

# Verification Report 11

## VR-11 Notification to School District of Compliance Rate on State Performance Plan (SPP) Indicator #11 - Percent of Children With Parental Consent to Evaluate, who were Evaluated and Eligibility Determined Within State Established Timelines

(Based on Parent Consent to Evaluate the Child Received Between July 1, 2020 and June 30, 2021,  
and Status of the Eligibility Determination Process as of August 31, 2021)

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 with the following records are **included** in this report:

### Enrollment Records:

- Enrollment record between July 1, 2020 and June 30, 2021 Beginning enrollment code 4034 or 5905 or 0011 or 5544 or 5654 or 7000 or 7011; **and**
- Building of Enrollment code is a valid code in SEDREF; **and**

### Any of the following special education event records are submitted:

#### Chain 1:

CPSE01- receipt of referral for an initial evaluation by the CPSE for children eligible for CPSE, ages 2-4. Students turning 2 during the current school year are included. 4-year-old students who are eligible for school-age services are not included.

CPSE02- receipt of written parent consent to evaluate the child

CPSE03- CPSE meeting to discuss evaluation results

#### Chain 2:

CSE01- receipt of referral for an initial evaluation by the CSE for students age 4-21. Four-year-old students must be eligible for school-age services.

CSE02- receipt of written parent consent to evaluate the student

CSE03- CSE meeting to discuss evaluation results

This report includes a listing of students who are **included** in the report, which are those students that meet the above criteria and a listing of students who are **excluded** from the report, which are those students that meet some of the above criteria but not all (including students with some missing records). School districts should use these lists to verify the accuracy of data submitted for each student. The reports with aggregate numbers provide the results the State will use in all Statewide and district level aggregations for compliance determinations, reporting and analysis.

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, 2020 to June 30, 2021).	The number of preschool students that have a CPSE01 and CPSE02 record	The number of school-age students that have a CSE01 and CSE02 record
2. Number of students whose evaluations were completed within State established timeline (sum of a and b below)	The number of preschool students that have a CPSE01 and CPSE02 record and Number of Days $\leq$ 60 <b>Or</b> The number of preschool students that have a CPSE01 and CPSE02 record and Number of Days $>$ 60 and there is a Reason Code=CPSER11	The number of school-age students that have a CSE01 and CSE02 record and Number of Days $\leq$ 60 <b>Or</b> The number of school-age students that have a CSE01 and CSE02 record and Number of Days $>$ 60 and there is a Reason Code=CSER10
3. Number of children whose evaluations were not completed within State established time lines, but for reasons that are considered to be in compliance with State requirements.	The number of preschool students that have a CPSE01 and CPSE02 record and Number of Days $>$ 60 <b>and</b> there is a Reason Code = CPSER01 or CPSER02 or CPSER03 or CPSER05 or CPSER06 or CPSER07 or CPSER09.	The number of school-age students that have a CSE01 and CSE02 record and Number of Days $>$ 60 <b>and</b> there is a Reason Code = CSER01 or CSER02 or CSER03 or CSER05 or CSER06 or CSER08.
4. Number of children whose evaluations were not completed within State established time lines, but for reasons that are considered to be NOT in compliance with State requirements.	The number of preschool students that have a CPSE01 and CPSE02 record and Number of Days $>$ 60 <b>and</b> there is a Reason Code = CPSER04 or CPSER08 or CPSER12	The number of school-age students that have a CSE01 and CSE02 record and Number of Days $>$ 60 <b>and</b> there is a Reason Code = CSER04 or CSER07 or CSER11
5. Compliance Rate [(Line 2 plus Line 3) divided by Line 1] * 100		

Reasons for Exceeding the Timeline Provided by the School District\*

<b>Reasons in Compliance with State Requirements (for children included in Row 3 of the above table)</b>	<b>Number of Preschool Children</b>	<b>Number of School-Age Students</b>
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.
<b>Reasons NOT in Compliance with State Requirements (for children included in Row 4 of the above table)</b>		
CPSER04 or CPSER08 or CSER04 or CSER07 or CPSE12	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.

**VR-11 Notification to School District of Compliance Rate on State Performance Plan (SPP) Indicator #11 - Percent of children with parental consent to evaluate, who were evaluated and eligibility determined within State established timelines**

**(Based on Consent to Evaluate the Child Received Between July 1, 2020 and June 30, 2021, and Status of the Eligibility Determination Process as of August 31, 2021)**

Date of Notification: **Month, Day, Year when data are certified**

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Your district was assigned to report data for the 2020-21 school year on State Performance Plan Indicator #11, which required a report of the percent of children (preschool and school age) with parental consent to evaluate, who were evaluated within State established timelines. You submitted data for this indicator through the Special Education Events template in two chains that begin with Event Type Codes CPSE01 (initial referral to CPSE) and CSE01 (initial referral to CSE). This indicator required that you report on all preschool children, including children referred from Early Intervention. Also, all school age students for whom your district has CSE responsibility should have been included regardless of where students were enrolled at the time of referral (e.g., Charter school, parentally placed in a nonpublic school, home-schooled, etc.).

Your district's report indicates that **XX.X** percent of preschool children and **XX.X** percent of school age students received their evaluations and eligibility determinations within the State's required timelines. Data used to compute these rates are provided below. The State requires that 100 percent of students referred for an initial evaluation for whom parental consent for evaluation has been obtained be evaluated for initial determination of eligibility for special education within the required State timelines.

School districts are required to correct any noncompliance as soon as possible. The reasons reported by your district for delays in completing the evaluations on time may assist you in addressing issues leading to noncompliance.

**Your district must take the actions identified in the section indicated by an "X":**

None. Your school district has a 100 percent compliance rate for **both** preschool and school-age students for this indicator **or** 0 preschool and school-age students were referred during the 2020-21 school year for special education eligibility determination. Thank you for your efforts in ensuring timely evaluations of children referred for special education services.

Your school district's compliance rate is below 100 percent for **either** preschool and/or school-age students. This is notification that your school district is not in compliance with one or both of the following regulatory citations:

**For school age students:** 8NYCRR § 200.4(b)(7) - The initial evaluation to determine if a student is a student with a disability must be completed within 60 calendar days of receiving parental consent for the evaluation.

**For preschool children:** 8 NYCRR § 200.16(e)(1) - The committee on preschool special education shall provide a recommendation to the board of education within 60 school days of the date of the receipt of consent.

Your district must take the following actions:

1. Conduct a review of identified students who did not receive their individual evaluations within State required timelines to assure that each of these students have subsequently had their evaluations completed. You must complete the student specific chart found at the end of the VR11 report for each identified student, if any, and maintain this documentation, which must be available for review upon request by the New York State Education Department (NYSED).

**AND**

2. Conduct a review of all students suspected of having a disability (preschool and school age) referred for an initial evaluation over a three consecutive month period and document that all of these students received their initial evaluations within the timelines required by the State. You must complete the chart found at the end of the VR11 report and maintain this documentation, which must be available for review upon request by NYSED.

When the required documentation is complete and available for review by NYSED, you are ready to report the correction of noncompliance. You report this correction of noncompliance by submitting up to **TWO** online assurances

1. In the first assurance (**Part 1**), the district will assure that for each identified student, if any, whose initial evaluation was not completed in compliance with State time lines, and for whom data was not already available in SIRS, has since had his or her initial evaluation completed and if not, there is a reason that is in compliance with State requirements.
2. In the second assurance (**Part 2**), the district will assure that it has addressed the reasons why the students did not receive their initial evaluations on time and provide data to verify that students for whom parent consent to evaluate was received during a three-month period determined by the district have received their initial individual evaluations within the State required timelines.

These assurances are provided by logging onto the PD data system at <http://pd.nysed.gov>. The Statements of Assurances are available for your use under the 2020-21 school year heading, under "End-of-Year Verification Reports," at the bottom of the VR11 Notification.

**Data for Indicator #11:**

	<b>Preschool Children</b>	<b>School-Age Students</b>
1. Number of students for whom parental consent to evaluate was received (July 1, 2020 to June 30, 2021).		
2. Number of students whose evaluations were completed within 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 State established time lines, but for reasons that are considered to be in compliance with State requirements.		
4. Number of children whose evaluations were not completed within State established time lines, but for reasons that are considered to be NOT in compliance with State requirements.		
5. Compliance Rate [(Line 2 plus Line 3) divided by Line 1] * 100		

**Reasons for Exceeding the Timeline Provided by the School District**

<b>Reasons in Compliance with State Requirements</b>	<b>Number of Preschool Children</b>	<b>Number of School-Age Students</b>
<b>Reasons NOT in Compliance with State Requirements</b>		

Please contact your Special Education Quality Assurance Office (SEQA) (<http://www.p12.nysed.gov/specialed/quality/regassoc.htm>) for assistance in addressing issues of noncompliance.

## District Assurance of Correction of Noncompliance

### Indicator #11 - Percent of children with parental consent to evaluate, who were evaluated within State established timelines

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

The date of the Committee on Preschool Special Education (CPSE) or Committee on Special Education (CSE) meeting to discuss evaluation results was not available in the Special Education Events data submitted through the Student Information Repository System (SIRS) for students listed in the chart below. These students were reported to the New York State Education Department (NYSED) as NOT evaluated within the State’s established timelines and, for each student, the reason for the delay that was identified was determined to NOT be in compliance with State requirements. The district is required to complete the following chart with data in the last two columns to indicate that these students’ individual evaluations have since been completed and if not, identify the reasons only if such reasons are consistent with State regulations allowing for an extension of the time period to complete the initial evaluation. The district is required to maintain these data and make them available upon request by NYSED. Once this chart is completed, please read and submit **Part 1** of the assurance to the NYSED.

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 first CPSE or CSE Meeting to Discuss Completed Evaluation (this date indicates that the evaluation was completed)	If the Evaluation was not Completed, the Reasons why.
760474645	Preschool	mm-dd-yyyy	mm-dd-yyyy		
897467934	Preschool	mm-dd-yyyy	mm-dd-yyyy		
790264600	School-age	mm-dd-yyyy	mm-dd-yyyy		
743764973	School-age	mm-dd-yyyy	mm-dd-yyyy		

**Part 2: Documentation of Correction of Noncompliance for All Students:** The school district is required to complete a chart for preschool children if the district’s compliance rate for preschool children is below 100% **and/or** the district is required to complete a chart for school-age students if the district’s compliance rate for school-age students is below 100%. The school district is required to maintain documentation in the chart(s) below for a period of three consecutive months and record that period in the first row. The data chart must document that all students’ initial evaluations to determine eligibility for special education services were completed within the State established timelines and if not, the delays were caused by reasons that are consistent with State regulations allowing an extension to that timeline. The period of three consecutive months must be within one year from the date of notification and between the months of September and June. Also, school districts must include data for **all** preschool and school-age students (not a sample) for whom parent consent to the initial evaluation was received within the three month period. The district is required to maintain these data and make them available upon request by NYSED. Once the chart(s) are complete, please read and submit the assurance for Part 2 below the chart(s) to the NYSED.





