**Summer 2024 Checklist for Special Education Leaders**

Please note that some of the actions below are only applicable to some districts. Please email any questions to **SpecialEducation@mass.gov****.**

* **Plan for PRS Responses and Record Requests, as needed**
* **IDEA Part B Fund Codes 240 and 262**

All applications for FY2025 IDEA Part B funds via Fund Codes 240 and 262 will be administered using the GEM$ system. LEA administrators and special education leaders will receive a communication as soon as the application period opens.

1. As part of the application process, each LEA must submit a completed [**Conditions of Assistance: IDEA Part B Funding Certifications**](https://www.doe.mass.edu/sped/advisories/conditions/) *(*formerly “Special Education Program Plan Statement” or “SEPPS”) form annually via the GEM$ system.
	* The [Conditions of Assistance](https://www.doe.mass.edu/sped/advisories/conditions/) document is updated each year. Please make sure to use the current form. You must upload the *whole document* with proper signatures.
	* The [Conditions of Assistance](https://www.doe.mass.edu/sped/advisories/conditions/) for IDEA Part B funding document includes a certification section that must be completed by the Superintendent (or school leader), Special Education Administrator, School Business Official, and School Committee Chairperson/Board of Trustees Chairperson.
2. As part of the application process, each LEA must submit a **“General Education Program Act” (GEPA) Statement**.
	* The state’s FFY2024 GEPA form that was submitted with the FFY2024 IDEA state application can be used as an example, and it can be found [here](https://view.officeapps.live.com/op/view.aspx?src=https%3A%2F%2Fwww.doe.mass.edu%2Fsped%2Fosep%2Fffy2024-gepa-section427-form.docx&wdOrigin=BROWSELINK).
	* The federal government also requires LEAs to complete requirements related to GEPA, therefore, four GEPA questions are included in the application in GEM$.
		+ The response to GEPA question #1 should reflect the district’s existing mission, policies, or commitments that ensure equitable access to and participation in federal grant activities. This same question will be repeated in all parts of the consolidated application that include GEPA questions. **The answer to question #1 should be the same for all federal grant applications as it reflects the LEAs statement related to equitable access and participation in programs and/or activities provided through federal funding. It is likely that this question may not need to be updated as it reflects the district’s overall mission, policies, and commitments to ensure equitable access to and participation in federal grant activities such as IDEA.**
		+ GEPA questions #2-4 should be answered as it relates to your IDEA application and equitable access and participation in programs and/or activities related to students with disabilities. It is likely that this will need to be updated and should include revisions related to the district’s plans and timelines for addressing barriers to equitable access and participation in programs and/or activities related to students with disabilities.
3. **FY23 MOE Compliance**
* Districts who have been previously notified that they have not met the FY23 MOE Compliance Standard and are still out of compliance must contact IDEAfiscal@mass.gov immediately.
* Non-compliance of your FY23 MOE could delay approval of your IDEA application.
1. **Comprehensive Coordinated Early Intervention Services (CCEIS)**
* LEAs that were identified as having significant disproportionality in school year 2023-2024 must reserve 15% of their funds for CCEIS when applying for FY2025 IDEA (FC 0240 and FC 0262) funds.
* Other districts may voluntarily reserve up to 15% of FY2025 IDEA (FC 0240 and FC 0262) funds for Coordinated Early Intervening Services (CEIS). **DESE guidance for CEIS can be found** [**here**](https://www.doe.mass.edu/federalgrants/idea/qrg-ceis.docx)**.**
* Districts are required to track the use of the funds, as well as the **total number of children serviced using the funds**, and those **who are eventually found eligible for special education or related services**and maintain that data for submission to the Department.
1. **Making Money Matter (M3)**
* LEAs that were identified in the 2023-2024 school year as “Needs Intervention” via LEA special education determination are required to dedicate at least 2% of their IDEA (FC 0240) funds toward their M3 activities.
* More information about M3 can be found [here](https://www.doe.mass.edu/turnaround/redesign/m3/).
1. **Equitable Services**
* Proportionate Share - Your child count from the fall of 2023 (October 1, 2023) was due into the new “IDEA Equitable Services Annual Child Count” application located in the [Security Portal](https://gateway.edu.state.ma.us/) on April 15, 2024. This count informs the FY2025 proportionate share of IDEA Part B funds that are required to be expended on parentally placed private school students and homeschooled students.
* In the event an LEA asks to change the IDEA child counts after they are certified, the Department will ask for a written explanation of the changes, the written affirmation(s), and district IDEA Child Count Policies and Procedures.
* LEAs who have FY23 carryover funds for Equitable Services must upload the Carryover Questionnaire into GEM$ and get approval from SEPP prior to spending funds.
* LEAs that have unexpended FY24 Resolution Funds will be required to provide information to the Department that may include a plan for expending funds and/or other documentation such as written affirmations.
* [[**MCDHH Educational Interpreter Registration**](https://docs.google.com/forms/d/1rIsOt0KWj0xHuB5ATCY-5bZuj1UxQDkYDCVRa7c09qM/viewform?edit_requested=true)](https://www.mass.gov/forms/mcdhh-educational-interpreter-registration)
	+ Schools and districts (including approved private special education schools or collaboratives) are required to ensure any staff members who interpret for public school students who are Deaf or hard of hearing register through the Massachusetts Commission for the Deaf and Hard of Hearing (MCDHH), i.e., educational interpreters, oral transliterators, or others who fulfill the role of educational interpreter, but are not identified as such. 603 CMR 28.02(18)
	+ Employers are able to [access a database](https://www.mass.gov/doc/educational-interpreter-registry-information-1123-list) of registered educational interpreters on the MCDHH website.
* **Indicator 14** (Post School Outcomes) Surveys
* Indicator 14 occurs via a census collection model. This means that every school and district will conduct Indicator 14 survey collection every year for every exiter. Each spring and summer districts conduct two activities:
	+ - Ensuring that you have the most up-to-date contact information for students on IEPs who will be exiting in June of the **current** year, and
		- surveying exiters who graduated, aged out, or dropped out during the **previous** school year (in this case, 2022-2023) about their post-school outcomes.
		- For a full set of resources, please refer [our Indicator 14 web page](https://www.doe.mass.edu/sped/spp/indicators/indicator14/).
		- The data collection window will end on **Friday, September 20, 2024**.
* **Indicator 7** (Preschool Outcomes)
	+ The ECOS database will be updated in early August based on the July SIMS certification. All preschool children coded as receiving special education will be listed in the database at that time. You will receive an email notifying you when the database is updated.
	+ Every district is required to submit entry data for students who started preschool special education services sometime during this school year (2023-2024) and exit data for students with existing entry data. As a reminder, exit data need to be collected for:
		- * Students who progress to kindergarten
			* Students who move out of the district or state
			* Students who are no longer eligible for special education services
	+ If a student entered in previous years when you were not required to collect entry data, please skip that student. Please be advised that next year you should not have any students that you will skip (due to the previous cohort model) as all districts should have entry data for all students.
		- Entry ratings must be completed within 4-6 weeks of beginning preschool special education services.
		- Please do not estimate entry ratings past this time frame.
	+ The submission deadline for Indicator 7 data is August 31, 2024. Please certify the data in August to complete the submission. Please do not certify the data prior to the final SIMS upload into ECOS unless you are certain that all students are in ECOS prior to the July SIMS certification.
	+ If you do not see a student in the ECOS database, please contact your district's directory administrator to ensure they are coded as receiving preschool special education services (SIMS field DOE32 does not include 00, 01, or 05).
	+ If you do not have access to the ECOS database, please contact your district's [directory administrator](https://urldefense.com/v3/__https%3A/nam10.safelinks.protection.outlook.com/?url=https*3A*2F*2Furldefense.com*2Fv3*2F__https*3A*2F*2Fnam10.safelinks.protection.outlook.com*2F*3Furl*3Dhttps*3A*2F*2Furldefense.com*2Fv3*2F__https*3A*2F*2Fnam10.safelinks.protection.outlook.com*2F*3Furl*3Dhttps*3A*2F*2Fwww.doe.mass.edu*2Finfoservices*2Fdata*2Fdiradmin*2Flist.aspx*26data*3D05*7C01*7Czweingarten*40air.org*7Cf031f7580827475a836508da70ce80cf*7C9ea45dbc7b724abfa77cc770a0a8b962*7C0*7C0*7C637946329615900428*7CUnknown*7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0*3D*7C3000*7C*7C*7C*26sdata*3D93LMntRMM4DbauvZN*2FHLIdtXiykc*2Bxs7jkxdh*2FAqhXM*3D*26reserved*3D0__*3BJSUlJSUlJSUlJSUlJSUlJSUlJSUlJSUlJSU!!CUhgQOZqV7M!ij51MI9UjpDTJSeQ_0U4skLyJb5jUzL9INbv0MMzUlei-Ll5KKXurZDMjjBJlnBaXC8gbvtozeiEMfqy9f0VIijD*24*26data*3D05*7C01*7Czweingarten*40air.org*7C7bca9a347f504f3ca69608da716a218c*7C9ea45dbc7b724abfa77cc770a0a8b962*7C0*7C0*7C637946998103773736*7CUnknown*7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0*3D*7C3000*7C*7C*7C*26sdata*3DcR9FlswS8bx5ZGlejSJAmTbzQ4jcKKu9Ssk2wcQO3HU*3D*26reserved*3D0__*3BJSUlJSUlJSUlJSUqKioqKioqJSUqKioqKioqKioqKioqKiolJSoqKiolJSUlJSUlJSUlJSUlJSUlJSUlJQ!!CUhgQOZqV7M!j3kFIiiGQpS5rDpLjA7fH8cswyJXdiZekvj9p9G9kX3vllixOvtp0p_YlpSRRLnTVyuDdk3NdZX96_5b7EVf995s*24&data=05*7C01*7Ctderrington*40air.org*7C7cdce33d4a2e4bc69e3f08da716e3a55*7C9ea45dbc7b724abfa77cc770a0a8b962*7C0*7C0*7C637947015636156591*7CUnknown*7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0*3D*7C3000*7C*7C*7C&sdata=B8aYDRmiQZMrqAkHVKM3awfsh5WJV3T9N*2FbrOYgSxZU*3D&reserved=0__;JSUlJSUlJSUlJSUqKioqKioqKioqKioqKioqKioqKioqKioqKioqKioqKioqKioqKioqKioqKiolJSoqKioqKioqKioqKioqKiUlKiUlJSUlJSUlJSUlJSUlJSUlJSUlJQ!!CUhgQOZqV7M!hbaCzyBXOTuuzUNx0o20nryKHjiUMxScJS49-Q3rjhgSH_IRCT4Dj-cgy_1uD4Gx1GNFAH0Edw2TWv-JpBQaSI6h$).
		- You will need access to the indicator 7 DropBox ***and*** the Special Education State Performance Plan app.
		- Access to the DropBox will allow you to securely upload files with personally identifiable information (e.g., names, dates of birth) for students about whom you have questions.
		- You can email SASIDs, which are usually sufficient to answer your questions.
	+ Resources to support your Indicator 7 data submission are below:
		- [District User Guide for Indicator 7 Data Submission](https://www.doe.mass.edu/sped/ecse/district-user-guide.pdf)
		- [School User Guide for Indicator 7 Data Submission](https://www.doe.mass.edu/sped/ecse/school-user-guide.pdf)
		- [Indicator 7 Data webinar](https://www.doe.mass.edu/sped/training.html)
	+ For additional assistance with Indicator 7 data submission, contact DESE's Indicator 7 evaluators: Zach Weingarten (zweingarten@air.org) or Taletha Derrington (tderrington@air.org) .
	+ For additional assistance with Indicator 7 data submission, contact DESE's Indicator 7 evaluators: Taletha Derrington (tderrington@air.org) and Zach Weingarten (zweingarten@air.org).
* Mark your calendars for upcoming **Tentative Special Education Leaders' Meetings Dates**
* September 13, 2024
* October 18, 2024
* November 15, 2024
* December 13, 2024
* January 17, 2025
* February 14, 2025
* March 14, 2025
* April 18, 2025
* May 16, 2025
* June 13, 2025

All dates are tentative and times will be confirmed. *If you are not able to attend, we post slides and recordings of these meetings* [*here*](https://www.doe.mass.edu/sped/)*.*

* Please update the[**Directory Administration**](https://www.doe.mass.edu/infoservices/data/diradmin/) if there have been any changes in leadership in your district.
* And please don’t forget to sign up for other DESE Newsletters, Updates, and Livestreams: [https://www.doe.mass.edu/news/newsletter-signup.html](https://urldefense.com/v3/__https%3A/mass.us14.list-manage.com/track/click?u=d8f37d1a90dacd97f207f0b4a&id=c5734cb001&e=a43ec8e201__;!!CPANwP4y!ThWvm-vFtyKpEWFqZRl632FrYXofYfhlNZ1N4KnFiBVAPxMvFa8Fu8EYUVZa_ZaZlB_Y09YY0Nk2M1dXO6rxbR3QKUrHJFoYsSo$&utm_source=DA-SEPP+Monthly+Updates&utm_campaign=12d1ec7024-EMAIL_CAMPAIGN_2024_03_26_05_45_COPY_02&utm_medium=email&utm_term=0_-8c11ccf972-%5BLIST_EMAIL_ID%5D).

*We hope this checklist helps with your planning over the next several weeks. Again please let us know if you have any questions!*