully utilize, implement, and enter accurate and complete data and ensure that an accurate, complete, and upto-date record exists in SEDS for every student enrolled in the LEA, including those placed in a nonpublic school (5-E DCMR §3019.3(f)) including:
  - Ensuring current and timely reevaluations
  - Ensuring current and timely annual review of IEPs; and
  - Ensuring timely documentation of service provision.
- Ensure nonpublic students participate in statewide assessments (PARCC, DC Science, MSAA). (5-E DCMR §3019.3(d))



- A student with a disability placed in a nonpublic program remains enrolled in the LEA. When a child is placed in a nonpublic school, the LEA must:
  - Transition the student back to a lesser restrictive environment as soon as practicable;
  - Maintain the capacity to serve the child; and
  - Continue to monitor each child's academic and social-emotional progress at the nonpublic school. (3019.9)
- If a student attending a nonpublic school has not transitioned out of the nonpublic school within 120 days of the end of the school year in which the child will exceed the maximum age range for children served by a public charter LEA, the LEA shall provide written notification at least 90 days before the end of the school year to the parent of their responsibility to enroll in another LEA. (5-E DCMR §3019.9(c))



### Best Practices for LEA Monitoring of Nonpublic Schools

- Reach out to nonpublic schools where LEA students are placed
- Consider developing a written agreement that clearly defines LEA and nonpublic responsibilities
- Ensure nonpublic staff has appropriate and necessary access to SEDS
- Work with the nonpublic school to schedule IEP and re-evaluation meetings
- Check that the nonpublic school has all necessary service providers to fulfill IEP responsibilities for your enrolled students attending the nonpublic
- Set monthly calendar reminders to run related services management reports (RSMR)
- Ensure that plans are in place for statewide assessments





### Account Management Related Service Providers

LEA SPED POCs are responsible for **protecting the privacy** of student information by controlling access to student files in SEDS.

LEA POC's should NOT create accounts for Aggregate users. Aggregate users are typically Related Service Providers that service MULTIPLE LEA's.

- 1) Request access via OST
- 2) OSSE will add user to your LEAs SEDS site
- 3) LEA SPED POC will give ONLY the specific school in which user should access.
- 4) LEA Sped POC will add provider to student caseloads.
  OSSE DOES NOT SETUP CASELOADS OR PROVIDE ACCESS TO STUDENT RECORDS



### Account Management - Nonpublic Staff

SEDS access for nonpublic staff requires OSSE, the nonpublic, and LEAs to work together. Key players include:

- 1. Nonpublic SEDS Point of Contact (NP SEDS POC): Each nonpublic campus has a designated POC who is responsible for:
  - Coordinating SEDS access for nonpublic staff
  - Training nonpublic staff on how to use SEDS
- 2. LEA SE POC: Responsible for overseeing SEDS access for any user, including nonpublic users, who serves students from that LEA. LEA SE POC directly controls which student files a user can access.
- **3. OSSE Help Desk Staff:** Only the NP SEDS POC and/or the LEA SE POC can communicate with the OSSE Help Desk by using the OSSE Support Tool.



## Attendance Monitoring for Non-Public Schools

SEATS is OSSE's response to a need to create a systematic method for collecting attendance information for DC special education students who attend nonpublic programs

- Create system of record for District nonpublic student attendance data collection
- Institute a change management process that keeps attendance tracking system up to date
- Support the inclusion of comments and supporting documentation for attendance records.

### Highlights Highlights

- Web-based program access
- Preloaded schools, campuses and student rosters
- Supporting documentation and comments
- Weekly automated reminders
- Visual alerts when absence thresholds are met
- Student entry date adjustments
- Lock/unlock attendance function supporting change management
- Secure permission-based and password protected access
- Attendance reports in SEATS and SLED
- Data views in SLED for LEAs and OSSE



### Users and Functions

SEATS Nonpublic permissions include School (see all campuses under that school) and Campus (only view a specific campus for attendance entry).

## Nonpublic Program



- 1. Record
- 2. Submit
- 3. Review
- 4. Recall
- 5. Request

## Local Education Agency



- 1. Load student files
- 2. Unlock
- 3. View

### **OSSE**



- 1. View
- 2. Support
- 3. Improve

- Nonpublic campuses enter daily attendance codes, student supporting documents and comments
  - Visual alerts during entry for new student entry dates, student withdrawal dates, and when student absence thresholds are reached
- Record attendance Wednesday and Friday
  - Auto-reminder on Friday if no record is detected by SEATS
- Submit attendance last day of the current month
- Recall and edit up to the Fifth (5<sup>th)</sup> working day
- System locks submitted attendance after 5<sup>th</sup> working day
- Request for unlock must be sent to LEA if updates are needed
- Data collected can be viewed in SLED by LEA



### Recording Attendance Entries

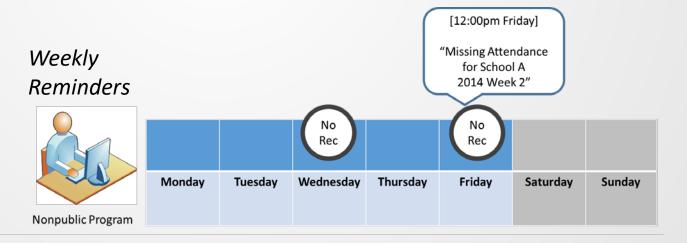
### Recording Attendance - Bi-weekly action

- Occurs Wednesday and Friday each week
- Attendance records are saved
- Visible to LEAs and State Education Agency via SLED
- Can be amended
- Weekly reminders to complete attendance recording



		Rec		Rec		
Jan 25	Jan 26		Jan 28		Jan 30	Jan 31
Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday

Nonpublic Program

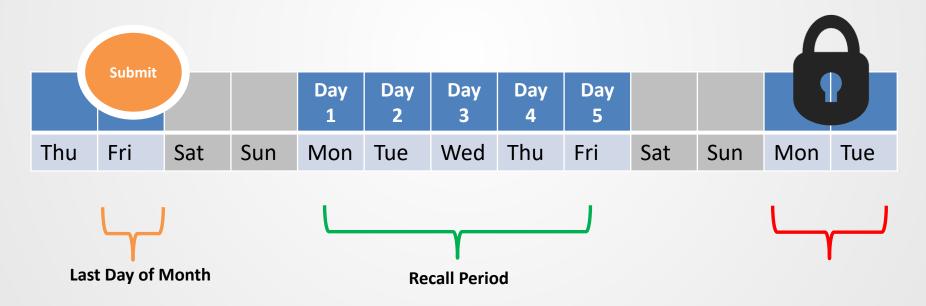




### Submitting Attendance Entries

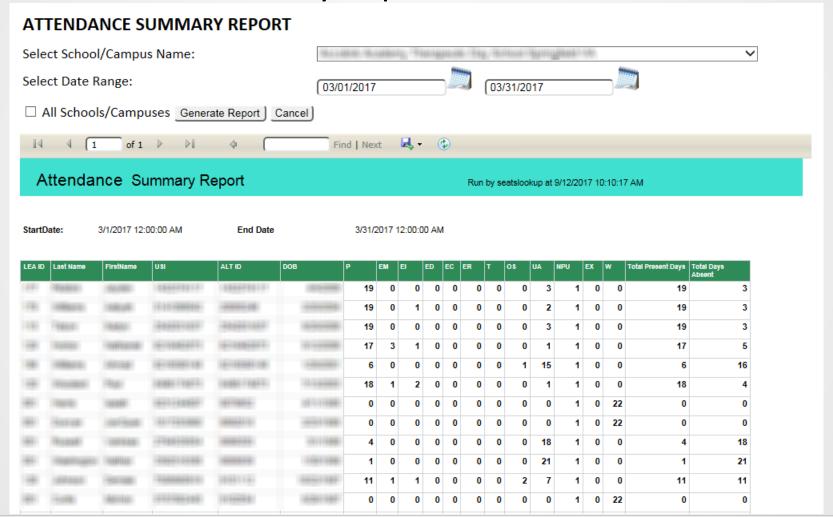
### Attendance Submission – Monthly action

- Occurs the last weekday of the month
- "Final Submission" asserts that attendance data is accurate
- Visible to LEAs and State Education Agency
- Can be amended within Five (5) week days (recall period) after submission



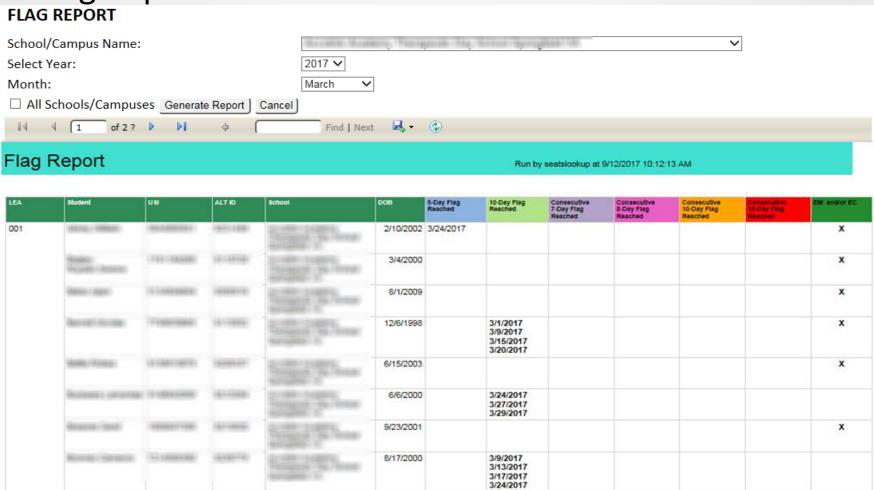


Attendance Summary Report





### Flag Report





## Service Logging and Documentation

### **Logging Services**

The LEA must fully utilize, implement, and enter accurate and complete data and ensure that an accurate, complete, and up-to-date record exists in SEDS for every student enrolled in the LEA, including those placed in a nonpublic school (5-E DCMR §3019.3(f)) including:

- Ensuring timely documentation of service provision.
- Ensuring student receive services in accordance with their IEPs.
- Related Services as Prescribed on the IEP must be fulfilled.
- Timely documentation of Provision of Service.



### Steps for Logging and Verifying Services

When a related service provider (RSP) provides a service to a student, or attempts to provide a service, it must be documented in

SEDS in the following order:

**STEP 1:** Create service log using logging wizard (within 5 business days of each session).

**STEP 2:** Generate service tracker (LEA determines how often this is done—weekly is recommended).

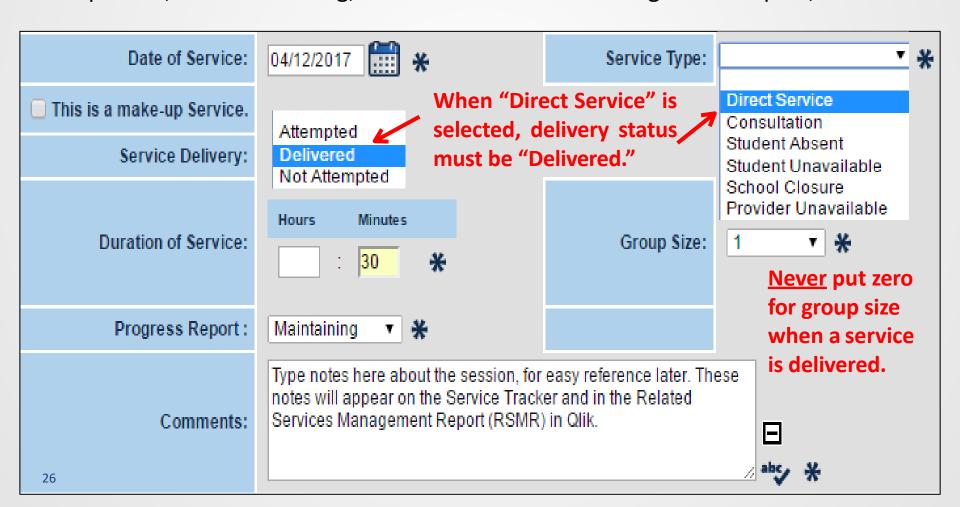
**STEP 3:** Complete progress report (at end of progress reporting period).





### Creating a Delivered Service Log

LEA SE POCs must ensure all related service providers know how to accurately log a service in SEDS. Incorrect logs may affect service trackers, monitoring and compliance, Medicaid billing, the Related Services Management Report, etc.

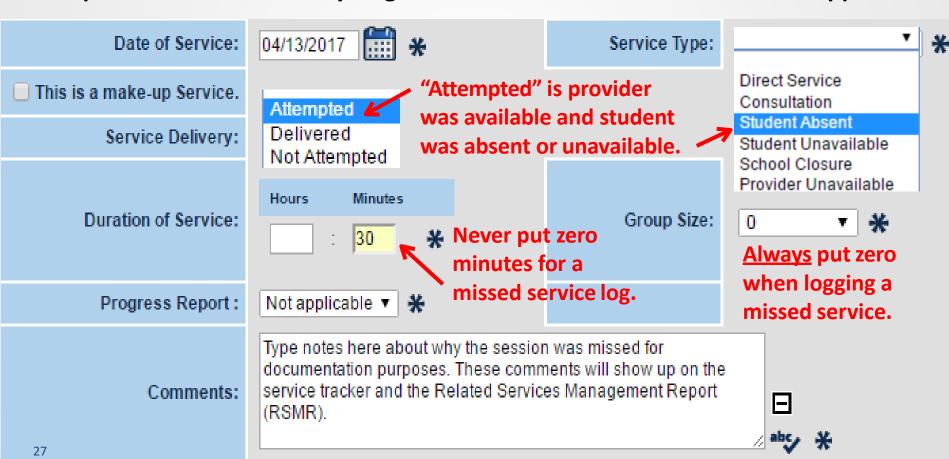




### **Creating Missed Service Log**

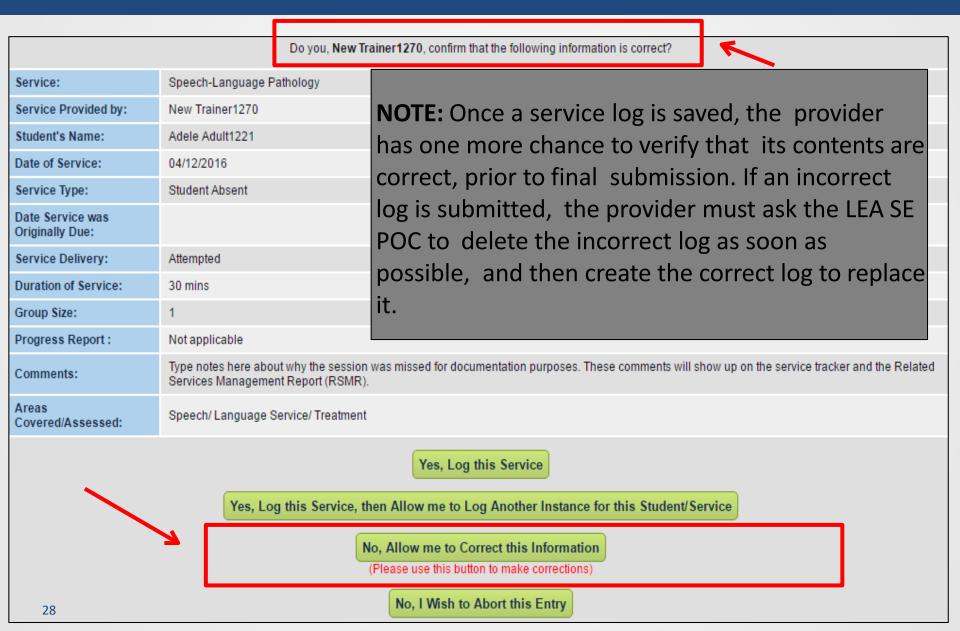
When a service is **scheduled, but is missed,** the RSP must still create a service log to reflect the missed session. An incorrect service delivery status, types, or duration will affect the service tracker, RSMR, Medicaid billing, monitoring, etc.

Never put zero minutes. Always log the minutes that were scheduled to happen.





### Confirming Service Log Entry







### Related Service Management Report (RSMR)

- Analyzes data entered in SEDS
- Provides view of service delivery for Non-public schools
- Qlik Report creates visualization of data from SEDS
- SEDS version retired.

### **Service Delivery**

- Prescribed
- Delivered
- Missed
- Make-Up
- Provider Productivity Metrics



# ESY Requirements for the Transportation Online Tool for Education (TOTE)



### Changes to TOTE for 2019

### OSSE will role out a new version of TOTE, powered by Salesforce in preparation for ESY 2019 and 2019-20 school year

- Integrated, easy to use cloud based system
- Streamlined and reduced data entry
- Enhanced reporting and case management

### LEAs will be granted access to the new TOTE after completing one of the mandatory training

- Instructor lead training (ILT)
- Web-based training (WBT)
- Just-in-time training/office hours

### Training are designed as working sessions



### Changes to TOTE for 2019

### Training workshop sessions will cover the following areas:

- An overview of the new TOTE Application Platform;
- Updating and editing any effected changes to calendars in the new application platform;
  - Calendars template is also available for DOT to upload
- Submitting a transportation request form (TRF) on the new application platform; and LEA certification process for the new application platform.



### Training Dates – TOTE Changes for 2019

Date	Time	Location		
Tuesday, March 19, 2019	10 a.m 2:30 p.m.			
Thursday, March 21, 2019	10 a.m. – 2:30 p.m.			
Wednesday, March, 27,2019	10 a.m. – 2:30 p.m.			
Tuesday, April 2, 2019	10 a.m. – 2:30 p.m.			
Wednesday, April, 3, 2019	10 a.m. – 2 p.m.			
Thursday, April, 4, 2019	10 a.m. – 2:30 p.m.	OSSE, 1050 First St. NE,		
Wednesday, April, 10, 2019	10 a.m. – 2:30 p.m.	Fourth Floor, Room 442 (Bill Nye		
Tuesday, April 23, 2019	10 a.m. – 1 p.m.	Training Room)		
Thursday, May, 2, 2019	10 a.m. – 2:30 p.m.			
Wednesday, May, 8, 2019	10 a.m. – 2:30 p.m.			
Friday, May, 17, 2019	10 a.m. – 2:30 p.m.			
Tuesday, May, 21, 2019	10 a.m. – 1 p.m.			
Thursday, May, 23, 2019	10 a.m. – 2:30 p.m.			

Please register for a specific training date by clicking on the link: **REGISTRATION FOR NEW TOTE PLATFORM TRAINING DATES.** 



### **ESY Certification**

Certification by LEAs assists OSSE in anticipating state-level expenses and transportation needs.

As a reminder, ESY certification has been completed when:

- Student-level decisions on ESY eligibility status, goals and services, and transportation are updated and accurate in SEDS as part of a finalized current IEP.
- ESY calendar and bell times are updated and accurate in the new TOTE application.
- Student demographics, eligibility and ESY location information is confirmed in the new TOTE application.
- Transportation requests for all students requiring services have been submitted in the new TOTE application.

ESY 2019 Deadline: Monday, May 6, 2019

SY 2019-2020 Deadline: Monday, June 3, 2019



### Certification Deadline Reminder

### **Deadlines:**

- ESY May 6, 2019
- 2019-20 School Year June 3, 2019

Please submit your ESY and SY calendar(s) and transportation requests at the same time if that information is available.

### **Additional Resources**

TOTE Support Line: (202) 576-5520





### Reevaluation Monitoring Updates

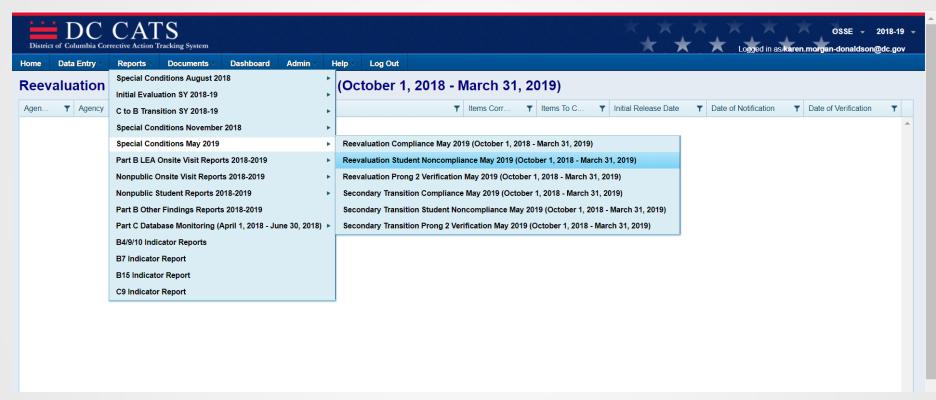
- Reevaluation Monitoring for October 1, 2018 March 31, 2019
  - Initial and final report to be released in April
- Reminder about 10-day window changes for Initial and Reevaluation:
  - After the initial release (during the 10-day correction window), LEAs will have the opportunity to demonstrate the following:
    - The eligibility determination was completed timely.
    - The student is no longer enrolled at the LEA.
    - The student is no longer receiving special education services.
    - The student has had a transfer event outside of the LEA during the timeline of the reporting period.

LEAs that demonstrate any of the above will not have a finding issued.

 All documentation submitted by LEAs after the initial release (during the 10-day correction window) that demonstrates the untimely completion of eligibility determination will be considered evidence when closing out findings.



### Reevaluation Monitoring Updates



Questions? Please contact your LEA IDEA monitor or Karen Morgan-Donaldson at Karen. Morgan-Donaldson@dc.gov.

## Early Access to Students with Disabilities (SWD) Qlik Application Re-Launch

- The re-launch of Early Access for SWD launch in late April.
- Additional Part C Data (New)
- Timely and appropriate access to information for students with disabilities.
- Flags student under the age 6, that previously received IDEA Part C early intervention services.
- Training Provided at Start of School Summit.

### **Comparable Services Primary Disability**

Primary Disability will now be included on the Comparable Service Consult Letter.

This addition is informational and does not negate the IEP's Team's responsibility in SEDS to determine Eligibility.

- It will be a required field.
- It will be a drop down with the District's primary disability
- It is additional information necessary for Medicaid billing
- This field will not populate the Primary Disability on the Eligibility/IEP



### **Assessment Durations Update**

- No Longer able to add no zeros
- Purposes of Medicaid billing and compliance



#### **Administrative Removal in SEDS**

For LEA's that are requesting an Administrative removal of a student from SEDS, please be reminded that the following documents are required in SEDS prior to exit:

- Prior Written Notice
- Summary of Performance
- Age Out
- Graduation Documentation



### 2019 ESY Data System Deadlines

OSSE	2019 ESY Data System Deadlines						
Data System	ESY Required Tasks	Earliest date LEA can begin task	Final deadline to complete task				
SEDS	Finalize ESY eligibility & ESY transportation eligibility status on IEP	Fall 2018	Friday, May 3, 2019 (shows in TOTE next business day)				
	Enter ESY calendar & ESY progress report dates	Fall 2018	Friday, May 3, 2019				
	Enter Service Trackers	Last day of ESY	Within 5 business days after ESY				
	Enter Progress Reports	Last week of ESY	ends for LEA				
TOTE	Complete transportation request form (TRF) for each student eligible for ESY transportation	March 18, 2019	Monday, May 6, 2019				
eSchool PLUS	Create ESY calendar (LEA Data Managers)	March 25, 2019	Friday, May 3, 2019				
SLED ESY Module	Input ESY site location(s) for LEA	April 1, 2019	Friday, May 3, 2019				
	Assign each ESY-eligible SWD to ESY site location	April 1, 2019	Two days prior to the first day of ESY for the LEA				
	Indicate overall ESY attendance for student	Can be completed as early as first day of ESY, if parent/ guardian /student	Within 5 business days after ESY ends for LEA				

opted out of ESY.



### Trainings & Resources

#### **Archived SEDS Resources:**

- Getting Started with SEDS: Related Service Provision 101 (webinar recording) <a href="https://osse.dc.gov/node/1288166">https://osse.dc.gov/node/1288166</a>
- Navigating the Initial Eligibility Process in SEDS (webinar recording) <a href="https://osse.dc.gov/node/1317041">https://osse.dc.gov/node/1317041</a>
- <u>SEDS Basic User Guide</u> (200-page manual with step-by-step instructions & screenshots)
- Previous LEA SE POC Monthly Webinar Recordings
   <a href="https://osse.dc.gov/service/office-data-management-and-applications">https://osse.dc.gov/service/office-data-management-and-applications</a>



Data systems access, training, and troubleshooting, including SEDS issues: OSSE Support Tool or DAR Liaison

Policy questions: OSSE.DSEpolicy@dc.gov

TOTE and transportation: (202) 576-5520 or DOT.data@dc.gov

Special education monitoring: Karen.Morgan-Donaldson@dc.gov or your LEA state rep

Statewide assessment questions: OSSE.Assessment@dc.gov

### **NEXT WEBINAR:**

Wednesday, April 24, 2018 10—11 a.m.