August 2022 Data Newsletter

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Important Updates

SEISsign

As of July 1st, SEISsign (e-signature option) will be available to all LEAs (local educational agencies) at no additional charge. For a quick tutorial on how to use SEISsign, please check out the following video link:
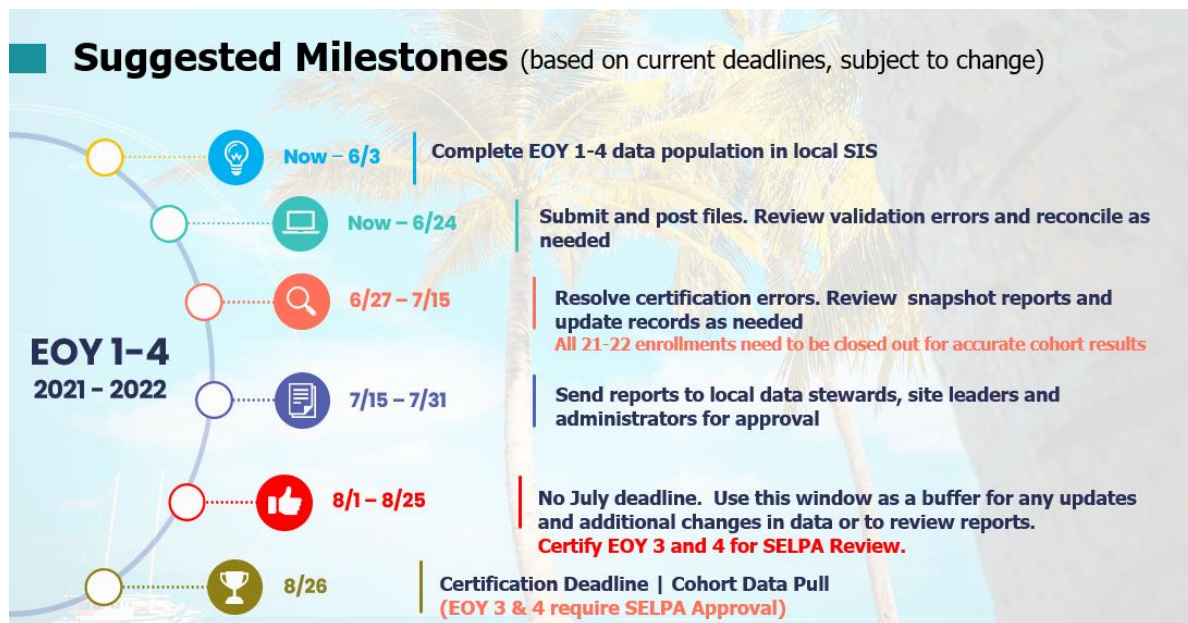
[How to Create an E-Signature Package](#)

SELPA Forms Update- July 2022

The State SELPA Forms Manual has been updated for the 2022-23 school year. The new revision has been added to the SEIS Document Library for your use. Two IEP forms have been updated- the Offer of FAPE, Educational Setting and the Present Levels of Academic Achievement and Functional Performance.

Timelines and Due Dates

EOY (End of Year) Approval Deadlines

The final deadline for LEA approval of the EOY reports is currently August 26, 2022.

Suggested Milestones (based on current deadlines, subject to change)

EOY 1-4
2021 – 2022

Now – 6/3	Complete EOY 1-4 data population in local SIS	
Now – 6/24	Submit and post files. Review validation errors and reconcile as needed	
6/27 – 7/15	Resolve certification errors. Review snapshot reports and update records as needed. All 21-22 enrollments need to be closed out for accurate cohort results	
7/15 – 7/31	Send reports to local data stewards, site leaders and administrators for approval	
8/1 – 8/25	No July deadline. Use this window as a buffer for any updates and additional changes in data or to review reports. Certify EOY 3 and 4 for SELPA Review.	
8/26	Certification Deadline	Cohort Data Pull (EOY 3 & 4 require SELPA Approval)	

SEIS Transfers Out Record Requests

As you return from Summer Break, please pay close attention to the Transfers Out Requests on your SEIS Homepage/Dashboard. Records should be released within five business days from receipt of request. Given the backlog of these requests, please plan to release the records within 24 hours of your return to the office.

Did You Know…

Program Setting Updates for Transitioning Pre-Schoolers

At age 5, TK/Kindergarten students are recognized as school age participants. This means that they are anticipated to be participating in a General Education Setting. These student's IEPs need to capture this in their program and participation settings. Creating an amendment for the purpose of this clerical update is necessary to prevent fatal errors in reporting. These updates can be completed on the Educational Setting – Offer of FAPE page of the amendment.

Program Setting (TK/Kgn or greater, ages 5-22):

400 - Regular Classroom/Public Day School

(Note: Percentage of time is required for those that will be 5 and in Transitional Kindergarten/Kindergarten or greater within the duration of this IE

% of time student is outside the regular class & extracurricular & non academic activities

65

% of time student is in the regular class & extracurricular & non academic activities

35

To identify any student that may require their program setting updated, please complete the following:

- Update student grade levels at the beginning of the year and for incoming students
- Run the SEIS Search> **Program Setting 14.31c - CERT167/168.** This search will help to identify your 5-year-olds that require their program setting to be updated.
  - Students with missing Program Setting or Percent IN Regular Class will require a corrective amendment.
- To further ensure that these settings were not just updated in the student's record you will need to review the program setting that was reported to CALPADS.

Adopting Transferred Student Records

When a student transfers from one LEA to another and has an active SPED (Special Education) plan, the receiving LEA must adopt the student's most current plan, report this change of ownership to CALPADS and begin providing services. The video links below are quick tutorials for completing the adoption of records in and outside of SEIS.

How to Complete Transfer In Requests & Adopt IEPs for Eligible Students

How to Adopt a Non-SEIS IEP (Completing the Initial CALPADS Affirm)

New Students:
What IEP do we implement?

Once the current plan is adopted, your LEA will create amendments to this plan to reflect what services and accommodations your LEA will be providing for the student.

What is the Interim Placement Amendment?

- Your LEA's comparable offer of FAPE for the first 30 days of school based upon the most recent IEP (from the former district.)
- In SEIS, the Interim Placement form is used to document the Interim offer. This is done as an amendment to the current IEP.
- The offer may be identical to what is in the current IEP, or the services/accommodations may change.
- On the first day of instruction the interim offer is provided to the parent/guardian.

What is the 30-Day IEP Meeting?

- An IEP meeting that takes place within thirty days of a student's enrollment at the LEA.
- An offer of FAPE is made for the remaining lifespan of the current IEP. This becomes the current/implemented IEP until the next plan review meeting is held. In SEIS, this is done as an amendment to the current IEP.
- The 30-day meeting may align with a new plan review meeting if the IEP is overdue or coming due soon.
- All the required IEP forms need to be completed at this meeting.

NPS (Nonpublic school) Placements

When it is determined that a student will be placed in a Non-Public School, the LEA will need to have the SELPA add this NPS to their SEIS account as a school of attendance. Shown below is an example of what the school of attendance should look like in the

SEIS record. In CALPADS, the LEA administrator will need to add this NPS under your LEA as a school of attendance under the NPS Group.

CALPADS (Student)

❶ 14.01 Record Type SPED	❶ 14.02 Transaction Type A
❶ Date Student Enrolled in District/LEA 📅 07/20/2022	❶ 14.04 Reporting LEA Happy District 2
❶ 14.05 School of Attendance NPS Day: Success Academy (Happy District 2) ▾	❶ 14.06 School of Attendance NPS

[Click here to View the Guidelines and Resources Handbook for NPS/RTC Placements](#)

Best Practices

Calendaring IEP Meetings

The calendaring of IEP (Individualized Education Program) meetings for the academic year provides an at-a-glance view of compliance deadlines to be met. This allows for ample meeting preparation and adjustment of staff schedules due to holidays, school events, etc. District Level Users may view and download the IEP Dates report under the student tab in SEIS. This report provides the Date of Next Plan Review and Date of Next Eligibility Evaluation. It is also best practice for case managers to compare current meeting dates to the next meeting dates to ensure that the future dates are within the required timelines.

Spotlight on Service Tracking

As we dust off our data collection systems in preparation for the fast-approaching school year, the time is upon us to plan an approach for tracking the IEP services provided to students.

As a SELPA, we anticipate that "provision of services" will soon become a part of CDE's Special Education Monitoring structure. Currently, CDE is gathering input from volunteer districts to identify the best pathways for collecting this information.

Tracking IEP services is not only important because of statewide monitoring; IEP service tracking is a best practice for a myriad of practical reasons. Having accurate and concise service logs can help practitioners resolve special education disputes, identify gaps in the system of service provision at a school site, and monitor the fidelity and effectiveness of our interventions. Service tracking can also provide administrators with crucial data when considering how to staff or schedule special education programming.

One known methodology for service tracking is the SEIS Service Tracker. However, there are other methods for collecting this information. In some cases, your system can be as simple as a well-formatted google sheet or google form. Depending on your

school site, the most effective tool for your team might be a handy low-tech binder with some pen-to-paper service logs.

If you are interested in improving your LEA's practices around service tracking, please feel invited to reach out to your SELPA Program Specialist. Additionally, you might choose to consult the SEIS document library for resources related to SEIS Service Tracker.

Resources

Please visit our website to see the planned learning opportunities for 2022-23. We are scheduling events and updating our site regularly.

Click here to view the Professional Learning Calendar-Events and Trainings.

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