## Essential Elements

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| **Indicator Description:** |
| Percent of children who were evaluated within 60 days of receiving parental consent for initial evaluation or, if the state establishes a time frame within which the evaluation must be conducted, within that time frame. |
| **Measurement:[[1]](#footnote-1)** |
| Data to be taken from state monitoring or state data system and must be based on actual, not an average, number of days.  a. # of children for whom parental consent to evaluate was received.  b. # of children whose evaluations were completed within 60 days (or state-established timeline).  Account for children included in (a), but not included in (b). Indicate the range of days beyond the timeline when the evaluation was completed and any reasons for the delays.  Percent = [(b) divided by (a)] times 100.  Provide the actual numbers used in the calculation. |
| **Target Setting:** This is a compliance indicator. If the State reported less than 100% compliance for the previous reporting period (e.g., for the FFY 2019 SPP/APR, the data for FFY 2018), and the State did not identify any findings of noncompliance, provide an explanation of why the State did not identify any findings of noncompliance. |
| Target must be 100%. |
| [**GRADS360°**](https://osep.grads360.org/#program) **Reporting Information:** Describe login information, location of manual, etc. |
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| **Data Stewards:** Provide titles and names, contact information, department, and any notes on persons responsible for collections, validation, analysis, and submission. If there are multiple parties responsible or involved in the process, list them all. |
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| **Data Source Description:** Provide a short description of the database or data system used to process data for this indicator. |
| Data to be taken from state monitoring or state data system and must be based on actual, not an average, number of days.  If data are from State monitoring, describe the method used to select LEAs for monitoring. If data are from a State database, include data for the entire reporting year.  Describe the method used to collect these data, and if data are from the State’s monitoring, describe the procedures used to collect these data. |
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| **State Collection and Submission Schedule:** Provide a list of dates necessary for this data collection, including when the data collection period opens, when data are due from the local education agencies (LEAs), and when assigned staff pull the data after the collection closes. |
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## Processes

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| **Collection:** Provide detailed information about the origin and collection of the data including titles of persons responsible. |
| Indicate if the state has established a timeline and, if so, what the state’s timeline for initial evaluations is. |
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| **Data Validation:**Describe the data cleaning processes and any other processes your state uses to ensure high-quality data. |
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| **Data Analysis:**[[2]](#footnote-2) Describe the process for data analysis. |
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| **Response to OSEP-Required Actions:** Describe the procedures for reviewing Office of Special Education Programs (OSEP) feedback. Following the release of the OSEP determination, indicate who reviews OSEP feedback and how assigned staff make the plan to address concerns and create a response. |
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| **Report on Correction of Identified Noncompliance Reported in the Previous APR:** Decribe the databases, sources, and persons responsible for conducting the verification of correction reported in the previous State Performance Plan Annual Performance Report (SPP/APR). |
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| **Internal Approval Process:** Describe any internal approval processes (e.g., who must sign off, timelines). |
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| **Submission:** Describe process for entering the data and analyses into [GRADS360](https://osep.grads360.org/#program)o. Include information about the person authorized to certify the final report. |
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| **Clarification:[[3]](#footnote-3)** Describe the process your state uses to prepare a response to OSEP’s request for clarification. |
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| **Data Governance:** Describe the process for reviewing potential or actual future changes to the data collection and associated requirements. |
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| **Public Reporting:** Describe the process and format for publicly reporting the performance of each LEA against the target of the state’s SPP/APR data. Note where the state posts the state education agency (SEA) and LEA SPP/APR data. |
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1. **Measurement:** Part B Measurement Table 2018, for FFY 2016 submission. [↑](#footnote-ref-1)
2. **Data Analysis:** Review data year to year, looking for patterns statewide and within LEAs, outliers, met/not met, and slippage. [↑](#footnote-ref-2)
3. **Clarification:** Clarification requests are generally sent to states about 60 days postsubmission. [↑](#footnote-ref-3)