



SQUIRE Updates for Nonpublic Schools

Division of K-12, Systems and Supports

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AGENDA

- General Overview and Regulatory Guidance
- Strategies and Tips
- New Reporting Features
- Resources



General Overview

General Overview

As the state education agency for the District of Columbia, OSSE is charged with setting high expectations, providing resources and support, and exercising accountability to ensure that all students receive an excellent education.

In accordance with the DCMR Chapter 2800, OSSE is committed to ensuring that students with disabilities attending nonpublic schools or programs receive a free appropriate public education (FAPE), provided by appropriately certified staff, in a safe environment.



Regulatory Guidance

Pursuant to 5-A 28 DCMR §§ 2823.2 and 2823.3, each member of an approved nonpublic school's teaching staff shall hold a teaching certification from the state or district in which the school is located, to the same level as required for teaching staff in public schools of that state or district.

All related service providers shall also be appropriately certified, licensed or registered in their professional areas in alignment with requirements from the state or district in which the school is located, to the same level as required for teaching staff in public schools of that state or district.

In 2016, OSSE developed an application in QuickBase to permit nonpublic schools to upload staff credentials and certifications.

The Staff Qualifications Information Repository, commonly referenced as SQUIRE, is currently OSSE's official system of record for all nonpublic school staff credentials and certifications.

SQUIRE: New User Training

An [Instructional Training Session](#) for new SQUIRE users is available on OSSE's website. This training provides step-by-step instructions on general functions of the SQUIRE system.





Strategies and Tips

Staff Type Categories

Staff records are organized in SQUIRE by the staff member's role in the nonpublic program, or **Staff Type**.

Nonpublic staff records are noncompliant if staff members are not assigned to the appropriate staff type category.

Staff Type Category	Staff Role
Teacher	Teacher, Instructional Leader, and other related roles
Related Service Provider	Social Worker, Occupational Therapist, Physical Therapist, Audiologist, Psychologist, Psychiatrist
Direct Care Provider	Nurse
Other	Therapeutic Aide, Dedicated Aide, Residential Staff

Staff Type Categories

The **Staff Type** drop-down menu appears at the top of each staff record.

After the staff type is selected, SQUIRE will populate all required sections associated with the category.

The screenshot shows a web form for a staff record. At the top, there is a 'Staff Type' dropdown menu and a checkbox labeled 'Not Associated With the NP'. Below this, there are three expandable sections, each with a red border:

- Restraint / Seclusions:** A table with columns: Record ID#, Date of Restraint / Seclusion Training, and Restraint / Seclusion Certified. Below the table, it says 'No restraint / seclusions found'.
- Criminal Background Check Results:** A table with columns: Criminal Background Check Results and Criminal Background Check Completion Date. Below the table, it says 'No background check results found'.
- Child Protective Services Check:** A table with columns: Child Protective Services Registry Check Results and Status Date. Below the table, it says 'No child protective services checks found'.

Below the red-bordered sections, there is another table with columns: Restraint / Seclusion Certified, Date of Restraint / Seclusion Training, Reason if Not Currently Restraint Certified, OSSE Restraint Seclusion Review, and OSSE Reviewer Notes. Below this table, it says 'No restraint / seclusions found'.

School Staff Assignments

Staff Information

Duplicate

Prefix First Name * Middle Name Last Name *

Date of Birth

Staff E-Mail * SEDS User Code

OSSE Internal Comments

Data Entered By

Notes

To continue, please select the "Add School Provider Assignment" button above.

School Staff Assignments

of Staff Assignments

First Name	Last Name	Campus ID	Campus Name	Employment Start Date	Employment End Date
No school provider assignments found					

Use the **School Staff Assignments** section of each record to assign a staff member to your school campus. A staff member will not appear in your staff list until the record has been assigned to a school campus.



New Reporting Features

New Reporting Features

Earlier this school year, OSSE introduced three new reporting features in SQUIRE that will enable nonpublic schools to view staff credentials that are missing, expired, or will expire in three or six months.

The new reporting features will allow nonpublic schools to prepare for the 2021 Annual Assurances Data Request, an annual submission of assurances and school information, including staff credentials, required by District of Columbia (DC) Official Code §38-2561.08.

Reminder: All approved nonpublic schools must submit the 2021 Annual Assurances Data Request by July 16, 2021.

New SQUIRE Reports

3-month Forecast of Potentially Expiring Credentials:	A customized report of the nonpublic school's teacher, related service provider, and restraint certification credentials that will expire within the next three months	June 1 Dec. 1
6-month Forecast of Potentially Expiring Credentials:	A customized report of the nonpublic school's teacher, related service provider, and restraint certification credentials that will expire within the next six months	June 1 Dec. 1
Staff with Missing or Expired Credentials:	A customized report of the nonpublic school's teacher, related service provider, and restraint certification credentials that are currently expired or not present in the SQUIRE application	Jan. 1 April 1 July 1 Oct. 1



Q&A



Resources

Resources

[OSSE Criminal Background and Child Protective Services Guidance](#)

[SQUIRE Instructional Training Video](#)



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