

**Texas Education Agency
Division of IDEA Coordination**

Instructions for Entering Data for State Performance Plan Indicator 12

Indicator 12: Early Childhood Transition

The percentage of children referred by Part C prior to age 3, who are found eligible for Part B and who have an IEP developed and implemented by their third birthday.

Authorization: 20 U.S.C. 1416 (a)(3)(B)

Due Date: **August 31, 2010**

Sampling Allowed: No

Online Submission: SPP 12 can be accessed through TEASE at
<https://sequin.tea.state.tx.us/apps/logon.asp>

General Instructions *

1. Counts should cover the entire school year. For this data collection, the 2009-2010 school year is defined as **July 1, 2009** to **June 30, 2010**.
2. Report only the children for whom the evaluation process was **completed** between **July 1, 2009** to **June 30, 2010**.
3. Report children who are transitioning from Part C (ECI) to Part B (Special Education) under both SPP 11 (Compliance with Initial Evaluation Timelines) and SPP 12 (Early Childhood Transition Timelines).
4. Report all children who have been served in Part C (ECI) and referred to Part B for Part B eligibility **regardless of when the district receives the referral from Part C (ECI)**.
5. **Do not report** any child served in Part C who was referred to a district and moves before the evaluation to determine eligibility was completed.
6. Sampling is **not** permitted for this data collection.

* *The term District is inclusive of charter schools.*

Specific Instructions

Part One: Referrals from Part C/Early Childhood Intervention (ECI)

In row a. Enter the **total number** of children who have been served in Part C/Early Childhood Intervention (ECI) and referred to Part B/District Special Education Services for eligibility determinations, regardless of when the district received the referral from Part C (ECI).

DO NOT include any child in the total number for **row a** served in Part C that enrolls in another district after the child has been referred to Part B before the evaluation to determine eligibility has been completed.

In row a.1. Of the total number of children in **row a.**, enter the total number of children for whom parent refusal to provide consent caused delays in evaluation or initial services. This includes any child for whom an evaluation, initial services or the eligibility determination was never completed due to parent refusal.

****Note:** **a.1.** is automatically subtracted from Part One: **a.**, (the total number of ECI referrals), before the final compliance calculation is populated at the bottom of the on-line application.

In row a.2. Of the total number of children in **row a.**, enter the total number of children who were referred to ECI less than 90 days before their third birthdays.

During the 2009-2010 School Year, a.2. will not be collected.

The field for a.2. will be pre-populated with a zero on the application and **cannot be changed.** It will not affect the district's compliance calculation for the 2009-2010 school year.

Beginning in the 2010-2011 School Year.

Districts will need to work with ECI providers in their area in order to determine which children were referred to ECI less than 90 days before their third birthday.

Section One: Eligibility Determinations, Children **NOT** Eligible

In row b. Of the total number of children in **row a.**, enter the number of children referred from Part C/Early Childhood Intervention (ECI) that had the evaluation process completed AND were determined not eligible for Part B/District Special Education Services.

- **In row b.1.** Of the total number of children in **row b.**, enter the number of children referred from Part C/Early Childhood Intervention (ECI) that had the evaluation process completed AND were determined not eligible for Part B/District Special Education Services **by their third birthday.** (subset of b)
- **In row b.2.** Of the total number of children in **row b.**, enter the number of students referred from Part C/Early Childhood Intervention (ECI) that had the evaluation process completed and were determined not eligible for Part B/District Special Education Services **after their third birthday.** (subset of b)

The total number of children recorded in **row b.2.** will be disaggregated further in the following manner:

- **In row b.2.a.** Enter the number of children that had Annual, Review, Dismissal Committee (ARDC) meetings held within **1-29 calendar days after their third birthday.**
- **In row b.2.b.** Enter the number of children that had ARDC meetings **held 30 or more calendar days after their third birthday.**

In row b.3. Record **all** the possible reasons for the delay(s) in **holding the ARDC meeting.** **All reasons for delay are for data** collection purposes only. The reasons do not serve as an explanation for compliance or noncompliance.

Section Two: Eligibility Determinations, Children Found Eligible

In row c. Of the total number of children in **row a.,** enter the total number of children *referred* from Part C/Early Childhood Intervention (ECI) that the IEP was developed and implemented and it was determined they were *eligible*.

- **In row c.1.** Of the total number of children in **row c.,** enter the number of children referred from Part C/Early Childhood Intervention (ECI) that the IEP was developed and implemented and it was determined they were eligible for Part B/District Special Education Services **by their third birthday.**
- **In row c.2.** Of the total number of children in **row c.,** enter the number of children referred from Part C/Early Childhood Intervention (ECI) that the IEP was developed and implemented and it was determined they were eligible for Part B/District Special Education Services **after their third birthday.**

In rows c.2.a. and c.2.b. The total number of children recorded in **row c.2.** will be disaggregated further in the following manner:

- **In row c.2.a.** Enter the number of children from **row c.2.** that had an IEP implemented and developed within **1-29 calendar days after their third birthday.**
- **In row c.2.b.** Enter the number of children from **row c.2.** that had an IEP implemented and developed **30 or more calendar days after their third birthday.**

In row c.3. Record **all** reasons for the delay(s) in developing and implementing the IEP. All reasons for delay are for data collection purposes only. The reasons do not serve as an explanation for compliance or non compliance.

Saving and Certifying of SPP 12 Data

Saving Data

To **save data**, click the “**Save**” button located at the bottom of the screen. If the data is correctly, the message, “Data successfully saved and ready to be certified” will be displayed.

To **reset and clear data from the application**, click the “**Reset**” button. The reset button will only work if you have not certified your data in the application.

Certifying Data

Once you are certain your data is ready to be certified, the District Certifier will read and check the assurance statement at the bottom of the screen and click the “**Certify**” button, The message “Data successfully saved and certified” will be displayed. Once the data has been certified, the status at the top of the page will indicate “Certified”.

Checking The Status of Your Data

To check the status of your data entry, you may return to the top of the screen and “Click” on SPP 12 and select from the drop-down menu “Early Childhood Transition Status”.

A status of “**Certified**” means your data has been successfully sent to TEA.

Requesting a Return of Data from TEA

To request a return of SPP 12 data from TEA, the District Certifier must send an e-mail to TEA at spp@tea.state.tx.us with the subject line: **Request return SPP 12**. In the e-mail, include the 6 digit county district number and the name & title of the person requesting the return.

Once the data is returned, the District Certifier will see the status “**TEA Returned**”.

With the status of “**TEA Returned**” a district may add, delete and/or correct SPP 12 data.

When the district has completed all corrections, deletions and/or additions to their SPP 12 data, the District Certifier must “**Certify**” the data again.