

Managing OSEP Records for Children Exiting Preschool Special Education

If you served any children with disabilities in your program this year, please read through this document to familiarize yourself with the OSEP exit process in MyTeachingStrategies™.

As the end of the school year approaches, please start verifying your preschool special education records in preparation for Colorado's annual performance report to the federal Office of Special Education Programs (OSEP). Remember, your Results Matter online assessment system automatically converts assessment scores into OSEP [Preschool Outcomes](#) (Indicator B7) data – but only when you flag children for inclusion in the report by “OSEP exiting.”

Note that “OSEP exiting” is a separate process from “archiving.” OSEP exits can be completed throughout the year as children exit preschool special education services. The deadline for completing all OSEP exits for the current reporting year is **Friday, July 13, 2018.**

OSEP Exit Responsibilities as a Results Matter Administrator:

1. Remind teachers: Finalize assessment ratings and request OSEP exits where appropriate within their classroom(s). Assessment ratings must be completed for all items or you will receive error messages.
2. Complete OSEP exit requests (*see p.3*)
3. Verify that the number of children reflected in your OSEP Federally Mandated Report matches the actual number of preschoolers on an IEP who received at least six months of special education services and experienced any of the following:
 - a. **transitioned to kindergarten** (even if they will remain on an IEP in kindergarten)
 - b. **staffed out of preschool special education** because they were no longer eligible
 - c. **are inactive** because they stopped attending/receiving services for 90 or more consecutive calendar days (*if the child returns after 90 days, treat this as a new entry into preschool special education*)
 - d. **moved to a different program/district** and you do not know when they will re-enroll

Data in the OSEP Federally Mandated Report feed the state Preschool Outcomes indicator. Note that only children who had at least six months of preschool special education services will be reflected in the OSEP Federally Mandated report per federal reporting guidelines. The state and local snapshots for Preschool Outcomes results will be taken at close of business on **July 16, 2018** for children who exited preschool special education in the 2017-2018 reporting year. OSEP exits for this school year must be completed before this time.

Please read on for detailed instructions about completing OSEP exits, using OSEP reports, verifying your numbers, and other frequently asked questions. If you have any further questions about the OSEP exit process, please contact Nicholas Ortiz @ 303-866-3368 or Ortiz_N@cde.state.co.us.

Table of Contents

Important OSEP Updates in MyTeachingStrategies™	3
How to Complete OSEP Exits in <i>MyTeachingStrategies</i>™	3
How to Verify the Number of Children Included in the Current Reporting Year.....	5
Why Do My OSEP Report Totals Not Match My Record of Children Who Exited?.....	8
Dealing with Error Messages.....	9
How to Reactivate an OSEP Record.....	10
Frequently Asked Questions: Attendance, Mobility, and Age Issues.....	11

Important OSEP Updates in MyTeachingStrategies™

- **You can now complete OSEP exits at the site level.** This should save time compared to the old process which required OSEP exits at the class level.
- **There are now two OSEP reports in the online system instead of five.** These streamlined reports should help you navigate OSEP reporting more easily.
- **Currently, teachers must first request OSEP exits before administrators can complete OSEP exits.** Teaching Strategies is working to remove this layer in the future. If as an administrator you wish to avoid having teachers complete this step, a workaround is to use the “Emulate User” feature for each teacher and request the OSEP exit on their behalf.

How to Complete OSEP Exits in MyTeachingStrategies™

The “Exit Children from OSEP” feature can be found under Administration>Children.

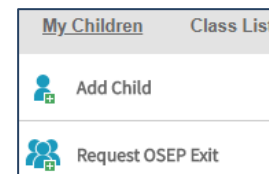


Complete detailed guidance for OSEP exiting can be found in the GOLD® “How-To Guide for Administrators” under the OSEP Management chapter. To download the How-To Guide, log in to MyTeachingStrategies™ and click on the blue/white question mark Support Resources icon:



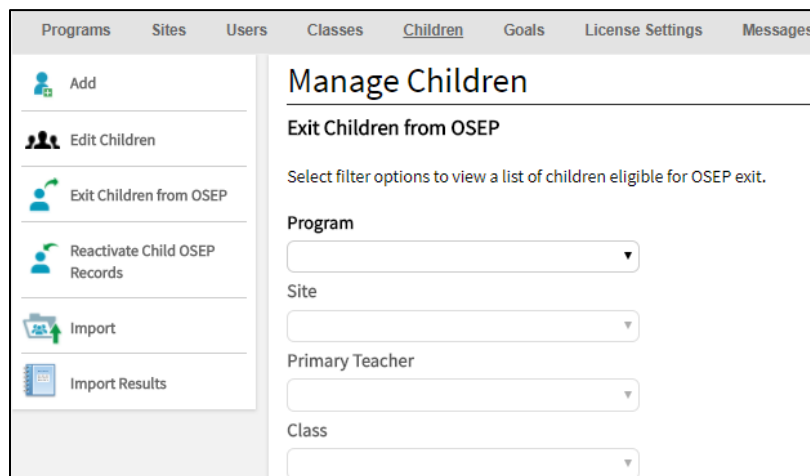
Request OSEP Exit First

Currently, teachers must first request an OSEP exit before administrators can complete OSEP exits. To request an exit, teachers can click on their initials (top right)>“Manage [Class Name]”>Request OSEP Exit



The How-To Guide is available in multiple chapters under the Support Resources area but you also can download the full version entitled “MyTeachingStrategies™ How-To Guide for Administrators.”

Administrators can use the “Emulate User” feature to relieve teachers of this step.



Colorado-Specific Notes about the OSEP Exit Module:

1. **OSEP exiting is only required for children on IEPs.** Reporting for Early Intervention/Part C services is handled differently and should be performed according to CO Department of Human Services guidelines. CDE does not report on children on IFSPs.
2. **Exit Date** should reflect the last day that children received preschool special education services. Often, this coincides with the last day of school. However, some children stop receiving services before the school year ends, or they may receive services throughout summer on an Extended Service Year (ESY) – in which case you should use the last day of preschool special education services, not the school year end date.
3. **Exit Reason** - “Transition to K” is often the most common reason. However, please be sure to differentiate other reasons where applicable.

Tip – Incomplete Data:

The online system will not allow you to complete an OSEP exit if any of the following happen in the checkpoints corresponding to the preschool special education entry/exit dates:

- a) any assessment ratings are **missing**
- b) any assessment ratings are **not finalized**
- c) any assessment ratings are **marked Not Observed**

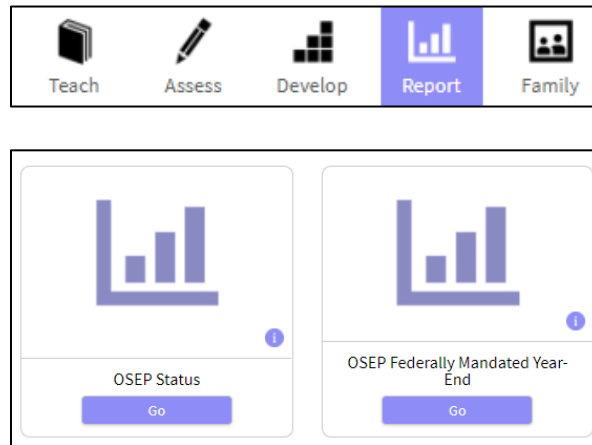
If you get a warning message, please go back to the child’s Checkpoint ratings to verify that scores were selected *and* finalized. *See p.9 for more information.*

How to Verify the Number of Children Included in the Current Reporting Year

Why Do I Need to Verify My OSEP Records?

The Colorado Department of Education does *not* maintain records of the number of children who are supposed to be included in the Preschool Outcomes indicator report. It is the responsibility of each Special Education Administrative Unit (AU), member districts, and programs who serve preschoolers with disabilities to monitor the online system and flag children for inclusion in OSEP reporting through the OSEP exit process. All responsible parties should work collaboratively to maintain a record of children who experienced any of the scenarios identified on p.1.

In order to match up your numbers, you should use the OSEP reports under the Report tab in *MyTeachingStrategies™*:

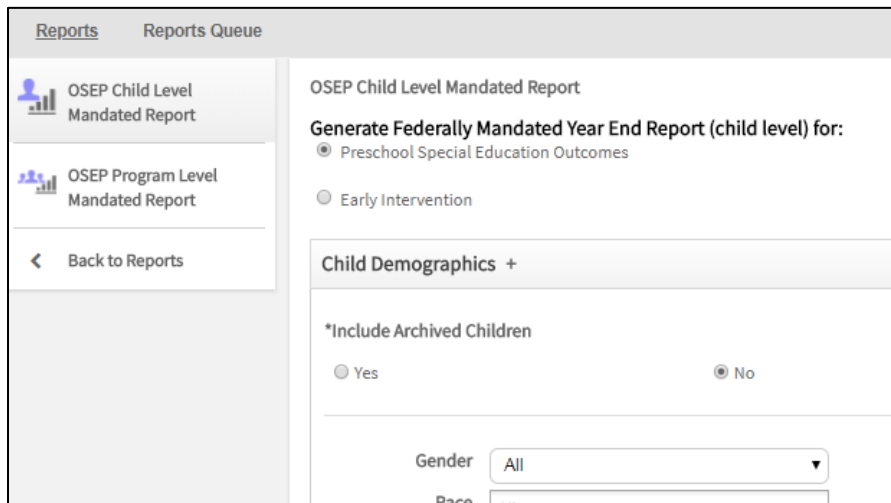


You should inspect these reports at least once in the spring before teachers and special services providers leave for the summer so that teachers have a chance to correct any errors. Once the reports are reconciled, make sure to print and keep a copy of them for your records.

Start with the **OSEP Federally Mandated Report**. The records visible in this report are what eventually get used for the Preschool Outcomes (Indicator B7) report. Only children who have been on an IEP for at least six months, and who have complete and finalized data for both the entry and exit assessment, are included in this report.

Steps for Generating the Federally Mandated Report:

1. Click “Go” under the OSEP Federally Mandated Year-End report icon.
2. By default, the report should run at the child level (toggle between child and program level toward the top left). Stick with the Child Level report for now.
3. The report should default to Preschool Special Education Outcomes (verify toward the top). Keep this option.
4. Under “Include Archived Children” choose Yes. This ensures that you capture records for any portfolios that have already been archived.
5. Under “Demographics” leave All selected by default.
6. Under “Select Children” you can drill down into specific teachers/classes. To run the report for your entire program, leave “All Sites” selected.
7. The default report Exit Date Range should be **07/01/2017 to 06/30/2018** this year (please verify).
8. Scroll back up and click “Generate Report” toward the right.
9. The system may point you toward the Reports Queue. Wait until the report has finished generating, then click “Download Export File.”
10. Review this spreadsheet to verify:
 - a. all the children exiting preschool special education services are actually showing up in the report. If any of those children are not showing up in this report, then you will need to go back to the individual child records and determine why. *See page 8 for more details.*
 - b. none of the Entry, Exit, and Score columns are blank. All nine columns (entry/exit/score for all three Outcomes) should have a number or letter. If any cells are blank, you may be missing checkpoint data. *See page 8 for more details.*
 - c. Entry and Exit Dates are accurate.
11. Once you are sure that the child list is complete and accurate, go back to the OSEP Federally Mandated Report criteria page and run the report at the program level (toggle top left) to look at your OSEP data aggregated across your program/site.



Reports Reports Queue

OSEP Child Level Mandated Report

OSEP Program Level Mandated Report

< Back to Reports

OSEP Child Level Mandated Report

Generate Federally Mandated Year End Report (child level) for:

Preschool Special Education Outcomes

Early Intervention

Child Demographics +

*Include Archived Children

Yes No

Gender All

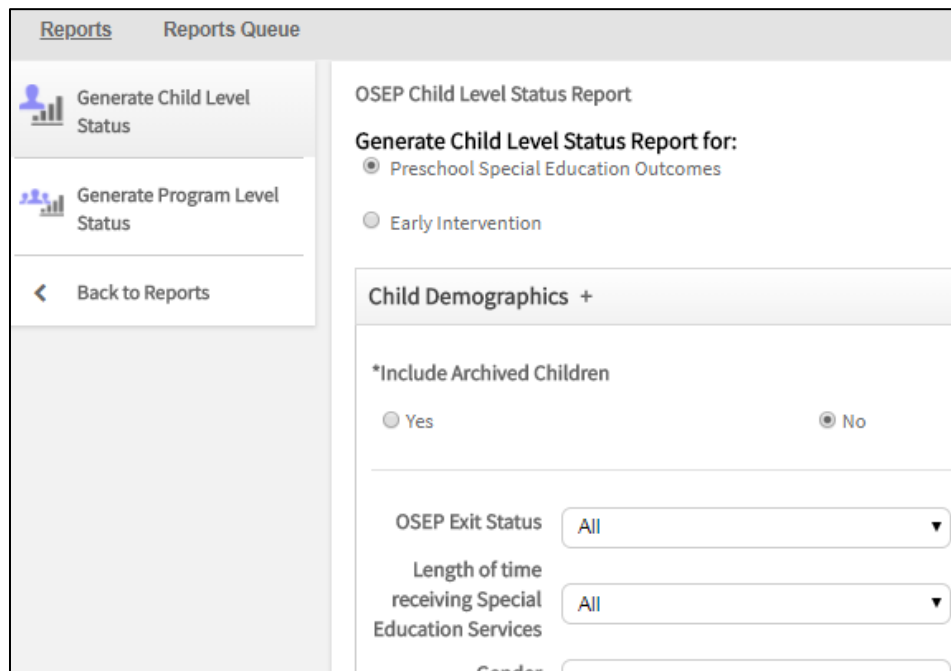
Race All

Use the **OSEP Status Summary Report** (child level) to dig further. This report will help you:

- ✓ Determine which children may be eligible to be exited, based on time between entry and exit, but who have not been exited yet (“Exited?” column)
- ✓ Analyze length of time between entry and exit (“Number of Months Receiving Special Education Services” column)

Tips:

- a. Make sure to check “Include Archived Children” to account for any portfolios already archived.
- b. Try selecting OSEP Exit Status = “Exited” to look at only children who were exited.
- c. Typing dates into the “Entry Date” range will isolate children on IEPs with the entry dates you specify.
- d. Typing dates into the “Exit Date” range will isolate *only* children who have been OSEP exited from the online system, between the dates you specify.
- e. The biggest red flag in the Status Report are children with OSEP Exit Status = Yes and Number of Months Receiving Special Education Services = 6+ who have missing Entry/Exit/Progress Category data.



The screenshot shows a web interface for generating reports. On the left, there is a sidebar with three options: "Generate Child Level Status" (selected), "Generate Program Level Status", and "Back to Reports". The main content area is titled "Reports Queue" and "OSEP Child Level Status Report". Below this, there is a section "Generate Child Level Status Report for:" with two radio button options: "Preschool Special Education Outcomes" (selected) and "Early Intervention". A section titled "Child Demographics +" contains a toggle for "*Include Archived Children" with "Yes" and "No" radio buttons, where "No" is selected. Below this are two dropdown menus: "OSEP Exit Status" set to "All" and "Length of time receiving Special Education Services" set to "All". A "Gender" dropdown is partially visible at the bottom.

Why Do My OSEP Report Totals Not Match My Record of Children Who Exited?

If the numbers in your Federally Mandated Report do not match your records, it is likely due to one of these reasons:

1. *Make sure each child has a complete set of entry and exit scores as appropriate for their time in the program.*

The online system will typically not allow you to OSEP-exit a child if the entry or exit checkpoint data are not complete, i.e., items are not scored or they are marked Not Observed. For example, if the entry date is December 12, then there must be finalized checkpoint data in all areas in the winter checkpoint (and none marked Not Observed).

2. *Make sure all data are finalized for the checkpoints corresponding to the entry and exit dates.*

Sometimes, teachers forget to finalize checkpoint data even though they have entered ratings.

3. *Make sure that the IEP radio button is marked "Yes" and the entry and exit dates are entered.*

The IEP field and IEP entry date must be entered in the child's profile. Also, the correct exit date should be marked after exiting the child (*see p.4 for more details*). The exit date flags the online system to include records in this time period for OSEP reporting.

4. *Make sure the Entry and Exit Assessment Tools are selected on the child profile page.*

Typically, both will be "Teaching Strategies GOLD."

5. *Make sure the School District field is filled out on the child profile page.*

Every child on an IEP needs to be included for reporting, so one of the 179 Colorado school districts should be selected. This is true even of children on IEPs who are served in Head Start or another community partner program. "Not Part of School District Reporting" should **not** be selected for any children being OSEP-exited.

6. *Administrators must make sure they have OSEP-exited all eligible children.*

After teachers have completed the entry and exit assessment ratings, they can request an OSEP exit. However, this does not complete the process. Only administrators can complete the OSEP Exit process as outlined above.

7. *Some children may have exited preschool special education fewer than six months after entry.*

OSEP does not require states to report on children who exited with fewer than six months between entry to/exit from preschool special education. So, they are excluded from the Federally Mandated report. This is okay.

Dealing with Error Messages

If you receive an error message that you prevents you from OSEP exiting due to insufficient data, follow these steps:

1. **Verify that all levels have been selected and all areas have been finalized for the IEP entry and exit checkpoints** (the checkpoints during which the IEP entry and exit dates fall). If any levels have not been selected, choose the correct level to the best of you or your teacher's ability using supporting documentation, but do not guess. If you are unable to make a reliable rating (more likely for the entry checkpoint since it was further in the past), contact Nicholas Ortiz (303-866-3368 / Ortiz_N@cde.state.co.us) for help with calculating entry/exit scores.
2. **Verify that "Not Observed" is *not* selected for any levels in the IEP entry and exit checkpoints.** The online system is not able to compute OSEP progress scores when "Not Observed" is selected because it actually counts as missing data. If you discover any "Not Observed" ratings in the IEP entry/exit checkpoints, choose the correct level to the best of you or your teacher's ability using supporting documentation, but do not guess. If you are unable to make a reliable rating (more likely for the entry checkpoint since it was further in the past), contact Nicholas Ortiz (303-866-3368 / Ortiz_N@cde.state.co.us) for help with calculating entry/exit scores.

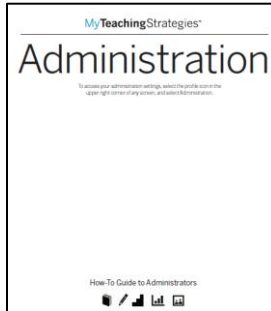
Note: Do not mark "Not Observed" for all objectives when a child enrolls with fewer than six weeks in the checkpoint. Rather, skip checkpoint ratings entirely for that checkpoint. Wait to finalize ratings in the next checkpoint.

3. **You will receive an error message if the child only has one checkpoint with assessment ratings and you have followed standard guidelines from the Results Matter checkpoint calendar. In this case, please ignore the message and do not worry about completing the OSEP exit.** OSEP does not require states to report on preschoolers who have received special education services for fewer than six months. If the child has been staffed off an IEP and will continue in your program, go to the child detail page and choose "No" for IEP. If the child has left your program, simply archive the record.
4. If you after completing these steps you still receive an error message, contact Nicholas Ortiz (303-866-3368 / Ortiz_N@cde.state.co.us) for troubleshooting.

How to Reactivate an OSEP Record

Occasionally, you may discover an incorrect OSEP exit date or a child was not in fact eligible for an OSEP exit. *MyTeachingStrategies™* allows you to un-exit/reactivate a child’s OSEP record. Later, you can redo the OSEP exit the usual way.

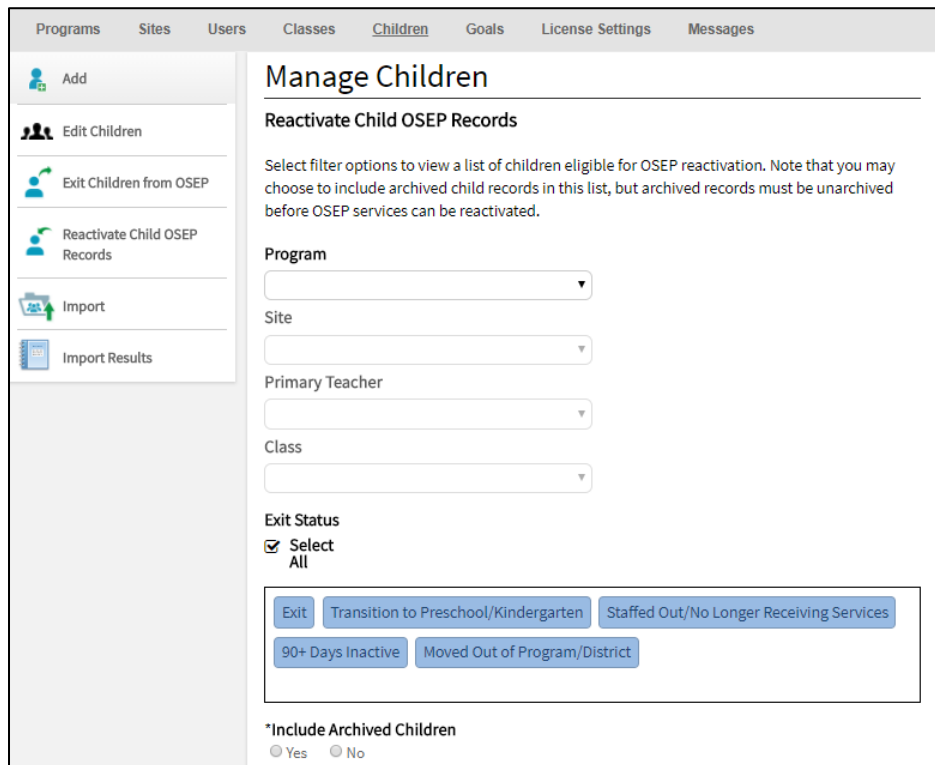
The “Reactivate Child OSEP Records” feature can be found under Administration>Children.



Complete detailed guidance for reactivating OSEP records can be found in the *GOLD® “How-To Guide for Administrators”* under the *OSEP Management* chapter. To download the How-To Guide, log in to *MyTeachingStrategies™* and click on the blue/white question mark Support Resources icon:



The How-To Guide is available in multiple chapters but you can download the full version entitled “*MyTeachingStrategies™* How-To Guide for Administrators.”



The screenshot shows the 'Manage Children' interface with the following elements:

- Navigation Bar:** Programs, Sites, Users, Classes, Children, Goals, License Settings, Messages
- Left Sidebar:** Add, Edit Children, Exit Children from OSEP, Reactivate Child OSEP Records, Import, Import Results
- Main Content Area:**
 - Manage Children**
 - Reactivate Child OSEP Records**
 - Instructions:** Select filter options to view a list of children eligible for OSEP reactivation. Note that you may choose to include archived child records in this list, but archived records must be unarchived before OSEP services can be reactivated.
 - Filters:**
 - Program: [Dropdown]
 - Site: [Dropdown]
 - Primary Teacher: [Dropdown]
 - Class: [Dropdown]
 - Exit Status:**
 - Select All
 - Exit
 - Transition to Preschool/Kindergarten
 - Staffed Out/No Longer Receiving Services
 - 90+ Days Inactive
 - Moved Out of Program/District
 - *Include Archived Children:**
 - Yes
 - No

Frequently Asked Questions: Attendance, Mobility, and Age Issues

Some children may not end up attending your school or receiving special education services for the full school year for a variety of reasons. The following FAQs address most of these situations. The last FAQ addresses children who turn six in preschool.

1. If a child dis-enrolls in the middle of a checkpoint, yet was present for at least six weeks within the checkpoint window, should we finalize checkpoint ratings?

Yes, if the teacher collected enough documentation to make reliable ratings. If a child starts late in your program and is present through the rest of the checkpoint for at least six weeks, we expect that the teacher is on schedule to complete everything. However, when a child leaves early, we make a consideration that the teacher might not have planned opportunities for all observations/curricular components for all areas/objectives.

In short, do everything you can to complete checkpoint ratings, finalize the areas you can with accurate information, but do not guess.

2. What should I do when a child is absent and has not been receiving preschool and special education services for an extended period of time?

You may archive the record at the end of the current checkpoint. Complete assessment ratings and OSEP exits where applicable before archiving. If the child received fewer than six calendar weeks of preschool and special education services in a checkpoint before their absence, do not make any assessment ratings in that checkpoint.

If the child returns after his portfolio was archived, see #6 below.

3. What should I do if a child has sporadic attendance during the first few months after the service(s) start date on the IEP?

In general, follow the six-week standard: If the child is present for at least six total weeks (or any combination of 30 calendar days) within a checkpoint, finalize the checkpoint ratings. Otherwise, skip the ratings in the current checkpoint.

Certainly, some attendance issues are unanticipated and you may not have captured documentation on every objective, even after six weeks/30 days. For instance, if a child is suddenly hospitalized toward the end of a checkpoint, and you had a lesson planned during that time in an area that needed to be observed, do not guess ratings. Better to skip those ratings than to make unreliable ratings.

In short, plan ahead of time if you can, but do not guess ratings, and under no circumstances should you finalize ratings if the child attends for fewer than six weeks in a checkpoint.

4. If a child with an IEP dis-enrolls in the middle of a checkpoint, should we complete the OSEP exit?

Generally, yes. Please follow standard guidelines for finalizing checkpoint ratings, then complete the OSEP exit, then archive the record. If you receive an error message about incomplete data, please see p.9. If the child left in the middle of their second checkpoint, see #5 below.

5. If a child on an IEP dis-enrolls early in their second checkpoint and we only have one checkpoint of data (because we followed the minimum six-week rule in the second checkpoint), do we need to complete an OSEP Exit?

No. The Office of Special Education Programs (OSEP) does not require states to report on children who received preschool special education services for fewer than six months. Also, the online system requires at least two checkpoints with assessment ratings in order to use the OSEP Exit function.

6. What happens if a child disenrolls and then returns to our program on an IEP?

If the record was archived, first reactivate it. If it has been 90 or more consecutive calendar days since a preschooler was last in your program/receiving special education services, treat this as a new OSEP entry and change the IEP entry date to the first day the child returned. Do not change the IEP entry date if it has been fewer than 90 days. If it has been fewer than 90 consecutive calendar days and the record was OSEP-exited previously, reactivate the OSEP record (see instructions, p.10).

7. If a child starts in my program on an IEP but never attends/receives special education services long enough to establish any checkpoint data, then she is staffed out of special education services and resumes school as a general education student, do I need to complete an OSEP exit?

No. Change the IEP radio button to “No.” Continue the assessment process using our standard checkpoint calendar guidelines.

8. If a child comes to us from another school district with an IEP, what should we use as the IEP start date in the online assessment system?

It depends:

1) If you are creating a new child record (required if the “sending” district is outside your GOLD® subscription): Use the first day the child began receiving special education services in your school district as the IEP entry date.

2) If the child record was transferred to you from another district under the same umbrella subscription: Keep the existing IEP entry date.

- a. Exception: If it has been 90 or more consecutive calendar days since the child received preschool special education services, treat this as a new OSEP entry and change the IEP entry date to the child’s first day of special education services in your district.

9. Are preschoolers on IEPs required to be assessed through Results Matter if they are receiving special education/related services in the home due to a medical condition?

Yes. Because the child is at home, it is critical that the IEP team engage with the family in order to get the richest, most comprehensive observations and information that will help you complete assessment ratings in *GOLD*[®].

10. How do I handle OSEP exiting a child who turns six while still in preschool?

In those rare instances where the IEP team determines a five-year-old should continue to be served in a preschool program and the child turns six while in the preschool program, the child's record must be OSEP-exited in the online assessment system at the time the time of the child's sixth birthday (age 72 months). Use the child's sixth birthday as the OSEP Exit Date.