



DISTRICT OF COLUMBIA
PUBLIC SCHOOLS

Office of Special Education

School Year 2010 - 2011

DCPS Non-Public Unit Reference Guide

Version 2: January 19, 2011

Date: January 19, 2011

Dear School Leader:

I want to wish you a belated welcome to the 2010-2011 School Year! My name is Joshua Wayne, and I became the new Program Director for the DCPS Non-Public Unit in June of last year, having spent the last decade running several large community-based initiatives serving at-risk and disabled youth and their families. These included a comprehensive gang-intervention program in Chicago and a large, federally-funded *Safe Schools, Healthy Students* initiative in New Jersey. I am very excited to work for DC Public Schools, and I am looking forward to a productive year of working together to serve our students!

I want to apologize for not getting this letter into all of your hands sooner, but we've been working very hard to update our unit's policies and procedures since I assumed the role of Program Director. In the weeks to come my office will contact you to set up an appointment where I will visit your school to get to you know you, hear about your goals for the rest of this school year, and discuss the contents of this packet. In some cases, we may instead arrange a small group discussion either in person or via conference call to review the materials.

Thank you in advance your support and cooperation, and I look forward to meeting you!

Sincerely,

Joshua Wayne
Program Director, Non-Public Unit
District of Columbia Public Schools, Office of Special Education

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1. Our Purpose

The District of Columbia Public Schools Office of Special Education – Non Public Unit (DCPS, OSE-NPU), develops, monitors, and ensures the proper implementation of IEP’s for each DCPS student placed in a Non-Public school. We then ensure that each of these students is educated in his/her least restrictive environment.

2. Non-Public Leadership

The Non-public leadership team and contact information is listed below:

• Joshua Wayne, Program Director	202-907-8414	joshua.wayne@dc.gov
• Alafia Johnson, Acting Assistant Program Director	240-606-1961	alafia.johnson@dc.gov
• Paris Adon, Program Manager – Tuition Day Schools	202-977-7527	paris.adon@dc.gov
• Kobie Beal, Program Manager – Tuition Day Schools	202-251-8284	kobie.beal@dc.gov
• Monique Bass, Program Manager-Residential	202-607-1119	monique.bass@dc.gov
• Tamia Henry, Program Manager - Case Management	240-274-1781	tamia.henry@dc.gov
• Angel Hunter, Program Manager – Tuition Day Schools	202-904-8110	angel.hunter@dc.gov
• Yaa Nsia Opare-Phillips, Outreach Coordinator	202-210-0616	yaa.phillips@dc.gov
• Kathleen Webb, Policy Coordinator	202-997-0987	kathleen.webb@dc.gov

3. Non-Public Unit School-Based Staff Roles

- a. **Progress Monitors** – The DCPS Progress Monitors serve as the LEA representatives and are responsible for overseeing the day-to-day progress of DCPS students placed in Non-Public schools. They are responsible for assembling the IEP team, facilitating IEP meetings, and ensuring the proper implementation of the IEP in the Non-Public school. Progress Monitors maintain educational records, attendance records, and other key data about students. Additionally, they participate in contributing to the decision about a student’s location of services in the least restrictive environment in conjunction with the school, parents, and the Office of Special Education.
- b. **Case Managers** - The DCPS Case Managers are responsible for ensuring that students make smooth, seamless transitions as they both enter and exit their Non-Public

placements. They are also responsible for engaging truant students, connecting them to remedial and supportive services when necessary, and ensuring that they are educated in the most appropriate location of services.

- c. **Program Managers** - The DCPS Program Managers are responsible for supervising the activities of the Progress Monitors and the Case Managers. Program managers review student performance data and contribute to placement decisions. If you have any questions or concerns that the Progress Monitors and/or Case Managers are not addressing, please contact the Program Manager assigned to your school.

4. IEP Responsibility of the LEA

Following are the basic assumptions and expectations about how the IEP process should be administered for DCPS students placed in Non-Public Schools:

- a. The LEA (DCPS) is responsible for the child's IEP, thus the LEA representative should chair, schedule and coordinate all IEP meetings along with the Non-Public school.
- b. The LEA (DCPS) is responsible for gathering the IEP team and ensuring that the team reviews and revises the IEP as necessary - but no less than annually.
- c. The LEA (DCPS) must ensure that the IEP accurately reflects the needs of the individual student.
- d. The LEA (DCPS) is responsible for finalizing the IEP in SEDS (EASY IEP), unless other specific arrangements are made with the Non-Public Unit.
- e. The finalized IEP should not be modified without consulting with the LEA representative.
- f. The LEA (DCPS) must ensure that the IEP goals are measurable, include a data-driven baseline, and reflect each student's individual needs rather than being tailored to the offerings of the school program.
- g. The LEA (DCPS) will typically initiate the scheduling process for IEP and Eligibility Determination meetings 90 days prior to their expiration dates. The meetings will be targeted to occur 30 days prior to the expiration dates. Additionally, we plan to conduct the Re-Eligibility Determination at the same time as the IEP meeting whenever possible and appropriate. We expect the full support of our Non-Public partners in ensuring these timelines are strictly adhered to.
- h. The LEA (DCPS) must ensure, beginning no later than the first IEP to be in effect when the child is sixteen (16), and updated annually thereafter, shall include appropriate measurable postsecondary goals based upon age appropriate transition assessments related to training, education, employment, and where appropriate, independent living skills and the transition services (including courses of study) needed to assist the child in reaching those goals.

5. Non-Public School Responsibilities

Following are some basic expectations we have for our Non-Public educational partners:

- a. Attend Non-Public Administrators meeting and trainings when scheduled.
- b. Provide a designated workspace for Progress Monitors.
- c. Assist the Progress Monitors in completing annual IEPs and eligibility determinations before their due date.
- d. Monitoring student enrollment and attendance.
- e. Supporting the Progress Monitors and Case Managers in conducting student observations.
- f. Assist the LEA (DCPS) in ensuring that the data for all DCPS students in Non-Public schools is stored in the OSSE Special Education Data System (SEDS, or Easy IEP) and is accurate, up-to-date and complete.
- g. Completing all assessments in a timely fashion.
- h. Assisting in the completion of all transportation forms.
- i. Completing fall 2010 enrollment forms where applicable, and submitting transcripts for students in Grades 9 – 12.

6. Access to Records

As DCPS school officials and the LEA representatives, the Progress Monitors and Case Managers will need to regularly review student educational records in order to fulfill their professional responsibilities. The records they require access to include, but are not limited to:

1. Attendance records
2. Assessments
3. Related services reports
4. Student/family contact information
5. Past/Current IEP's
6. The School Roster of all DCPS students
7. Report Cards, Progress Reports and Transcripts
8. Curriculum information for classes being taken by our students
9. Behavior, Incident and Suspension Reports

7. Attendance Reporting

As indicated above, the Progress Monitors are responsible for monitoring the weekly attendance of DCPS students in Non-Public schools. School personnel are required to provide attendance information to Progress Monitors weekly.

If you have any questions regarding DCPS' attendance policy, please consult Section 2821 of the most recent Certificate of Approval (COA) Regulations for Non-Public Schools published by the Office of the State Superintendent of Education (OSSE).

Relevant Link:

<http://www.dcregs.dc.gov/Gateway/IssueHome.aspx?IssuedId=145>

8. Residency Verification

All public school students in the District are required to provide proof of their residency in the District annually. This includes DCPS students placed at Non-Public schools. Students who are not able to verify residency or have changed residency outside of the District of Columbia have the option of paying tuition or enrolling in a local public.

The deadline each year for demonstrating District residency is October 5th. Your assistance in completing the Residency Verification forms for the DCPS students attending your school is essential and will help ensure their tuition is paid.

Relevant Documents:

- Please see attached "Reference Document A": *Residency Verification Overview*
- Please see attached "Reference Document B": *OSSE Residency Verification Reminder*

9. Behavior Incident Reports

Please provide documentation of all behavior, incident and suspension reports to the Progress Monitor (LEA representative) for your school within 24 hours of the event. Simultaneously, document the event in SEDS (Easy IEP) under "Discipline Process".

In the rare situations where the school needs assistance from local police department, please ensure that the Progress Monitor receives a copy of any police report.

10. Transportation

Transportation constitutes a related service according to IDEA §300.34” (federal law). Admission to a non-public school does not automatically ensure transportation. A student’s need for transportation as a related service and the type of transportation to be provided must be discussed and decided by the IEP team. If the team determines that the child needs this related service, a statement to that effect must be included in the IEP, along with relevant details and arrangements. In order for a student to receive transportation through DCPS the following must occur:

- Transportation must be on the IEP and the correct mode of transportation must be detailed
- Progress Monitors must submit transportation requests to the DCPS OSE Transportation Team. **Requests sent in by any other method will be returned to the sender without processing.**
- Progress Monitors are responsible for collecting address changes/corrections from the parents and school

11. Related Services

Non-Public Schools should refer to the OSSE Part B Initial Evaluation/Reevaluation Policy for the OSSE’s definitions of formal assessment, informal assessment, and evaluation process standards.

DCPS expects all Non-Public schools to collect and analyze data regarding student levels of performance and progress on a regular, ongoing basis. Such informal assessments provide a wealth of information and include curriculum-based assessments, work samples, and when appropriate, behavior analysis. Results should be compiled into a student data portfolio and documented in the “Analyze Existing Data” section of the Eligibility module in SEDS (Easy IEP). **New formal assessments should be unnecessary to inform eligibility determinations at reevaluations in the vast majority of cases due to thorough progress monitoring and the maintenance of comprehensive student data portfolios.**

The IEP team may authorize new formal assessments only after properly completing the “Analyze Existing Data” section in SEDS (Easy IEP). All new assessments must be requested through SEDS (EASY IEP). Outdated “Student Evaluation Plan” or “SEP” forms may not be used to authorize assessments. The SEDS Case Manager should assign each assessment for a student in a Non-Public placement to the “Program Coordinator” provider. DCPS will reassign the assessment to a provider to complete within 1 business day of the request. DCPS Progress Monitors are the SEDS Case Managers for students attending Non-Public schools, and are the only persons who have the authority to manage the reevaluation process.

It is the responsibility of DCPS to complete all new assessments. **No Non-Public schools are authorized to complete their own formal assessments without the prior written approval of the DCPS Deputy Chancellor for Special Education or his/her designee.** Schools interested in obtaining such authorization should contact the DCPS Progress Monitor.

Relevant Link:

The related service policy can be found at:

http://osse.dc.gov/seo/frames.asp?doc=/seo/lib/seo/special_education/final_part_b_initial_evaluation_reevaluation_policy_3_22_2010.pdf

12. Medicaid

Non-public schools are required by the District of Columbia Municipal Regulations (5 DCMR A-2834) to adhere to all federal and District of Columbia laws and regulations governing Medicaid reimbursable services, including, but not limited to, documentation of all instances of IEP health-related services delivered to District of Columbia students. Such documentation is provided to the DCPS Medicaid Service Team (MST) through health encounter forms and progress notes and must be submitted to the MST or uploaded into the Special Education Data System (SEDS) by the 15th of each month. Schools are strongly encouraged to use SEDS to enter all IEP related information and services rather than submitting paper forms.

Documentation must include:

- The name, date of birth, and Medicaid or other unique identification number of the student receiving the service
- The date, type, duration, and modality (group or individual) of services
- Dated and signed progress notes documenting the degree of measurable progress towards the student's stated IEP goal(s). "Progressing" or "Not Progressing" are not sufficient indicators of measurable progress and will not be accepted as valid progress notes.

In the event that errors are found during quality checks, the MST will return encounter forms to your school for corrections to be made. All errors must be corrected and returned to MST within **five (5)** business days to facilitate timely claims submission. It is important to note that the Department of Health Care Finance only allows **six (6) months** after the service date to submit a claim.

13. Monitoring

OSSE and DCPS shall schedule periodic monitoring visits to each nonpublic special education school or program at least once during the validity of each certificate of approval, to verify compliance with this chapter, federal and local law. Prior to a scheduled monitoring visit, a nonpublic special education school or program shall inform all parents of enrolled District of Columbia students that a scheduled monitoring visit shall occur.

Representatives of OSSE and DCPS may make unannounced visits to a nonpublic special education school or program, review student records, and conduct interviews with students and staff. OSSE and DCPS are entitled to immediate access to all student records for monitoring and investigative purposes and shall maintain their confidentiality as required by law. The nonpublic special education school or program shall cooperate in full with any requests for documentation, file review, interviews and access to the facility during an unannounced visit. OSSE and DCPS may interview students on site at a school or program without school representatives being present. OSSE and DCPS shall make its requests in a manner least intrusive to the delivery of services to students.

OSSE and DCPS shall issue to the nonpublic special education school or program a monitoring report at least once in every period of validity for a certificate of approval, to include any findings of noncompliance.

14. Graduation Monitoring and Credit Status

The Non-Public transition coordinator or designee should work directly with the DCPS Progress Monitor to ensure the following activities are completed with regard to graduation monitoring:

- a. **Course Offerings:** The Non-Public school should provide a listing of the school curriculum, including course descriptions, prior to each semester or reporting period. Any changes to the curriculum from the previous reporting period should be highlighted in this correspondence. All courses offered to DCPS students must match the course code direct in DC-STARs.
- b. **Student Grade Level:** All students earning credits towards graduation must have an assigned grade level that corresponds with DCPS guidelines.
- c. **Individual Graduation Portfolio (IGP):** IGP is a web-based application that allows DCPS students to view their course load, transcripts, and career planning outlines. All DCPS

students are required to use this application as it provides them with a road map to the future and a record of the past. The Non-Public school should allow time for each DCPS student to periodically access IGP as necessary. The Progress Monitors or Case Managers will review documentation in IGP with the student. If you would like to help your students access IGP, please follow these guidelines.

1. Go to www.dcps.bridges.com
2. Create a portfolio
 - Site ID # is students DCPS ID #, enter DCPS and then the ID #, example (DCPS1234567)
 - Password is DCPS
 - Change password when reentering the site

Educators can have access to their student's progress. To gain access to your schools IGP account please submit names of employee, employee ID#, and email address to donni.haynie@dc.gov

15. DC Comprehensive Assessment System (DC CAS)

DCPS students in grades 3-8 and grade 10 are required to participate in annual testing by participating in either the DC CAS or the DC CAS-Alt. This includes students placed in Non-Public schools. On testing day, the Progress Monitor will serve as the proctor for your school; however a member of your staff is required to administer the test. If you have any questions please contact Angel Hunter: angel.hunter@dc.gov.

Relevant Link:

- *The DC CAS Resource Guide can be found at:*

http://osse.dc.gov/se0/frames.asp?doc=/seo/lib/se0/2010_Resource_Guide_Assessment_Account.pdf

16. Extended School Year (ESY)

Extended school year (ESY) services must be provided when a child's IEP team determines, on an individual basis, that such services are necessary for the provision of FAPE to the child. ESY services may not be limited to certain categories of disability or unilaterally limited in regard to the type, amount, or duration of services.

The decision to provide ESY services must be based on the individual needs of each student. ESY should not automatically be given to every student; instead, students should receive ESY services only in cases where such services are necessary to prevent regression over the summer break. ESY is distinct from summer school and should not be recommended to address credit recovery or safety concerns, but only to prevent regression on the goals outlined in the student's IEP.



DISTRICT OF COLUMBIA
PUBLIC SCHOOLS

Office of Special Education

Reference Documents

REFERENCE DOCUMENT A: RESIDENCY VERIFICATION OVERVIEW

June 1, 2010

Dear Parents/Guardians:

It's time to verify residency. We are encouraging you to complete verification prior to the last day of school or by September 4th.

This year we are offering more locations and extended hours to review residency documents. Additionally, we are offering the option of having us to come to you at a location convenient to you. This service is reserved primarily for parents/guardians with disabilities or other extenuating circumstances that make coming into a verification site difficult.

Below you will find locations and directions for completing the non-public school residency verification process. You may provide the residency verification documentation at your child's school or one of the local sites below.

- Your child's Non-Public school. Contact school for details.
- DCPS Headquarters 1200 First Street NE
Weekdays between 9:00 am – 6:00pm
- Brookland @ Bunkerhill 1401 Michigan Ave, NE
June 21-July 2, 2010 from 12:00pm until 7:00
- Malcolm X Elementary School 1351 Alabama Ave, SE
July 6-July 16, 2010 from 12:00pm until 7:00pm
Saturday, July 17, 2010 at 12:00pm until 2:00pm
- Savoy Elementary School 2400 Shannon Place, SE
July 19-July 30, 2010 from 12:00pm until 7:00pm
- Shadd Transition Academy 5601 East Capitol Street, SE
August 2-August 13, 2010 from 12:00pm until 7:00pm
- Lafayette Elementary School
5701 Broad Branch Road, NW August 16-August 27, 2010 from 12:00pm until 7:00pm
Saturday, August 28, 2010 at 12:00pm until 2:00pm
- We Come to You!*

*Preference will be given to parents/guardians with special needs and circumstances. To schedule a time please call 202-422-2945 or email Donni Haynie at donni.haynie@dc.gov.

REFERENCE DOCUMENT B: OSSE RESIDENCY VERIFICATION REMINDER

From: Lewis, Tameria (OSSE) [Tameria.Lewis@dc.gov]
Sent: Wednesday, September 22, 2010 2:21 PM
To: Lewis, Tameria (OSSE)
Cc: Johnson, Alafia (DCPS-OSE); Morse, Elisabeth (OSSE); Cohen, Elizabeth (OSSE)
Subject: Important Enrollment Audit and Residency Verification Information

Dear Nonpublic School and Program Leaders:

Please take the time to read the attached communication regarding the District of Columbia’s annual October 5th enrollment audit and the need to verify the residency of District of Columbia students. Please note that DC residency must be verified for all DC students attending nonpublic schools or programs regardless of whether the school or program currently holds a Certificate of Approval (COA) issued by OSSE.

In order to make sure the message is shared as broadly as possible we have combined a number of contact lists used by various OSSE (and DCPS) teams. If you are not the correct person in your organization to receive this communication, please forward it to the appropriate individuals as soon as possible. If you believe that you may have received this message in error but would like to confirm its possible applicability to your program, please contact Elisabeth Morse, Division of Special Education, at elisabeth.morse@dc.gov or (202) 741-0479.

Sincerely,

Tami Lewis

Assistant Superintendent of Special Education
Department of Special Education
Office of the State Superintendent of Education (OSSE)
Government of the District of Columbia
810 First Street, NE, 5th Floor
Washington, DC 20002
202-741-0273 (direct)
202-741-0227 (fax)
Tameria.Lewis@dc.gov

www.osse.dc.gov

REFERENCE DOCUMENT C: NON-PUBLIC SCHOOL KEY DATES

Non-Public School Calendar

Dear Non-Public Administrators:

Welcome to the 2010-2011 School Year.

Please note the following key dates for the 2010-2011 School Year

Due Date	Event
August 23, 2010	First Day of School for DCPS
September 3, 2010	Residency Verification Deadline
September 6, 2010	Labor Day -Holiday
September 17, 2010	Nonpublic Administrative Meeting
October 1, 2010	Submit monthly attendance report to OSSE
October 11, 2010	Columbus Day -Holiday
October 28, 2010	End of first term
November 1, 2010	Submit monthly attendance report to OSSE
November 11, 2010	Veterans Day -Holiday
November 17, 2010	Transcripts and Course Descriptions for students in Grades 9 - 12 are due. The Student Information Sheet for Graduating Seniors is also due. Please email this information to donni.haynie@dc.gov or send fax to 202-481-3898
November 25-26 th , 2010	Thanksgiving Day Break
December 1, 2010	Submit monthly attendance report to OSSE
December 8, 2010	For those students participating in DC-CAS Alt-Participation Criteria Forms must be faxed into SEDS using a Miscellaneous Cover Sheet.

Due Date	Event
December 20-31, 2010	Winter Break- DCPS
January 3, 2011	Submit monthly attendance report to OSSE
January 17, 2011	Martin Luther King Jr. -Holiday
January 21, 2011	End of second term
January 21, 2011	Second Semester Transcripts and Course Descriptions for students in Grades 9 -12 are due. Please email this information to donni.haynie@dc.gov or send fax to 202-481-3898
February 1, 2011	Submit monthly attendance report to OSSE
February 21, 2011	Presidents Day –Holiday
March 1, 2011	Submit monthly attendance report to OSSE
March 1, 2011	Submit the final Students Eligible for Extended School Year Summer 2011 Enrollment Roster and Student Transportation Data Forms . Please list student names alphabetically on attached ESY/transportation list.
March 25, 2011	End of third term
April 1, 2011	Submit monthly attendance report to OSSE
April 4-14, 2011	DC-CAS-Assessment
April 15, 2011	Emancipation Day-Holiday
April 18-25, 2011	Spring Break-DCPS.
April 20, 2011	Nonpublic Schools will receive Residency Verification Letter for school year 2011-2012 . Please distribute this letters to DC Funded students who are attending your school. Parents must verify residency for every DC Funded student before the beginning of the next school year.
May 2, 2011	Submit monthly attendance report to OSSE
May 28, 2011	Final Transcripts and Course Descriptions for students in Grades 9 -12 are due. Please email this information to

Due Date	Event
	donni.haynie@dc.gov or send fax to 202-481-3898
May 30, 2011	Memorial Day-Holiday
June 1, 2011	Submit monthly attendance report to OSSE
June 3, 2011	Submit the 2011-2012 Fall Enrollment Roster and Student Transportation request forms to your Progress Monitor
June 17, 2011	End of fourth term
June 27, 2011	First Day of Summer School-DCPS
July 1, 2011	Submit monthly attendance report to OSSE
July 4, 2011	Independence Day-Holiday
August 1, 2011	Submit monthly attendance report to OSSE
August 5, 2011	Summer School Ends