

2009 CIPP

Data Submission Instructions

Indicator 7 - Early Childhood Outcomes

- By August 15, 2009, submit spreadsheet with data from July 1, 2008 through June 30, 2009. This indicator does not apply to charter schools.

Indicator 11 - 90 Day Timeline

- By October 15, 2009, submit spreadsheet with data for referrals initiated from July 1, 2008 through June 30, 2009.
- By November 16, 2009, submit the *Indicator 11 Data Follow Up* form for referrals not completed by October 15, 2009.

Indicator 12 - Early Childhood Transition

- By October 15, 2009, submit spreadsheet with data from July 1, 2008 through June 30, 2009. This indicator does not apply to charter schools.
- For calculation purposes, the child is reported for the year in which he/she was referred. For the spreadsheet that is to be submitted on October 15, 2009, include all children who received Part C services and were referred from July 1, 2008 through June 30, 2009. All students must have an IEP developed within 90 days of the referral and receive services by their 3rd birthday. These students must also be included in Indicator 11.
- By November 16, 2009, submit the *Indicator 12 Data Follow Up* form for referrals not completed by October 15, 2009.

Indicator 13 - IEP/Transition Component

- Using the *NSTAAC Indicator 13 Checklist*, review 5% of transition components of IEPs for students age 16 years and older that were served from July 1, 2008 through June 30, 2009. Review a representative sample of race/ethnicity, gender, and disability category.

- If 5% of students age 16 years and older is less than 5, review a minimum of 5 transition components. LEAs with less than 5 students must review the transition components of all students age 16 years and above.
- By October 15, 2009, submit the *Indicator 13 Checklist Summary Web Survey* to report the results of the record review.
- If noncompliance identified during the 2008-2009 record review is corrected prior to the submission of the data on October 15th, report these records as compliant.

Indicator 13 - Documentation of Correction of Noncompliance

- By October 15, 2009, verify correction of noncompliance for documented noncompliant transition components submitted October 2008.
- Complete the *Documentation of Correction of Noncompliance Web Survey* for Indicator 13. All noncompliance must be corrected.

By October 15, 2009, submit the following documentation for Indicator 13:

- *Indicator 13 Checklist Summary Web Survey*
- *Indicator 13 Documentation of Correction of Noncompliance Web Survey*

Indicator 15 - Internal Record Review

- Select records for internal record review according to the *Internal Record Review Record Selection Criteria* prescribed guidelines. Charter schools should review 10% or 5 records whichever number is greater.
- LEAs contracting for services through Community Residential Centers and Developmental Day Centers must include in the internal record review a minimum of 2 student records from each center.
- Audit records using the *Compliance Checklist*.

- Record noncompliance on the deficit sheet.
- If noncompliance found in the Internal Record Review is corrected prior to the submission of the data on October 15, 2009, do not include in the noncompliant totals.
- Summarize the results of the Internal Record Review on *The Indicator 15 Internal Record Review Summary Web Survey*.

Indicator 15 - Documentation of Correction of Noncompliance

- Review the Internal Record Review documents submitted October 2008.
- Document method and date of correction of noncompliance on each deficit sheet.
- Complete the *Documentation of Correction of Noncompliance Web Survey*. All noncompliance must be corrected.

By October 15, 2009, submit the following documents for Indicator 15:

- *Indicator 15 Internal Record Review Summary Web Survey* and mail the correlating deficit sheets for students served from July 1, 2008 through June 30, 2009.
- *Indicator 15 Documentation of Correction of Noncompliance Web Survey* identified October 2008 and attach the correlating deficit sheets.

Note:

By June 30, 2010, Indicator 13 and 15 Documentation of Correction of Noncompliance identified in 2008-2009 must be submitted. These data will not be required in the October 15, 2010 submission.

Transportation

- Complete and maintain *Transportation As a Related Service* form after the 20th school day.
- By October 15, 2009, submit the *Transportation Summary* form for each

transportation route that results in late arrivals or early dismissals for students with disabilities.

Class Size

- Complete and maintain *Special Education Instructional Class Enrollment* form and submit the forms only for which waivers are being requested.

If noncompliance in transportation or class size is corrected before submission of the data on October 15, 2009, make the correction on the appropriate form and do not include in the summary forms.

Additional Submission Requirements

- Complete the *2009 CIPP Submission Cover Page* and attach all required data. The completed cover page must be signed by the EC Director and included with the data submitted.
- Data must be submitted to the LEA monitoring consultant assigned to your region. Submit electronically or by mail. Do not fax. If submitting by mail, send to:

Monitoring Consultant
NC Department of Public Instruction
Exceptional Children Division
6356 Mail Service Center
Raleigh, NC 27699-6356

- If it is determined that any data are inaccurate after submission on October 15, 2009, the LEA must submit a corrected data form marked *Corrected*, including the date corrected, and the LEA EC Director's signature.