

Verification Report 11
Compliance Rate on State Performance Plan (SPP) Indicator #11 - Percent of Children Evaluated Within the State Established Timeline
(Based on Parent Consent to Evaluate the Child Received Between July 1, 2022 and June 30, 2023, and Status of the Eligibility Determination Process as of August 31, 2023)

About this Report

This report is your school district's compliance report for State Performance Plan Indicator #11, which is the percent of children with parental consent to evaluate, who were evaluated and eligibility determined within the State established timeline. Once you verify your data as complete and accurate, this becomes your compliance notification and you must take the actions identified in the report.

The data elements that are displayed in this report are from the Special Education Events template for two chains that begin with Event Type Codes CPSE01 (receipt of referral for an initial evaluation of a preschool child for special education eligibility) and CSE01 (receipt of referral for an initial evaluation for a school-age student for special education eligibility). The following templates (or tables) are also used: Student_Lite (Student Demographics); and School_Enroll (Enrollment).

Students who meet all the following criteria are included in the report:

- Enrollment record between July 1, 2022, and June 30, 2023
- Enrollment record with beginning enrollment code 0011, 4034, 5905, 5544, 5654, 7000, or 7011
- Building of Enrollment code that is valid in SEDREF
- Any of the following Special Education Event Type Codes are submitted:
 - CPSE01 – Receipt of initial referral to CPSE for evaluation for students ages 2-4, including students who turn 2 during the school year
 - CPSE02 – Receipt of written parent consent to evaluate the child
 - CPSE03 – CPSE meeting to discuss evaluation results

OR

 - CSE01 – Receipt of referral for an initial evaluation by the CSE for students ages 5-21 and 4-year-old students who are eligible for school-age services
 - CSE02 – Receipt of written parent consent to evaluate the student
 - CSE03 – CSE meeting to discuss evaluation results

Directions for Certification of Initial Data Submission

1. Review the data to verify that this report accurately reflects students who had an initial referral to CPSE or CSE and had parental consent to evaluate. Click on the number in each cell in the table to see the list of included students. You can also view and download lists of included students from main menu in PD System by navigating to "EOY Reports," then VR11, then choosing "Included preschool students for VR11" or "Included school age students for VR11".
2. Review the data to verify that each included student was reported with a Date of Meeting to Discuss Completed Evaluation and if this date is beyond sixty days from the Date of Receipt of Parent Consent to Evaluate, a Delay Reason Code has been reported.
3. Review the data to verify that each Delay Reason Code reported is accurate.
4. Review the list of potential students to verify that these students do not meet the criteria to be included. You view and download lists of potential students from the PD main landing page by navigating to EOY Forms, then VR11, then choosing "Potential preschool students for VR11" or "Potential school age students for VR11". NOTE: Enrollment, demographic, assessment (including COSF), Special Education Snapshot (EOY) and type of disability program service records for those students who are potential submission records for the **VR 11-16** reports must be migrated to the Level 2 Student Information Repository System (SIRS) no later than **August 18, 2023**. Use the Lists of

Potential Student Records to ascertain that all students eligible to be included in these reports are on the list with accurate information. The L2 data repository **will be frozen** with regard to new or changes in the enrollment, demographic, assessment, special education snapshot and type of disability program service records after this date in order to perform accountability calculations. *This means that if you submit special education events data for a student who does not have enrollment, demographic, assessment, special education snapshot and type of disability program service records in SIRS by August 18, 2023, your special education events data will not flow to SIRS for any students.*

5. If data in this report is inaccurate and needs to be revised, please submit the revised data to your Regional Information Center (RIC) or, for large cities, to the state data warehouse prior to the certification due date. Check with your RIC on their deadline for submitting data to ensure that the data is refreshed in PD by the certification due date. The RIC deadline will be in the week prior to the certification due date. **Revised data must be submitted in time to be refreshed in PD prior to the certification due date. Data will be locked in PD after the certification due date.**

6. Certify the data as accurate after you have reviewed the data and made any necessary corrections.

Below is a description of the criteria for including student records in each cell of the five rows of data in this report.

Data for Indicator #11:

		Preschool Children	School-Age Students
1. Number of students for whom parental consent to evaluate was received July 1, 2022 to June 30, 2023.		CPSE01 and CPSE02 records	CSE01 and CSE02 records
a) Number of students whose parents refused an evaluation or student transferred		CPSER07 or CPSER09 records	CSER06 or CSER08 records
2. Number of students whose evaluations were completed within the State established 60-day timeline (sum of a and b)	a) CSE meeting held within established timeline	CPSE01, CPSE02, and CPSE03 records and Number of Days =< 60	CSE01, CSE02, and CSE03 records and Number of Days =< 60
	b) CSE meeting not held within established timeline, but evaluations completed within established timeline	CPSE01 and CPSE02 records, Number of Days > 60, and Reason Code = CPSER11	CSE01 and CSE02 records, Number of Days > 60, and Reason Code = CSER10
3. Number of children whose evaluations were not completed within the State established timeline for reasons that are in compliance with State requirements.		CPSE01 and CPSE02 records, Number of Days > 60, and Reason Code = CPSER01, CPSER02, CPSER03, CPSER05, or CPSER06	CSE01 and CSE02 records, Number of Days > 60, and Reason Code = CSER01, CSER02, CSER03, or CSER05
4. Number of children whose evaluations were not completed within the State established timeline for reasons that are NOT in compliance with State requirements.		CPSE01 and CPSE02 records, Number of Days > 60, and Reason Code = CPSER04, CPSER08, or CPSER12	CSE01 and CSE02 records, Number of Days > 60, and Reason Code = CSER04, CSER07, or CSER11
5. Compliance Rate [(Line 2 + Line 3) / by (Line 1 – Line 1a)] 100			

Reasons for Exceeding the Timeline Provided by the School District*

Reasons in Compliance with State Requirements (for children included in Row 3 of the above table)	Number of Preschool Children	Number of School-Age Students
CPSER01 or CPSER02 or CPSER03 or CPSER05 or CPSER06 or CPSER07 or CPSER09 or CSER01 or CSER02 or CSER03 or CSER05 or CSER06 or CSER08	Number of preschool children with each Reason Code that is in compliance with State requirements.	Number of school-age students with each Reason Code that is in compliance with State requirements.
Reasons NOT in Compliance with State Requirements (for children included in Row 4 of the above table)		
CPSER04 or CPSER08 or CSER04 or CSER07 or CPSER12	Number of preschool children with each Reason Code that is not in compliance with State requirements.	Number of school-age students with each Reason Code that is not in compliance with State requirements.

*Only the reasons provided by the school district will be included in this table.

Template of Data Display for Indicator #11

	Preschool Children	School-Age Students
1. Number of students for whom parental consent to evaluate was received (July 1, 2022 to June 30, 2023).		
a) Number of students whose parents refused an evaluation or student transferred		
2. Number of students whose evaluations were completed within the State established timeline (sum of a and b below)		
a) CSE meeting held within established timeline		
b) CSE meeting not held within established timeline, but evaluations completed within established timeline		
3. Number of children whose evaluations were not completed within the State established timeline, but for reasons that are considered to be in compliance with State requirements.		
4. Number of children whose evaluations were not completed within the State established timeline, but for reasons that are considered to be NOT in compliance with State requirements.		
5. Compliance Rate [(Line 2 + Line 3) / (Line 1 – Line 1a)] * 100		

Reasons for Exceeding the Timeline Provided by the School District

Reasons in Compliance with State Requirements	Number of Preschool Children	Number of School-Age Students
Reasons NOT in Compliance with State Requirements		

Please contact your Special Education Quality Assurance Office (SEQA) (<http://www.nysed.gov/special-education/special-education-quality-assurance-regional-offices>) for assistance in addressing issues of noncompliance.

If you have questions regarding the data and procedures included in this report, please submit your questions to SEDCAR at datasupport@nysed.gov with a subject line of "VR11".

Procedures for Districts with Noncompliance

Districts whose VR11 reports show noncompliance with the requirements of SPP Indicator 11 will need to provide assurance and documentation of correction of student-specific and systemic noncompliance by following the procedures described below.

District Assurance of Correction of Noncompliance Indicator #11 - Percent of Children Evaluated Within the State Established Timeline

Part 1: Documentation of Correction of Noncompliance for Individual Students:

- The students listed in the VR11 Part 1 Assurance Chart were reported to NYSED as NOT evaluated within the State's established timeline and, for each student, the reason for the delay that was reported was NOT in compliance with State requirements. The district is required to review the chart and identify any students who are missing a **Date of Meeting to Discuss Completed Evaluation**. This is represented in the Part 1 Assurance Chart with the text 'Not Reported'. For students who are missing a **Date of Meeting to Discuss Completed Evaluation**, if the meeting to discuss the completed evaluation occurred, the school district must report the meeting date using the LO Historical data reporting process. The school district's data coordinator is familiar with this process and should be consulted and involved.
- **NOTE: The PD data system WILL NOT update to show any dates submitted through the LO Historical process. 'Not Reported' will continue to appear in the VR11 Part 1 Assurance Chart for students missing a Date of Meeting to Discuss Completed Evaluation.**
- If the meeting did not occur, the school district must document the reason(s) why an evaluation has not been completed and the meeting has not been held. This documentation must be made available upon request by NYSED's Special Education Quality Assurance (SEQA) personnel who will be continuing the review of records for these students to determine whether each individual case of noncompliance has been corrected.
- Once the review of the VR11 Part 1 Assurance Chart and any required documentation is complete, including the submission of meeting dates to LO Historical, please read and submit Part 1 of the VR11 assurance. NYSED will verify data reported through LO Historical and SEQA personnel will request additional documentation from the school district if further verification is required to ensure all cases of identified 2022-23 student-specific noncompliance have been resolved.

VR11 Part 1 Assurance Chart				
Student's Local ID	Preschool or School-age	Date of Referral to CPSE or CSE	Date of Receipt of Parent Consent to Evaluate	Date of Meeting to Discuss Completed Evaluation
00001234	School-age	10/17/2022	10/23/2022	03/04/2023
00001256	Preschool	08/03/2022	08/13/2022	Not Reported

The Date of Meeting to Discuss Completed Evaluation for this student must be reported to Level 0 Historical once the meeting has been held.

Part 2: Documentation of Correction of Noncompliance for All Students:

First Data Submission

The first 2023-24 Special Education Events data submission must include all children for whom parental consent to evaluate was received on or after July 1, 2023 and who have completed the evaluation process and have all evaluation dates in the Special Education Events chain. This means that all events

in the special ed events chain have been completed: CPSE01/CPSE02/CPSE03 and CSE01/CSE02/CSE03 and CSEN01/ CSEN02/ CSEN03/ CSEN04.

Please read and submit Part 2 of the VR11 assurance when the first submission of 2023-24 Special Education Events data has been completed.

Following NYSED review of a sample of records from this data submission, there can be three outcomes:

1. No noncompliance is identified. All students in the sample received an initial evaluation within 60 days of parental consent, or if the timeline exceeded 60 days, there is a reason that is considered to be in compliance with New York State requirements. When no noncompliance is found, this review will be used to verify that your school district is correctly implementing timely evaluation regulatory requirements.
2. Noncompliance is identified. If any students in the sample did not receive an initial evaluation within 60 days of parental consent and there is a reason that is not considered to be in compliance with New York State requirements, your school district will be directed to complete the following action:
 - o submit 2023-24 Special Education Events data an additional time that includes all children for whom parental consent to evaluate was received on or after July 1, 2023 and who have completed the evaluation process and have all evaluation dates in the Special Education Events chain. See below for information on the additional submission.
3. There are insufficient records for review. In this case, your district must submit additional 2023-24 Special Education Events data that includes all children for whom parental consent to evaluate was received on or after July 1, 2023 and who have completed the evaluation process and have all evaluation dates in the Special Education Events chain. See below for information on the additional submission.

Additional Data Submission

If applicable, the additional submission must include students for whom parental consent to evaluate was received on or after July 1, 2023 and who have completed the evaluation process and have all evaluation dates in the Special Education Events chain. This submission will include children from the first submission with updated events, as applicable, and additional children who were referred for evaluation after the first submission. The updated events data will be reviewed to verify the correct implementation of timely evaluation regulatory requirements. Following review of a sample of records from this data submission, if no noncompliance is identified (i.e., all students in the sample received an initial evaluation within 60 days of parental consent, or if the timeline exceeded 60 days, there is a reason that is considered to be in compliance with New York State requirements.), this review will be used to verify that your school district is correctly implementing timely evaluation regulatory requirements. If no children (preschool and school age) were referred for initial evaluation for special education programs and services during the 2023-24 school year, your school district will be directed to submit a Superintendent's certification to this effect.

Verification that your school district has resolved all individual cases of identified noncompliance and is correctly implementing timely evaluation regulatory requirements will result in a notification that the school district has corrected the 2022-23 SPP Indicator 11 timely evaluation findings of noncompliance. If any individual cases of identified noncompliance are not verified as resolved, or review of subsequent data does not demonstrate the correct implementation of regulatory requirements, the school district will be identified as having longstanding noncompliance with timely evaluation requirements, a

compliance assurance plan will be issued, and your school district will be required to continue to report Special Education Events data for the 2024-2025 school year.