

### What is Indicator 11: Child Find?

According to the Federal Office of Special Education Programs (OSEP) Indicator 11 is defined and measured as follows:

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

NOTE: Vermont does not have a different timeline than that established in federal regulations.

Indicator 11 is considered by OSEP to be a compliance indicator with its monitoring priority allocated to effective general supervision.

### What data needs to be collected and reported to OSEP?

Data to be reported to OSEP comes from State monitoring or a State data system and must be based on actual, not an average, number of days.

OSEP requires state targets to be set at 100% and states are required to report on following:

- a. # of children for whom parental consent to evaluate was received.
- b. # of children whose evaluations were completed within 60 days.

States must account for all children included in a. but not included in b. States must also indicate the range of days beyond the timeline when the evaluation was completed and any reasons for the delays. In addition, states must provide OSEP with information about the timely correction of noncompliance (as soon as possible, but not more than one year after identification); and the nature of any improvement activities, technical assistance, or sanctions taken to remediate any individual or systemic issues identified at the local level.

This means that Vermont must collect data from LEAs during the annual monitoring cycle in order to provide OSEP with an accurate accounting of compliance in the area of initial evaluations for special education services in Vermont. The information collected for indicator 11 is reported on both the State's Annual Performance Report as well as the Local Annual Performance Report. Data collected and reported for this indicator is one of the measures used to calculate both state and local determinations.

### Why is compliance monitoring important?

Compliance monitoring is federally mandated for states and local school districts to receive federal special education (IDEA) grant funding.

### General Instructions for Completing Data Collection Worksheet

1. Please enter data *only* in the sheet labeled “LEA-please enter data here”. A description of the required information is listed in the next section (“Description of data included in each column in the ‘LEA-please enter data here’ worksheet”). You will also find the same descriptions by clicking or hovering on the column headings.
2. The sheet labeled “AOE use only” is password protected by the AOE and you will not need to enter any data in it. The cells will automatically populate with the data entered in the “LEA” sheet. It contains color-coded columns with formulas. These columns are formatted with dark shading until such time as you will have entered all necessary data in the “LEA” sheet. If an error message appears, it is generally the result of incorrect data-input.
3. Cells B3 and B4: please include the LEA name and ID number.

### Description of data included in each column in the “LEA-please enter data here” worksheet

- Col A.** Provides sequential numbering for up to 100 evaluations in a given school year. If more than 100 are needed, please notify the AOE for additional reporting instructions. No data entry is required in this column.
- Col B.** Name of School (as reported in Child Count).
- Col C.** Student Perm Number (as reported in Child Count).
- Col D.** Date of written or verbal request for evaluation (mm/dd/yyyy).
- Col E.** Date of the evaluation planning team meeting (mm/dd/yyyy).
- Col F.** Date of parental consent for evaluation was received by the district (mm/dd/yyyy).
- Col G.** Date of eligibility determination meeting (mm/dd/yyyy).
- Col H.** Date eligibility determination report was provided to parents (mm/dd/yyyy).

Drop down menu for Yes – No – N/A responses required for I through R

- Col I.** Student eligible for special education services in Vermont?
- Col J.** Record review from an out of state transfer student?
- Col K.** Student referral to an IEP team?
- Col L.** Student referred to 504 or EST team?
- Col M.** Notice of Delay (Form 4) completed if either column I or J is greater than 60 days
- Col N.** Was delay family related? Or was delay due to student not being available for testing?
- Col O.** Any delays in evaluation must be described in detail in this column [reported to OSEP]
- Col P.** Date of denial – If, under exceptional circumstances, the LEA has denied a request for evaluation in accordance with SBE Rule 2362.2.1(b)(3).
- Col Q.** Reason for denial must be documented and Notice of LEA decision must be provided to parents.

### **Description of data included in each column in the “AOE use only” sheet**

- Col F.** Calculates days between column D and E, in LEA sheet (Vermont’s 15-day rule SBE 2362.2.1(b)).
- Col H.** Calculates days between column D and F, in LEA sheet (may or may not be same as column F).
- Col I.** Calculates new date that is +60 days from column F, in LEA sheet [deadline for 60-day timeline].
- Col J.** Calculates days between column F and H, in LEA sheet [reported to OSEP].

### **For questions, please contact:**

[Simona Kragh](#), Special Education Monitoring Coordinator