

INDICATOR 13 – ANNUAL REVIEW

UPLOAD REQUIREMENTS AND GUIDANCE REVIEW

January 27, 2016

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Annual Review

- ⦿ Federal requirement - 20 U.S.C. 1416 (a) (3) (B)
- ⦿ Indicator 13: Compliance Indicator = 100%
- ⦿ Participation of all Local Education Agencies (LEAs) required.
- ⦿ Individualized Education Programs (IEPs) for students age 16 and above.



Student identification (ID) numbers in STARS

- Login to STARS with assigned username and password
- Run the *SPP 13 Post Secondary Transition Random Sampling* report:
 - Public folders → E-Scholar Framework → District and Location Reports → Special Education → SPP 13 Post Secondary Transitioning Random Sampling
 - Select School Year-2015-2016
 - Select Prong 1
 - Location Reports
- Student IDs available **January 29, 2016**



Accessing the secure site

◎ Access the secure site at:

- [https://eui.ped.state.nm.us/sites/SpecialEdMon/Special Ed Monitoring/Forms/AllItems.aspx](https://eui.ped.state.nm.us/sites/SpecialEdMon/Special%20Ed%20Monitoring/Forms/AllItems.aspx)

◎ Use STARS credentials (login and password) to access the secure site.



Login

IEP format

- ◎ PDF Format of Individualized Education Programs (IEPs) required
 - Electronic IEPs
 - Download and Save as PDF
 - Non-Electronic IEPs
 - Scan IEPs in PDF format and save to computer



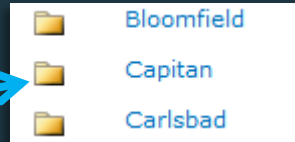
Naming IEP files

- Naming IEP files:
 - Last 4 digits of the student ID number, underscore, document type

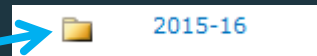
| Example | Non-Example |
|---------------------|---------------------|
| 1234_Signature Page | CM_IEP |
| 1234_Invitation | C.M_ Signature Page |
| 1234_Addendum | Charlene Marcotte |

Uploading IEPs

- Click on LEA folder



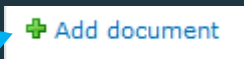
- Open 2015-2016 folder



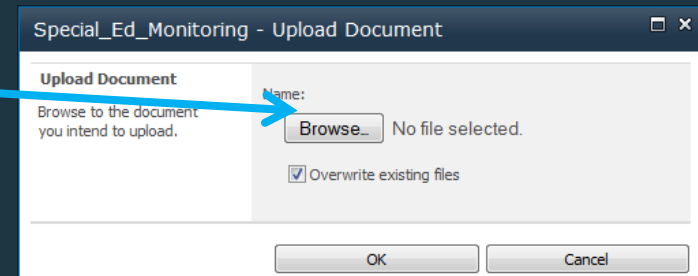
- Open Annual Review Folder



- Click on Add document



- Browse and click on IEP



- Press Save

- Click on "multiple documents" to upload many IEPs at once

IEP documents required

- ⦿ **Entire IEP**

- Re-upload required for segmented IEPs

- ⦿ **Ensure separate documents are uploaded**

- Parent invitation
- Student invitation
- Signature page



IEP upload & review completion

- ◎ Upon IEP Upload Completion
 - Notify Charlene Marcotte at charlene.marcotte@state.nm.us
- ◎ Upon IEP review completion
 - Charlene Marcotte will send an email to Special Education Directors with the following information:
 - Score
 - Required corrections (if applicable)
 - IEP Review Sheets will be available in secure site upon



Missing documents

- ⦿ Missing documents are documents LEA has in its possession, for example:
 - IEP Invitation
 - Signature Page
- ⦿ LEAs have 10 days from notification by Charlene Marcotte to upload missing documents.
 - IEPs with missing documents, not uploaded within 10 days of notification, will be considered non-compliant.
- ⦿ IEPs missing a invitations (student & parent), which the LEA **does not** have in it's possession, are automatically non-compliant.

Document corrections

- ⦿ IEPs needing corrections may require the following:
 - Adding/Amending Goals
 - Amending the Course of Study
 - Amending the Transition Plan
- ⦿ IEPs requiring corrections:
 - ✓ Must be corrected with an addendum.
 - ✓ Must be corrected within the 10 days allotted.
 - ✓ Require the addendum to be uploaded.
- ⦿ IEPs not corrected and uploaded within 10 days of notification will be considered non-compliant.



Guidance document

- Issued by the Special Education Bureau on January 12, 2016
- Applicable to 2015-2016 IEP reviews

Guidance for Indicator 13 Individualized Education Program (IEP) Review

The New Mexico Public Education Department, Special Education Bureau, provides the following guidance regarding IEPs uploaded for State Performance Plan (SPP) Indicator 13 review:

- All students on the Ability graduation option must have an independent living, post-secondary measurable goal. This relates to Question 1 of the Indicator 13 IEP Checklist.

Note: Independent living goals must be developed for all students who will require independent living supports after graduation, regardless of which graduation option they are on.

- The transition assessment completed with the student must be provided in one of the following: listed in the IEP Post-Secondary Goals section or in the Prior Written Notice (PWN) or uploaded with the IEP. Listing "student interview" without a listed valid transition assessment is not acceptable. This relates to Question 3 of the Indicator 13 IEP Checklist.

Note: The following are examples of valid transition assessments: Transition Planning Inventory, Casey Life Skills Assessment, WorkForce Career Cluster, and Self Determination Assessment Transition Assessment.

- In the Course of Study, the names of elective classes must be specified and listed by the course name. Listing courses to be taken as "electives" is not acceptable. This relates to Question 5 of the Indicator 13 IEP Checklist.

- A written invitation to the IEP meeting, addressed to the student, must be uploaded to the secure website (https://sui.ped.state.nm.us/sites/SpecialEdMon/Special_Ed_Monitoring/Forms/AllItems.aspx). Invitations that include both the student name and parent name will be accepted. Best practice is to ensure both the student and parent receive an invitation. This relates to Question 7 on the Indicator 13 IEP Checklist.

Note: The IEP signature page with the student's signature will not be accepted as proof that the student was invited to the IEP meeting. This is only evidence the student participated in the IEP meeting not evidence that the student was invited.

- Outside agency invitations will be accepted if indicated on the IEP meeting invitation and/or the IEP Prior Written Notice (PWN). This relates to Question 8 on Indicator 13 IEP Checklist.

Note: If an outside agency will be participating in an IEP meeting, parent or student consent is required. Parent must provide consent for the outside agency to participate in the IEP meeting until the student reaches the age of majority, at which time the student will provide consent, unless unique documented circumstances exist.

- Any changes made to the IEP must include an addendum uploaded into the secure site. This includes any changes made to goals and/or courses of study.

- If IEPs are found to be non-compliant, Local Education Agencies (LEAs) have 10 days from the date of the notice of finding of non-compliance to submit corrections. Notice will be provided, via email, by Charlene Marcotte, Transition Coordinator.

For further questions, please contact Charlene Marcotte, at Charlene.marcotte@state.nm.us or (505) 827-3505.

Guidance

Related to Question 1 of the Indicator 13 IEP Checklist

- Most students on the Ability graduation option should have an independent living, post-secondary measurable goal.

| | | |
|---|--|--|
| *The student's planned program of study meets the requirements for: | | |
| <input type="checkbox"/> Standard Option | <input type="checkbox"/> Career Readiness Option | <input checked="" type="checkbox"/> Ability Option |

| |
|--|
| <p align="center">Measurable Post-Secondary Goals (Required by age 14 or sooner if needed)</p> |
| Measurable Post-Secondary Goal(s) for Independent Living (If Appropriate): Goal required here |

Guidance

Related to Question 3 of the Indicator 13 IEP Checklist

- ◎ The transition assessment must be provided in one of the following:
 - Listed in the IEP Post-Secondary Goals section; or
 - Noted in the Prior Written Notice (PWN); or
 - Uploaded with the IEP.

Transition Assessment(s) used to identify goal:

- ◎ Listing “student interview” without a listed valid transition assessment is not acceptable.

Guidance

Related to Question 5 of the Indicator 13 IEP Checklist

- In the Course of Study, names of electives must be specified by the course name.
- Listing “elective” alone is not acceptable.

Example

| School Year | Year | Proposed Courses Selected (Including elective classes, wo |
|-------------|-------|---|
| 2011-2012 | Yr. 1 | Drivers Ed Navajo I (.5) Physical Science ESL English I Drafting I (.5) PreAlgebra (no credit earned) Academic Intervention NM History |

Non-Example

| School Year | Year | Proposed Courses Selected (Including elective classes, wo |
|-------------|-------|--|
| 2011-2012 | Yr. 1 | Elective Navajo I (.5) Physical Science ESL English I Elective PreAlgebra (no credit earned) Academic Intervention NM History |

Guidance

Related to Question 7 of the Indicator 13 IEP Checklist

- ⦿ A written invitation to the IEP meeting, addressed to the student is required.
- ⦿ Invitations to both the student and parents are acceptable.

| | Best Practice | Acceptable | Not-Acceptable |
|-----------------|---------------|--------------------|----------------|
| Invitations to: | Student | Student and Parent | Parent Only |
| | Parent | | |

Guidance

Related to Question 8 of the Indicator 13 IEP Checklist

- Invitations to outside agencies will be accepted.
- Consent for participation of the outside agency, from the parent or student (if age of majority), must be noted in the PWN or IEP meeting invitation.



Addendum IEPs

- Changes to an IEP must be made with an addendum.
- Parent and Student participation in an addendum IEP meeting is highly recommended.



Next steps

- LEAs 100% compliant are complete with the Indicator 13 review process.
- LEAs not 100% compliant are required to participate in the Prong 2 review scheduled for April, 2016.



Resources

- www.nsttac.org
 - NSTTAC Indicator 13 Checklist
 - NSTTAC's training materials
- www.ped.state.nm

Contacts

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