Kansas Special Education Administrators’ Monthly Web Meeting

Agenda
September 27, 2019

Link to recording: [http://ksde-tasn.adobeconnect.com/pc3k0jjumvof/](http://ksde-tasn.adobeconnect.com/pc3k0jjumvof/)

1. Early Childhood Updates ........................................ Natalie McClane, Jordan Christian
2. SPEDPro Data Reporting Reminder ................................ Mason Vosburgh
3. Teacher Licensure Update ........................................... Susan Helbert
4. Alternative Placement Monitoring ............................... Stacie Martin, Rachel Beech
5. Education Advocate Reminder ................................. Darla Nelson-Metzger
6. Categorical Aid .......................................................... Evelyn Alden
8. Expiring IDEA Funds Reminders .............................. Christy Weiler
9. KIAS Master Calendar Reminders ........................... Susan Sipe
10. Law Talk ................................................................ Elena Lincoln and Jana Rosborough
11. Director Updates ......................................................... Bert Moore
12. KASEA .................................................................. Heath Peine

Q&A/Useful Links:

New and Experienced Special Education and LCP Administrators Quarterly Meetings:

**October 22 (SPED)-23 (LCP)**
- SPED Registration- [https://ksdetasn.org/events/GipyKw](https://ksdetasn.org/events/GipyKw)
  - SPED Quarterly Questions - October 22
    [https://docs.google.com/document/d/1vYIaPGEAKzfYgQcZPLT67z9BV2hodZKNIFDmY5Es/edit](https://docs.google.com/document/d/1vYIaPGEAKzfYgQcZPLT67z9BV2hodZKNIFDmY5Es/edit)
- LCP Registration- [https://ksdetasn.org/events/S6HnNg](https://ksdetasn.org/events/S6HnNg)
  - LCP Quarterly Questions – October 23
    [https://docs.google.com/document/d/1hX9i9XOXLazaphGelAgsovBkV0sT1ML0FxoCsNXEDCo/edit](https://docs.google.com/document/d/1hX9i9XOXLazaphGelAgsovBkV0sT1ML0FxoCsNXEDCo/edit)

**January 21 (SPED) -22 (LCP)**
- SPED Registration- [https://ksdetasn.org/events/AxwYcQ](https://ksdetasn.org/events/AxwYcQ)
- LCP Registration- [https://ksdetasn.org/events/qxOUKa](https://ksdetasn.org/events/qxOUKa)

**April 7 (SPED)-8 (LCP)**
- SPED Registration- [https://ksdetasn.org/events/jsFLyQ](https://ksdetasn.org/events/jsFLyQ)
- LCP Registration - [https://ksdetasn.org/events/94nPf](https://ksdetasn.org/events/94nPf)

All materials for this meeting can be accessed at the link below:
Law Talk Extended Webinars:

December

• December 13, 2019 11am-1pm: Law Talks Extended Webinar https://ksdetasn.org/events/aS5jRA
• December 13, 2019 2pm-4pm: Law Talks Extended Webinar (Repeat) https://ksdetasn.org/events/H-s4Nw

February

• February 7, 2020 11am-1pm: Law Talks Extended Webinar https://ksdetasn.org/events/wyN7ZA
• February 7, 2020 2pm-4pm: Law Talks Extended Webinar (Repeat) https://ksdetasn.org/events/_rO_zw

May

• May 1, 2020 11am-1pm: Law Talks Extended Webinar https://ksdetasn.org/events/bNOK5Q
• May 1, 2020 2pm-4pm: Law Talks Extended Webinar (Repeat) https://ksdetasn.org/events/GjHOxA

All materials for this meeting can be accessed at the link below:
http://www.ksde.org/Default.aspx?tabid=506#Director
GOAL: Each student enters kindergarten at age five socially, emotionally and academically prepared for success.
Plans to Strengthen Early Childhood in Kansas in 2019
Strengthening Early Childhood in Kansas in 2019

- Kansas has been awarded $4,482,305 in federal grant funding.
- The Preschool Development Grant Birth through Five, authorized by the Every Student Succeeds Act (ESSA), is a one-year planning grant.
- The Kansas Children’s Cabinet and Trust Fund, the Kansas Department for Children and Families, the Kansas Department of Health and Environment, the Kansas State Department of Education and many other early childhood partners are engaging in this collaborative work.
What Kansas will do in 2019

- Conduct needs assessment.
- Develop strategic plan.
- Maximize parental choice and knowledge.
- Share best practices among early childhood providers.
- After the needs assessment and strategic plan are completed, improve the overall quality of early childhood care and education programs in the state.

Learn more: [kschildrenscabinet.org/early-childhood/](kschildrenscabinet.org/early-childhood/)
What we learned
Kansans can share feedback at kschildrenscabinet.org/share/

Key Understandings:
- The experiences of families with young children in Kansas are shaped by where they live.
- Young children are growing up in families where basic needs aren’t being met.

Themes:
- Accessibility
- Availability
- Navigation
- Collaboration & Integration
- Workforce
- Facilities
- Systems Alignment
- Bright Spots
What’s Ahead

- Now: Share feedback at [kschildrenscabinet.org/share/](kschildrenscabinet.org/share/)
- Oct. 7: Governor’s Symposium on Early Childhood
  - Register to attend virtually: [kschildrenscabinet.org/symposium/](kschildrenscabinet.org/symposium/)
- Nov. 1: Kansas Children’s Cabinet and Trust Fund meeting
- Nov. 5: Federal implementation grant application due.
- Nov. 15-16: Parent Leadership Conference
Kansas Family Engagement and Partnership Standards for Early Childhood

- Revised as part of this year’s work.
- We would like to provide enough copies for your organization and constituents.
- Please email Barbara Gannaway (bgannaway@kpirc.org) with the number of copies you would like to receive.
Stay Up to Date

Visit kschildrenscabinet.org/early-childhood/

- **Webinars** (every other Wednesday at 12PM) share information, take questions, and get feedback.
- **Regular email updates** will keep you up to date and engaged.
- An interactive “journey” describes the work to date.
Kansas Kindergarten Readiness Snapshot
August 1 – September 20, 2019
Kansas Kindergarten Readiness Snapshot

Kindergarten ASQ Data is due October 10.

- Once data is entered into ASQ Online, it is submitted to KSDE.
- Ensure you have accepted kindergarten students’ submitted screenings in Family Access.
- Please document parents who opted out of participating or sharing data with the state, or children whose parents and teachers determined screening was inappropriate.
  - Found on a child’s profile page: “Reason for not participating”
  - If a school was unsuccessful in engaging a parent or caregiver, that does not need to be documented.
Kansas Kindergarten Readiness Snapshot

Additional resources are available at agesandstages.com/ks/:
- Updated How-To Videos
- Updated Frequently Asked Questions
- Archived email newsletters

KSDE will email Kansas ASQ users next week with a survey collecting feedback on the Kansas Kindergarten Readiness Snapshot to inform our future work.
Preschool-Aged At-Risk and Kansas Preschool Pilot
Preschool-Aged At-Risk (State Pre-K 4 Year Old At-Risk)

- Reallocations
- Developmental Screenings
ALL children who meet criteria for Preschool-Aged At-Risk should be marked as “04 = State Preschool-Aged At-Risk” on field D10.

**KPP:** All children included on the Kansas Preschool Pilot roster should be marked “1=YES” on field D57 of the KIDS Collection System. All other children should be marked “0=NO”

**KPAT:** All children receiving services supported by the Kansas State Department of Education’s Kansas Parents as Teachers grant should be marked as “1=YES” on field D58.

**KIDS Help Desk:** 785-296-7935 and kids@ksde.org
Early Childhood Special Education Update
Indicators 6, 7, & 12

- Indicator 6- Early Childhood Least Restrictive Environment
- Indicator 7- Early Childhood Outcomes
  - Window for Reviewing Data Closes on October 1st
- Indicator 12- Early Childhood Transition
  - Data Verification Window for programs that self identified as noncompliant, and of 20 random selection will be open from September 30 – October 4th.
Stay Connected

Join the Early Learning listserv (Email bstrohm@ksde.org)

Next Webinars: Sept. 27 and Oct. 18, 2019 at 11AM
- Please find a schedule of dates and topics on the TASN website: https://www.ksdetasrn.org/resources/2279

Have Questions? Email earlylearning@ksde.org
Thank you!

Early Childhood
Kansas State Department of Education
900 SW Jackson St.
Suite 620
785-296-6602
earlylearning@ksde.org

The Kansas State Department of Education does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following person has been designated to handle inquiries regarding the nondiscrimination policies: KSDE General Counsel, Office of General Counsel, KSDE, Landon State Office Building, 900 S.W. Jackson, Suite 102, Topeka, KS 66612, (785) 296-3204
Who qualifies?

Child must:

- be 2.3 to 21 years of age
  
  AND

- be in state custody through DCF or DOC

  AND

- be receiving special education services or be in need of an evaluation to determine eligibility

  AND

- have unknown or unavailable parents

  OR

- be homeless and unaccompanied and receiving special education service or be in need of an evaluation to determine eligibility
Protocol for appointing education advocates

• Child and advocate usually in the same county or close in proximity
• Foster parent will be appointed if trained
• Second option is a familiar person to the child—case manager, family support worker, CASA
• Third option is a volunteer advocate

Please notify Families Together when a student transfers into your district so that we can change the advocate if necessary.
**Person Acting As Parent**

A person such as a grandparent, stepparent, or other relative with whom a child lives, or a person other than a parent or relative who is legally responsible for the welfare of a child.

- Child in State custody placed in kinship placement with grandparent, stepparent, or other relative will not be appointed an education advocate.

- Child in State custody placed in a Non-Relative Kinship (NRKin) placement WILL be appointed an education advocate because the State is legally responsible for the welfare of the child, not the NRKin and most times, DCF will require the NRKin to become fully licensed foster parents.
Others Meeting the Definition of a Parent

Adoptive parent- only after the adoption has legalized and the child is released of custody. Not when an adoptive placement agreement (APA) is signed.

Legal guardian or custodian- appointed by a court and the child is released of custody. Cannot be the state or it’s contractor.

A foster parent, only if appointed as the education advocate.
Education Advocate Rights

- Consent or revoke consent to any special education process
- Inspect and review all educational records and consent to the release of records, including the district’s parent portal
- Make sure the “educational rights” box is checked in district portal
- Schedule or request an IEP meeting at a mutually agreed upon time and location
- Have copies of IEPs and evaluation reports
- Receive Notice of Meeting & Prior Written Notification (PWN) of special education processes
- Be notified and receive written documentation of suspension, expulsion, and ESI
Education Advocates Rights

- Observe in accordance with visitation policy
- Attend parent-teacher conferences
- Visit the student at school and attend extra-curricular activities
- Request mediation, due process or an Independent Educational Evaluation (IEE) or file a formal complaint
- Receive progress notes and grade cards
- Be named as the parent on special education documents
- Consent for the district to bill the child’s medical card

Education Advocates may not sign for the release of medical information (HIPPA forms).
Notification of Appointments & Cancellations

Appointment and cancellation letters are sent to the:
- Education advocate (electronic and hard copy)
- CWA case manager
- Building principal or early childhood contact
- Special education director of the district or cooperative
- Other referring party (school psychologist, social worker, teacher, etc.)

Please forward these onto the appropriate school personnel involved in the child’s educational planning.
Verifying Appointments

All appointed education advocates will have an official appointment letter from KSDE. The advocate will have an electronic copy and a hard copy. Building personnel should receive this letter from their respective district.

Families Together welcomes calls from schools wishing to know who the appointed advocate is for a specific child.
For your information...
New contractors effective 10/1/19
We Welcome Your Questions and Inquiries!
Morgan Hale
morgan@familiestogetherinc.org
Laci Reamer
laci@familiestogetherinc.org
Darla Nelson-Metzger darla@familiestogetherinc.org
785.233.4777
2019-2020 Year Categorical Aid

The 2019-2020 year of CAPS is not available yet because of reporting changes to the program required by the Federal government and KSDE Fiscal

Changes to be aware of:

- **Deadlines** will be the first state business day of the payment month. So, October payment, due date is October 1st *(4pm on October 4\textsuperscript{th} this year)* (or first business day after) May 1st is the deadline for the final payment

- **New requirement:** prior to each payment deadline the CAPS payment report must be approved as accurate and complete. This is a new requirement from Fiscal
  - **New user role District Director/Admin,** every district must have at least one person with this access level. This new role has the same permissions as District Update and can ALSO approve the payment request.

- **Early Childhood grade level positions must be separate from K-12 for all areas.** This is a new federal reporting requirement
# 2019–20 Kansas Integrated Accountability System (KIAS) Master Calendar

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>September 2019</strong></td>
<td></td>
</tr>
<tr>
<td><strong>1</strong></td>
<td>Federal Fiscal File Review</td>
</tr>
<tr>
<td><strong>3</strong></td>
<td>Data Collection Window Opens (Cohort 2)</td>
</tr>
<tr>
<td><strong>8</strong></td>
<td>IDEA Indicator 1.1</td>
</tr>
<tr>
<td><strong>10</strong></td>
<td>Data Collection Window Closes</td>
</tr>
<tr>
<td><strong>15</strong></td>
<td>618 MIS Data</td>
</tr>
<tr>
<td><strong>18</strong></td>
<td>Data Collection Window Closes</td>
</tr>
<tr>
<td><strong>22</strong></td>
<td>IDEA &amp; Gifted File Review</td>
</tr>
<tr>
<td><strong>25</strong></td>
<td>Data Collection Window Closes (Cohort 2)</td>
</tr>
<tr>
<td><strong>29</strong></td>
<td>IDEA Indicator 12</td>
</tr>
<tr>
<td><strong>30</strong></td>
<td>Data Collection Window Closes</td>
</tr>
<tr>
<td><strong>30</strong></td>
<td>IDEA Fiscal</td>
</tr>
<tr>
<td><strong>30</strong></td>
<td>VI-B Expiring Grant Funds Must be Encumbered (End of 27 Month Obligation Period)</td>
</tr>
<tr>
<td><strong>30</strong></td>
<td><strong>Local Consolidated Plan (LCP)</strong></td>
</tr>
<tr>
<td><strong>2019-20 LCP Application Due</strong></td>
<td></td>
</tr>
<tr>
<td><strong>October 2019</strong></td>
<td></td>
</tr>
<tr>
<td><strong>1</strong></td>
<td>IDEA Fiscal</td>
</tr>
<tr>
<td><strong>5</strong></td>
<td>VI-B LEA Maintenance of Effort (MOE) and Excess Cost Reporting Window Opens</td>
</tr>
<tr>
<td><strong>6</strong></td>
<td>Categorical Aid</td>
</tr>
<tr>
<td><strong>13</strong></td>
<td>Payment 1 Submission Due Date including Approval</td>
</tr>
<tr>
<td><strong>18</strong></td>
<td>Federal Fiscal File Review</td>
</tr>
<tr>
<td><strong>26</strong></td>
<td>Data Collection Window Closes (Cohort 2)</td>
</tr>
<tr>
<td><strong>15</strong></td>
<td><strong>Local Consolidated Plan (LCP)</strong></td>
</tr>
<tr>
<td><strong>2017-18 LCP Carryover Final Expenditure Report Due</strong></td>
<td></td>
</tr>
<tr>
<td><strong>November 2019</strong></td>
<td></td>
</tr>
<tr>
<td><strong>1</strong></td>
<td></td>
</tr>
<tr>
<td><strong>3</strong></td>
<td></td>
</tr>
<tr>
<td><strong>10</strong></td>
<td></td>
</tr>
<tr>
<td><strong>17</strong></td>
<td></td>
</tr>
<tr>
<td><strong>24</strong></td>
<td></td>
</tr>
</tbody>
</table>
OCTOBER 1
Categorical Payment 1 Submission Due

October Payment
- The first payment is ALL of ESY and 25% of the CLAIMED FTE
- This payment used to verify estimated reimbursement amount
- Best chance to maximize reimbursement

New ROLE-District Director/Admin
- Prior to submission deadline, data must be verified and approved by someone in LEA
- The individual submitting is personally liable for accuracy
- Knowingly submitting inaccurate or incomplete data is a violation of the Kansas False Claims Act
- Could lead to criminal, civil or administrative penalties.

Deadline October 1st Payment date October 15th
25% of the claimed Regular Special Teacher FTE. 100% of ESY Special Teacher FTE for the prior summer term.
Review the data as soon as possible before this payment. Know how every error and discrepancy will be fixed NOW.
Waiver deadline for first semester teachers is November 1st.
Quarterly extended law talk’s webinars. The extended law talk webinars will focus on issues that are on point for KSDE monitoring/general supervision. The webinars will be designed to allow for conversations between participants to think through concerns and issues and seek technical assistance around current special education law talk topics in real time. Please join us on Law talk Extended with Jana Rosborough and Elena Lincoln.

Each date will have two time slots to register for please register using the link below. Please note you do not need to register for both webinars on the same day please choose one or the other.

**December**

- December 13, 2019 11am-1pm: Law Talks Extended Webinar  
  https://ksdetasn.org/events/aS5jRA  
- December 13, 2019 2pm-4pm: Law Talks Extended Webinar (Repeat)  
  https://ksdetasn.org/events/H-s4Nw

**February**

- February 7, 2020 11am-1pm: Law Talks Extended Webinar  
  https://ksdetasn.org/events/wyN7ZA  
- February 7, 2020 2pm-4pm: Law Talks Extended Webinar (Repeat)  
  https://ksdetasn.org/events/_rO_zw

**May**

- May 1, 2020 11am-1pm: Law Talks Extended Webinar  
  https://ksdetasn.org/events/bNOK5Q  
- May 1, 2020 2pm-4pm: Law Talks Extended Webinar (Repeat)  
  https://ksdetasn.org/events/GjHOxA
NEW AND EXPERIENCED
SPECIAL EDUCATION AND LCP
ADMINISTRATORS

SAVE THE DATES
2019-20

OCTOBER 22 (SPED) - 23 (LCP)
JANUARY 21 (SPED) - 22 (LCP)
APRIL 7 (SPED) - 8 (LCP)

Location TBD for October

Register here

Hutchinson Career and Tech Education Academy
800 15th Circle, Hutchinson, Kansas 67501

Presenters: KSDE Special Education and Title Services Team

Special Education
- Hot Topics
- Networking
- Working Groups
- Helpful hints for upcoming reports/requirements
- KIAS Calendar Reminders
- Q & A's

Local Consolidated Plan
- Hot Topics
- Basic training
- Helpful hints for upcoming requirements
- Content-focused sessions (Title I, II, III, IV, V, EL, and homeless)
- Q & A's
- Working groups

For more information, please contact ssipe@keystonelearning.org