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| **The Critical Role of the Kansas Special Education Director** |
| Special Education Administrators play an important role in the provision of services to students with exceptionalities at the local level.  Perhaps the most regulated sector of public education, special education is federally mandated and governed by both federal and state laws.  The Kansas State Department of Education is responsible for ensuring the general supervision of special education in the state and does this through the Kansas Integrated Accountability System (KIAS). Through this system, KSDE is routinely collecting, monitoring, and submitting program and fiscal data to the federal Office for Special Education Programs (OSEP) and each Local Education Agency (LEA) in the state is responsible for ongoing collection, verification, and reporting activities related to the provision and funding of special education in the state.KSDE has developed a multi-faceted system to accomplish this process and you, as a special education administrator will be responsible for interacting with all the following components of that system. Much more information and resources on the expectations of LEAs are available at KSDE.org, and a brief description of key activities within that system and generally expected of an LEA Special Education director is offered below to orient you to some of the important components of the system. The list of activities here are not exhaustive and are only intended to provide an overview of key tasks and responsibilities of a local special education director. For complete details, review applicable regulations and guidance from the Kansas State Department of Education. |
| **The NEXT 100 Days Checklist** |
| **Policy/Procedure** |
|  | ACTIVITY | DESCRIPTION | NOTES | FEB | MAR | APR |
|  | Teacher Evaluations | Special education Teachers and Related service Personnel must be evaluated at the same rate as the General Education Licensed staff. | All Educators (Building Educators, Building Leaders, and District Leaders): 1st year of employment in district – evaluate twice, once each semester 2nd year of employment in district – evaluate twice, once each semester Evaluation Timelines | → | ● |  |
|  | Download and review the [FY2023 Special Education Reimbursement Guide](https://www.ksde.org/Portals/0/SES/funding/CatAid/ReimbursementguideFY23.pdf)  | The [FY2023 Special Education Reimbursement Guide](https://www.ksde.org/Portals/0/SES/funding/CatAid/ReimbursementguideFY23.pdf) is intended to help users understand and prepare claims for state special education funds known as Categorical Aid. Text in red indicates a difference from the previous year. |  | → | → | → |
|  | Locate, bookmark/print the [KSDE Special Education Process Handbook](https://www.ksde.org/Agency/Division-of-Learning-Services/Special-Education-and-Title-Services/Special_Education/Legal-Special-Education-Law/Kansas-Special-Education-Process-Handbook) | The [KSDE Special Education Process Handbook](https://www.ksde.org/Agency/Division-of-Learning-Services/Special-Education-and-Title-Services/Special_Education/Legal-Special-Education-Law/Kansas-Special-Education-Process-Handbook) was developed to provide guidance, resources and supports necessary for those professionals who work to improve results for exceptional children.  The information provided in the Kansas Special Education Process Handbook attempts to clarify and define legal requirements of the law and regulations. Directors and leadership staff should bookmark this document or print a desktop copy for reference throughout the year.  | Download of the Handbook should be completed in July. However, ongoing review is a necessity. [KSDE Special Education Process Handbook](https://www.ksde.org/Agency/Division-of-Learning-Services/Special-Education-and-Title-Services/Special_Education/Legal-Special-Education-Law/Kansas-Special-Education-Process-Handbook) should be one of your first resources when confronted with an issue involving special education law. | → | → | → |
|  | Review Local Special Education Policies, Procedures and Forms; Update/Revise as Needed | Every LEA must have in effect local policies, procedures and programs to ensure the implementation of special education within the LEA consistent with federal and state law. [34 CFR §300.201](https://www.ecfr.gov/current/title-34/subtitle-B/chapter-III/part-300/subpart-C/section-300.201) This includes local forms and procedural documents, as well as many required board policies. Often, within KIAS monitoring, policies, practices, and procedures are required to be reviewed for particular areas. A good place to review several of these areas of policy and procedure is through the LEA IDEA VI-B Application Assurances section. Reviews of procedures and practices often occurs as part of the KIAS monitoring activities. | This is an ongoing process. Each File review has a component which will impact local policies. Careful analysis of local procedures needs to be a part of any compliance action. | → | → | → |
| **Budget/Fiscal** |
|  | ACTIVITY | DESCRIPTION | NOTES | FEB | MAR | APR |
|  | Vacancy Report | All districts are required to submit a Spring Vacancy report during the second semester of the school year. Districts will update assignment data from the first semester report as applicable and add new vacancies as applicable. The Spring Vacancy report will be submitted with the Licensed Personnel Report. | Mar 1 ........... EDCS / LPR (Licensed Personnel Report) (deadline for submission March 1) Shane Carter (785) 296-8011 | → | **X** |  |
|  | Medicaid | The State Department of Education is required to distribute to school districts special education state aid as Medicaid replacement state aid in the amount of $9,000,000. Allocations are determined based upon the number of special education children that have been approved for Medicaid reimbursement on Wednesday, March 1, 2023. Note: You are allowed to include Medicaid services for special education students one week prior and one week after March 1 (February 22 through March 8). April 15 ....... Medicaid Replacement state aid and ensure all eligible claims for March 1 are processed Sara Barnes (785) 296-3872 | Districts should submit their Medicaid claims before April 15. If your district belongs to a coop, you may want to visit with them because they may be submitting on your behalf. Claims are submitted to the Kansas Department of Health and Environment (KDHE), Division of Health Care Finance, through the eligible students. KDHE.  | → | **X** |  |
|  | Transportation | The Form 308 report is scheduled to open **Monday, April 17**. Login to KSDE’s Authenticated Web Apps site: https://apps.ksde.org/authentication/login.aspx. Please review the Form 308 User Guide before starting the online web form, which can be downloaded from this website: School Finance Guidelines and Manuals website. ALL LEAs should submit Form 308 (Special Education Transportation Expenditures Report) by Tuesday, May 9. If your LEA does not claim special education transportation costs, please enter zeroes and submit the Form 308 (online web app). Form 308 - School Finance contacts: Rose Ireland rireland@ksde.org 785-296-4973 Christie Wyckoff cwyckoff@ksde.org 785-296-6321 Sara Barnes sbarnes@ksde.org 785-296-4972 | April 17 ....... Special Education Transportation Claim Form (Form 308) submission (open April 17-May 9) Rose Ireland (785) 296-4973 | → | → | **X** |
|  | Non-Public Equivalency and Catastrophic Aid | Non-public Equivalency and Catastrophic Aid claims are collected during the month of April in SPEDPro. | April 1 Data Collection Window Opens April 30 Data Collection Window Closes....... Special Education Catastrophic State Aid Application (current year) and NPE Contracts data is finalized Mason Vosburgh (785) 296-4945 |  |  | **X** |
|  | IDEA Fiscal | VI-B Private School Participation Data Collection Window Closes | Feb 5 | **X** |  |  |
|  | Kansas Grants Management System (KGMS) | KS Deaf-Blind Fund (DBF) | March 22 Initial Application Window Closes for **Group 2** | → | **X** |  |
|  | Kansas Grants Management System (KGMS) | KS Deaf-Blind Fund (DBF) | April 1 Next Year Application Window Opens for **Group** **1** |  |  | → |
|  | Special Teacher Payment #3 | State Special Education Categorical Aid There are 5 payments during the year, October 15th, December 15th, March 15th, April 15th, June 1st; LEAs should ensure that their data is current before the deadline for each payment (1st of the month of the payment, final deadline May 1st). | March 1Last day to update 3rd Special Teacher payment Special Education Categorical Aid Personnel System (deadline to update CAPS) Evelyn Alden (785) 296-3868 | → | **X** | → |
|  | Special Teacher Payment #3 | State Special Education Categorical Aid There are 5 payments during the year, October 15th, December 15th, March 15th, April 15th, June 1st; LEAs should ensure that their data is current before the deadline for each payment (1st of the month of the payment, final deadline May 1st). | April 1 Last day to update 4th Special Teacher payment Special Education Categorical Aid Personnel System (deadline to update CAPS) Evelyn Alden (785) 296-3868 | → | → | **X** |
|  | Negotiations | Exchange letters by March 31 | K.S.A. 72-5423(a) | → | **X** |  |
|  | Time and Effort  | Records must be kept to document employees’ time when they are paid with federal funds. Employees who are paid with federal or state categorical aid funds and have a single cost objective (such as special education) —100% of their time—may semi-annually certify to this fact. Employees funded as above who work on multiple cost objectives (such as general education and special education)—must maintain monthly time reports(Personal Activity Reports). | Personal Activity Reports must be completed at least monthly, semi‐annual certificates should be completed at the end of the reporting period, so generally in December and June. This Personnel Activity Report is available on KSDE’s Fiscal Auditing webpage: Special Ed - <https://www.ksde.org/Agency/Fiscal-and-Administrative-Services/Fiscal-Auditing> | → | → | → |
| **General Leadership** |
|  | ACTIVITY | DESCRIPTION | NOTES | FEB  | MAR | APR |
|  | Verify staffing is in place for year and continue efforts to fill any open positions.  | Review departures, fills, and additions to overall FTE within your system as well as any potential changes to assignments. Communicate with applicable staff, building and district leadership and update coop/interlocal boards on staffing. Consider posting open positions on the [Educate Kansas Job Board](https://jobs.educatekansas.org/inner.php?p=scripts/funct.search.job.list) is recommended. This job board requires a user ID and PW to post positions. | EDCS / Spring Vacancy Report (open Jan 3–Mar 1) Shane Carter (785) 296-8011 | → | ● |  |
|  | Review and plan for all leadership and coordination meeting dates within your system.  | Identify and calendar all applicable leadership meetings and collaborative events for your system/role, typically including district leadership meetings, BOE meetings, Board of Director meetings (for coop/interlocal), staff meetings, other. Review prior year special education BOE and/or BOD agenda items for each month to anticipate items for the current year.  | ongoing review is a necessity | → | → | → |
|  | [Register for the monthly KSDE Special Education Administrators Webinars](https://www.ksdetasn.org/event_groups/_AezOQ)  | KSDE Special Education leadership provides a monthly webinar for LEA special education leaders to review relevant updates, collections, resources, and more. Although these are generally recorded, it is recommended that directors [register](https://www.ksdetasn.org/event_groups/_AezOQ) (KSDE TASN) and prioritize live participation in these sessions on their calendar.  |  | ● | ● | ● |
|  | Register for Special Education Administrators Quarterly Workshops | KSDE Special Education and Title Services provides quarterly professional learning and collaboration opportunity for LEAs, particularly for new directors of special education or Title services. The first session is in July as a pre-session event to the KSDE Leadership Conference in July. Register for this year’s sessions and check out prior session materials [here](https://www.ksdetasn.org/tasn/ksde-sets-special-education-quarterly-meetings). |  |  |  | ● |
|  | Special Education Advisory Council (SEAC) | The purpose of the Kansas State Special Education Advisory Council is to provide policy guidance to the State Board of Education with respect to special education and related services for children with disabilities in the state. The Council meets as mandated by both the State and Federal Legislation. All council meetings are public meetings and include a time for public comments to be received. | To make a request to provide public comment at the hybrid meetings to be held in the 2022-2023 school year please contact:klove@ksde.orgTo submit written Comments please send them to:klove@ksde.org | → | → | → |
|  | Identify appropriate staff to attend Educational Benefits Review training |  |  | → | ● |  |
| **Kansas Integrated Accountability System (KIAS)** |
|  | ACTIVITY | DESCRIPTION | NOTES | FEB | MAR | APR |
|   | Download and Review [KIAS Calendar](https://nam10.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.ksde.org%2FPortals%2F0%2FECSETS%2FKIAS%2FKIASCalendar.pdf&data=05%7C01%7Celincoln%40air.org%7Cdda764749e524282900908da653e6d75%7C9ea45dbc7b724abfa77cc770a0a8b962%7C0%7C0%7C637933616218958387%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=Ejs%2BlCU1bMz4SGgInNls6GhFBOxj%2F3N10NN1o8vWsfg%3D&reserved=0)  | KSDE provides a **Kansas Integrated Accountability System (KIAS) Calendar** of critical fiscal and monitoring data collection windows and report submission dates. The calendar and all KIAS information summaries, FAQs, and other resources are available [[here](https://www.ksde.org/Agency/Division-of-Learning-Services/Special-Education-and-Title-Services/KIAS-Kansas-Integrated-Accountability-System)](file:///C%3A%5CUsers%5Celincoln%5CAppData%5CLocal%5CMicrosoft%5CWindows%5CINetCache%5CContent.Outlook%5CICR3KARZ%5CKIASCalendar%2022-23.pdf).  | ongoing review is a necessity | → | → | → |
|  | Level Of Determination (LOD) | State and Local SPP/APR Data | March 15…SPP/APR Draft Data Available and LOD Review and Comment Period BeginsApril 15…...SPP/APR Draft Data and LOD Review and Comment Period Ends |  | → | **X** |
|  | Level Of Determination (LOD) | State and Local SPP/APR Data | April 17……...SPP/APR Data and LOD Finalized and made available to Special Education DirectorsMay 1……Finalized SPP/APR Data and LOD and made available to Superintendents |  |  | **X** |
|  | Begin entry of discipline data for current year. | The **KIAS Discipline Data Collection** is a building-level collection of specific discipline incidents by the responsible building within the KIAS Authenticated Application. The current year collection window opens in July. Buildings *may* report incidents that occurred on or between July 1 and June 30 of the current year but *must not submit* that data to KSDE until all reportable incidents for the year have been entered. Collection closes June 30.  | The Discipline Data entry is now open year-round | → | → | → |
|  | Indicator 13 | Indicator 13 Every district completes the National Technical Assistance Center on Transition (NTACT) I-13 Checklist self- assessment on a yearly basis for a sampling of students age 16 and older. The results of the review are entered using the Indicator 13 module within the Kansas Integrated Accountability System (KIAS) web application. | April 1 Data Collection Window Opens |  |  | → |
|  | MIS DECEMBER1 COUNT | December 1 report - A list of all Claimed IDEA students with IEP services intersecting the December 1 date.December 1 MIS Child Count – MIS Collection data is finalized in February questions can be sent to: Mason Vosburgh (785) 296-4945 | [KSDE MIS page](https://www.ksde.org/Agency/Division-of-Learning-Services/Special-Education-and-Title-Services/Special_Education/MIS-and-Student-Data)TASN MIS Presentation<https://ksdetasn.org/resources/3483> | **X** |  |  |