

Memo



COLORADO
Department of Education

To: Directors of Special Education and Transition Team Leaders
From: Gloria Howell, Senior Consultant, Secondary Transition
Date: August 20, 2018
Re: Indicator 13: Transition IEP Record Reviews, Data Collection Process and Levels of CDE Support – Overview and What’s New

What’s New

- ECEA Rules require transition plans “beginning with the first IEP developed when the child is age 15, but no later than the end of 9th grade.” We have adjusted the DMS Transition Age column to **include students age 15 years and older** to alleviate the burden to AUs of having transition age IEPs in the DMS School Age column as well as the Transition Age column. This may also give AUs more students in the sample at a younger age which might decrease the number of students in the sample that have left school for one reason or another.
- We have added **an additional compliance question** to the record review to comply with ECEA regulations. 300.322(b)(2)(i)(A); 4.03(7)(b)(i)(A);4.03 (6)(d)
The notice of meeting must indicate that a purpose of the meeting will be the consideration of the postsecondary goals and transition services.

Overview

- AUs will review 3% of all IEPs with a minimum of 10, maximum of 50.
- The CDE will select 20% of the total IEP review count for Transition IEPs with a minimum of 5 and maximum of 10 Transition IEPs.
- The samples pulled in July 2018 for the reviews come from the 2017 December Count Data.
- Transition IEPs have a separate column in the DMS.

Compliance



- AUs will receive double the number of required names for Transition IEPs. The extra records in the sample give AUs the flexibility to choose which IEPs to review and the ability to review a representative sample from different schools, teachers, grade levels, etc.
- Transition IEPs will be reviewed in their entirety.
- Indicator 13 compliance target is 100%.
- Indicator 13 is an “all or nothing” indicator, meaning that a Transition IEP is considered compliant only if ALL required components are evident in the document.
 - % Compliant = (Number of youth age 15 and above with IEPs that contain each of the required components for secondary transition/sample size) * 100.

- IEPs can be reviewed as they are written, no need to wait until the end of the time period to begin reviewing records.
- The review period for Transition Record Reviews and Standard Record Reviews are aligned. Reviews are to be completed by **June 1, 2019**. The data collection window ends at close of business on June 1, 2019 and the DMS files will be locked.
- AUs will review Transition IEPs with dates between **July 1, 2018 and June 1, 2019 only**.
- CDE has uploaded a Transition Tracker to be used as a tool to identify those IEPs you wish to review. The spreadsheet can be found as an attachment on the Compliance Tab in the DMS and includes the Transition Tracker and the raw data for your transition sample.

- The Tracker is prepopulated with the following information: Number of Transition IEPs available for review, Number of Transition IEP reviews required, DMS Record Number, SASID, First Name, Last Name, DOB and Review By date. There are columns for AUs to record the IEP date, case manager, compliant/noncompliant, and reason not reviewed.
- By **June 1, 2019**, AUs must complete the Transition Tracker by downloading it, filling in the IEP date and compliance outcome for those records reviewed and then uploading the completed Tracker back in to the Attachment section on the Compliance Tab.

A	B	C	D	E	F	G	H	I	J
Number of Transition IEPs available for review=	20	You have been given <i>double</i> the number of records that are required. The extra records are here to give you flexibility in the records you choose to review. This also gives you the opportunity to review a representative sample from your AU (e.g., different schools, teachers, districts).							
Number of Transition IEP reviews required=	10	Fill in the IEP date and compliance outcome for reviewed files then upload completed Transition Tracker to the Attachment section in Compliance tab by June 1, 2019.							
Please select 10 from the Table below.									
DMS Record Number	SASID	First Name	Last Name	DOB	Date of IEP July 1, 2018 to June 1, 2019	Review By	Compliant?	Case Manager	Reason not reviewed
									Optional

Required
Required

Levels of Support for Transition IEP Reviews by the ESSU

Indicator 13 does not follow the 3-year timeline like other indicators; instead, indicator 13 will follow a 2-year timeline. This is because the nature of Indicator 13 data collection allows timely correction of non-compliance prior to the data submission. If one or more transition IEPs were noncompliant at the closing of that year's indicator 13 data collection, the AU will receive targeted support in the following year. If one or more transition IEPs were noncompliant for the second consecutive year, the AU will receive a finding, and intensive support from CDE will follow.

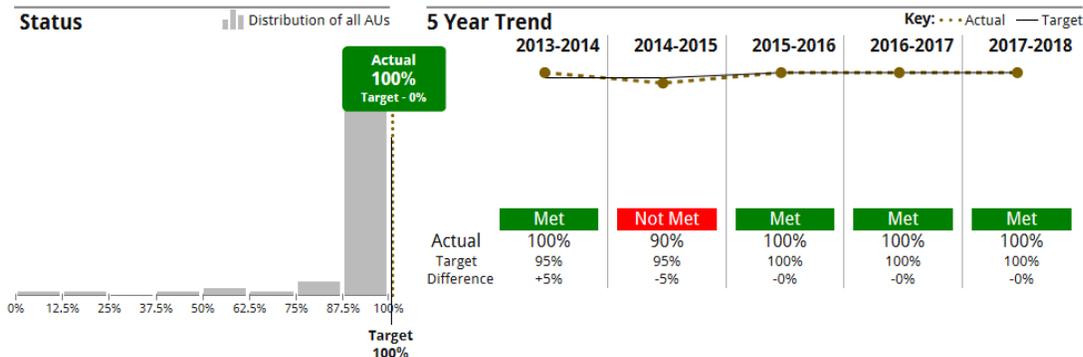


AUs can find their trend data used to determine level of support in the DMS on the Summary Tab, 2017-2018 Indicator Results.

Secondary Transition - 13 - Secondary Transition

Results For

Secondary transition compliance rate



Universal Support

- Written communication, “Indicator 13 Overview and What’s New” dated 8/1/18 available on the Secondary Transition website <http://www.cde.state.co.us/cdesped/transition>
- Webinar on August 27, 2018 will provide training on the record review process. Powerpoint will be posted on the website.
- Checklist of steps to follow in completing the review and certification of data submission process can be found on the Secondary Transition website.

Targeted Support - Includes all element of Universal Support plus:

AUs will be contacted by a member of the Secondary Transition Team in August to set up record review meetings, either in person or virtually, to be completed by **February, 2019**. Those AUs who are part of the CCIP process will have their side-by-side meetings during this time. Two person teams, comprised of one transition specialist and one general supervision specialist, will visit the AUs, either in person or virtually, to review all Transition IEPs up to the required number. At the end of each of these meetings, the Director will have access to a list of any individual corrections that need to be made on the Compliance tab of the DMS. These AUs will have 45 days following the record reviews to complete the corrections, upload them to the DMS and notify CDE of the completed corrections. The CDE team will review the corrections for compliance and advise the Director of the status of the corrections.

Intensive Support – Includes all elements of Universal and Targeted Support plus:

CDE will provide required individualized professional development in the area(s) of Secondary Transition IEP development based on the AUs need. CDE will follow-up 3 months after the side-by-side reviews with a second check of IEPs written after the professional development.

Reporting

AUs will receive a letter from the CDE indicating their 2018-2019 Indicator 13 compliance percentage which will be used for Spring 2020 AU Compliance Matrix and Determinations, and for reporting Colorado state level Indicator 13 Compliance to OSEP for the 2018 SPP.

13	Transition IEP	2 = All transition IEPs were compliant in the current year. 1 = One or more transition IEPs were noncompliant in the current year. 0 = One or more transition IEPs were noncompliant in the current and previous year.
----	----------------	--

All of this information will be presented in detail during a webinar on August 27, 2018, 2:00 – 3:00 PM. Please plan on participating in this meeting.

Thank you for your continued commitment to improving outcomes of students with disabilities in Colorado. If you have additional questions, please feel free to contact me.

Sincerely,

Gloria Howell, M.A.
Senior Consultant, Secondary Transition
Exceptional Student Services Unit
Colorado Department of Education
1560 Broadway, Suite 1100
Denver, CO 80202
Howell_g@cde.state.co.us
303-866-6885