



Sample Procedures for Indicator B-12 (Early Childhood Transition) Data Submission and Verification

**Michigan Department of Education Office of Special Education
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This document can be used by an intermediate school district (ISD) or its member districts as a basis for developing internal procedures related to Indicator B-12 data submission and verification processes. Items inside brackets {} should be adapted to individual ISDs or districts.

Introduction to Data Components

Children who are eligible for both *Early On*[®] and Michigan Mandatory Special Education (MMSE) at the time of their third birthday are included in the B-12 pool. Any child who is referred to Part C less than 90 days before their third birthday is not included in the B-12 pool. For those children in the B-12 pool, the Michigan Department of Education (MDE) Office of Special Education (OSE) uses a series of data fields submitted in the Michigan Student Data System (MSDS) to ensure compliance. Those data fields include Date of Birth, Referral Date, Part C Transition Timeliness, Initial Individualized Education Program (IEP) Date, Initial IEP Result, Timeliness of Initial IEP, Special Education Exit Date*, and Special Education Exit Reason*.

*Data fields may be blank when a child has not been exited from special education. However, when a child has exited from MMSE before their third birthday, the Special Education Exit Date and Special Education Exit Reason fields should contain data and the child would not be included in the B-12 pool.

In {name of student information system (SIS)}, these fields can be found as follows.

Name of MSDS Field	Component in {SIS}	Information	Responsible Entity
Date of Birth			<i>Early On</i>
Referral Date (referral to <i>Early On</i>)			<i>Early On</i>
Part C Transition Timeliness			{District Name}
Initial IEP Date			{District Name}
Initial IEP Result			{District Name}
Timeliness of Initial IEP			{District Name}
Special Education Exit Date			<i>Early On</i> or {District Name}
Special Education Exit Reason			<i>Early On</i> or {District Name}

Verification During the Child Count Windows

Early On

At each count period, Fall, Spring, and End-of-Year, {person from Early On} will pull a list of children from {SIS} who are eligible for both *Early On* and MMSE and who have turned three since the last count period. (May need to write SIS specific instructions to pull the list.) The list will be labeled as {naming convention} and saved at {filing convention}. {Person from Early On} will verify that each of the components attributed to *Early On*, in the above chart, are entered for each child in {SIS}. {Person from Early On} will verify that each component attributed to *Early On* is also indicated to be uploaded to MSDS. Any missing information must be entered into {SIS} before the data

is uploaded to MSDS, or hand entered into MSDS, before the verification deadline, if the data has already been uploaded. The verification deadline is five weeks after the count date. {Person from Early On} will share relevant child information with {district personnel/role} at each member district that has one or more children on the list. {Person from Early On} will indicate on the child list that each record has been checked for completeness in {SIS} and shared with {district personnel}.

District

{District personnel} will label the list as {naming convention} and save it at {filing convention}. Using the child list provided from {person from *Early On*} {district personnel} will use {SIS} to verify that each of the components attributed to the district, in the above chart, are entered for each child in {SIS}. {District personnel} will verify that each component attributed to the district is also indicated to be uploaded to MSDS. Any missing information must be entered into {SIS} before the data is uploaded to MSDS, or hand entered into MSDS, before the verification deadline, if the data has already been uploaded. The verification deadline is five weeks after the count date. {District personnel} will indicate on the child list that each record has been checked for completeness in {SIS}.

Both *Early On* and District

While the data is in the staging area in MSDS, {district personnel} must review the data to ensure each component from {SIS} has been uploaded to the correct field in MSDS. If any data are missing, then {district personnel} must enter the missing information in both systems before the certification deadline. Upon verification that each field is uploaded, note the date of the verification on the student file at {filing convention}.

Importance of Valid and Reliable Data Submission

Data is reviewed annually by the OSE to determine compliance. Failure to include all of the required components will result in sanctions for the district. Sanctions may include corrective action or other technical assistance activities.

Following each data collection, districts or ISDs may request a reopening of their data from the Center for Educational Performance and Information (CEPI) if the data is not valid or reliable. Collection of valid and reliable data is a requirement of the *Individuals with Disabilities Education Act* (IDEA) 34 CFR § 300.601(b). Although reopening a data

submission may be necessary to submit valid and reliable data, there may be unintended consequences for the ISD. These may include a reduced score on Determinations or directed technical assistance. Districts are encouraged to notify the ISD Director and discuss the need to reopen a data submission.

Ensuring that these procedures are followed will help the ISD and district submit the required data for Indicator B-12.