

Annual Checklist & Report Listing for Special Education Directors | 2020

Date of Meeting: _____

Participants: _____

Review list of supports:	Notes
<input type="checkbox"/> BSE Adviser contact information	
<input type="checkbox"/> Assistance/Support BSE provides	
<input type="checkbox"/> Office for Dispute Resolution: CONSULTLINE, Call Resolution Process (CRP) and Complaint Process (formal/informal)	
<input type="checkbox"/> Trainings [Restraint (RISC), Special Education Plan, Cyclical Monitoring, etc.]	
<input type="checkbox"/> Location of Penn*Links, BECS, and special education data information	
<input type="checkbox"/> Special Education Plan Comp System: SEPRN information [Entering into system, 30 days BEFORE change, transfer of entity (March 31)]	
<input type="checkbox"/> Educational Programming for 1306 Facilities or State Correctional Facilities within host district.	
<input type="checkbox"/> Report Requirements: See below: Systems that require passwords (My PDE Suite, Special Education plans, CMCI, RISC, SES, etc.)	
<input type="checkbox"/> Other:	

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ONLINE REPORT REQUIREMENT	WHEN REQUIRED	PURPOSE	WHERE TO LOCATE
ACT 16	Annually in October. PIMS Collection opens October 1 st -15 th , 2020. PDE Review October 12-17, 2020. Correction window October 16- October 30, 2020.	Report to PA Legislature	Submitted through PIMS (C1) October: Email contact: ra-edseact16@pa.gov
Approved Private School Electronic Management System (APSEM)	Each occurrence to create a 4010 request for funding & 4011 program change to an approved private school (APS) and Chartered Schools for Deaf Blind (CSDB). 24 P.S. §§ 13-1302; 13-1372	To obtain funding and document program placements of students entering and exiting APS/CSDBs.	www.education.pa.gov . "Access My PDE Suite" to log on. Directory listing of schools: May 2020 http://www.education.pa.gov/K-12/Special%20Education/Pages/Approved-Private-Schools-and-Chartered-Schools-for-the-Deaf-and-the-Blind.aspx
Child Count	Annually in December. PIMS Special Education Snapshot is open December 1 st -17 th , 2020. PDE Review December 18-January 2 nd , 2021. Correction window January 11-20, 2021.	Special Education enrollment and census for IDEA funds	Submitted through PIMS (C2); SD/CS Data Management System. Email contact: IU Data Quality Manager
Contingency Fund - Funds for Extraordinary Expenses	Annually in December. Window opens on November 23, 2020 to January 8, 2021. P.S. §25-2509.8	Opportunity for LEA to receive additional funding for high cost placements and services.	Submitted through: https://apps.leaderservices.com/cfunds Email contact: cfunds@leaderservices.com
Cyclical Monitoring for Continuous	Every 5-6 years; depending on when monitored-fall/spring. Most Charter Schools are monitored within the first 3	SEA monitoring of LEAs	BSE sends a letter confirming the Districts/Charter Schools within the year that are due and updated through PENN*LINK.

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Improvement (CMCI)	years of opening. Then every 6 years afterwards. Charter Schools that are chartered only for 3 years are monitored the 2 nd year.		https://apps.leadingservices.com/_pde_comp_mon/															
Deaf Blind Census	Annual report opens February 1, 2021, and is closed by the end of February 28, 2021.	OSEP requires annual reporting for students who are receiving services from birth through school age.	Submitted through: http://www.leadingservices.com/DBCensus For more information: http://tinyurl.com/DBCC-webinar Email contact: dbcensus@pattan.net															
Homebound/ Instruction Conducted in the Home (ICITH)	HB/ICINTH: Enter data upon each occurrence. ICITH: Report to BSE within 5 days of placement.	Monitor homebound and ICITH student enrollment	Submitted through: https://apps.leadingservices.com/seshomenet/index.aspx Email contact: SES@HOME															
Graduate and Dropout Counts, Cohort Rates	Annually in October. PIMS Collection October 1st -15th, 2020. Correction window October 16 th – October 30, 2020.	Report to PA Legislature	Submitted through PIMS (C1) October: Email contact: RA-DDQDataCollection@pa.gov															
Restraint Information System Collection (RISC)	Every time a student is restrained and Quarterly <table border="1" style="font-size: small;"> <thead> <tr> <th>Begin Date</th> <th>End Date</th> <th>Last Day</th> </tr> </thead> <tbody> <tr> <td>7/1/2020</td> <td>9/30/2020</td> <td>10/18/2020</td> </tr> <tr> <td>10/1/2020</td> <td>12/31/2020</td> <td>1/15/2021</td> </tr> <tr> <td>1/1/2021</td> <td>3/31/2021</td> <td>4/15/2021</td> </tr> <tr> <td>4/1/2021</td> <td>6/30/2021</td> <td>7/15/2021</td> </tr> </tbody> </table>	Begin Date	End Date	Last Day	7/1/2020	9/30/2020	10/18/2020	10/1/2020	12/31/2020	1/15/2021	1/1/2021	3/31/2021	4/15/2021	4/1/2021	6/30/2021	7/15/2021	Monitor application of restraints	https://apps.leadingservices.com/_risc/index.aspx Contact: 1-877-456-8777 BSE Contact(s): Keith Focht 717-783-6921
Begin Date	End Date	Last Day																
7/1/2020	9/30/2020	10/18/2020																
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Special Education Plan	Triennially due by May 1 st .	Plan for operation of special education in the LEA. *Not applicable to Charter Schools	BSE sends a letter confirming the Districts within the year that are due and updated through PENN*LINK. For more information: http://compplanning.wiki.caiu.org/Special+Education Comp Plan Log onto My PDE APPS: http://www.education.state.pa.us Email contact: www.support.caiu.org ; 717-732-8403 Training provided at PATTAN
Special Education Plan Revision Notice (SEPRN)	<p>Upon occurrence of each change/move (LEA: SD including IU)</p> <p>*Addition, Deletion, or change/move to SEPRN requires BSE Adviser's review prior to implementation.</p> <p>*Must submit to the Comp Plan Tool system at least 30 days prior to proposed changes.</p> <p>*Transfer of entity after March 31 requires signatures from the IU executive director prior to BSE approval.</p>	<p>Submitted by LEA when adding or deleting a program, or when moving a classroom to a new location, or for transfer of entity.</p> <p>**Not applicable to Charter Schools</p>	<p>For more information:</p> <p>Comp Plan Log onto My PDE APPS: http://www.education.state.pa.us</p> <p>Email contact: www.support.caiu.org; 717-732-8403</p> <p>Or contact your Special Education Adviser</p>
Annual Report	§ 711.6. Annual report.	Plan for operation of special education	§ 711.6. Annual report.

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	<p>Report submitted by charter school LEA that provides information on finances, enrollment, student achievement, and compliance with applicable state regulations</p> <p><u>*Applicable only to Charter Schools</u></p>	<p>in the Charter/LEA.</p>	<p>(a) The annual report required under section 1728-A(b) of the act (24 P. S. § 17-1728-A(b)) must include:</p> <p>(1) The number of children with disabilities in special education.</p> <p>(2) The services, programs and resources being implemented by the charter school or cyber charter school staff.</p> <p>(3) The services and programs utilized by the charter school or the cyber charter school through contracting with another public agency, other organizations or individuals.</p> <p>(4) The services and programs utilized by the charter school or the cyber charter school through the assistance of an intermediate unit as prescribed under sections 1725-A(a)(4) and 1744-A(3) of the act (24 P. S. §§ 17-1725-A(a)(4) and 1744-A(3)).</p> <p>(5) Staff training in special education utilized by the charter school or the cyber charter school through the Department's training and technical assistance network and intermediate unit.</p> <p>(b) The annual report must include an assurance that the charter school or the cyber charter school is in compliance with Federal laws</p>
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			and regulations governing children with disabilities and the requirements of this chapter. (c) The annual report must include the age and type of exceptionality for each enrolled child with a disability; the level of intervention provided to each child with a disability; certification of staff providing services to each child with a disability; and programs and services available to children with a disability.
Coordinated Early Intervening Services (CEIS)/ Maintenance of Effort(MoE)	Annual: LEA Reported Fiscal Data	Fiscal accountability to IDEA-B Section 611 Funding	Determination letters sent by PDE/BSE to School Districts/Charter Schools.
Early Intervention (EI)	By February 1 st , Preschool EI programs must inform families of the transition process for students who are entering kindergarten or first grade. Meetings are to occur no later than February 28 th . LEA must inform the parent of the Notice of Options for the Child’s Transition no later than April 15 th .	IDEA, Chapter 14, and Chapter 711 provide procedural protections for students who are transitioning from preschool early intervention to school age programming. This process ensures that FAPE is provided	Basic Education Curricular: BEC: Early Intervention Transition: Preschool Programs to School-Aged Programs Act 212 of 1990; 22 Pa. Code 14 §14.101; 20 U.S.C. §1419 (IDEA)

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		during the transition.	
Extended School Year (ESY)	IEP team review of ESY eligibility for the Armstrong Target Group no later than February 28th of each school year, with a Notice of Recommended Educational Placement (NOREP) issued no later than March 31 st of the school year.	<p>IDEA requires that LEAs identify students who require ESY to receive FAPE. ESY must be reviewed through the IEP process at least annually for all students who are identified. The students impacted by the 2/28 and 3/31 timeline are known as the Armstrong Target Group to include students with severe disabilities:</p> <ul style="list-style-type: none"> • Autism • Serious emotional disturbance • Severe intellectual disability • Degenerative impairments with mental involvement 	<p>Basic Education Curricular: BEC EXTENDED SCHOOL YEAR ELIGIBILITY:22 Pa. Code §14.132 22 Pa. Code §711.44</p> <p>For Guidance: www.pattan.net Teachers Desk Reference: ESY.</p>

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		<ul style="list-style-type: none"> Severe multiple disabilities. 	
Suspension Request	Upon occurrence of need to suspend a student with intellectual disabilities where parent disapproves or parent cannot be contacted. Only for situations where health/safety issues are involved.	LEA must receive specific PDE/BSE permission to suspend a student with ID whenever the parent disapproves and the LEA needs to remove the student for even one day	When exclusion even for one school day is in consideration, utilize Manifestation Determination Process. Contact BSE Adviser for support.
Target or Focused Monitoring	As (when) indicated by BSE	Target or focused monitorings are conducted as needed to address specific situations	BSE notifies the District/Charter School of the required actions.
Exiting from Special Education	End of current school year. PIMS Collection window June 7-June 25, 2021. PDE Review window July 22-30, 2021. Correction window August 2-12, 2021.	IDEA reporting requirement (All special education students that exited during school year)	Submitted through PIMs (C4) collection Contact: IU Data Manager

