

Fiscal & Data Updates

Excess Cost

The 2023–24 Excess Cost worksheet is due to OSPI on February 28, 2025.

Under the Individuals with Disabilities Education Act, 34 CFR 300.16, sub-recipients of IDEA Part B formula funds are required to demonstrate that the agency is spending at least a minimum average amount on the education of elementary school or secondary school students with disabilities in order to expend their IDEA Part B funds on the excess cost of providing special education and related services.

The Excess Cost report is submitted via a progress report associated with the district's EGMS Form Package 267. The progress report will be assigned as a pending task in EGMS on February 1 and is due no later than February 28, 2025.

- [Special Education Fiscal webpage](#) (scroll down to Tools & Templates for Excess Cost Template and Handbook)
- [Excess Cost Template](#)
- [Excess Cost Guidance Handbook](#)

Questions? Email us at [Special Education Fiscal](#).

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:

- Data reporting (e.g., federal special education reports, CEDARS, EDS applications, etc.);
- Fiscal (e.g., allowable costs, fiscal reporting, Safety Net, etc.);
- Correction of non-compliance (EGMS 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); and
- Annual determinations (including Technical Assistance Reviews (TARs)).

[Special Education Data, Fiscal, and Program office hours](#) are held via Zoom at 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 the Special Education Data, Fiscal, and Program office hours, please contact the [WISM team](#) or the [Special Education Data team](#).



2024 CEDARS Statewide Webinars—Secondary IEPs Application

The [CEDARS Statewide webinar](#) for **January** is scheduled for January 16, 2025. The topic to be covered will be the new **Secondary IEPs application in the Education Data System (EDS) under the Special Education Reporting link**.

- 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 have 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.

Important Safety Net Information and Reminders

Application Bulletin

The [Safety Net Funding Bulletin \(B069-24\)](#) is now available. Read the bulletin for information about allocated funding, the application process, trainings, deadlines, committee members, and more!

EGMS Application

The Safety Net High Need Individual Application is now available in EGMS.

To access the application search for AN-OSPI-1978: FP 300 Safety Net: High Need Individuals (24-25) in EGMS.

- [Log into EGMS here](#)
- [Download the Application User Guide](#) (updated December 17, 2024)
- [Download the Naming Conventions Guide](#)

Upload Templates

See the User Guide for more information on using these templates.

- [Worksheet C Student Overview Upload Template](#) - used to upload new students into the Worksheet C Student Overview form in the EGMS application.
- [Worksheet C Student IEP Upload Template](#) - used to load staff members into student records for the regular school year on the Worksheet C IEP Staff and Other Staff Costs form in the EGMS application.

- [Worksheet C Student ESY Upload Template](#) - used to load staff members into student records for ESY on the Worksheet C ESY Staff and Other Staff Costs form in the EGMS application.
- [Worksheet C Staff Upload Template](#) - used to upload staff that will be included on Safety Net applications into the EGMS system. When staff are added using this upload template, users will be able to manually add the staff to student records.

Other Application Templates

See the User Guide for more information on using these templates.

- [Medicaid Reimbursement Calculator](#) - use on any application that requires a Medicaid deduction.
 - [Medicaid Provider Eligibility Verification](#) - use for providers who are not eligible to bill Medicaid.
- [1:1 Contracted Provider Template](#) - use to calculate the costs for services provided by a contracted one-on-one provider.

Training Opportunities

- General Safety Net Training: [December 6, 2024](#), 10–11:30 via Zoom ([Register](#))
- EGMS Safety Net Application: [January 23, 2025](#), 10–11:30 via Zoom ([Register](#))

Contact the [Safety Net Team](#) if you want to set up one-on-one Safety Net training.

Office Hours

Safety Net Office Hours are now available as of January 2025. Select the links below to add reminders to your calendar.

- [Mondays 1–2 pm, starting January 6, 2024](#)
- [Wednesdays 11–noon, starting January 8, 2024](#)

Application Deadlines

Select the links below to add reminders to your calendar.

- [High-Need Individuals: March 14, 2025](#)
- [High-Need Individual Updates: May 9, 2025](#)
- [Community Impact: May 9, 2025](#)

Oversight Committee Meeting Dates

Select the links below to add reminders to your calendar.

- [June 18 and 20, 2025, starting at 9 am](#) - LEAs may attend the meeting on June 20
- [August 7, 2025, starting at 9 am](#)

Questions?

Contact the [Safety Net Team](#).

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

The Secondary IEP Transition Components application is a new, required annual compliance data collection for all Local Education Agencies (LEAs) beginning with the 2024–25 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 five 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 Transition IEP reporting activities, OSPI has released the following tools. These materials are linked below and are also found on the [Special Education Data Reporting and Collection](#) webpage under the Secondary Transition IEP Report accordion item.

- **[Secondary IEP Transition Component Application User Guide](#)**: This guide provides information about the application, along with instructions for navigating the platform and completing each section.
- **[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](#)**: The Secondary Transition IEP Review Form is designed as an optional tool to assist districts 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 within hover prompts within the Secondary IEP Transition Components Application in the Education Data System (EDS) as well as in the Secondary IEP Transition Component Application User Guide.

How will the results of the secondary transition IEP review 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:

- Criteria 2 – Timely and accurate data: The report must be submitted on or before June 30th. Late reporting will affect the LEA's determination level under criteria 2.
- Criteria 4 – Performance on the State Performance Plan Compliance Indicators: Performance on Indicator B-13 is federally required to be included in the LEA's determination level calculation. LEAs below 90% compliant on Indicator B-13 will be considered as not meeting the requirements for that compliance indicator.

How to get started now

While the Secondary IEP Transition Components application will not open in EDS until February 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](#) and can begin selecting the files.
 - Staff who will be reviewing the files should review the instructions provided in the [User Guide](#). 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](#). 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 questions about the secondary transition pilot or the Secondary IEP Transition Component Reporting in EDS, please email the [WISM Team](#).