



Consent and Eligibility Determination Part B Data Entry Procedures

Notes

- Only students who are being evaluated for initial placement into Part B special education services will have data entered per this procedure. This would include students who are transitioning between Part C and Part B. Therefore, data for these procedures will usually be entered no more than one time per student.
- If the length of time between Consent for Evaluation and Determination of Eligibility is more than 60 calendar days and the documentation does not include the Reason for Delay, data entry personnel are to obtain the Reason for Delay, per their AEA's procedure.
- To assist data entry personnel, data verification reports have been created.

When

The *Eligibility Data Worksheet* is received by the IMS data entry person. The *Consent for/Notice of Full and Individual Evaluation* has been signed but may or may not be sent in with the *Eligibility Data Worksheet*.

How

1. On the Child Demographic screen, use the Pick to select the student.
 - a. If the student is already in the system, confirm that the student has not been or is not currently in special education.
 - b. If the student isn't in the system, click on the New button and enter:
 - i. Legal Last Name
 - ii. First
 - iii. Date of Birth
 - c. Click on Accept and proceed with Step #2.
2. Enter on the Child Demographic screen:
 - Resident District
 - Resident Building
 - Attending District
 - Attending Building

3. Enter on the Consent and Eligibility screen:
 - Date Received in Public Agency
 - Eligibility Meeting Held Date
 - (for child transitioning from Early ACCESS) Date IEP Meeting Held (Part C to B Only)
 - If Eligibility Meeting not held within 60 calendar days of receipt of signed *Consent for Evaluation*:
 - Reason for delay, if applicable
 - Meeting Not Held Reason
 - (for child transitioning from Early ACCESS) If Eligibility Meeting Not Held by Child's 3rd Birthday:
 - Reason for delay
 - (for child transitioning from Early ACCESS) If IEP was not initiated by the child's 3rd birthday:
 - Reason for delay
 - Student is Eligible
4. From the Plan screen, use Pick to select the student. Enter:
 - the Conference Date; use date on the IEP
 - Plan Type; use IEP
 - Meeting Type; use I (initial)
 - Any other data required for other procedures.

Part C Data Entry Procedures

Notes

- Only children who are being evaluated for initial placement into Part C services will have data entered per this procedure. Therefore, data for these procedures will usually be entered no more than one time per child.
- If the length of time between Consent for Evaluation and Determination of Eligibility is more than 45 calendar days and the documentation does not include the Reason for Delay, data entry personnel are to obtain the Reason Meeting Not Held with 45 Days Reason, per their AEA's procedure.
- To assist data entry personnel, a data verification report has been created to identify the children for whom the evaluation was not completed in 45 calendar days and no 45 Day Reason is recorded.

When

How

Page I of the IFSP is received by the IMS data entry person.

1. On the Child Demographic screen, use the Pick to select the child.
 - a. If the child is already in the system, confirm that the child has not been or is not currently in Part C.
 - b. If the child isn't in the system, click on the New button and enter:
 - i. Legal Last Name
 - ii. First
 - iii. Date of Birth
 - c. Click on Accept and proceed with Step #2.
2. Enter on the Child Demographic screen:
 - Resident District
 - Resident Building
 - Attending District
 - Attending Building
3. Enter on the Consent and Eligibility screen:
 - Intake/Referral Date
 - Reason if meeting not held within 45 days, if applicable.
4. From the Plan screen, use Pick to select the child. Enter:
 - The Conference Date; use date on the IFSP.
 - Plan Type; use IFS.
 - Meeting Type; use I (Initial)
 - Any other data required for other procedures.

Description of State and Federal Reports For both Part C and Part B

The Department of Education will report to the Federal government the following data:

- Number of students with Initial IEPs for whom the evaluation was not completed within 60 days between the date the form was received by the public agency and the date of the IEP meeting, and the numbers for each of the delay reasons.
 - Number of students with Initial IEPs for whom the evaluation was timely. Timely is defined for this report as completed within 60 days between the date the form was received by the public agency and the date of the IEP meeting.
 - Number of students who were not entitled for special education and for whom the evaluation was not completed within 60 days between the date the form was received by the public agency and the date of the IEP meeting and the numbers for each of the delay reasons.
 - Number of students not entitled to special education for whom the *Consent for Evaluation* was signed but no meeting was held and the numbers for each of the no meeting reasons. (Note: It is not necessary to calculate the length of time for this group of students.)
 - Number of students who do/do not have an IEP (defined as IEP meeting date) on or before the 3rd birthday and the numbers for each of the delay reasons.
 - Number of children whose IFSP meeting was not held within 45 days of intake/referral date.
-

Criteria for State and Federal Reports

All Reports

- Students ages 3-21 who have *Consent for Evaluation* form signed for the first time.
- Children birth through 2 who have a Consent form signed.

If an AEA believes there is a reason to diverge from this Uniform Data Entry Practice, please contact the DE before instituting any changes.