TO: Special Education/Pupil Personnel Directors

FROM: Anne Louise Thompson, Chief
Bureau of Special Education

DATE: June 27, 2008

SUBJECT: Evaluation Timeline Data Collection

The Connecticut State Department of Education (CSDE) is mandated by the U.S. Department of Education to report district data for Indicator #11, a compliance indicator contained within Connecticut’s State Performance Plan (SPP). Indicator #11 is a measure used to monitor the “percent of children with parental consent to evaluate, who were evaluated and eligibility determined within 60 days (or state established timelines).” While the CSDE seeks district data to meet this federally mandated data collection, district information is also used to determine compliance with state regulations concerning children requiring special education. As allowed under federal regulations, the state has established its own timelines. The requirement for this data collection is aligned with the Regulations of Connecticut State Agencies (RCSA) for completing eligibility determinations. The CSDE has determined that the 45-school-day time count begins after an LEA receives a signed, completed referral form [see ED621: Referral to Determine Eligibility for Special Education and Related Services] or written letter requesting a referral made by one of the following individuals:

- The individual if he or she is 18 years or older;
- Parent, guardian, or surrogate parent;
- School personnel; or,
- Other individuals from agencies to whom parental permission has been granted.

Districts are strongly encouraged to employ a date stamp or similar method to document when initial referrals are received by administrative, teaching, or pupil services staff, or their representatives.

Federal Reporting Requirements
The CSDE requires electronic data submission on evaluation activities leading to an eligibility determination that were conducted by each Local Education Agency (LEA) commencing July 1, 2007 and ending June 30, 2008. Under IDEA Part B, data are collected and reported on all children ages three to twenty-one years for whom parental consent to conduct an initial evaluation was received, including children placed by their parents in private/religiously affiliated schools, in the following areas:

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1) Number of students for whom parental consent to evaluate was received;

2) Number of students evaluated and determined eligible whose evaluations and eligibility determinations were completed within 45 school days;

3) Number of students evaluated and determined eligible whose evaluations and eligibility determinations were completed beyond 45 school days;

4) Number of students evaluated and determined not eligible whose evaluations and eligibility determinations were completed within 45 school days;

5) Number of students evaluated and determined not eligible whose evaluations and eligibility determinations were completed beyond 45 school days; and

6) An explanation for why any evaluation reported in number three and number five were not completed and the number of days in excess of 45-school-day timeline.

Districts are not to include re-evaluation cases for this data collection.

**Timeline Considerations**

Section 10-76d-13 of the state regulations states that “special education and related services shall be provided as soon as possible after the planning and placement team meeting held to review, revise or develop the child’s individualized education program (IEP), but in any event not later than the following timelines:

(a) **School year.** In the case of a referral made during the academic year, the timelines shall be as follows:

   (1) The IEP shall be implemented within 45 (school) days of referral or notice, exclusive of the time required to obtain parental consent.

   (2) In the case of a child whose IEP calls for out-of-district or private placement, the IEP shall be implemented within 60 (school) days of referral or notice, exclusive of the time required to obtain parental consent.

(b) **Between school years.** In case of a referral made in between school years, the effective date of the referral may be deemed to be the first school day of the next school year.”

Through an online web submission, districts are required to report reasons for noncompliance with required timelines for students whose evaluations and eligibility determinations were made after 45 school days. The data collection submission form contains four categories to explain a delay for a student who was evaluated and eligibility determined beyond 45 school days:

*Reminder: Data will be collected from July 1, 2008 – August 15, 2008.*
• Evaluation completed - parent cancelled meeting;
• Student hospitalized;
• Student placed in diagnostic placement; or
• PPT cancelled due to inclement weather.

A text box is available for districts to record other explanations should they determine that reasons behind the delays do not fit the categories made available. The LEA must provide one explanation per student; explanations are subject to CSDE review. The sum of students whose eligibility was determined beyond the 45-school-day timeline should equal the total number of explanations provided. In completing the form, districts should only count students once. Districts are strongly encouraged to contact CSDE directly for guidance as needed. Please refer to section contained within this document entitled Technical Assistance.

The district must report the range of days for cases that went beyond the 45-school-day timeline as part of the data collection. A range is the difference between the highest and lowest number of days beyond the timeline. In the text box provided, districts should report the lowest number of days a case went beyond the timeline and the highest number of days a case went beyond the timeline. Districts should not report the total number of cases or the average number of days for all cases exceeding timeline. It is understood that some students are referred for evaluation at the end of the school year in which there are less than 45 school days left in that year, and thus the evaluation and eligibility determination may not be concluded until the following school year. Those students who were referred in the 06-07 school year with less than 45 school days left and had evaluations and eligibility concluded during the 07-08 school year must be included in the July 1 – August 15, 2008 data collection.

Additional Timeline Considerations
Children referred to special education by the Connecticut Birth to Three System are included in the data collection of evaluation timelines under Indicator 11 since the SPP requirement applies to all new referrals under Part B of the SPP. The district is required to have an IEP in place by the child’s third birthday to meet federal requirements. For children who have been referred from the Connecticut Birth to Three System and have a program in place by their third birthday, districts should submit data that indicate that they met the requirement for the 45-school day timeline. In the event that a child was referred from the Connecticut Birth to Three System with fewer than 45 school days left before they turned three, from a compliance standpoint, the district has 45 school days to complete the evaluation and eligibility determination, and should report their data using this time frame.

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**Technical Assistance**

This data collection is considered part of a district’s performance toward in the Annual Performance Report for Indicator 11. Additionally, this data collection is counted toward Indicator 20, submission of timely and accurate data in accordance with section 616 of IDEA 2004. Districts should refer to Technical Assistance contacts listed below with any questions regarding the evaluation timelines reporting. CSDE contacts for this data collection and for other issues related to the Connecticut SPP include:

<table>
<thead>
<tr>
<th>Topic</th>
<th>Contact</th>
<th>Telephone</th>
<th>E-mail</th>
</tr>
</thead>
<tbody>
<tr>
<td>State Performance Plan</td>
<td>Dana Corriveau</td>
<td>860-713-6944</td>
<td><a href="mailto:dana.corriveau@ct.gov">dana.corriveau@ct.gov</a></td>
</tr>
<tr>
<td>Indicator 11: Evaluation Timelines</td>
<td>Jacqueline Kelleher</td>
<td>860-713-6918</td>
<td><a href="mailto:jacqueline.kelleher@ct.gov">jacqueline.kelleher@ct.gov</a></td>
</tr>
<tr>
<td>Evaluation Timeline Data Collection, data requirements, data definitions, and SEDAC submission assistance</td>
<td>John Watson or Diane Murphy</td>
<td>860-713-6899</td>
<td><a href="mailto:john.watson@ct.gov">john.watson@ct.gov</a> <a href="mailto:diane.murphy@ct.gov">diane.murphy@ct.gov</a></td>
</tr>
<tr>
<td>Indicator 20: Timely and Accurate Data</td>
<td>Diane Murphy</td>
<td>860-713-6891</td>
<td><a href="mailto:diane.murphy@ct.gov">diane.murphy@ct.gov</a></td>
</tr>
<tr>
<td>Early Childhood/Preschool Programs and Referral</td>
<td>Maria Synodi</td>
<td>860-713-6574</td>
<td><a href="mailto:maria.synodi@ct.gov">maria.synodi@ct.gov</a></td>
</tr>
<tr>
<td>Password or online submission log in assistance</td>
<td>Kevin Graham</td>
<td>860-713-6610</td>
<td><a href="mailto:kevin.graham@ct.gov">kevin.graham@ct.gov</a></td>
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For additional information on Indicator #11, evaluation timelines, and other important special education timelines, please refer to the *Special Education* link on the CSDE website [http://www.sde.ct.gov](http://www.sde.ct.gov).

cc: Charlene Russell-Tucker
    Sarah Ellsworth

*Reminder: Data will be collected from July 1, 2008 – August 15, 2008.*
Submitting Evaluation Timeline Data for SY 2007-08
Instructions for Data Managers

Logging on to the Department Site and Passwords

Please note that you need a password to log on. This password is used by your district to access the Department website. A series of screens follow which will help you understand the uploading process more clearly.

To begin, go to www.csde.state.ct.us and click on the enter button. A box will appear requesting your user name (three letters) and password (case sensitive) (See figure 1). In order to enter the system, you will need to log on using the district’s Login ID and password, which you can get from your superintendent’s office.

After several attempts with incorrect passwords, you will be locked out. If you enter your name and password and get a blank page with a message “page cannot be displayed”, you may be locked out. Call the Office of Information Systems at (860) 713-6610 so your logon can be reset.

Figure 1. Logging onto the Department website.

Reminder: Data will be collected from July 1, 2008 – August 15, 2008.
Figure 2. Enter your district’s three-letter user name and password, which are already assigned and available at your superintendent’s office, and select OK.

Reminder: Data will be collected from July 1, 2008 – August 15, 2008.
Once users enter this portion of the data collection system, they are expected to:

- Verify that your correct district name is listed at the top of the page.
- Enter the requested data for both public school and private pay students.
- Additionally, indicate the number of students and corresponding explanation for all evaluations which were completed beyond the 45-school-day timeline. If the provided explanations are not appropriate, please provide your own in the text box provided. You must also indicate the number of days beyond the 45-school-days in which the evaluation was completed and eligibility determined.
- Click on the “Submit” button. After you have hit “Submit,” you will receive a message that the files were successfully saved to the Department website.

If you need to submit another extract, log back into the CSDE website and update the information. A timestamp will indicate the LEA has updated the information.

**Questions or Problems with Data Submission**

Call the Office of Information Systems at (860) 713-6610 if you have problems with your password. Contact John Watson (860) 713-6899 or Diane Murphy at (860) 713-6891 if you have any questions about your data submission.

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