Memo

To: Directors of Special Education and Transition Team Leaders

From: Gloria Howell, Senior Consultant, General Supervision & Monitoring

Date: August 15, 2019

Re: Indicator 13: Transition IEP Record Reviews, Data Collection Process and Levels of CDE Support – Overview and What's New 2019-2020 SY


What's New

As part of its responsibility for general supervision under IDEA, the CDE must ensure that all students of transition age in Colorado have IEPs compliant with IDEA. When states fail to ensure 100% compliance, states must demonstrate correction of noncompliance. To demonstrate correction, the CDE must ensure that 1) each AU has corrected all individual cases of noncompliance related to Indicator 13 for the school year, unless the child is no longer within the jurisdiction of the AU. In addition the CDE must 2) review updated data to determine if the AU is correctly implementing the specific regulatory requirements related to Indicator 13. **This requirement will add a second step to any AU reporting less than 100% compliance in a school year and the process is explained in the Targeted Support section under Levels of Support.**

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 2019 for the reviews come from the 2018 December Count Data.
- A document outlining the record review process and identifying how many IEPs you are to review for each age category can be found in the Attachment section of the Compliance tab in the Data Management System (DMS). All reviews are to be completed by **June 1, 2020.**
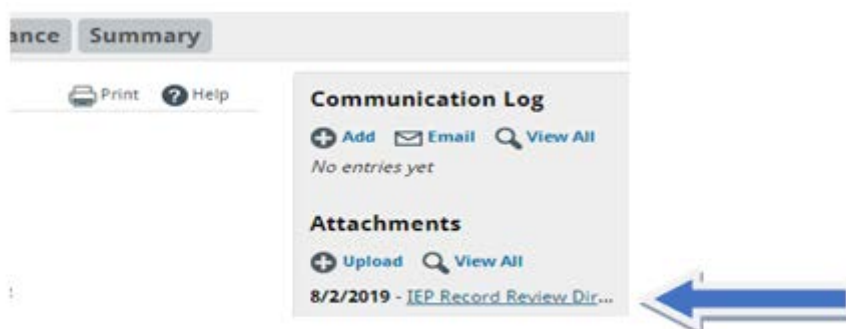
- Transition IEPs have a separate column in the Compliance tab in the DMS.

- AUs receive double the number of required names for reviews. 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.
- Ideally, IEPs should be reviewed as they are written so they can be corrected as soon as possible, if needed; there is no need to wait until the end of the time period to begin reviewing records.
- **All Transition IEPs selected for review must be dated between July 1, 2019 and June 1, 2020**.
- A Transition Tracker is provided by CDE and is to be used as a tool to identify those IEPs you wish to review. This spreadsheet can be found in the Attachment section of the Compliance Tab in the DMS and includes the Transition Tracker and the raw data for your transition sample.
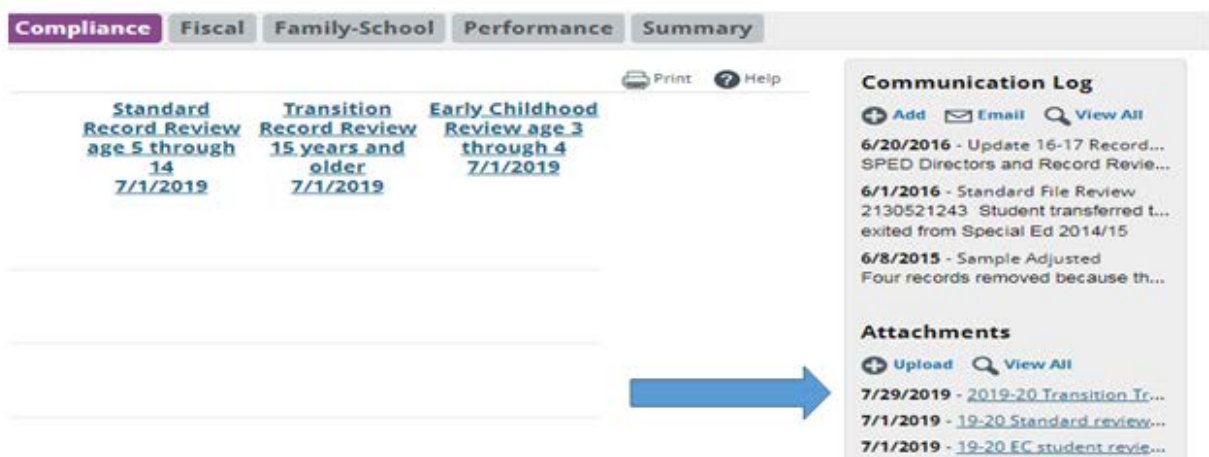
The Transition Tracker is prepopulated with the following information: Number of Transition IEPs available for review, Number of Transition IEP reviews required, DMS Record Number, SASID, First Name, Last Name, DOB and Review By date.

- By **June 1, 2020,** 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. The columns for case manager and reason not reviewed are optional and are for your use only.

In accordance with OSEP memo 09-02, the CDE must ensure that each AU has corrected all individual cases of noncompliance related to Indicator 13 for the school year, unless the child is no longer within the jurisdiction of the AU.

- Please verify your DMS data before the deadline to ensure that any IEP with noncompliant elements has been corrected and amended. **There should be no blanks or red indicators** in your reviewed IEP protocol on the DMS when the data collection window closes.

- The data collection window for 2019-2020 ends at close of business on **June 1, 2020** and access to the DMS files will be locked. Requests to reopen the DMS files will result in the loss of one point for Accurate and Timely Submission of Data on the Compliance Matrix for 2021 AU Determination.

Levels of Support for Transition IEP Reviews

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 noncompliance 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 intensive support from CDE in the following year and may receive a finding for noncompliance.
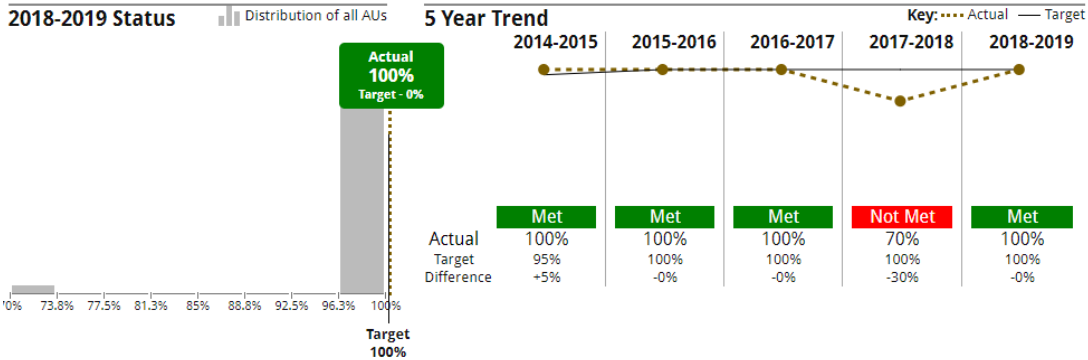

AUs can find their trend data used to determine level of support in the DMS on the Summary Tab.

Universal Support

- Written communication, "Indicator 13 Overview and What's New" dated 8/15/19 available on the Secondary Transition website http://www.cde.state.co.us/cdesped/transition
- Webinar on August 27, 2019 will provide training on the record review process. The PowerPoint will be posted on the website.
- A 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:

To demonstrate correction, the CDE must ensure that the AU has corrected all individual cases of noncompliance related to Indicator 13 for the 2019-20 school year, unless the child is no longer within the jurisdiction of the AU. The CDE must also review updated data (2020-21) to determine if the AU is correctly implementing the specific regulatory requirements related to Indicator 13.

Step 1: AUs must correct the noncompliant section(s) of the individual student IEP by November 1, 2020 and advise the CDE of this correction. AUs will receive a letter with details about this process in August, 2020.

Step 2: AUs will be contacted by a member of the Supervision and Monitoring team in August, 2020 to set up collaborative record review meetings, either in person or virtually, to be completed by February, 2021. At the end of this meeting, the Director will have access to a list of any individual corrections that need to be made on the Compliance tab of the DMS. 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 AU's need. CDE will follow-up 3-4 months after the side-by-side reviews with a second check of IEPs written after the professional development.

Reporting

Compliance results are published on the Summary Tab in the DMS. AUs will also receive a letter from the CDE indicating their 2019-2020 Indicator 13 compliance percentage which will be used for Spring 2021 AU Compliance Matrix and Determinations, and for reporting Colorado state level Indicator 13 Compliance to OSEP for Colorado's SPP/APR.

All of this information will be presented in detail during a webinar on August 27, 2019, 1:00 – 2:00 PM.
Please plan on participating in this meeting.

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

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