

CONNECTICUT STATE DEPARTMENT OF EDUCATION

CT-SEDS IEP Preview Series March 28, 2022

Session recorded



CONNECTICUT STATE DEPARTMENT OF EDUCATION

SESSION 4: Special Education Referral and Eligibility Determination

Bryan Klimkiewicz, Special Education Division Director

Welcome and Introductions

New IEP/CT-SEDS (posted sessions)

Natalie Jones, Education Consultant Bureau of Special Education



Learning Targets

- Understand the new Special Education Referral and Initial Eligibility Determination Process
- Preview of how CT-SEDS supports the creation of the Referral document and Eligibility Process

Answer your questions



Ask Questions

Throughout the presentation add questions to the Q&A Panel



WHY

- To support and assist educators in the transition from their current IEP system/process.
- To support and assist educators for the Go-Live launch of CT-SEDS on July 1, 2022.
- 3. To provide an opportunity for you to share your questions related to Prior Written Notice.

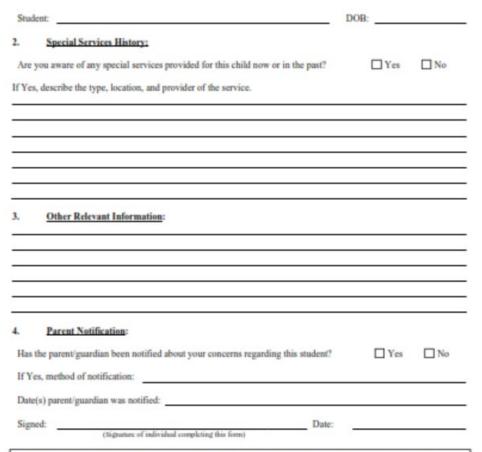


Current Referral Document Page 1

School	Signat	ure of School Administrator		Date Received
REFERRAL TO	[DISTRIC	CT NAME] PUBLIC SC ITY FOR SPECIAL ED		RELATED SERVICES
Student:		DOB:	Age:	Grade:
Parent/Guardian:				Other:
Telephone:				
AREA(S)	OF CONCERN:			
	of concern, and briefly de e than one area of concern,			in each area checked. If you st priority.
Academic	☐ Social/Emotional	Gross/Fine Motor	Activities of	Daily Living
Health Related	Behavior	■ Communication	Other: (speci	fy)
A. Describe Specifi	ic Concerns:			
B. Describe Altern	ative Strategies Attempte	d and Outcome: (Use a	dditional pages if	necessary.)
ED621 January 2006				
Page 1 of 2				



Current Referral Document Page 2



*Please note: The special education referral date immediately affords the student and parent(s) all special education procedural safeguards. This referral also "starts the clock" with respect to the timelines specified in RCSA 10-76d-13(a)(1) and (2) which provide that "(1) The individualized education program shall be implemented within forty-five days of referral or notice, exclusive of the time required to obtain parental consent. (2) In the case of a child whose individualized education program calls for out-of-district or private placement, the individualized education program shall be implemented within sixty days of referral or notice, exclusive of the time required to obtain parental consent." If a parent communicates in writing directly with a staff member that they wish to refer their child for an evaluation to determine her/his eligibility for special education services, the date the staff member that they wish to refer their child for an evaluation to determine her/his eligibility for special education services, the staff member should provide the parent with a copy of this referral form and, when necessary, assist the parent in completing this form. It should be understood that, in all instances, this is a referral for an evaluation to determine eligibility for special education services. Actual eligibility for special education services is determined by the PPT only after an evaluation has been completed.



ED621 January 200 Page 2 of 2

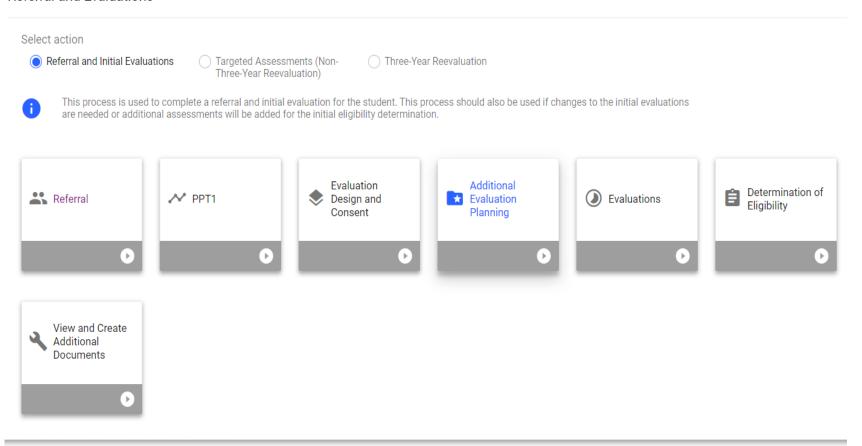
Changes

- No additional requirements in the new document
- Different Format
- Parent Notification is no longer on the document. It is addressed in the system



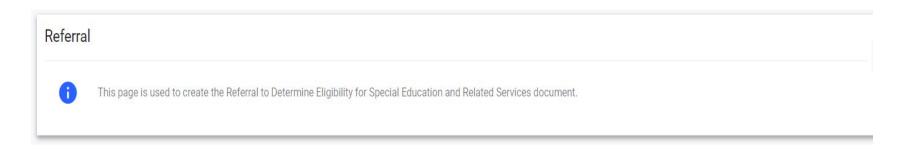
CT-SEDS INTERFACE: Referral and Evaluations

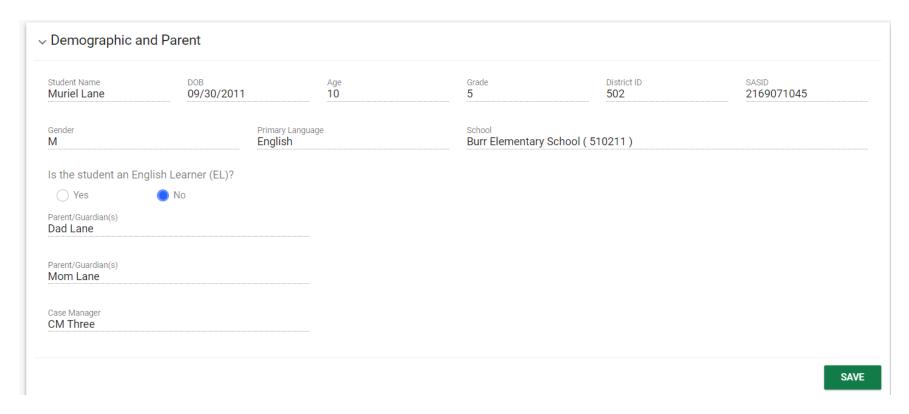
Referral and Evaluations



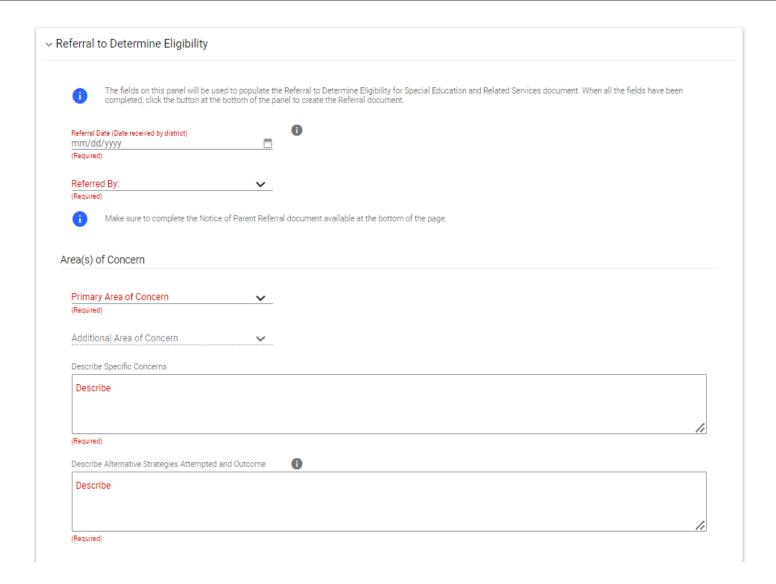


CT-SEDS INTERFACE: Referral

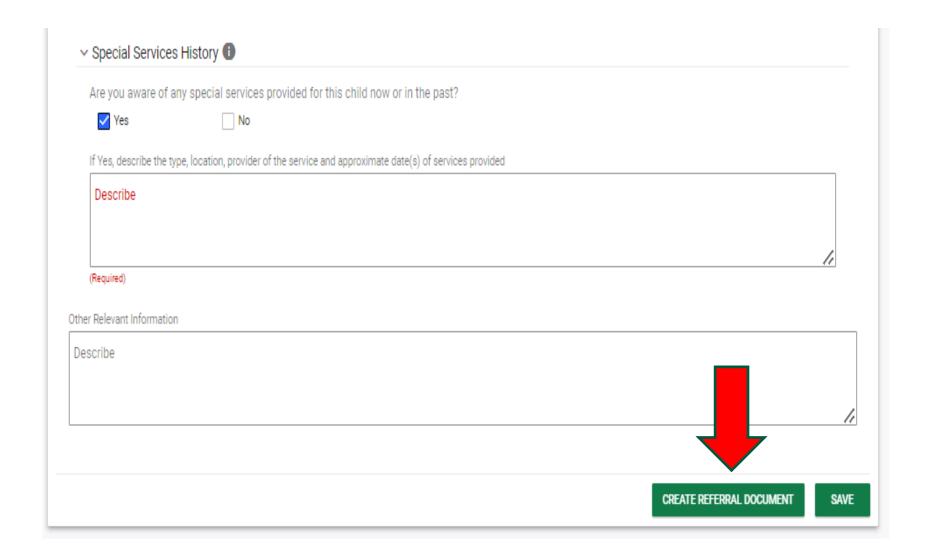




CT-SEDS INTERFACE: Referral



CT-SEDS INTERFACE: Referral



New Referral Document Page 1

OSEP District 3 Referral to Determine Eligibility for Special Education and Related Services

School: Burr Elementary School

Student Name: Madeline Ballard

Date Received (District Use ONLY)

SASID: 1011818668

Language: English

Language:

Language:

Date of Birth: 09/30/2015

Parent/Guardian Name: Ballard Mom Mailing /

Mailing Address: 148 State St 10th

10th Primary Phone: 345

Secondary Phone: 123

Boston, MA, 02109

Email Address: BallardMom@test

Parent/Guardian Name: Mom Ballard Mailing Address:

.....

floor

Primary Phone:

Secondary Phone:

Email Address:

Parent/Guardian Name: Dad Ballard

Mailing Address:

Primary Phone: Secondary Phone:

Email Address:

REFERRAL DETAILS

Referred By:

1. AREAS OF CONCERN

The following major area(s) of concern have been identified for the student. Academic (primary), Behavior

- A. Specific Concerns
- B. Alternative Strategies Attempted and Outcome

2. SPECIAL SERVICES HISTORY

Are you aware of any special services provided for this child now or in the past?



New Referral Document Page 2

Referral to Determine Eligibility for Special Education and Related Services

Student Name: Madeline Ballard SASID: 1011818668

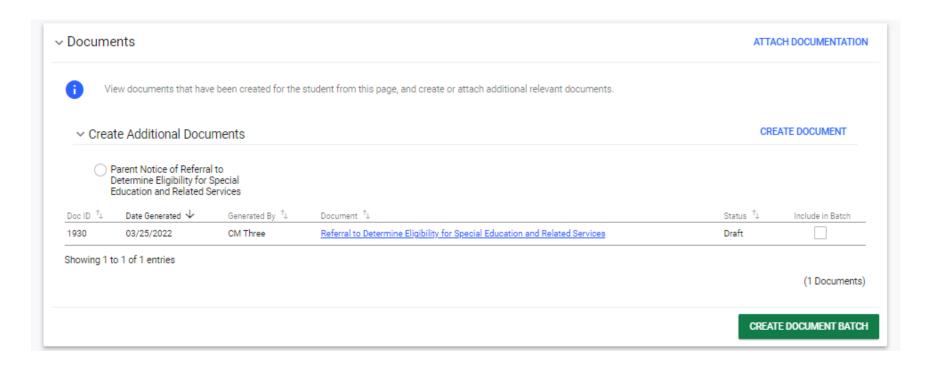
DOB: 09/30/2015

3. OTHER RELEVANT INFORMATION

*Please note: The special education referral date immediately affords the student and parent(s) all special education procedural safeguards. This referral also "starts the clock" with respect to the timelines specified in RCSA 10-76d-13(a)(1) and (2) which provide that "(1) The individualized education program shall be implemented within forty-five days of referral or notice, exclusive of the time required to obtain parental consent. (2) In the case of a child whose individualized education program calls for out-of-district or private placement, the individualized education program shall be implemented within sixty days of referral or notice, exclusive of the time required to obtain parental consent." If a parent communicates in writing directly with a staff member that they wish to refer their child for an evaluation to determine the child's eligibility for special education services, the date the staff member receives this written communication constitutes the date of referral. If a parent communicates verbally with a staff member that they wish to refer their child for an evaluation to determine the child's eligibility for special education services, the staff member should provide the parent with a copy of this referral form and, when necessary, assist the parent in completing this form. It should be understood that, in all instances, this is a referral for an evaluation to determine eligibility for special education services. Actual eligibility for special education services is determined by the PPT only after an evaluation has been completed.



CT-SEDS INTERFACE



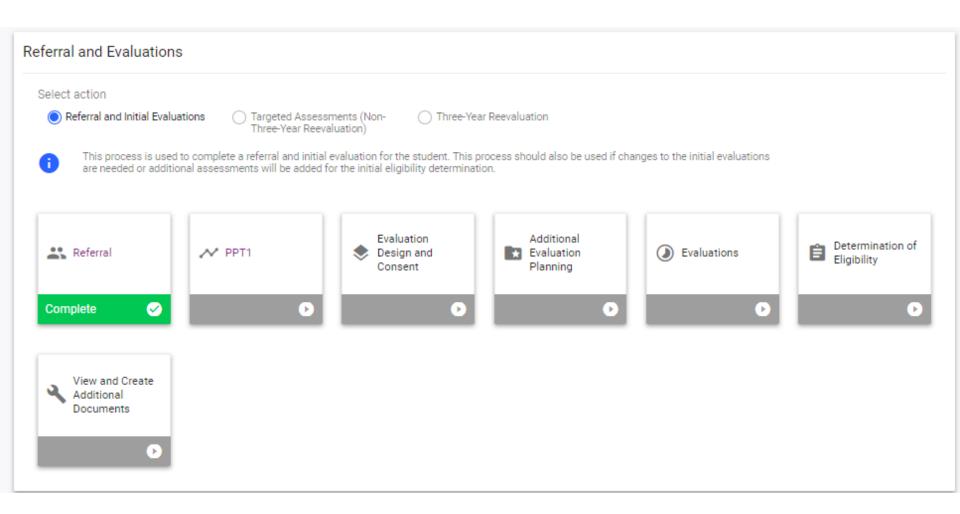
Notice of Referral

Parent Notice of Referral to Determine Eligibility for Special Education and Related Services

Date: 03/26/2022 Parent/Guardian: Dad Carter, Mom Carter SASID: Mailing Address: Dad Carter, Mom Carter The purpose of this letter is to advise you that your child, 09/30/2015 Penny Carter (Student's name) (DOB) has been referred for consideration of eligibility for special education services. The referral was made by: Teacher (Date) (Person or team making referral) The next step in the referral process is to schedule a Planning and Placement Team meeting (PPT). At this meeting the available information regarding your child's current school performance will be reviewed and evaluation procedures for determining eligibility for special education services will be considered. Parent participation in this process is very important. We ask that you make every effort to attend this meeting. Included with this letter are the following materials Please be advised that you have the right to review and obtain copies of all records used as a basis for this referral. If you have any questions, please contact: CM Three (Name) Sincerely, CM Three. (Name and Title)



CT-SEDS INTERFACE



PPT 1 Referral PPT Meeting

- Create a Notice of PPT
- Create Record of PPT Meeting
- Document PPT member attendance/excusal
- Enter PPT Decision



Evaluation Decision

Enter PPT Decision





Select the decision made by the team based on a review of the referral.

Is evaluation warranted at this time, based on the evidence reviewed?

- Yes (PPT will complete Prior Written Notice and Consent for Evaluation)
- No (PPT will complete Prior Written Notice)

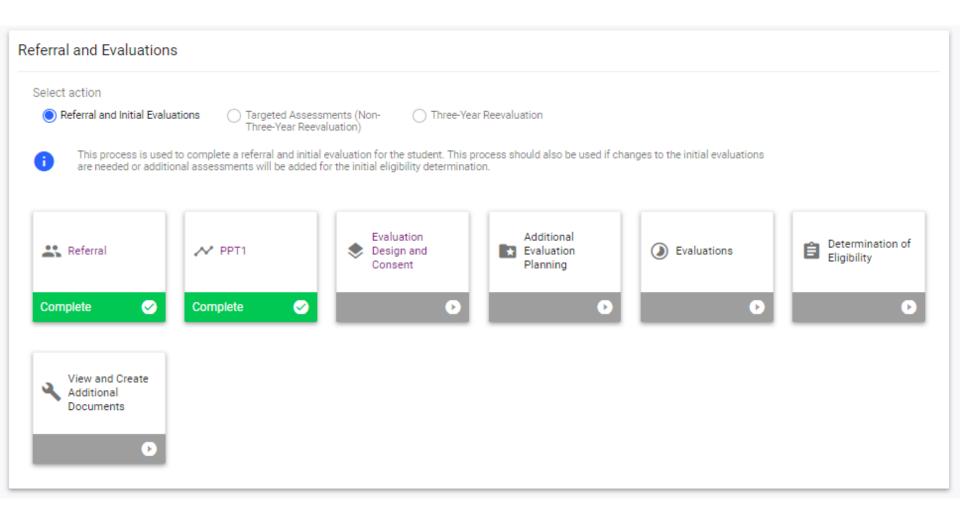
Date of decision (PPT 1 Meeting Date)

01/10/2022





Referral and Eligibility Determination





Current Consent Form ED625

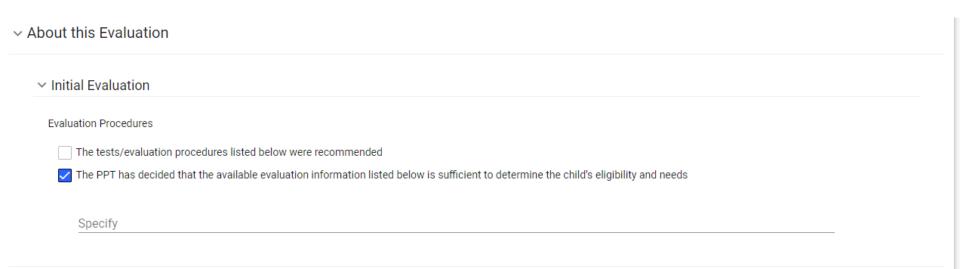


[DISTRICT NAME] PUBLIC SCHOOLS NOTICE AND CONSENT TO CONDUCT AN INITIAL EVALUATION

	Date	<u> </u>
Dear		
Your child.		has been referred for an evaluation to determine
(Student's)	Name) (DOB)	
gibility for special education services. Fe rents before conducting such an evaluatio		t the school district obtain the written consent of
A copy of the Procedural Safeguards in	Special Education is enclosed.	
		previously this school year. If you would like or if you have any questions, please contact:
		at
(Name)	(Title)	(Telephone Number)
is document includes the following rig	hts:	
If contested, your child's current ed Parents have the right to review and Parents have the right to be fully in:	d obtain copies of all records used as a formed of all evaluation results and to a independent evaluation as part of the ev	ntil due process proceedings have been completed. basis for a referral. receive a copy of the evaluation report(s).
The tests/evaluation procedures list	ed below were recommended	
The PPT has decided that the availa Reason: (specify)	able evaluation information listed below	w is sufficient to determine eligibility:
TEST/EVALUATION PROCEDURE	AREA OF ASSESSMENT	<u>EVALUATOR</u>
	_	
ecial adaptations or accommodations are tus. Adaptations/accommodations requir		e student's language, cultural background or physica
No adaptations/accommodations require	ad.	
Adaptations/accommodations required:	(specify)	
	PARENTAL CONSENT*	
I give my consent for the [DISTRICT this consent may be revoked at any tim		evaluations described above. I understand that
Parent/Guardii	an Signature	Dute
I do not give my consent for the [DIS] understand that the school district must my child continues to receive a free ap	t take steps as are necessary, which ma	luct the evaluations described above. I y include due process proceedings, to ensure that
Parent/Guardii	an Signature	Dute

*Failure of the parent to respond to a request from the Board for consent to conduct an initial evaluation within 10 school days from the date of the notice to the parent shall be construed as parental refusal of consent. (RCSA Section 10-76d-8(b))

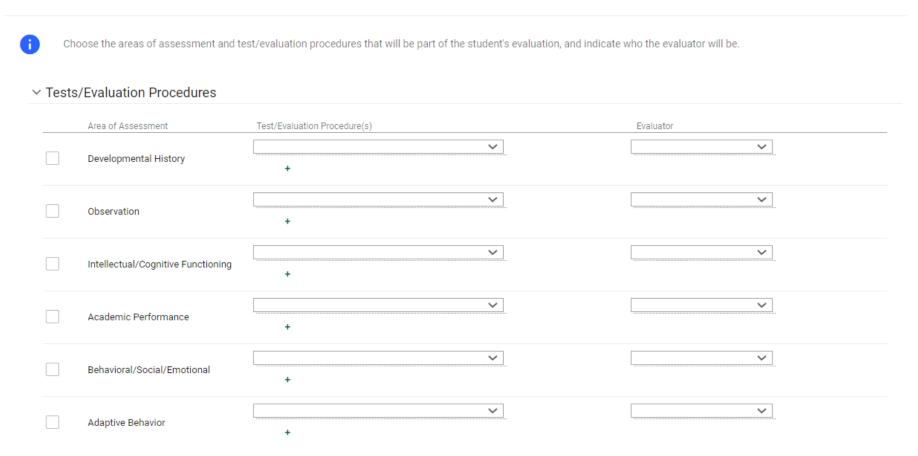
ED625 October 2014







Assessment Plan





Α	D	D	М	Ю	R	Е

Special adaptations or accommodations are to be considered when indicated by the student's language, cultural background or physical status. Adaptations/accommodations required for this evaluation are:

No adaptations/accommodations required

Adaptations/accommodations required

Specify

SAVE



Create Consent to Conduct Evaluation Document

The parent is in the meeting and will sign the document digitally.

The parent will sign a hard copy of the document.

The document will be sent electronically to the parent portal for signature.

- Select the type of consent requested and how the parent will sign the consent form, and then create the document from this panel.
- If the parent chooses to sign digitally during the meeting: the system will capture whether Consent was received or if the request for Consent was Denied when the document is
 finalized.
- If the parent chooses to sign in the parent portal: the system will capture if Consent was received or if the request for Consent was Denied when the parent enters the response in the portal.
- If the parent chooses to sign a hard copy of the Consent for Evaluation Form: once you have received the signed form back, return to this page to enter the Date the District received the signed form.

The District is Asking for your Consent to Conduct:				
An initial evaluation of the student.				
The district will not proceed with an initial evaluation without y	our written consent.			
Additional assessments for initial eligibility	determination			
Select this option if consent for initial evaluation has alr	eady been granted, but additional assessments have b	een deemed necessary	,	
A three-year reevaluation of the student				
Targeted assessments (non-three-year reevaluat	ion)			
Procedural Safeguards				
A copy of the Procedural Safeguards in Specia	Education is enclosed.			
A copy of the Procedural Safeguards in Specia	Education was provided to you previously	this school year. I	f you would like another copy of the Proce	edural Safeguards please contact
Name CDSE Team	Title District Safeguards Contact	at	Phone 777-888-9999	
Select relevant option for parent signature				_

New Consent Document Page 1

Consent to Conduct an Initial Evaluation/ Reevaluation

Date Sent: 03/26/2022

Dear Ballard Mom, Dad Ballard, Mom Ballard

Your child, Madeline Ballard (SASID: 1011818668) 09/30/2015 has been referred for an evaluation to determine (Student's Name) 09/30/2015

eligibility for special education and related services. Federal and State regulations require that the school district obtain the written consent of parents before conducting such an evaluation.

Procedural Safeguards

A copy of the Procedural Safeguards in Special Education is enclosed

CDSE Team 777-888-9999

Please Note

- A. Parents have the right to refuse consent and, if given, it may be revoked at any time.
- B. Parents have the right to review and obtain copies of all records used as a basis for a referral.
- C. Parents have the right to be fully informed of all evaluation results and to receive a copy of the evaluation report(s).

Evaluation Procedures

- The tests/evaluation procedures listed below were recommended.
- The PPT has decided that the available evaluation information listed below is sufficient to determine the child's eligibility and needs

Assessment Plan

Assessment Area	Test/Evaluation Procedure	Evaluator
Developmental History	Developmental Assessment of Young Children (DAYC)	School Psychologist
Observation	In-Classroom Observation	Special Education Teacher

Special Accommodations

Special adaptations or accommodations are to be considered when indicated by the student's language, cultural background or physical status. Adaptations/accommodations required for this evaluation are:

No adaptations/accommodations required

The District is Asking for your Consent to Conduct:

An initial evaluation of the student. The district will not proceed with an initial evaluation without your written consent.

New Consent Document Page 2

Consent to Conduct an Initial Evaluation/ Reevaluation

Student Name: Madeline Ballard SASID: 1011818668

DOB: 09/30/2015

are	nt or Adult Student Approval
כ	I give my consent for the CT Training District Public Schools to conduct the evaluations described above. I understand that this consent may be revoked at any time.
)	I do not give my consent for the CT Training District Public Schools to conduct the evaluations described above.
	Parent/Guardian or Adult Student Signature Date
	Date received by school district:

*Failure of the parent to respond to a request from the Board for consent to conduct an initial evaluation within 10 school days from the date of the notice to the parent shall be construed as parental refusal of consent. (RCSA Section 10-76d-8(b))

Changes

- No additional requirements in the new initial evaluation consent document
- Different Format
- Revised (Notes)



PPT 2 Review
Evaluation
Eligibility
Determination

- Create a Notice of PPT
- Create Record of PPT Meeting Or IEP
- Document PPT member attendance/excusal
- Enter PPT EligibilityDetermination



PPT 2 (Review Evaluation/Determine Eligibility)

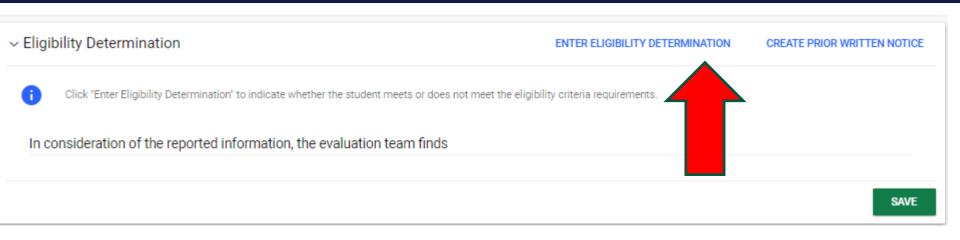


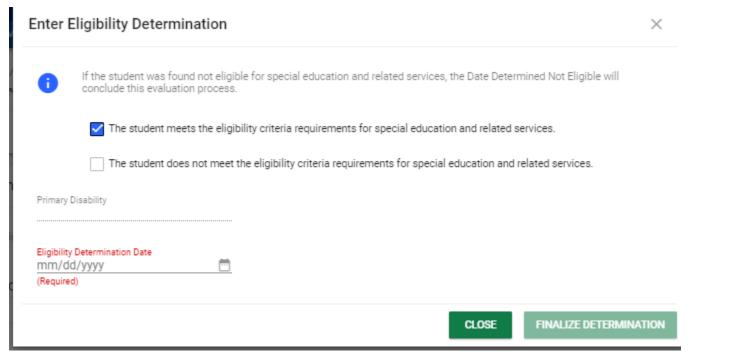


PPT 2 (Review Evaluation/Determine Eligibility)

✓ Determinant Factors
This page is used to enter data relevant for determining the student's eligibility/continued eligibility.
Is there an adverse effect on the child's educational performance?
Describe
Is the child's lack of progress a result of lack of appropriate instruction in reading or math? A child cannot be determined eligible for special education if the determinant factor is a lack of instruction in math or reading (including phonemic awareness, phonics, vocabulary development, comprehension and fluency).
◯ Yes ⑥ No
Is the student's lack of progress a result of Limited English Proficiency?
A child cannot be determined eligible for special education if the determinant factor is Limited English Proficiency.
◯ Yes ⑥ No
As a result of the disability, does the child require specially designed instruction?
Specially designed instruction (SDI) means adapting, as appropriate to the needs of an eligible child, the content, methodology, or delivery of instruction to address the unique needs of the child that results from the child's disability and to ensure access of the child to the general education curriculum.
SAVE

PPT 2 (Review Evaluation/Determine Eligibility)





CONNECTICUT STATE DEPARTMENT OF EDUCATION

PPT 2 (Consent for Initial Provision)

v Create Consent for Initial Provision of Special Education

Indicate the procedural safeguards information if applicable, and select how the parent will sign the consent form, then create the Consent for Initial Provision of Special Education documnet from this panel.

Consider creating the following additional documents at the bottom of the page to share with parents at this point: Restraint and Seclusion Law, Parent Guide to special Education, and Transition Bill of Rights.

Procedural Safeguards - upon referral or parent request for evaluation and annually thereafter

- A Parent's Guide to Special Education in Connecticut when student is found eligible and at each PPT meeting thereafter
- IEP Manual when student is found eligible and at each PPT meeting thereafter
- Building a Bridge when student is found eligible and at each PPT meeting once student becomes "transition age"
- Transition Bill of Rights annually to parents of students in grades 6 12.
- Restraint/Seclusion required at the first PPT for the student.

The parent will sign a hard copy of the document.

Procedural Safeguards

A copy of Procedural Safeguards in Special Education was provided to you previously this school year. If you would like another copy of the Procedural Safeguards please contact

Procedural Safeguard Contact

Procedural Safeguard Title
District Safeguards Contact

Procedural Safeguard Phone
777-888-9999

Select relevant option for parent signature

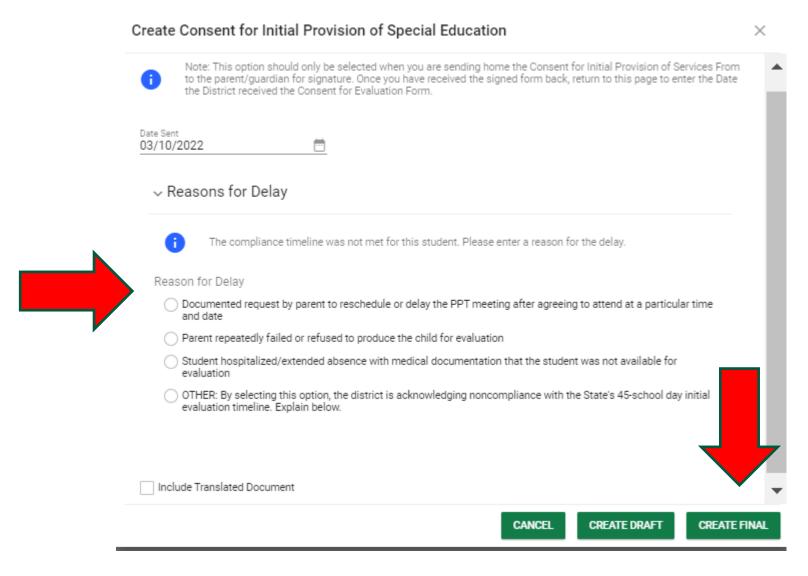
The parent is in the meeting and will sign the document digitally.

The document will be sent electronically to the parent portal for signature.

CREATE CONSENT DOCUMENT

SAVE

PPT 2 (Consent for Initial Provision)



PPT 2 (Consent for Initial Provision)

This section reflects the student's Consent for Initial Provision of Special Education Dates. This is where the Consent Date can be entered outside of form creation.

| Initial Consent for Provision of Services Date | SAVE

New Consent for Initial Provision of Special Education



OSEP District 3 Consent for the Initial Provision of Special Education

•	onoone for the initial i for	ololi ol opoolal	Laabation
			Date Sent: 03/10/2022
I. Identif	cation Information		
Student	Name: Madeline Ballard		
SASID:	011818668		
School:	Burr Elementary School		
Grade: k	F		
Date of I	Birth: 09/30/2015		
Parent/G	iuardian: Ballard Mom, Dad Ballard, Mom Ballard		
II. Conse	nt Requirements:		
	egulations mandate that parents (guardians) give w The consent must be in writing and given prior to the		
✓	A copy of the Procedural Safeguards in Special Edyear, If you would like another copy of the Procedu		
	CDSE Team District Safeguards Contact	777-888-9999	
This doo	ument includes the following rights:		
	A. Parents have the right to refuse consent and, if	given, it may be revoked at an	y time.
	B. Parental failure to respond within 10 school day as refusal of consent.	s from the date of this notice s	hall be constructed

C. Parents have the right to utilize due process proceedings if they disagree with the identification, evaluation or educational placement of or the provision of a free appropriate public education (FAPE) to their child.

III. Written Consent:

I consent to the initial provision of special educations services.

I do not consent to the initial provision of the special education services. I understand that by refusing consent for the initial provision of special education services. I waive all rights to special education services and protections at the time consent is refused.

	Date
DescritConsider on Adult Student Constant	

Parent/Guardian or Adult Student Signature

Date received by school district:

Summary

- Beginning July 1, 2022 CT-SEDS will generate required documents for Referral and Eligibility Determination. ED621, ED622, ED625 and ED626 may not be used from that date on.
- New documents contain required information.
- Primary Disability Eligibility worksheets are not embedded in the system but can be completed and uploaded in the system.
- Evaluation reports, when complete can be uploaded in the system.
- There are three ways to obtain parent consent in the system.



Questions



Thank You!



CONNECTICUT STATE DEPARTMENT OF EDUCATION

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