

Ensuring IEP/PPS Data Accuracy

Indicator 12 measures the percent of children referred by Part C prior to age 3 who are found eligible for Part B, and who have an IEP developed and implemented by their third birthdays. LEAs receive referrals from Part C Birth to 3 Programs using the Program Participation System (PPS). **For accurate Indicator 12 reporting, it is necessary for data entered in PPS to match a child's IEP.**

The following examples are provided using DPI Sample Special Education Forms that are available at http://sped.dpi.wi.gov/sped_forms06.

After all evaluations are completed, a child is either found eligible or not eligible for early childhood special education (ECSE) services. The date on which that determination is made is the child's **eligibility determination date**. This date can be found on the *Evaluation Report (Form ER-1)*.

Evaluation Report (Form ER-1)

The "Date on which eligibility determination was made" provided on DPI Sample Form ER-1, indicates the date of the child's eligibility determination.

1. Locate the date on which eligibility determination was made in the child's IEP (as shown below in red).
2. In PPS, under the "Eligibility" section, enter this date as the **Eligibility Determination Date**. Even if the child is found not eligible for ECSE services, this is a required field.

The image displays two side-by-side screenshots of educational forms. The left screenshot is a paper form titled "EVALUATION REPORT Form ER-1". It includes fields for "SCHOOL DISTRICT", "Name of Student", and "TYPE OF EVALUATION: Initial Reevaluation". A red rectangular box highlights the field "DATE ON WHICH ELIGIBILITY DETERMINATION WAS MADE (month/day/year)". A white callout box with a black border points to this field and contains the text "Date on which eligibility determination was made". The right screenshot is a digital interface for the PPS system. It shows the "Eligibility" section with a red box around the "Eligibility Determination Date" field, which contains the date "05/07/2011". A white callout box with a black border points to this field and contains the text "Eligibility Determination Date".

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The **Meeting Date to Develop IEP** in PPS is the date on which the IEP was developed. This may or may not be the same date on which the eligibility determination was made. This date is only needed for children found eligible for ECSE services. The meeting date to develop the IEP is recorded on the *Determination and Notice of Placement: Consent for Initial Placement (Form P-1)*.

The **IEP implementation date** in PPS is the date on which the ECSE services indicated in the IEP are projected to start. For example, if a child's IEP is developed on June 10 but will not be implemented until September 1, the projected IEP implementation date is September 1. This date is only needed for children found eligible for ECSE services. The child's projected IEP implementation date is recorded on the *Determination and Notice of Placement: Consent for Initial Placement (Form P-1)*.

Determination and Notice of Placement: Consent for Initial Placement (Form P-1)

The date on which the IEP was developed indicated on DPI Sample Form P-1 indicates the **meeting date to develop** the IEP.

1. Locate the date on which the IEP was developed in the child's IEP (as shown below in green).
2. In PPS, under the "Individualized Education Plan (IEP)" section, enter this date at the **Meeting Date to Develop IEP**.

The projected date of implementation indicated on DPI Sample Form P-1 indicates the **IEP implementation date**.

3. Locate the projected date of implementation in the child's IEP (as shown below in purple).
4. In PPS, under the "Individualized Education Plan (IEP)" section, enter this date as the **IEP Implementation Date**.

The image shows two side-by-side screenshots. The left screenshot is a scan of the 'DETERMINATION AND NOTICE OF PLACEMENT: CONSENT FOR INITIAL PLACEMENT Form P-1'. It features a section for 'Date of placement determination' with two lines of text. The first line has 'The IEP developed on [green box] will be implemented at [purple box] in the [] School District/City, with a projected date of implementation on []'. The second line is identical. A callout box labeled 'Meeting Date to Develop IEP' points to the green box. Another callout box labeled 'IEP Implementation Date' points to the purple box. The right screenshot is a digital data entry form for 'LEA Transition'. It has several sections: 'Referral', 'Evaluation', 'Eligibility', and 'Individualized Education Plan (IEP)'. In the 'Eligibility' section, there is a field for 'Meeting Date to Develop IEP' with a date picker set to 06/07/2011, highlighted with a green box and a callout. Below it is a field for 'IEP Implementation Date' with a date picker set to 09/01/2011, highlighted with a purple box and a callout. The 'Save' button is visible at the bottom right.

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Summary

Data must be submitted in PPS for every child who is referred to the LEA from a Part C Birth to 3 Program. For children who are found eligible for ECSE services, three dates must be entered:

1. **Eligibility Determination Date** (as indicated on DPI Sample Form ER-1; shown below in red)
2. **Meeting Date to Develop IEP** (as indicated on DPI Sample Form P-1; shown below in green)
3. **IEP Implementation Date** (as projected on DPI Sample Form P-1; shown below in purple)

For children who are found not eligible for ECSE services, only the Eligibility Determination Date is entered in PPS. When eligibility is not determined, no dates are required. **For accurate Indicator 12 reporting, it is necessary for the dates entered in PPS to match those on child's IEP.**

The screenshot displays the 'LEA Transition' form with the following sections and data:

- Referral:** Date Referral Received, Consent to Release Additional Information to LEA? (Yes), Name of Service Coordinator Making Referral, Stated reasons child believed to have a disability, Comments, Date LEA was invited to TPC, Did parent provide timely consent for referral to LEA? (YES), Was child referred to Birth to 3 after age 2 years 9 months? (NO), Transfer from LEA, Transfer Date from LEA, B3 Service Provider, Local Educational Agency, Phone.
- Evaluation:** Consent for Evaluation.
- Eligibility:** Eligible (Yes), Eligibility Determination Date: 05/07/2011 (highlighted in red), Reason Eligibility Determination Was Late, Reason Eligibility Not Determined.
- Individualized Education Plan (IEP):** Meeting Date to Develop IEP: 05/07/2011 (highlighted in green), IEP Implementation Date: 05/09/2011 (highlighted in purple), Delayed IEP Implementation Reason.

Callouts with arrows point to the following dates:

- Eligibility Determination Date** (05/07/2011)
- Meeting Date to Develop IEP** (05/07/2011)
- IEP Implementation Date** (05/09/2011)

Buttons at the bottom include: Transfer Child, Contact Information, Additional Information, and Save.