## Essential Elements

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| Indicator Description:  |
| Percent 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 birthdays. |
| Measurement:[[1]](#footnote-2) |
| 12a. # of children who have been served in Part C and referred to Part B for Part B eligibility determination.12b. # of those referred determined to be NOT eligible and whose eligibility was determined prior to their third birthdays.12c. # of those found eligible who have an IEP developed and implemented by their third birthdays.12d. # of children for whom parent refusal to provide consent caused delays in evaluation or initial services or to whom exceptions under 34 CFR §300.301(d) applied.12e. # of children determined to be eligible for early intervention services under Part C less than 90 days before their third birthdays.12f. # of children whose parents chose to continue early intervention services beyond the child’s third birthday through a state’s policy under 34 CFR §303.211 or a similar state option.[[2]](#footnote-3)Account for children included in (a), but not included in b, c, d, e, or f. Indicate the range of days beyond the third birthday when eligibility was determined and the IEP developed, and the reasons for the delays.Percent = [(c) divided by (a - b - d - e - f)] 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 2016 SPP/APR, the data for FFY 2015), 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 your state uses to process data for this indicator.  |
| Data to be taken from state monitoring or state data system. 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. |
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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.  |
| Describe the method the state uses to collect these data, and if data are from the state’s monitoring, describe the procedure the state uses to collect these data. |
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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:[[3]](#footnote-4) 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: 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:[[4]](#footnote-5) 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 your state posts the state education agency (SEA) and LEA SPP/APR data. |
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1. **Measurement:** Part B Indicator Measurement Table 2018, for FFY 2016 submission. [↑](#footnote-ref-2)
2. **Measurement:** Only states that have an approved policy for providing parents the option of continuing early intervention services beyond the child’s third birthday under 34CFR§303.211 or a similar State option can use category f. [↑](#footnote-ref-3)
3. Data Analysis: Review data year to year, looking for patterns statewide and within LEAs, outliers, whether targets are met or not met, and slippage. [↑](#footnote-ref-4)
4. **Clarification:** OSEP generally sends Clarification requests to states about 60 days postsubmission. [↑](#footnote-ref-5)