
Eligibility Timelines

Georgia Department of Education
Divisions for Special Education Services and Supports
1870 Twin Towers East
Atlanta, Georgia 30334



Initial Eligibility

Indicator 11

Percent of children with parental consent to evaluate, who were evaluated within 60 days.

State Data : FY08 - 89.13%

FY07 - 88.28%

FY06 - 85.5%

FY08 System Analysis: 49.7% of systems were 100%

82.6% - 90% to 100%

1.6% (3) - below 70%

Initial Eligibility

Timeline data are collected for all initial evaluations to determine eligibility for special education. This includes speech/language and all other eligibilities, including those that do not require a psychological evaluation.

Initial Eligibility

Exception for lateness

- **Parent repeatedly fails or refuses to produce the child for evaluation.**
- **Extenuating circumstances, e.g. illness, unusual evaluation needs or revocation of parent's consent for evaluation.**
- **Child enrolls in a school from another system with the 60 day timeframe in process and the parents have agreed to a different timeline.**



Initial Eligibility

Frequent Questions

Q:The timeline summary form requires the system to put the reasons for lateness, why do we need to put that information if it does not count as an exception?

A: The federal government requires this information in the APR.

Q: Why isn't student failed vision and hearing listed in the reasons for lateness?

A: System policies and procedures must be changed so that vision and hearing is conducted prior to getting parent permission to evaluate.



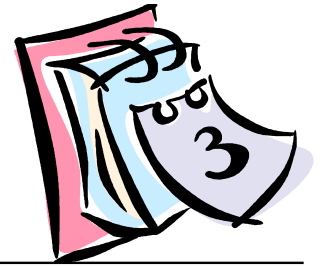
Initial Eligibility

Q: The parents keep postponing the meeting which results in the timeline expiring and the system reporting the referral late. How do you avoid this situation?

A:

- 1. Project the 60 days and schedule the meeting 2 weeks prior to conclusion of the timeline. Notify parent at the referral meeting.**
- 2. Make phone contact with the parent to express the urgency of the meeting and the need to convene even without them.**
- 3. Be able to document reasonable attempts to schedule and have the eligibility meeting without parent and then schedule the placement meeting within 30 days with parent and explain eligibility at that time.**

Redeterminations



- State Rule: Each system must ensure that a reevaluation of each child with a disability is conducted at least once every 3 years.**
- **Reevaluations are conducted using the reevaluation/redetermination form. IEP teams reevaluate the student's eligibility using the checklist of data/information and make recommendations: the current eligibility stands, additional information is needed or a comprehensive evaluation is needed.**

Redeterminations

- **There is not a 60 day timeline for re-evaluations. If the team recommends a comprehensive or partial evaluation for eligibility information, the evaluation must be completed and the new eligibility established before the previous eligibility expires.**
- **If the team redetermines that the current eligibility stands, this determination must be done before the previous eligibility expires or the redetermination is considered late.**

Redeterminations

Exception for Lateness

Child enrolls from another school system with eligibility already outdated.

Redeterminations

Frequent Questions

Q: We are late in reevaluating because parents do not return the consent to evaluate. What do we do?

A: Georgia rule states: “informed parental consent need not be obtained if the LEA can demonstrate that it has taken reasonable measures to obtain such consent and the child’s parents failed to respond”.

Q: Our system redetermines three months before the previous eligibility expires, but teachers forget and we are late. What can we do different?

A: Many systems redetermine at the annual review one year before the eligibility expires. This way if the team requests a comprehensive evaluation there is enough time to complete the process.



IDEA/OSEP Regulations

Babies Can't Wait

- Transition meetings from Part C-Part B can occur as *early* as 9 months, but *no later than* 90 days prior to the child's 3rd birthday.
- Children transitioning from Part C-Part B shall be **evaluated**, determined **eligible**, and have an IEP **developed** and **implemented** on **or** before the child's **3rd** birthday.

Timeline and Referral Procedure

- **For children that transition from BCW during the transition parameter (9mos-no later than 90 days prior to 3rd birthday)**
 - Consent to evaluate is obtained at transition meeting.
 - IFSP **and** documentation of “appropriate” instruction is obtained at transition meeting.
 - Child is evaluated, eligibility determined, IEP developed and implemented on **or** before 3rd birthday (incl. H&V).
- **Report under “BCW” section of timeline**

Timeline and Referral Procedure

For children referred from BCW less than 90 days prior to child's 3rd birthday

- IFSP and documentation of “appropriate” instruction is obtained at referral meeting.
 - School district has 60 days from consent to evaluate, determine eligibility, develop and implement IEP.
 - Consent to evaluate is obtained at referral meeting.
- Report under “initial” section of timeline report.



Georgia's Determination

2006-2007 school year

- ***Needs Assistance*** category for the 2nd year, because we didn't reach the targeted percentage of 100. Our percentage was **84.**

Current Reporting

2007-2008 school year

96.3% out of 100%



Timelines Summary Report

- **09 Timelines Summary Report is located on the portal with instructions.**
- **Instructions are written to explain line by line of the report.**
- **After data is entered the report calculates the numbers and percentages.**
- **After completing the report, red cells showing means there is an error in the data entered.**
- **Once the total # of exceptions are entered, the total # counted late changes (line 11). Totals in reasons for lateness and range of days late must match line 11.**



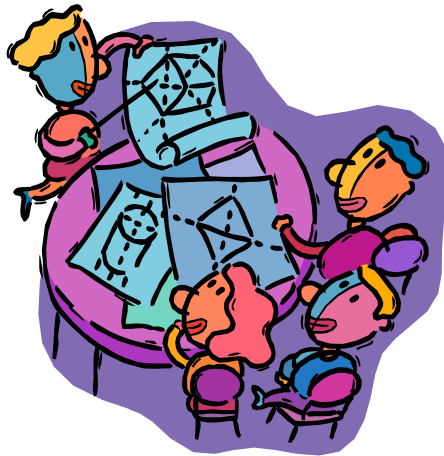
Timelines Information

- **Timelines Summary Report is due to the GaDOE on or before July 31, 2009.**
- **Email report to kgiddens@doe.k12.ga.us.**
- **If the system reports timeline data below 95% in any category, the system must develop improvement activities in the system wide CLIP.**
- **Systems that report below 85% in any category for two consecutive years will receive technical assistance from GaDOE.**

Group Activity

Timelines Summary Report

- Scenarios
- Coding



Scenarios

- 1. Parent calls special education director relating that her child was served by BCW. BCW told the parent to call the system and tell them the child needed to be tested for services. System evaluates and places the student by the 3rd birthday. How will the system report this referral?**
- 2. Student enrolls into a system with a parent consent to evaluate. There are two weeks left before the 60 day timeline expires. What should the system do? How will the system report this referral?**

Scenarios

- 3. System has evaluated student and scheduled the eligibility meeting with only 4 days left before 60 day timeline expires. It snows and the system is out of school for 5 days. How will the system report this referral? How can this situation be avoided**
- 4. Student has received some of the comprehensive evaluation. System's only school psychologist becomes ill and the evaluation was not done within the timeline. How will the system report this referral? How can the system avoid this situation?**

Scenarios

- 5. Student enrolls from another system. At the annual review meeting, the team noted that the student should have been reevaluated 3 months prior to enrolling in their system? How will the system report this referral? What will be the new eligibility date?**
- 6. System received referral from BCW through a transition meeting. Child is evaluated and eligibility completed prior to 3rd birthday in June. However, parent does not want the child to begin service until August to begin when brother starts back to school. How will the system report this referral?**

Scenarios

- 7. Psychologist is assigned to a different school per week. Every time the psychologist tries to evaluate a specific child on the given day assigned, the child is absent due to excused absences (illness). These excessive absences will result in timeline lateness. How will the system report this referral? How can this situation be avoided?**

- 8. Student referred toward the end of the school year. Summer testing has been arranged in order to meet 60 day timeline. Three appointments have been made and parent has canceled or not shown for the appointments. The timeline has expired. How will the system report this referral?**

Answers to the Scenarios

1. **Initial referral**
2. **Get permission from parent to extent the timeline and report as an exception.**
3. **Exception (extenuating circumstances). Plan meeting date 2 weeks prior to 60 cay expiration.**
4. **Late. Hire a contract psychologist.**
5. **Exception. The date of the meeting to redetermine.**
6. **On time.**
7. **Exception (extenuating circumstances). Psychologist should call school on a different day to see if student is present, then make scheduling changes in order to evaluate student.**
8. **Exception (parent repeatedly fails or refuses to produce the child for evaluation).**

Coding

Timelines Summary Report

In the partial sections of the timelines summary report the reasons for the displayed red cells are discussed.

School System:	Red County			
Date of Report:	5-Jul-09			
	Initial Eligibility		Redeterminations	
	Timelines		Timelines	
1. Total # of completed referrals		154		516
2. Total Referrals Minus Exceptions (Row 1-Row 10)		152		508
3. # eligible on time		101		367
4. # eligible late		23		115
5. # ineligible on time		17		31
6. # ineligible late		13		4
7. Total # Completed on time		118		398
8. % Completed on Time		77.63%		78.35%
9. Total # Completed Late		36		119
10. Total # Exceptions*	Exceptions 1, 2, 3	2	Exception 4	8
(Submit reasons for lateness for all timelines in the space below.)		34		111
12. % Completed Late		22.37%		21.85%
13. Range of days late for "Total # Counted as Late" (Row11)	1-10 days	9	1-10 days	17
	11--30	6	11--30	22
	31--60	6	31--60	17
	>60 days	12	>60 days	54
	Total	33	Total	110

In sections 3,4,5,6 incorrect data was entered which did not correspond to the total number of completed referrals which caused red cells in both #1 and #13.

In the range of days late, the number entered for one of the ranges is incorrect resulting in the total days late not matching line #11 which is the number of total days counted late.

Submitted by: Mary White		
Submitted by: Special Education Director		
Babies Can't Wait (BCW)		
Transition Timelines		
1a. Total # BCW Transition Conferences	10	
1b. Total # Transition referrals w/consents from BCW	8	
2. Total Referrals Minus Exceptions (Row 1b-Row 10)	7	
3. # eligible with IEP implemented BY 3	5	
4. # eligible with IEP implemented AFTER 3	3	
5. # ineligible BY 3	0	
6. # ineligible AFTER 3	0	
7. Total # Completed on Time (by 3)	5	
8. % Completed on Time	71.43%	
9. Total # Completed Late (after 3)	3	
10. Total # Exceptions*	1 <small>Exception 5</small>	
11. Total # Counted As Late (Submit reasons for lateness for all timelines in the space below.)	2	
12. % Completed Late	28.57%	
13. Range of days late for "Total # Counted as Late" (Row11)	1-10 days	3
	11-30	
	31-60	
	>60 days	
	Total	3

Incorrect information in the range of days. Number reported must match the number in line #11.

Questions



For additional information contact:

Georgia Department of Education

Divisions for Special Education Services and Supports

1870 Twin Towers East

Atlanta, Georgia 30334

404-656-3963

Website: http://www.gadoe.org/ci_exceptional.aspx

