



Agenda

AGENDA

9/27/2023

Why are we here?

- Indicator B-12(Early Childhood Transition) Data Submission Procedures.

Roles and Responsibilities:

- WISD
 - Process - Michelle Pogliano
- Locals
 - Process – Michelle Pogliano
- WISD Technology – David Spitzley & Stephanie Gabriel
- Data TC – Helen Harvin and Nicole Revels
 - Final data check

Overlay Review & Process – David Spitzley

- List of Errors – Stephanie Gabriel



Why are we here?

Indicator B-12 (Early Childhood Transition) Data Submission Procedures

- Indicator B-12 is a compliance indicator, and there is a 100 percent compliance target. Any percentage less than 100 percent is considered noncompliant for the child's resident district, which is responsible for completing and implementing the IEP by the child's third birthday. Therefore, the resident district is responsible for accurate submission of the following characteristics in the Michigan Student Data System (MSDS) which are used to calculate compliance.



Part B indicator Measurement table

Part B – SPP /APR (2)

State

Monitoring Priorities and Indicators	Data Source and Measurement	Instructions for Indicators/Measurement
<p>12. Percent of children referred by Part C prior to age 3, who are found eligible for Part B, and who have an IEP developed and implemented by their third birthdays. (20 U.S.C. 1416(a)(3)(B))</p>	<p>Data Source: Data to be taken from State monitoring or State data system.</p> <p>Measurement:</p> <ul style="list-style-type: none"> a. # of children who have been served in Part C and referred to Part B for eligibility determination. b. # of those referred determined to be NOT eligible and whose eligibilities were determined prior to their third birthdays. c. # of those found eligible who have an IEP developed and implemented by their third birthdays. d. # of children for whom parent refusal to provide consent caused delays in evaluation or initial services. <p>Account for children included in a but not included in b, c or d. Indicate the range of days beyond the third birthday when eligibility was determined and the IEP developed and the reasons for the delays.</p> <p>Percent = [(c) divided by (a – b - d)] times 100.</p>	<p><i>When data is taken from State monitoring, States must describe the method used to select LEAs for monitoring.</i></p> <p>Targets must be 100%.</p> <p>States should describe the results of the calculations and compare the results to their target.</p>

[Link to pdf](#)

Roles and Responsibilities

- Early On Role
- District Role
- Both Early-On and District Role



B-12 Data Submission

WISD Reporting Responsibilities	Local District Reporting Responsibilities
Part C	Part B
Student's Date of Birth	Initial IEP Completion Date
Initial Part C/IFSP Referral Date	Timeliness of Initial IEP
*Special Education Exit Reason	Results of Initial IEP
*Special Education Exit Date	Part C Transition Timeliness
	*Special Education Exit Reason
	*Special Education Exit Date

*These data fields may be blank if the child did not exit special education. However, in the case of children whose parent revokes consent for the provision of special education and related services prior to a child's third birthday, the resident district must report a Special Education Exit Date and Special Education Exit Reason with code 31

B-12 Submission to MSDS

Roles and Responsibilities – Early On

- At each count period, **Fall, Spring and End-of-Year**, Early On will pull a report of students from PowerSchool Special Program - Student Information System (PSSP) who are eligible for both Early On and MMSE who have turned 3 since the last count period
 - PSSP >Reporting> Standard Reports> COUNT PREP→ **[WISD] B-12: EO Exits Needing Initial IEP by Count.**
 - If you look at this report at the column which states, “IEP School” if it states “WISD Early On” the IEP Logo is Washtenaw ISD and not our district’s Logo.
 - This will prevent the student to be in the CEPI file
- Early On will verify each of the components attributed to Early On in the chart to the left, are entered for each EO student in (PSSP).
- Early On will verify that each component attributed to Early On is also indicated to be uploaded to MSDS.
- Any missing information must be entered in to (PSSP) before the data is uploaded to MSDS
- Early On will share relevant student information with (district personnel/role) at each member district, which has one or more students on the list on a monthly basis.
- Early On will indicate on the student list that each record has been checked for completeness in (PSSP) and shared with (district personnel).

MSDS Collection Details

Part C Exit Reason
Characteristic – Early On Component

Characteristic System Name
PartCExitReason

Definition
The reason given for a child discontinuing services through Part C.

Use
MDE use these data for compliance, federal and state reporting requirements.

Citation
Individuals with Disabilities Education Act, 20 USC 1400 (PL 108-446) Sec.1418, Sec.1431, and Sec.1442

Specification
List of values (choose from list)

Code	Description	Text
30	Age 2 ½ - 3, Part B eligible	The child has reached age 2 ½ - 3, and is <i>eligible IDEA, Part B. Part B Eligible</i> refers to a child who has been determined according to State and Federal criteria to have a disability that requires <i>special education and related services</i> and who is receiving services according to an <i>individualized educational plan</i> . (This requires a referral to Special Education Parental Consent for Evaluation and an IEP determining eligibility.)

ROLES AND RESPONSIBILITIES- BOTH EARLY-ON AND DISTRICT ROLE



While the data is in the staging area of MSDS (personnel) must review the data to ensure that each component from PSSP has been uploaded to the correct field in MSDS.

If any data are missing (personnel) must enter the missing information before the certification deadline.

Upon verification that each field uploaded, note the date of the verification on the student file.

Roles and Responsibilities- DISTRICT ROLE

Local District Reporting Responsibilities

Part B

Initial IEP Completion Date

Timeliness of Initial IEP

Results of Initial IEP

Part C Transition Timeliness

*Special Education Exit Reason

*Special Education Exit Date

(District personnel) will label that student list report received from Early On and save it.

Using the student report provided from Early On, (district personnel) will use PSSP to verify each of the components attributed to the district in the chart are entered for each student in PSSP.

(District personnel) will verify that each component attributed to the district is also indicated to be uploaded to MSDS. Any missing information must be entered in PSSP before the data is uploaded to MSDS

The verification deadline is typically 5 weeks after the count date. (District personnel) will indicate on the student list that each record has been checked for completeness in PSSP.

Report in MSDS submission

- [MSDS Manual](#)

Count Date: October 4th

Certified Date: Nov 8th

Final Certify Date: Nov 15th

Local District Reporting Responsibilities

Part B

Initial IEP Completion Date

Timeliness of Initial IEP

Results of Initial IEP

Part C Transition Timeliness

*Special Education Exit Reason

*Special Education Exit Date

Overlay Review and Process

MISDmsds - Import selected components

General Collection

This procedure will import records, matching on UIC and school number.
If a matching record exists only the data from the selected components will be imported.

If a match is not found:

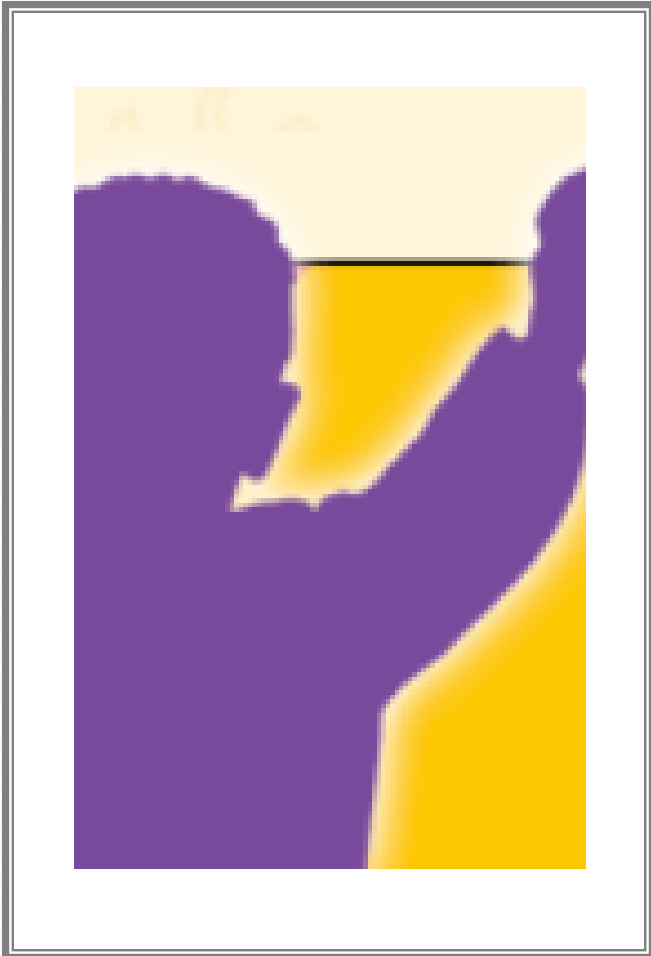
Do not import the record
 Import all components as a new student record

Select General Collection components to import:

<input type="checkbox"/> Personal Core	<input checked="" type="checkbox"/> Special Education
<input type="checkbox"/> School Demographics	<input type="checkbox"/> EC Special Ed Assessment
<input type="checkbox"/> Personal Demographics	<input type="checkbox"/> Discipline
<input type="checkbox"/> Contacts	<input type="checkbox"/> Attendance
<input type="checkbox"/> Enrollment	<input type="checkbox"/> SNE
<input type="checkbox"/> Membership	<input type="checkbox"/> Early On
<input checked="" type="checkbox"/> General Education FTE	<input type="checkbox"/> Initial IFSP
<input type="checkbox"/> Program Participation	<input type="checkbox"/> Part B Referral
<input type="checkbox"/> Personal Curriculum	<input type="checkbox"/> Part C Assessment
<input type="checkbox"/> Homeless Demographics	<input type="checkbox"/> Seclusion and Restraint
<input type="checkbox"/> LEP	<input type="checkbox"/> Early Reading Deficiency
<input type="checkbox"/> Advanced and Accelerated	<input type="checkbox"/> Early On Services
<input type="checkbox"/> Title I TAS	<input type="checkbox"/> Third Grade Retention
<input checked="" type="checkbox"/> Initial IEP	

Ok Cancel

- How to do the overlay
 - How to do the overlay [Instructions](#) and Video
- Resources from Macomb ISD
 - [Misdmsds program](#) zip file
 - [MISDMSDS Installation Direction](#)
 - [Misdmsds Documentation](#)
- Resources from Michigan CEPI
 - [MSDS Collection Manual](#)



List of challenges of why data is not submitted to MSDS correctly

Areas of Challenge of why the student wasn't in the count submission

Logo on left Side of District's Document (s) for the Student was-- WISD Logo

Cause:

- No District Enrollment Record Profile created
- The District's Enrollment start date is after the District's Document (s)
 - i.e., Eligibility Recommendation should have the District's logo on it.

Action:

- An Enrollment Record must be created prior to any District Documents opened.

****This sync process take until the following morning.**

Logo on left Side of District's Document (s) for Student was the District's Logo

• Cause:

- Preferred method of overlay was not used.
- IEP wasn't finalized in a timely matter.
 - Which missed the Count submission
- IEP was opened after the 3rd Birthday.
 - **IEP Notice page will not have the field available.**
 - Must navigate to the CEPI profile to edit a response: **"IEP Held after the child's third birthday...."**

Inspect Document Values

← → Notice Regarding Provision of Special Education ▾

Any · AB CD EF GH IJ KL MN OP QR ST

OpDistSuperintendentEsign	Logical Value	
OperatingDistrictLookup	Profile Reference	
OperatingDistrictText	Character	
OperDistrictSuperintendent	Profile Reference	
OperDistrictSuperintendentNL	Character	
OtherRelevantFactors	Long Text	None
Parent1Sign	Logical Value	No
Parent2Sign	Logical Value	No
PartCTransitionTimeliness	Keyword Selection	

Initial IEP

Date Of Parental Consent

Initial IEP Completion Date

Timeliness Of Initial IEP

Result Of Initial IEP

Days Beyond Timeline

Part C Transition Timeliness

05/12/2022

05/23/2022

IEP completed within 30 school day

Student was found eligible


(none)

Example of an **IEP** of a child who is **3-6**

Example of a child's Enrollment Record where the "Enrollment start date" is after the IEP date

← → Participants and Profile ▾ ✓

Set Document... ▾ Print... ▾ Navigate To... ▾ M



INDIVIDUAL

Date of IEP	Date of IEP
Team Meeting: 07/14/2022	Offer of FAPE: 07/14/2022
Student Name: [REDACTED]	Home Phone: 734-771-1111
Student's Address: [REDACTED]	State: Michigan
County: Washtenaw County	Resident District: [REDACTED]
Student Primary Language: English	Language in the Home: English
Birthdate: 07/18/2019	Age: 2-11

Profile Documents Repository Events Assessment History Portfolio

Enrollment Records ▾ | Show Filters... | Add New Enrollment Record

Enrollment Records for Student: [REDACTED]

	Student	School	Enrollment Start Date	Enrollment Exit Date	District Exit Status
🔍 ✎ ✕	[REDACTED]	[REDACTED]	08/26/2022		Expected to continue in the same school district

Early On Child Find Procedures Step – by – Step

- Early-On Department receives a referral for a student that is eligible for Part C
 - o Input all student's demographic information including date of birth and initial Part C date AND Enrollment Record Profile.
- Evaluation – Eligibility Determination
- Upon eligibility determination, WISD will provide EO services for all students who are residents of local school districts in Washtenaw County.
- WISD Early On meets and sends monthly reports to all local districts that contain upcoming MMSE transition age children.
- Transition window is between ages 2.3 to 2.9 years.
 - IFSP must have a transition plan and conference meeting.
 - Districts preparing to complete a REED **MUST** create an enrollment record and have an IEP completed and implemented by age 3.
 - **Enrollment records must be completed at least 24 hours prior to REED being open for data sync.**
- ***NOTE: WHEN A DISTRICT COMPLETES A REED, IT MUST HAVE THE DISTRICT'S LOGO IN UPPER LEFT CORNER.**
- District has 30 school days to complete the evaluation once the REED is signed.
- District invites appropriate stakeholders to the MET and IEP meeting.
- District holds MET and IEP **on or before the child's 3rd birthday. Be sure to finalize.**

Question and Answers

