



Memo

To: Special Education Directors
From: Gloria Durosko, Data and General Supervision Liaison, General Supervision & Monitoring Team
Date: October 1, 2020
Re: Indicator 13: Transition IEP Record Reviews, Data Collection Process, and Levels of CDE Support – Overview and What’s New SY2020-2021

The Colorado Department of Education (CDE) recognizes that educators, students, and families are facing unprecedented circumstances and challenges related to the COVID-19 pandemic. At this time, however, the U.S. Department of Education has not granted waivers related to monitoring compliance of IEPs, and we must therefore proceed with the IEP review process.

What’s New

The maximum number of the total required reviews for all age groups has been lowered from 50 to 30 to reduce the burden on AUs.

Overview

- The samples pulled in October 2020 for the reviews come from the 2019 December Count Data.
- A document outlining the record review process and identifying how many IEPs you are to review for each age category can be found in the Attachment section of the Compliance tab in the Data Management System (DMS).
- AUs will review a minimum of 5 and maximum of 10 Transition IEPs.
- All reviews are to be completed by **June 2, 2021**.
- The State Performance Plan (SPP) Indicator 13 measures the percent of children age 16 and above (age 15 in Colorado) with an IEP that includes all eight required elements of the Indicator. When an AU fails to meet 100% compliance with this indicator, the state must ensure the noncompliance is corrected in accordance with OSEP memo 09-02, which specifies that the CDE must:
 1. Ensure that each child’s IEP is corrected, and the root cause of the noncompliance is identified (“Individual Correction”); and
 2. Review updated data to determine if the AU is correctly implementing the specific regulatory requirements related to Indicator 13 (“Review of Updated Data”).

The process of demonstrating correction of noncompliance is explained in the Targeted Support section under Levels of Support.

Process

Student samples are stratified by age and located in separate columns in the Compliance tab of the DMS.

Profile Dispute Resolution **Compliance** Fiscal Family-School Performance Summary

Communication Log

Early Childhood
Review age 3
through 4
10/1/2020

Standard
Record Review
age 5 through
14
10/1/2020

Transition
Record Review
15 years and
older
10/1/2020

- AUs receive double the number of required names for reviews. The extra records account for students who may have moved, provide flexibility in choosing which IEPs to review, and support the ability to review a representative sample from different schools, teachers, grade levels, etc.
- Transition IEPs will be reviewed in their entirety.
- Indicator 13 compliance target is 100%.
- Indicator 13 is an “all or nothing” indicator, meaning that a Transition IEP is considered compliant only if ALL required components are evident in the document.
 - % Compliant = (Number of youth age 15 and above with IEPs that contain each of the required components for secondary transition/sample size) * 100.
- Ideally, IEPs should be reviewed as they are written so they can be corrected as soon as possible, if needed; there is no need to wait until the end of the review period to begin reviewing records.
- **All Transition IEPs selected for review must be dated between July 1, 2020 and June 1, 2021.**
- A Transition Tracker is provided by CDE to be used as a tool to identify those IEPs you wish to review. This spreadsheet can be found in the Attachment section of the Compliance Tab in the DMS and includes the Transition Tracker and the raw data for your Transition sample.

Attachments

[+ Upload](#) [View All](#)

10/1/2020 - [Standard Student List...](#)

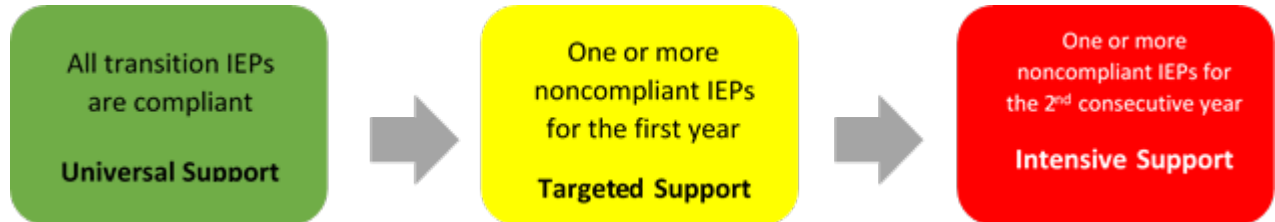
10/1/2020 - [EC Student List 20-21](#)

10/1/2020 - [2020-21 Transition Tr...](#)

- The Transition Tracker is prepopulated with the following information: Number of Transition IEPs available for review, Number of Transition IEP reviews required, DMS Record Number, SASID, First Name, Last Name, DOB and Review By date.

Levels of Support for Transition IEP Reviews

If one or more transition IEPs were noncompliant at the closing of that year’s indicator 13 data collection, the AU will receive targeted support in the following year. If one or more transition IEPs were noncompliant for the second consecutive year, the AU will receive intensive support from CDE in the following year.



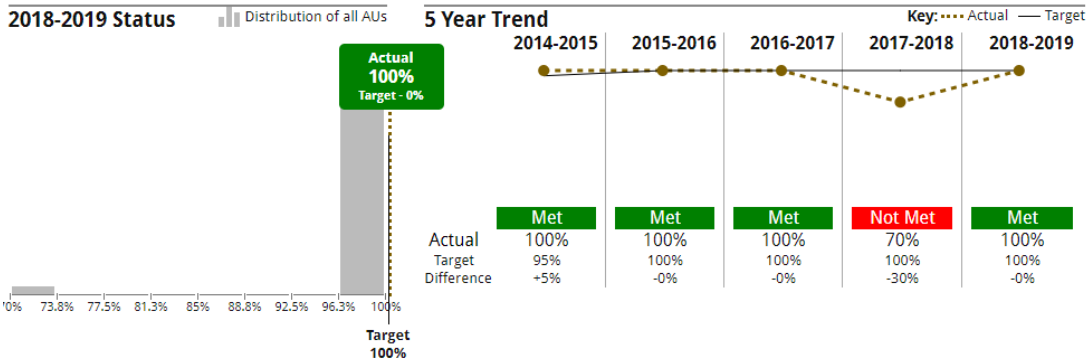
AUs can find their trend data used to determine level of support in the DMS on the Summary Tab.

Secondary Transition - 13 - Secondary Transition

Print Help

Results For

Secondary transition compliance rate



Universal Support

- Written communication, “Indicator 13 Overview and What’s New” dated 10/1/2020.
- Webinar on September 30, 2020 which provided training on the record review process.
- A checklist of steps to follow in completing the review and certification of data submission process.
- Documents available on the [Secondary Transition website](#).

Targeted Support - Includes all element of Universal Support plus Demonstration of Correction:

To demonstrate correction, the CDE must ensure that the AU has corrected all individual cases of noncompliance related to Indicator 13, unless the child is no longer within the jurisdiction of the AU. The CDE must also review updated data to determine if the AU is correctly implementing the specific regulatory requirements related to Indicator 13.

Step 1: AUs must correct the noncompliant section(s) of the individual student IEP by November 1, 2021 and advise the CDE of this correction. AUs will receive a letter with details about this process in August 2021.

Step 2: AUs will be contacted by a member of the General Supervision and Monitoring team in August 2021 to set up collaborative record review meetings, either in person or virtually, to be completed by February 2022. At the end of this meeting, the Director will have access to a list of any individual corrections that need to be made on the Compliance tab of the DMS. AUs will have 45 days following the record reviews to complete the corrections, upload them to the DMS and notify CDE of the completed corrections. The CDE team will review the corrections for compliance and advise the Director of the status of the corrections.

Intensive Support – Includes all elements of Universal and Targeted Support plus:

The CDE will provide required individualized professional development in the area(s) of Secondary Transition IEP development based on the AU's need. The CDE will follow-up 3-4 months after the side-by-side reviews with a second check of IEPs written after the professional development.

Reporting

Compliance results are published on the Summary Tab in the DMS. AUs will receive a letter from the CDE indicating their SY2020-2021 Indicator 13 compliance percentage. This data will be used in calculating Spring 2022 AU Compliance Matrix and Determinations, and for the February 2022 State Performance Plan/Annual Performance Report (SPP/APR).

Given the current COVID-19 pandemic, CDE will work with AUs to address challenges in meeting the Indicator 13 reporting deadline related to school closures, staff availability, or other related issues.

Thank you for your continued commitment to improving in-school and post-school outcomes for students with disabilities in Colorado. If you have additional questions, please feel free to contact me.

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