Date of Meeting: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Participants: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

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| **ONLINE**  **REPORT**  **REQUIREMENT** | **WHEN REQUIRED** | **PURPOSE** | **WHERE TO LOCATE** |
| **ACT 16** | Annually in October.  PIMS Collection opens October 1st -14th, 2021. Correction window October 18th - October 29th, 2021. | Report to PA Legislature | Submitted through PIMS (C1) October: Email contact:  [ra-edseact16@pa.gov](mailto: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; 131372 | To obtain funding and document program placements of students entering and exiting  APS/CSDBs. | [www.education.pa.gov](http://www.education.pa.gov) - Access “My PDE Suite” to log on.    Directory listing of schools: May 2021  <https://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  1st -17th, 2021.PDE Review December 21st - January 7th, 2022. Correction window January 10th – 21st, 2022. | 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 22,2021 to January 7, 2022. 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/index.asp>    Email contact: [cfunds@leaderservices.com](mailto:cfunds@leaderservices.com) |
| **Cyclical**  **Monitoring for**  **Continuous**  **Improvement (CMCI)** | Every 5-6 years; depending on when monitored fall/spring. Most Charter Schools are monitored within the first 3 years of opening. Then every 6 years afterwards.  Charter Schools that are chartered only for 3 years are monitored the 2nd year. | SEA monitoring of LEAs | BSE sends a letter confirming the Districts/Charter Schools within the year that are due and updated through PENN\*LINK.  <https://www.leaderservices.com/_pde_comp_mon/> |
| **Deaf Blind Child Count (Census)** | Annual report opens February 1, 2022. and is closed by the end of February 28, 2022. | OSEP requires annual reporting for students who are receiving services from birth through school age. | Submitted through:  <https://apps.leaderservices.com/_dbcensus/>  Email contact: [dbchildcount@pattankop.net](mailto:dbchildcount@pattankop.net)  Contact: Mike Green  [mgreen@pattankop.net](mailto:mgreen@pattankop.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://www.leaderservices.com/seshomeNET/>    Email contact: SES@HOME |
| **Graduate and**  **Dropout Counts,**  **Cohort Rates** | Annually in October.  PIMS Collection October 1st -14th, 2021.  Correction window October 18th – October 29th, 2021. | Report to PA  Legislature | Submitted through PIMS (C1) October:  Email contact: [RE-DDQDataCollection@pa.gov](mailto:RE-DDQDataCollection@pa.gov) |
| **Restraint**  **Information**  **System**  **Collection**  **(RISC)** | Every time a student is restrained and Quarterly  **Begin Date End Date Last Day**  7/1/2021 9/30/2021 10/18/2021  10/1/2021 12/31/2021 1/15/2022  1/1/2022 3/31/2022 4/15/2022  4/1/2022 6/30/2022 7/15/2022 | Monitor application of restraints | <https://apps.leaderservices.com/_risc/index.aspx>  Contact: 1-877-456-8777    BSE Contact(s): Keith Focht, 717-783-6921 |
| **Special**  **Education Plan** | Triennially due by May 1st. | 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.  Training video:  <https://www.pattan.net/Videos/Special-Education-Plan-Training-April-1-2021>  Email contact: [www.support.caiu.org](http://www.support.caiu.org), 717-732-8403  Training provided at PATTAN |
| **Special**  **Education Plan**  **Revision Notice**  **(SEPRN)** | Upon occurrence of each change/move  (LEA: SD including IU)    \*Addition, Deletion, or change/move to SEPRN requires BSE Adviser’s review prior to implementation.    \*Must submit to the Comp Plan Tool system at least 30 days prior to proposed changes.  \*Transfer of entity after March 31st requires signatures from the IU executive director prior to BSE approval. | Submitted by LEA when adding or deleting a program, or when moving a classroom to a new location, or for transfer of entity.  **\*\*Not applicable to Charter Schools** | For more information:    Comp Plan Log onto My PDE APPS:  <http://www.education.state.pa.us>  Email contact: [www.support.caiu.org](http://www.support.caiu.org), 717-732-8403  Or contact your Special Education Adviser |

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| **Annual Report** | **§ 711.6. Annual report.**  Report submitted by charter school LEA that provides information on finances, enrollment, student achievement, and compliance with applicable state regulations  **\*Applicable only to Charter Schools** | Plan for operation of special education in the Charter/LEA. | **§ 711.6. Annual report.**  (a) The annual report required under section 1728-A(b) of the act (24 P. S. § 17-1728-A(b)) must include:   1. The number of children with disabilities in special education. 2. The services, programs and resources being implemented by the charter school or cyber charter school staff. 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. 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)). 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.   (b) The annual report must include an assurance that the charter school or the cyber charter school is in compliance with Federal laws 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 1st, 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 28th. LEA must inform the parent of the Notice of Options for the Child’s Transition no later than April 15th. | 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 during the transition. | 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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| **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 31st of the school year. | 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:   * Autism * Serious emotional disturbance * Severe   intellectual disability   * Degenerative   impairments with mental involvement   * Severe multiple disabilities | Basic Education Curricular: BEC  EXTENDED SCHOOL YEAR ELIGIBILITY:22 Pa. Code §14.132; 22 Pa. Code §711.44    For Guidance: [www.pattan.net](http://www.pattan.net)  Teachers Desk Reference: ESY |
| **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 7th – July 20th, 2022.  PDE Review window June 28th – July 29th, 2022.  Correction window August 2nd -12th, 2022. | IDEA reporting  requirement    (All special education students that exited during school year) | Submitted through PIMs (C4) collection  Contact: IU Data Manager |