Fiscal & Data Updates

OSPI Special Education Data, Fiscal, and Program Office Hours

Please join us if you have questions or would like to talk about any topics related to Data, Fiscal, or Program Improvement, including, but not limited to:

- Correction of non-compliance (Form Package 442);
- Disproportionality and significant disproportionality;
- Coordinated Early Intervening Services (CEIS) and Comprehensive Coordinated Early Intervening Services (CCEIS);
- WISM Systems Analysis reviews (including onsite visits, desk reviews, and self-assessments);
- Annual determinations.

Special Education Data, Fiscal, and Program office hours are held via Zoom from 1–1:30 pm every Wednesday. During these office hours, participants can chat about current issues and ask questions. Breakout rooms will be available as needed for discussions on specific topics.

If you have any questions regarding these office hours, please contact the WISM team or the Special Education Data team.

2024 CEDARS Statewide Webinars

The CEDARS Statewide webinar for **November** is scheduled for November 21st. The topic to be covered is the Special Education November Federal Child Count Application. The **January** webinar is scheduled for January 16 and the topic will be the Secondary IEPs application.

- Recurrence: Monthly on the Third Thursday.
- Reminders: You are welcome to share the above registration link with pertinent team members! Agendas and/or cancelation notices will be provided one week before the webinar.

Post-Registration Tips

After registering, you will receive a confirmation email. To add the series to your calendar, please be sure to click the Outlook, Google, or Yahoo buttons.

Once you've added the series to your calendar, a personalized Zoom link will be provided—**please avoid sharing this unique link with others** to prevent multiple logins under the same credentials.

Washington Office of Superintendent of **PUBLIC INSTRUCTION**

Special Education November Federal Child Count

The November Federal Special Education Child Count Application located in the Education Data System (EDS) will open on November 1, 2024. Local Educational Agency (LEA) staff will have until December 18, 2024, to verify and submit their LEA's November 2024 federal child count. The data populating the application comes directly from CEDARS submissions. Any changes to the data must be completed through a CEDARS submission. For information on how students are included or excluded from this report, please see the User Guide. If you have any CEDARS questions, please contact OSPI Student Information by email.

To certify the report (starting November 1), please follow the instructions in the User Guide. The Certification Page must then be printed, signed, and mailed to the address listed on the form. LEAs reporting no special education students must still go into the application, indicate zero students, and submit a signed Certification Page.

As the data is received and verified, an automated confirmation of receipt email will be generated acknowledging the submission of the data report. If an auto-generated email is not received, review the submission steps outlined in the User Guide to ensure the submission was completed. The Special Education Data team will no longer be sending an additional confirmation email.

For a complete listing of LRE Codes for the 2024–25 school year, please refer to CEDARS Appendix W for definitions and examples. Additionally, a Decision Tree for determining early childhood LRE codes has been posted on the OSPI website. The Child Count User Guide is available on the Federal Data Collection Forms web page of the OSPI Special Education website. If you have questions, please contact the Special Education Data email.

Secondary IEP Transition Components (Indicator B-13) Data Application (NEW COMPLIANCE REPORTING REQUIREMENT-UPDATED)

The Secondary Transition IEP Transition Components application is a new, required annual compliance report for all Local Educational Agencies (LEAs) beginning with the 2024-2025 school year. It is part of the Special Education Reporting application in the Education Data System (EDS), which will open in February 2025 and be due no later than June 30, 2025. It includes the following two activities:

1. The LEA's self-review of compliance regarding secondary IEP transition components (State Performance Plan Indicator B-13) for a set of student IEPs. LEAs will review and enter secondary transition IEP information from between 5 and 20 IEPs, depending on the total number of students within the LEA.
2. Review and verify the list of students for whom the LEA has received parent/adult student consent to share their information with secondary transition agencies.

To assist LEAs with completing the Secondary IEP Transition Components reporting activities, OSPI is preparing to release three companion tools in late November/early December. These materials will all be found on the [Special Education Data Reporting and Collection](#) webpage under the Secondary IEP Transition Components Report accordion and are detailed below:

- **Secondary Transition IEP File Selection Guide**: This spreadsheet is intended to assist LEAs in selecting a sample of students that is representative of the LEAs demographics, which will in turn help to ensure the state's aggregate Indicator B-13 data is representative of the state.
- **Secondary Transition IEP Review Form**: This form is designed as an optional tool to assist LEAs with submitting the data entry portion of the Secondary IEP Transition Components Application in EDS.
- **Secondary Transition IEP Review Rubric**: This rubric is intended to be an optional companion tool to the Secondary Transition IEP Review Form. It is a description of points to consider when completing each section of the Secondary Transition IEP Review Form. This information is also provided in hover prompts within the Secondary IEP Transition Components application in EDS, as well as in the Secondary IEP Transition Components Application User Guide.

More information about completing the application, including recorded walkthroughs and open office hours, will be provided prior to the launch of the application in February 2025.

How will the results of the Secondary IEP Transition Components report be used?
The results of this report will be used for the LEA's Indicator B-13 performance each year. Indicator B-13 is a compliance indicator, which means that any LEA that is below 100% compliance is federally required to correct those issues of non-compliance. **Therefore, if issues of non-compliance are identified in the report (i.e., the report shows that the LEA is not at 100% compliance for Indicator B-13 as of June 30th), the LEA will be notified in September and required to correct those issues as part of the annual Correction of Non-Compliance Workbook (form package 442), which is due March 1st of each year.**

Performance on Indicator B-13 will also impact an LEA's annual Determination Level, which is issued every November 1st. This report will be used under two of the determinations criteria:
   a. Beginning with the 2024–25 Determinations (to be issued November 2025), the LEA's performance on Criteria 4.1 (Indicator B-13) will be based on the results of the LEA's annual Secondary IEP Transition Components report.
   b. Beginning with the 2025–26 Determinations (to be issued November 2026), Criteria 3 (Timely and Accurate Data) will include the Secondary IEP Transition Components report (Indicator B-13), which is due annually on June 30th.

How to get started now
While the Secondary IEP Transition Components application will not open in EDS until February of 2025, it is recommended that LEAs begin now by engaging in the following activities:
   - Secondary Transition IEP Review:

- Determine which LEA staff member(s) will: (a) select the student files to be reviewed, (b) review the selected IEPs, and (c) enter the information into the data platform.
- Staff who will be selecting files can be provided with the File Selection Guide, which will be available in late November/early December.
- Staff who will be reviewing the files should review the instructions provided in the User Guide, which will be available in December. Staff may also choose to use the optional companion tools: the Secondary Transition IEP Review Form and the Secondary Transition IEP Review Rubric. These optional tools will be particularly helpful if the individual reviewing the IEPs is not the person who will be entering the information into the application.
- Staff who will be entering the information into the application should be provided with the updated User Guide, which will be available in December. The LEA's CEDARS administrator can be contacted to provide them with the privileges needed to log into the EDS application.

- Consent Form:
  - Share information about this new required activity and the [Consent to Share Student Information with State Transition Agencies Form (3c)](#) with your staff and schools.
  - Engage in districtwide communication/training to support IEP teams to use the [Consent to Share Student Information with State Transition Agencies Form (3c)](#) as part of IEP meetings for all students who have an IEP Postsecondary Transition Plan (per WAC 392-172A-03090(1)(k)).
  - Identify what LEA staff member will verify the data populating the Consent Reviewed tab in the Secondary IEPs Transition Components application in EDS. This data will populate to CEDARS through your LEA's student information system. Contact your LEA's data security manager if access privileges are needed to log into the EDS application.
  - Two one-pagers on the Secondary Transition Consent Form to support school teams and students and families are now available on both the [Secondary Transition webpage](#) and the [State Model Form webpage](#).
    - [Consent Form One Pager for Students and Families](#)
    - [Consent Form One Pager for Schools](#)

If you have any questions about the Secondary IEP Transition Component report, please email WISM@k12.wa.us.

Special Education Personnel Employed & Contracted

The Special Education Personnel Employed (Including Contracted) Data Report for the 2024–25 school year is due to OSPI Special Education office no later than December 18, 2024. This one-page Excel template reports special education staff employed or contracted (regardless of funding source) that are needed to serve special education students in the LEA. This form can be

accessed on the Federal Data Collection Forms web page. Instructions are embedded within the Excel workbook. **Do not modify the template or delete worksheets.** Email the completed report to the Special Education Data email.