



December 1

Special Education Child Count Web cast 2016

Office of Special Education Program Improvement

Division of Special Education and Student Services

December 1 Child Count Collection

Submission dates 2016-2017

- Pre-submission window
 - October - November 2016
- Submission window
 - Thursday, December 1, 2016 - Friday, December 16, 2016
- Resubmission window
 - Monday, January 9, 2017 - Thursday, January 12, 2017
- Certification report
 - Monday, January 23, 2017 - Tuesday, January 31, 2017

Overview of December 1 Child Count

- The December 1 Child Count is a “snapshot” of all students with an Individualized Education Program (IEP) or Individual Services Plan (ISP) being implemented on December 1.
- The student’s status is determined by the most recent IEP dated on or before December 1, NOT by the eligibility date.

- **The division must submit data for all students for which they are legally responsible, not just those enrolled.**
 - Full-time and part-time students served in the division with an active IEP being implemented on December 1 of the current school year
 - Students placed in other divisions
 - Students placed in regional centers
 - Home-schooled student, etc.
 - Students placed in private schools (*day or residential*)
 - Students placed by parents in private schools (*services plans*)
 - Preschool age students served in community based programs
 - Students receiving special education services in local or regional jails

- **LEAs do not report students enrolled in**
 - State Operated Programs (SOPs)
 - *Department of Juvenile Justice* programs
 - *Department of Corrections* programs
 - *The State School for the Deaf and Blind (VSDB)*
- **These entities report their own data**

- The Serving Division reports all the students served in their school.
 - The ***Responsible Division*** is the school division that is legally responsible for the provision of a Free Appropriate Public Education (FAPE).
 - The ***Serving Division*** is the division that provides the special education services to the student.
- *Remember:* We follow the Student Record Collection (SRC) reporting requirements.

Placement Codes

- Identify the physical location where a student receives special education and related services. If a student has more than one placement, the code reflects **where** the student spends the majority of the day.
 - Mandated by federal reporting requirements
 - Determined by age, not grade or classroom designation
 - **Codes 1 – 8 are for ages six – 21+**
 - **Codes 17 – 22 are for ages zero – five**
- Placement = Location of services
 - Placement does not mean the amount of services or percent of special education services
 - The LRE calculation is based on the placement options for services

Placement Data

- **Placement Categories for Ages six – 21+**
 - Code 1: Regular Education Setting
 - Code 2: Public Separate School
 - Code 3: Private Day School
 - Code 4: Public Residential School
 - Code 5: Private Residential School
 - Code 6: Homebound Placement
 - Code 7: Hospital Program
 - Code 8: Correctional Education Program

Placement Data

- **Placement Categories for Ages zero – five**
 - Code 17: Regular Early Childhood Setting
 - Code 18: Special Education Classroom
 - Code 19: Separate Special Education School
 - Code 20: Special Education Residential Facilities
 - Code 21: Home
 - Code 22: Service Provider Location

- Reminders:
 - Please refer to the December 1 specifications document for descriptions and examples of each placement category.
 - Placement code 1 is the only placement code to report a regular class percentage.

Early Childhood (ages zero-five)

- For preschool students, the LEA will report ALL children ages zero - five with an IEP or ISP in the December 1 child count.
- Remember the count is based on age, not grade.
- The child's placement is determined by where they are receiving the majority of services and the age of the student as of December 1.

- **Indicator 6** data are extracted from the December 1 Child Count.
- Although indicator 6 assesses specific data for students ages three - five with IEPs, for federal reporting on the December 1 Child Count, the LEA **MUST** report data on **all** students receiving special education services.

New Guidance

- Placement Code 17
 - A regular early childhood program includes 50 percent or more children who do not have disabilities (i.e., children who do not have IEPs).
 - The child is considered to be attending if he or she is a member of the program. If there is intentional teaching (either direct or embedded instruction) and promotion of the child's interaction with children without disabilities, the time may be counted as time attending a regular early childhood program.

New Guidance

- Consider both the hours provided by the family as well as the LEA.
 - When considering whether or not the child attends a regular early childhood program, you must also count the time the child spends in selected settings **outside** of his/her school day: public or private preschool classes, public or private kindergarten, licensed child care centers, licensed family and group child care homes, Head Start, and before and after programs.

New Resources

- Updated Indicator 6 Decision Tree
- Instructions for Determining Educational Environments and Children three – five
- Questions and Answers for Educational Environments and Children three – five
- Web cast

- Reminders

- Developmentally Delayed (DD) is for ages two - six.
 - Reporting ages over six for DD will generate a fatal error.
- Federal reporting no longer requires the percent of time in the regular class for students under age six.
 - Report zero or null

Tuition Paid Codes

- The tuition paid code identifies that tuition is paid or received for a student.
- If the tuition paid code is 3 or 7, then the placement code must be 3, 5, 19, or 20 and the serving division must be 600.
- If the responsible division is NOT the serving division, a tuition paid code is needed.

Tuition Paid Codes

For Placement Codes

Ages 6-21:

3: Private Day

5: Private Residential

Ages 0-5

19: Separate SpEd
School

20: SpEd Residential
Facility

and, if the
serving
division
=
600

Use one of the following Tuition Paid Codes:

3=Paid Tuition to Private Institution (not CSA funded)

7=Private Day & Residential Placement (CSA funded)

Reporting Percentages

Calculating Percent of Time Spent in the Regular Class

- LOCATION determines this calculation
- Report students ages six -21+
- Use the length of the entire school day (Bell to Bell).
- Calculation includes lunch, class change, recess, etc., not instructional service
- This percentage includes the total amount of time spent in the regular classroom, with or without special education support.

- Federal reporting does not require the percent of time in the regular class for students under age six.
 - Report zero or null.
- Homebound/home-based regular class percent reported = 0
- Calculation tool
 - http://doe.virginia.gov/special_ed/iep_instruct_svcs/iep/calculation_tool/index.shtml

Calculating Percentage of Special Education Services

- The special education service percent of day reflects the percent of instructional time the student receives special education services for the disability.
- Report a percentage for all disabilities reported (primary, secondary and/or tertiary).
 - Report for students ages zero-21+
 - Use the length of the standard instructional day
 - The calculation does not include lunch, class changes, recess, etc.
- Only those related services that are considered stand-alone disabilities are reported (speech, vision, and hearing).
- Other related services such as physical therapy, occupational therapy, and counseling are NOT reported as special education services.
- Percent of special education is not a required component of the IEP.

Calculating Percentage of Special Education Services continued...

- The reporting of three possible disabilities (*primary, secondary, tertiary*) is strictly for SOQ funding calculations.
- Report the disability category for which the student was found eligible; not the teacher endorsement or type of classroom.
- Inclusion models: the amount of service is based on the IEP.
 - This calculation is done for all primary, secondary, and tertiary disabilities that are reported.
 - The percent of instructional time which the student receives special education services is reflected in this calculation.
 - Location is not a factor.

Calculating Percentages

Remember:

- The percent of special education services reported is different from the percent of time spent in the regular class.
- Do not add them together in an attempt to equal 100 percent.
- The primary disability percent should be the highest reported percentage (higher than second or third).

Regional Programs

Tuition Reimbursement for Regional Programs

- Divisions can request reimbursement for students receiving summer services at a regional program.
- Summer Semester claims for services provided July 1 - August 31, 2016, are submitted with this December 1 Child Count.
- **First Semester claims** for services provided September 1 - January 31 of reporting year are submitted with the March 31 SRC.
- **Second Semester claims** for services provided February 1 - June 30 of reporting year are submitted with the EOY SRC.

Tuition Reimbursement for Special Education Regional Programs

- Reimbursement claims can be made for the following disability codes:
 - Autism
 - Deaf-blindness
 - Emotional Disability
 - Hearing Impairment
 - Multiple Disability
 - Traumatic Brain Injury
- Report the disability claim in the regional tuition disability field.
 - A smaller claim would likely be made when the regional tuition disability is the secondary disability or tertiary disability.
 - For non-reimbursable disability codes, enter zero (0) for the dollar amount.

- Report the following information:
 - 3-digit regional program code for the serving division
 - 4-digit school code for the regional program
 - Report tuition paid code 4
 - **N Record**: Enables a division to claim summer reimbursement for a student no longer enrolled in that division on December 1 (a student who was enrolled during the summer, but transfers out before December 1).

Parental Placement

Parentally Placed Private School Data Collection

- The Parentally Placed Private School (PPPS) Data Collection questionnaire will be due January 31, 2017.
- Question 3 is taken directly from your December 1 Child Count (students flagged as parentally placed).
- For 2017-2018, PPPS data collection will be electronically submitted through SSWS.

Parentally Placed in Private Schools

- The parent, NOT the LEA, places the student in a private school, home school, or residential facility for non-educational reasons.
- Parent requests special education services from the LEA.
- LEA develops a *services plan* based on the proportionate set-aside dollars calculated for the LEA.
- A school division is responsible for providing special education services to any student within the division's jurisdiction.
- LEAs report all students parentally placed in private schools on the December Child Count.
 - preschool students = ages zero-five
 - school age students = ages six-21

Parentally Placed in Private Schools

- Report the disability for the service actually provided.
- The responsible division and the serving division is the division that provides the special education services.
- Responsible school and serving school = the school the student would attend if he/she was in the division (*age/grade appropriate*).
- Students placed in residential setting for non-education reasons = report Y for parentally placed flag.
- Regular class percent should be zero (0).

Parentally Placed in a Residential Facility for Non-Educational Reasons

- Virginia's regulations require LEAs to provide FAPE to students placed by parents in a residential facility for non-educational reasons.
- A school division is responsible for providing special education services to any student within the division's jurisdiction.
- The IEP team determines the services to be provided at the residential facility.
- The LEA does not have to use the facility's education program.
- Report the following:
 - Placement code = 1
 - Parentally placed flag = Y
 - Do not report a tuition paid code
 - Serving division = responsible division
 - Serving school = the school the student would attend if he/she was in the division (*age/grade appropriate*)

Final Reminders

Virtual Schools

- The division hosting the virtual school is **both** the responsible and serving division.
- Report the following:
 - Responsible Division
 - Responsible School
 - Serving Division
 - Serving School
 - Placement code = code 1
 - Status Code = “V” record
 - Regular class % = report 0
 - Special Ed % = use the full instructional day in the calculation

Virtual schools

- Example
 - A student resides in Prince William County but is enrolled in a virtual school program in Patrick County.
 - Patrick County is both the responsible and serving division.
 - Patrick County will report the student on the December 1 Child Count.

Local and Regional Jails

- Students receiving special education services in a local or regional jail is reported in the December 1 Child Count of the division in which the jail is located.
- That division is both the responsible division and the serving division. Placement Code 8 and School Code 9997 identify the student as being incarcerated in a local or regional jail.
- For example: a student was a resident of Nottoway County prior to incarceration, but has been in Prince Edward jail since 9/10/16. Prince Edward County is responsible for the educational program in the jail and reports the student.
- Placement code 8 reports a regular class percent of zero.

Most Common Resubmission Requests 2015-2016

- Parental placement in a private school
- Summer semester special education regional tuition reimbursement

Examine the following for accuracy

- Out of District Placements
- Parental Placement
- Regional Programs
- Transfer Students

December 1 E-learning modules:

http://doe.virginia.gov/special_ed/tech_asst_prof_dev/e-learning/index.shtml

December 1 Resources:

http://doe.virginia.gov/info_management/data_collection/special_education/index.shtml

Please direct your Dec. 1 Child Count questions to:

Tara McDaniel or Diane Lucas

Phone: (804) 225-3252

Fax: (804) 371-8796

spedprogramdata@doe.virginia.gov

http://www.doe.virginia.gov/info_management/data_collection/special_education/index.shtml

Direct your SRC Questions to:

(804) 225-2099

ResultsHelp@doe.virginia.gov