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DEPARTMENT OF EDUCATION
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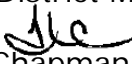
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MEMORANDUM

DATE: May 26, 2016

TO: Local Special Education Contacts, Intermediate School District
Directors of Special Education, and Special Education Intermediate
School District Monitors

FROM: 
Teri L. Chapman, Ed.S., Director
Office of Special Education

Thomas E. Howell, Director 
Center for Educational Performance and Information

SUBJECT: Indicator B-12 (Early Childhood Transition)

The Office of Special Education (OSE) and the Center for Educational Performance and Information (CEPI) have identified common errors and are providing guidance.

The letter of findings and the B-12 (Early Childhood Transition) corrective action plans (CAPs) that were issued in the April 2016 Continuous Improvement and Monitoring System (CIMS) Workbook will be removed from the CIMS. Please do not complete the CAP that was issued for B-12 in the April 2016 Workbook. For those districts who were also issued a Cross Indicator Analysis based on timely individualized education program (IEP) data, you can use B-12 information from your own student information system (SIS) or wait for the new data to become available before completing the Cross Indicator Analysis. The data that populated the CIMS Strand report in April and May of 2016 will be replaced with the data from the forthcoming data set. This data will also be used to repopulate the MI School Data site as soon as possible.

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1. Corrections to 2015-2016 School Year Data in the End of Year (EOY) General Collection scheduled to close June 30, 2016

- a. It was discovered that an existing business rule within the Michigan School Data System (MSDS) was preventing districts from submitting the "Initial IEP" component when a student was found not eligible for Part B special education services. The CEPI has changed the "error" to a "warning" to enable districts to submit the proper data.
- b. If you were unable to report all of the required information in either the Fall or Spring General Collection, please ensure you have reported it in the EOY Collection to avoid findings of noncompliance.
- c. The EOY Collection is now open through June 30, 2016. Districts may submit, update or make corrections to data relating to the "Special Education," "Initial IEP," and "Early On" components during this collection. If you have children transitioning from Part C to Part B special education services, please ensure you are reporting all of the required information.

2. Updates to Local Student Information Systems/Special Education Data Systems for the 2016-2017 School Year

- a. The 2016-2017 MSDS Collection Details Manual is now published and available online at the [CEPI website](#) and provides information regarding changes to the data being collected. Here is a brief synopsis of the upcoming changes pertaining to Part C and Part B special education:
 - **Early On[®] Data:** *Early On* data may be reported in the Student Record Maintenance (SRM) Collection throughout the year. This will enable districts to provide better 'real time' reporting of transitioning children.
 - **Early On Component:** "Timely Start of Service," "Transition IFSP," and the "Transition Conference" characteristics have been updated with more detailed selections for timely and untimely reasons.
 - **Initial Individual Family Service Plan (IFSP) Component:** "Result of Initial IFSP" characteristic has a new value to allow intermediate school districts to report children under 3 enrolled in special education, but declined Part C *Early On* services.
 - **Special Education Component:** The "IEP/IFSP Date" characteristic has been separated into two characteristics now called "Plan Date" and "Type of Plan."
- b. Schemas for the 2016-2017 school year are being generated and will be available soon. Schemas provide the necessary information for local SIS to be updated in order to meet 2016-2017 coding.

3. Frequently Asked Questions

Q: *I can't report the Initial IEP Component because I am receiving an error. How can I fix this?*

A: This business rule has been changed to generate a "warning" instead of an "error" to eliminate this issue. The MSDS Business Rule 224.328.4, regarding "Result Of Initial IEP," in the "Initial IEP" component caused an issue with reporting children receiving "special education" services under an IFSP that were found not eligible for services under the "Initial IEP." The error prevented reporting 'found not eligible' since the "Special Education" component was already being reported. A workaround was provided to districts to report the "Special Education" component and the exit information, if applicable, within the General Collection. Once that data was certified, then report the "Initial IEP" component with the 'found not eligible' result in the SRM Collection. This solution was provided to districts when they contacted the CEPI Customer Support either by telephone or email.

Q: *Can Part B eligibility be determined any other way?*

A: No. The eligibility of a student for Part B cannot be established without going through the Part B eligibility process. The eligibility process will result in the completion of the "Initial IEP" component regardless of whether or not the student was found eligible.

Q: *Where does the Initial IEP completion date need to be submitted in the MSDS?*

A: The Initial IEP completion date must be submitted in the "Initial IEP" component. Additionally, the "Part C Transition Timeliness Code" in the "Initial IEP" component is used for calculating B-12. If the "Part C Transition Timeliness" code was missing, the "Initial IEP Completion Date" and the date of the child's third birthday were used to determine transition timeliness. If the "Initial IEP completion date" was also missing, the transition timeliness could not be determined.

Q: *Can't I just submit the Initial IEP completion date within the Special Education Component?*

A: No. An Initial IEP completion date needs to be submitted in the "Initial IEP" component of the MSDS. The CEPI, the OSE and the Office of Great Start **cannot** use "IEP Date" submitted in the "Special Education" component for B-12 because that field is used for multiple purposes.

For B-12 questions pertaining to the MSDS, please contact Doris Mann at mannd@michigan.gov. For all other B-12 questions, please contact Kathleen Hoehne at hoehnek@michigan.gov or at 517-335-5609.