

**ROP Special Education Data System**  
Special Education Data System (SEDS) Protocol

The Special Education Data System (SEDS) Protocol provides steps of how data is collected, verified, and reported. There are 3 sections that are outlined in the protocol:

1. IEP Process
2. Data Reports by APR Indicators
3. Other required Data Reports

<b>1. IEP PROCESS</b>		
<b>IEP Process</b>	<b>Action Taken</b>	<b>Data Fields</b>
<u>Referral Process</u>  Pre-School: <ul style="list-style-type: none"> <li>Referral II: (Preschool consent to for Evaluation)</li> <li>SE-8</li> </ul> School Age: <ul style="list-style-type: none"> <li>SE-1 (Referral)</li> <li>SE-4 (School Age)</li> </ul>	<p>1. CRT/Early Childhood will forward a copy of the Referral Form and attach the signed copy of the "Parent Consent for Initial Evaluation" that indicates the date the school received the Parent Consent for Initial Evaluation form to the Data Manager.</p> <p><b><u>Timeline for Submission to the Data Manager:</u></b> Within 5 days</p> <p>For Neighboring Islands, teachers will fax a copy of the Referral and Parent Consent for Initial Evaluation to the Sped Office. The Data Manager will input the information into SEDS and forward to the CRT.</p> <p>2. Data Manager will input the following data fields to SEDS, initial the form, and return copies back to CRT/ EC.</p> <p><b><u>Data Manager's Timeline:</u></b> 2 days to input into SEDS</p>	Name (Last, First) Gender DOB Ethnicity School Grade Date of Referral Date of Parent Consent Status Receipt of Parent Consent
<u>Eligibility / IEP Process</u>  Pre-School: <ul style="list-style-type: none"> <li>Summary of Eligibility</li> <li>SE-8</li> </ul> School-Age: <ul style="list-style-type: none"> <li>SE-6 : Eligibility</li> <li>SE-8 : IEP</li> </ul>	<p>3. After the completion of the evaluation report an eligibility determination meeting is held.</p> <p><b><u>Procedural Timeline:</u></b> 60 days from Receipt of Parent Consent for Evaluation to Eligibility Determination Meeting.</p> <p>4. The CRT or Special Education Teachers/ EC will hold an IEP meeting.</p> <p><b><u>Procedural Timeline:</u></b> Within 30 days after the eligibility determination meeting to IEP meeting.</p> <p><b><u>Note:</u></b> The School Team may choose to schedule the Eligibility and IEP meetings on the same day.</p>	Date of Evaluation Report  Date of Eligibility Meeting  Eligible: Yes/ No Disability Code  Date of IEP Meeting

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	<p>5. The CRT or Special Education Teacher/EC will submit the completed eligibility/ IEP forms to the Data Manager.</p> <p><b><u>Timeline for Submission to Data Manager:</u></b> Within 10 days after the IEP meeting.</p>	
	<p>Data Manager will input information from the Eligibility/ IEP meeting, initial forms, and return to the CRT/EC.</p> <p><b><u>Data Manager's Timeline :</u></b> 2 days</p>	Special Education Services Service Delivered Services Undelivered
<u>IEP Review or Reevaluation</u>	<p>6. Annual IEP/ Reevaluation Meetings are scheduled ONE OR BEFORE the due date.</p> <p><b><u>Procedural Timeline:</u></b> IEP Review and Reevaluation meetings are completed BEFORE the due date.</p> <p><b><u>Timeline for Submission to Data Manager:</u></b> Within 10 days after the IEP Review or Reevaluation meeting.</p>	Data Manager within 2days input into SEDS!
<u>Student Exiting the Program</u>	<p>7. Students Exiting Program – IEP meeting conducted and exit form is completed.</p> <p><b><u>Timeline for Submission to Data Manager:</u></b> Within 10 days after the IEP meeting.</p> <p><b><u>Data Manager's Timeline:</u></b> Within 2 days change STATUS to Inactive.</p>	SE-6  Create another sheet for exit to report
<u>Data Updates</u>	<p>8. <b>DATA UPDATES.</b> Should the data in the School Roster Report is inaccurate the EC/CRT should complete the "Data Update Sheet" with the correct information that is documented in the child's IEP.</p> <p><b><u>Timeline for Submission to Data Manager:</u></b> As needed</p> <p><b><u>Data Manager's Timeline :</u></b> Within 2 days</p>	Every time they change info or change error must be done on data update sheet by the CRT.
<u>SEDS BACKUP Procedures</u>	<p><b><u>SEDS BACK UP DATA Procedure:</u></b></p> <p>Data Manager will back up the SEDS data on a daily</p>	5 usb ea for daily SEDS backup. (M-F)

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	using a memory stick.	
<b>2. Data Reports by Indicators</b>		
<b>Indicators</b>	<b>Procedures</b>	<b>Data Fields/ Forms</b>
Indicator 1	<p>Percent of youth with IEPs graduating from high school with a regular diploma.</p> <p><u>Procedures:</u></p> <ol style="list-style-type: none"> <li>1. The Secondary CRT will update all files of students with disabilities who will be graduating from high school. If there are changes made in the students files, CRT will fill out the Data Update Sheet and give to Data Manager</li> <li>2. The Secondary CRT will verify data of graduating students through high school registrar to ensure validation of data before submitting to Data Manager.</li> <li>3. The Secondary CRT will provide the list of students with disabilities who are going to graduate from high school to the Data Manager to verify with the SEDS.</li> <li>4. The Data Manager will provide number of students with disabilities that graduated from high school to Special Education Coordinator to input into the Annual Performance Report (APR).</li> </ol>	<p>Data Update Sheet</p> <p>Data from 618 and all 411 details needs to be reported.</p>
Indicator 2:	<p>Percent of youth with IEP's dropping out of high school.</p> <p><u>Procedures:</u></p> <ol style="list-style-type: none"> <li>1. Special education teachers completes the "Weekly Attendance Sheet" and submit to Secondary CRT every Fridays of the week.</li> <li>2. If students have more than 3 absences, the Special Education Teachers fills out the high school referral form and submit to school counselors.</li> <li>3. Counselors calls parent to schedule parental conference.</li> </ol>	<p>Weekly Attendance Sheet Form</p> <p>618 data applied</p>
Indicator 3:	<p>Participation and performance of children with IEPs on statewide assessments:</p> <ol style="list-style-type: none"> <li>A. Percent of districts with a disability subgroup that meets the State's minimum "n" size that meet the State's AYP targets for the disability subgroup.</li> <li>B. Participation rate for children with IEPs.</li> <li>C. Proficiency rate for children</li> </ol> <p><u>Procedures:</u></p> <ol style="list-style-type: none"> <li>1. The Data Manager will print a report of students with disabilities that participate in statewide assessment or alternate assessment.</li> <li>2. Division of Research and Evaluation provides number of students with accommodations and the score and for those that participate in alternative assessment.</li> </ol>	

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	<p>3. The Data Manager completes 618 Table 6: Statewide Assessment and submits by February 1, 2010.</p> <p>4. The Data Managers provides the information to the Special Education to insert into the APR.</p> <p style="text-align: center;">Timeline: September of each school</p>	
Indicator 4	<p>Rates of suspension and expulsion.</p> <p><u>Procedures:</u></p> <ol style="list-style-type: none"> <li>1. The Special Education Weekly Activity form is used by special education teachers to collect data on absenteeism and suspension and submits form to CRT to review and forward to Data Manager by Friday of each week.</li> <li>2. The Special Education Data form is used to document IEP meetings proceeding regarding how to resolve the issue of student absences and suspension data. This form is submitted to the Special Education Data Manager.</li> <li>3. The Data Manager tracks the number of days a student is suspended. The Data Manager also gives a red-flag to CRTs before a student is suspended for more than 10 days to do Manifestation Determination.</li> <li>4. The Data Manager provides a data report of students that were suspended for more than 10 days or were expelled to the Special Education Coordinator to input into the APR.</li> <li>5. The Data Manager completes 618 Table 5: Discipline</li> </ol> <p style="text-align: center;"><b><u>Timeline:</u></b> November 1 of each year</p>	
Indicator 5:	<p>Percent of children with IEPs aged 6 through 21 served:</p> <ol style="list-style-type: none"> <li>A. Inside the regular class 80% or more of the day;</li> <li>B. Inside the regular class less than 40% of the day; and</li> <li>C. In separate schools, or homebound/hospital placements.</li> </ol> <p><u>Procedures:</u></p> <ol style="list-style-type: none"> <li>1. The Data Manager prints a School Report indicating the placement setting for each student.</li> <li>2. The Data Manger provides the data for this indicator to the Special Education Coordinator to insert into the APR.</li> </ol>	Comes with its formula

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	3. The Data Manager completes the 618 Table 3: Educational Environment <b>Timeline:</b> February 2 of each year	
Indicator 6:	Educational Environment for Preschool same as Indicator 5 4. The Data Manager completes the 618 Table 3: Educational Environment <b>Timeline:</b> February 2 of each year with RC	Preschool only
Indicator 7:  EC Outcome Reports	Percent of preschool children aged 3 through 5 with IEPs who demonstrate improved: A. Positive social-emotional skills (including social relationships); B. Acquisition and use of knowledge and skills (including early language/ communication and early literacy); and C. Use of appropriate behaviors to meet their needs.  <u>Procedures:</u> 1. EC Specialist will submit all entry Child Outcome Summary Form (COSF) of all NEW preschoolers with IEPs.  <b>Timeline for Submission to Data Manager:</b> 45 days after Initial IEP	Name DOB Date of Entry Outcome A: Measure Outcome B : Measure Outcome C: Measure  Preschool ONLY
	2. EC Specialist will submit exit Child Outcome Summary Form to Data Manager of all preschoolers that will exist the program or transition to first grade.  <b>Timeline for Submission to Data Manager:</b> By June of each year	Name DOB Date of Exit Outcome A: Measure Progress: Y/N Outcome B : Measure Progress: Y/N Outcome C: Measure Progress Y/N
	3. Data Manager will input the results of the entry or exit COSF into the SEDS system.  <b>Data Manager's Timeline:</b> 2 days	
	4. Data Manager will provide the ECO Summary Statement Report to the EC Specialist, Head Start Disability Coordinator, and Sped Coordinator.  <b>Data Manager's Timeline:</b> August of each year	Percent of preschoolers in Summary Statement 1 and 2 for each outcome.  Summary Statement by School Year
Indicator 8:	Percent of parents with a child receiving special education services who report that schools facilitated parent involvement as a means of improving services and results for children with disabilities.  <u>Preschool Procedures:</u> 1. The Data Manager provides a listing of preschoolers	Preschool

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	<p>with IEPs to the Early Childhood Specialist who will ensure that surveys are provided to each parent.</p> <ol style="list-style-type: none"> <li>2. The Early Childhood Specialist with support from the Belau Head Start Program will contact parents of children with disabilities enrolled in Head Start Centers and distributes the Belau Preschool Family Outcome Survey in May of each year.</li> <li>3. For preschoolers receiving home services the Early Childhood Specialist delivers the surveys to parents at home.</li> <li>4. The Early Childhood Specialist provides a summary of the results of the survey to the Special Education Coordinator to insert into the APR.</li> </ol> <p><u>For School Age Procedures:</u></p> <ol style="list-style-type: none"> <li>1. The NCSEAM Part B Family Survey, <i>"Schools Efforts to Partner with Parents"</i> is disseminated to parents of student with IEPs ages 6-21.</li> <li>2. Surveys collected or returned are sent to the mainland U.S. to be scored by Avatar International in October or November of each year.</li> <li>3. By December, results of the surveys are received and are inputted into the APR.</li> </ol>	
Indicator 9:	N/A	
Indicator 10:	N/A	
Indicator 11:	<p>Percent of children who were evaluated within 60 days of receiving parental consent for initial evaluation or, if the State establishes a timeframe within which the evaluation must be conducted, within that timeframe.</p> <p><u>Procedures:</u></p> <ol style="list-style-type: none"> <li>1. The Data Manager provides a monthly school report of evaluations due.</li> <li>2. The Data Manager provides a listing all evaluations and the timelines of completed IEPs.</li> </ol> <p>Timeline: July 30 of each year.</p>	
Indicator 12:	N/A	
Indicator 13:	<p>Percent of youth with IEPs aged 16 and above with an IEP that includes appropriate measurable postsecondary goals that are annually updated and based upon an age appropriate transition assessment, transition services, including courses of study, that will reasonably enable the</p>	<p><b><u>Secondary Transition Report:</u></b></p> <p>Name</p>



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	<p>school to collect updated data.</p> <ol style="list-style-type: none"> <li>CRT provides the data to Data Manager to input into SEDS.</li> <li>The Data Manager provides required data to Special Ed. Coordinator to input into APR.</li> </ol> <p><b><u>Secondary Post School Report:</u></b></p> <p>Data Manager will provide a list of students that graduated, dropped out (any Leavers) from the prior school year.</p> <p><b><u>Data Manager's Timeline:</u></b> In November of each school year.</p> <p>Secondary CRT will submit the "Exit Interview" for all leavers to the Data Manager.</p> <p><b><u>Timeline for Submission to Data Manager:</u></b> By September of each year.</p>	
Indicator 15:	<p>General supervision system (including monitoring, complaints, hearings, etc.) identifies and corrects noncompliance as soon as possible but in no case later than one year from identification.</p> <p><b><u>Procedures:</u></b> (Refer to the Continuous Improvement Focus Monitoring System Procedures)</p>	Integrated Monitoring Activities using the on-site and off-site reviews
Indicator 16:	<p>Percent of signed written complaints with reports issued that were resolved within 60-day timeline or a timeline extended for exceptional circumstances with respect to a particular complaint, or because the parent (or individual or organization) and the public agency agree to extend the time to engage in mediation or other alternative means of dispute resolution, if available in the State.</p> <p><b><u>Procedures:</u></b> (Refer to Special Education Handbook: State Compliant Procedures)</p> <ol style="list-style-type: none"> <li>Special Education Coordinator receives a compliant and assigns the case to the CRT and School Principal to conduct an independent on-site investigation.</li> <li>The Special Education Coordinator informs the Data Manager of the compliant and the Data Manager inputs the compliant into the following information on the "Compliant Filed" log sheet: case number, child's initial, school, the date received, timeline date (60 days); issued date, reasons of compliant, findings.</li> </ol>	
Indicator 17:	Percent of adjudicated due process hearing requests that were adjudicated within the 45-day timeline or a timeline	End of SSIP at indicator 17



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	<p>that is properly extended by the hearing officer at the request of either party or in the case of an expedited hearing, within the required timelines.</p> <p><u>Procedures: (Refer to Special Education Handbook: State Compliant Procedures)</u></p> <ol style="list-style-type: none"> <li>1. Special Education Coordinator receives a Due Process (DP) compliant.</li> <li>2. The Special Education Coordinator informs the Data Manager of the due process compliant and the Data Manager inputs the due process compliant into the following the "Compliant Filed" log sheet: case number, child's initial, school, the date received a Dispute Process Compliant, timeline dates, Resolution Meeting within 15 days of DP Compliant, Hearing completed with a decision by a hearing officer within 45 days.</li> </ol>	
Indicator 18:	<p>Percent of hearing requests that went to resolution sessions that were resolved through resolution session settlement agreements.</p> <p><u>Procedures: (Refer to Special Education Handbook: State Compliant Procedures)</u></p>	
Indicator 19:	<p>Percent of mediations held that resulted in mediation agreements.</p> <p><u>Procedures: (Refer to Special Education Handbook: State Compliant Procedures)</u></p>	
Indicator 20:	<p>State reported data (618 and State Performance Plan and Annual Performance Report) are timely and accurate.</p>	
618 Data Tables	<p>Table 1: Child Count</p> <p>Data Manager will run a SEDS Master of all students 3 to 21 with IEPs on December 1<sup>st</sup> of each year</p> <p><b><u>Timeline:</u></b> February 1 each year</p>	<p>Disability DOB IEP Date Age</p>
	<p>Table 2: Personnel</p> <p><b><u>Timeline:</u></b> November 1 each year</p>	<p>Personnel Listing</p>
	<p>Table 3: Educational Environment</p> <p><b><u>Timeline:</u></b> November 1 of each year</p>	<p>DOB Race/Ethnicity Gender Disability Placement Age</p>

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		IEP Date
	<p>Table 4: Exit</p> <p><b>Timeline:</b> November 1 of each year</p>	<p>Exit with Reason:</p> <ul style="list-style-type: none"> <li>• Drop-out;</li> <li>• graduation with regular diploma;</li> <li>• graduate with certificate;</li> <li>• transfer to regular ed;</li> <li>• move not know to be continuing;</li> <li>• deceased;</li> </ul> <p>Race/Ethnicity Disability Age</p>
	<p>Table 5: Discipline</p> <p><b>Timeline:</b> November 1 of each year</p>	<p>Basis of Discipline</p> <ul style="list-style-type: none"> <li>• Suspension</li> <li>• Expulsion.etc.</li> </ul> <p>Disability Ethnicity</p>
	<p>Table 6: Assessment; Reading Math</p> <p><b>Timeline:</b> February 1 of each year</p>	<p>Listing of students that participated in the statewide or alternate assessment.</p>
	<p>Table 7: Complaint</p> <p><b>Timeline:</b> November 1 of each year</p>	<p># of Complaints # of Resolution</p>

3. Other Data Reports		
	Types of Reports	Data Elements/ Forms
CRT/EC Monthly Reports	<p><b>CRT/ EC Reports</b> will be printed by the 5<sup>th</sup> of each month for verification the accuracy of the data.</p> <p><b>Data Manager's Timeline:</b> 4<sup>th</sup> of every other month (March, May, June)</p>	Same as School Roster
SEDS School Roster Report	<p><b>SEDS School Roster Report</b> will be printed and disseminated to the School Principals by the 15<sup>th</sup> of each month.</p> <p>This report is provided to all school Principals.</p> <p><b>Data Manager's Timeline:</b> 14<sup>th</sup> of Each Month</p> <p><b>Progress to date:</b> SPED to send initial School Roster to CHIEF DSM who will transmit to the School Principals by the end of March 2010 and then monthly thereafter.</p>	Same as School Roster

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Alter

Subsequently

determine