

State Performance Plan Indicator 11: Child Find (Timely Initial Evaluation) Instructions for Entering Data

Indicator 11: Child Find (Timely Initial Evaluation)

The percentage of children, ages 3 through 21, with signed, written parental consent to evaluate who are evaluated within the state established timeline. This includes students who were determined to be eligible and not eligible for special education services.

Authorization: 20 U.S.C. 1416 (a)(3)(B)
Due Date: **August 16, 2017**
Sampling Allowed: No
Online Submission: SPP 11 can be accessed through TEASE at <https://sequin.tea.state.tx.us/apps/logon.asp>

GENERAL INSTRUCTIONS

Terms underlined in italics denote terms defined in the glossary located at the end of the instructions.

1. The 2016-2017 data collection period is **July 1, 2016 to June 30, 2017**. All students, ages 3-21, who were evaluated, had their eligibility determined and had an IEP developed between July 1, 2016 and June 30, 2017 should be reported.
2. Indicator 11 refers to "initial" eligibility determinations made for children ages 3-21.
3. **Report** students for whom the evaluation process was completed during the **July 1, 2016 to June 30, 2017** school year. Students for whom the parental consent was obtained in the 2015-16 school year and the eligibility process was completed between **July 1, 2016 and June 30, 2017** would be included in this data collection.
4. **Report** students for whom the evaluation process was completed, but not within the timeline because the parent of the child repeatedly failed or refused to produce the child for evaluation. (CFR §300.301(d)(1)) Only districts or charter schools that maintain detailed records of delays should report these students within the timeline and in compliance.
5. **Do not report** three-year-old students who are transitioning from Part C (Early Childhood Intervention) to Part B (Preschool Programs for Children with Disabilities) **Report these students in SPP 12 (Early Childhood Transition Timelines) online applications only.**
6. **Do not report** students for whom the evaluation process was interrupted and the district or charter school **was unable to complete the evaluation process, therefore eligibility was not determined.** Detailed records of attempts must be documented and maintained at the local level for audit purposes.
7. Sampling is **not** permitted for this data collection.

SPECIFIC INSTRUCTIONS

Specific instructions for **Entering Data for State Performance Plan Indicator 11** are found at the following link.

https://mansfield.tea.state.tx.us/TEA.SPP.Web/SPP1112/SPP11Help/WebHelp/SPPI_11_Webhelp.htm

SPECIFIC INSTRUCTIONS

1. Completed
Evidence or documentation that the student's ARD committee meeting was held and the student was determined eligible (e.g. a student's individualized education program (IEP)) or not eligible for special education services.
2. Consent
Evidence of documentation that the parent provides written consent, that they have been fully informed of all information relevant to the activity for which consent is sought, in his or her native language, or other mode of communication; and the parent understands and agrees in writing to the implementation of the activity for which his or her consent is sought.
3. Initial Eligibility Determinations
Refer to 34 CFR §300.306 and 19 TAC §89.1040 for specific procedures and rules for determinations of eligibility for special education services. In summary, an Initial Eligibility Determination is a written decision regarding eligibility for special education services made by a group of qualified professionals and the parent(s) utilizing data gathered through formal and informal evaluations typically for the first time for a child. Exceptions exist when students are initially referred, evaluated, and determined not eligible, but in a subsequent school year are referred again; and when students who transfer from another state and the school district determines that an evaluation is necessary. These exceptions demonstrate when the evaluation is considered a full and individual initial evaluation for the purposes of and reported in this collection as such.
4. Evaluation
Refer to 34 CFR §§300.301-305; 19 TAC §89.1011; and TEC §29.004. Evaluation process is completed upon completion of the Full and Individual Evaluation (FIE) written report.
5. Not Eligible
The student does not meet the eligibility criteria for special education services as determined by a review of the FIE and the subsequently held ARDC meeting.
6. Detailed Records
Detailed Records may include, but are not limited to: certified letters; detailed physician's letters, comprehensive records of phone calls made or attempted along with the results of those calls, copies of correspondence sent to parents and any responses received, records of visits made to the parent's home or place of employment and the results of those visits, log of multiple attempts to contact parents or guardians; etc. and all should be collected as circumstances warrant.