

Richard Woods, Georgia's School Superintendent
"Educating Georgia's Future"

Georgia Department of Education

Division for Special Education

FY2018 Data Collection

Transition Planning Survey

Georgia Department of Education
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1. Transition Planning Survey Rationale

The monitoring priorities and indicators of the OSEP State Performance Plan (SPP) mandate that youth with IEPs aged 16 and above have an “IEP that includes appropriate measurable postsecondary goals that are annually updated and based upon an age, appropriate transition assessment, transition services, including courses of study that will reasonably enable the student to meet those postsecondary goals, and annual IEP goals related to the student’s transition service needs. There also must be evidence that the student was invited to the IEP Team meeting where transition services are to be discussed and evidence that, if appropriate, a representative of any participating agency was invited to the IEP Team meeting with the prior consent of the parent or student who has reached the age of majority.” *As a compliance indicator (Indicator 13), the target must be 100%.*

To meet the requirements of the SPP, Indicator 13, all districts must complete the Transition Planning Survey for their district.

Transition Planning Surveys not completed by the assigned due date will adversely affect timely reporting (Indicator #20).

The survey will be completed via the MyGaDOE Web Portal. You must be provisioned in the role of Special Education Director for your district to access the survey in the Special Education Dashboard. If you have questions about becoming provisioned, please contact the **Information Systems Customer Support Center** by emailing dticket@doe.k12.ga.us or by calling **1-800-869-1011**.

Details for navigating the Transition Planning application and submitting the documents are included in this document.

2. The Transition Planning Survey process has been revised for the 2017-2108 school year:

Record Review: November 13 – December 1, 2017

1. Student names are randomly selected by the GADOE from the October FTE report and provided to districts through the Special Education Dashboard. The transition plans for these students should be reviewed by the school district using the Transition Compliance Rubric. Two to five (2-5) students per district will be selected, based on size group. Selected students will be at least 16 years of age regardless of grade placement.

AA-A districts - 5

B districts - 4

C districts - 3

D districts - 2

E districts – 2

Please note: Students are randomly selected for the data reported in FTE1 in October 2017. Because students may withdraw from your school or exit special education (no longer eligible or parental revocation) by November 13, the Transition Planning Survey application allows for districts to request a replacement student for any student who has withdrawn or exited.

You may not request a replacement student because his/her transition plan is not compliant. You will be asked to provide the withdrawal date or exit date for the student.

2. Districts must review the transition plans of selected students and make any necessary changes following due process procedures prior to uploading the transition plans. Review each transition plan for the following data elements:
 - a. Post-secondary goals for Education/training
 - b. Post-secondary goals for Employment
 - c. Post-secondary goals for Independent Living
 - d. IEP goals to meet Post-secondary goals
 - e. Post-secondary goals based on Transition Assessments
 - f. Transition Services (activities) Academic and Functional that Facilitate Movement to Post-secondary Goals
 - g. Course of Study to Facilitate Movement to Post School
 - h. Student is invited to the IEP Meeting
 - i. An Agency Representative is invited to the IEP Meeting
 - j. Prior Parent Approval for Agency Representative to be present
3. Transition plans will be uploaded to the Special Education Dashboard and submitted for verification by the GADOE
 - a. GO-IEP districts will also complete a submission process through the Special Education Dashboard. Plans from GO-IEP **will not be automatically uploaded** allowing active review of the selected plans and submission by the LEA
 - b. Districts must submit the transition plans to the DOE by the stated deadline for Timely and Accurate Submission of data.
4. Detailed instructions for viewing and uploading transition plans are included in this document.

GADOE Compliance Verification: December 4 – 20, 2017

1. All submitted plans will be reviewed for compliance by the GaDOE.
2. Compliance determination is calculated upon completion of **Verification**. Districts with <100% compliance will be required to correct isolated findings of non-compliance (Prong 1) and also demonstrate systemic compliance (Prong 2).
3. The compliance percentage calculated upon the completion of Verification is used for the District Determination.

Districts at 100% compliance at the completion of Verification have completed the Transition Planning Process for this school year.

Districts < 100% compliant will participate in Prong 1 and Prong 2 of the Transition Planning Process.

Prong 1, Correction of Isolated Findings of Non-compliance: January 2 – 19, 2018

1. Districts determined to be non-compliant will be contacted by phone/e-mail to inform and discuss non-compliance and offer technical assistance. A letter of non-compliance will be sent through the Special Education Dashboard to the Superintendent and Special Education Director. A Corrective Action Plan (CAP) will be required following non-compliant determination during the **Verification process**. The district must complete the following in the dashboard:
 - a. Provide a brief narrative about the policies, procedures and practices that will be revised to support the correction of this noncompliance.
 - b. Correct the transition plans with isolated findings and submit for review through the Special Education Dashboard GADOE will check/confirm that correction has been made and provide necessary technical assistance until compliance is achieved.
2. Detailed instructions for viewing and uploading Prong 1 data are included in this document.

Prong 2, Ensuring Systemic Compliance: January 22 – February 28, 2018

1. Following a district determination of non-compliance, districts are provided comprehensive technical assistance/professional learning on compliant transition planning.
2. The district must demonstrate systemic compliance through submission of additional transition plans.
 - a. GADOE will select two-five (2-5) *additional* transition plans for review and notify the district of the student names through the Special Education Dashboard. (The number of selected plans will be based on district size to mirror the number initially submitted.)
 - b. The district reviews and makes any necessary corrections to the additional transition plans following due process procedures. The district will upload the 2-5 (depending

on district size) additional plans to GADOE for review and verify systemic compliance through the Special Education Dashboard per stated timelines.

- c. GADOE checks additional transition plan(s) submitted in the Special Education Dashboard.
 - d. If necessary, additional plans may be selected until compliance is met.
3. Districts will receive a clearance letter of compliance through the Special Education Dashboard when all selected plans have been cleared.
 4. Districts must submit by stated deadline for Timely and Accurate Submission.

3. Directions for Viewing and Completing Transition Planning Survey in the Special Education Dashboard

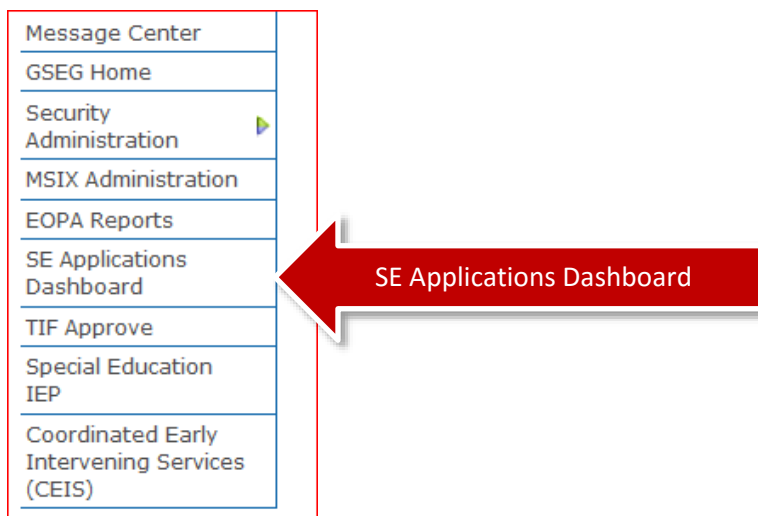
This survey will be completed via the MyGaDOE Web Portal. You must be provisioned in the role of Special Education Director to access the survey. If you have questions about becoming provisioned, please contact the Information Systems Customer Support Center by emailing dticket@doe.k12.ga.us or by calling 1-800-869-1011.

My GaDOE Web Portal:

Users must first log in to the MyGaDOE Web Portal. The portal can be accessed through the Georgia Department of Education (GDOE) Website at <http://www.gadoe.org/>. (See bottom of the DOE webpage)

SE Transition Planning Survey Location

On your Portal homepage, scroll until “SE Application Dashboard” is displayed on the left-hand side. Dependent upon your portal access, you will see a listing similar to the display below.



Select SE Transition Planning Survey

District Superintendent:

Application Name	Application Status	Start
SE Timelines	Available for Prong 2 TL Data Collection	5/27/
SE Pre School	Submitted	2/3/2
Post Secondary	Submitted	2/13/
SE Continuation of Services	Submitted	7/12/
SE Disproportionality Determinations	Available for Data Viewing	
SE District Determinations	Available for Data Viewing	
SE PS Transition	Submitted	11/1/
SSIP	Submitted - Student Data Upload	
SE Parent Survey	Available for	

Click here; this will say Record Review Available

Special Education Applications Dashboard

School Year: 20

District:

District Superintendent:

Application Name	Application Status
SE PS Transition	Record Review - Available

The application will open to reveal the list of names with demographic information (see below). For each student listed, review the transition plan to ensure that all elements are present and 100% compliant. If you find an aspect of the plan that is less than 100% compliant, convene an IEP team to amend the student’s transition plan.

To upload the students’ transition plans, click on the “up arrow” under the heading “Upload/review documents.”

Post Secondary Transition Planning Survey 2018 Dundee School System (100) Record Review - Available

RECORD REVIEW

Record Review
Upload transition planning documents for the following students :*

Last Name	First Name	Date Of Birth	GTID	School	Grade	Race	Gender	Documents Uploaded	Upload/Review Documents	Replace Student
Schrute	Dwight	06/19/1999	9876543210	Dundee High School	9	White	M	0		
Besly	Pam	11/16/2001	7894563210	Dundee High School	11	Black	F	0		

*SWD Students randomly selected from FTE-1 2018 (Oct 2017 Collection).
*To replace students who are no longer receiving services or no longer enrolled, click on the icon 'Replace Student'.

Submit

Students replaced :

Last Name	First Name	Date Of Birth	GTID	School	Grade	Race	Gender	Replacement Request By	Replacement Date	Replacement Reason
Martin	Angela	01/22/2000	1234567890	Dundee High School	10	Hispanic	F	USER NAME	11/9/2017 2:56 PM	Student withdrew from school system on 11/7/2017

Click here to upload transition plans.

Review/upload documents

Click on Browse and navigate to the document in the location on your computer that houses the document, Enter the document name and click on Upload.

Upload Documents For :

Last Name	First Name	Date Of Birth	GTID	School	Grade	Race	Gender
Schrute	Dwight	06/19/1999	9876543210	Dundee High School	9	White	M

Upload **Close**

Allowed file types are: txt, xls, xlsx, doc, docx, pdf.

File Name	Attachment Name	Uploaded By	Uploaded on	
Test document.pdf	Transition Plan	USER NAME	Nov 09, 2017	Delete
Test.docx	Transition Plan	USER NAME	Nov 09, 2017	Delete

Replacing Students

If a student in your list has withdrawn or exited special education:

1. Select one of the 2 options in the dropdown box
 - a. Student withdrew from the school system
 - b. Student exited special education
2. Enter the date of the withdrawal or exit.
3. Click Replace

for the following students :*

Confirm Replace

Please select one of the reasons to replace the student (Schrute, Dwight - 9876543210):

Select Enter date of withdrawal/exit

Replace **Close**

Replacement reason

Withdrawal or exit date

GTID School Grade Race Gender By Date Repla

This screenshot shows a 'Confirm Replace' dialog box. A red callout box labeled 'Replacement reason' points to the dropdown menu. Another red callout box labeled 'Withdrawal or exit date' points to the date input field. A third red arrow points to the 'Replace' button. The background shows a table with columns for GTID, School, Grade, Race, Gender, By, Date, and Repla.

for the following students :*

Confirm Replace

Please select one of the reasons to replace the student (Schrute, Dwight - 9876543210):

Select Enter date of withdrawal/exit

Student withdrew from school system

Student exited Special Education

Replace **Close**

TID School Grade Race Gender By Date Repla

This screenshot shows the same 'Confirm Replace' dialog box, but with the dropdown menu open. The menu options are 'Student withdrew from school system' and 'Student exited Special Education'. The 'Replace' button is highlighted in blue.

4. Verification

The GADOE will verify all submitted transition plans for compliance by December 20, 2017. Districts will be notified of their compliance status by December 22, 2017.

Districts who are not at 100% compliance will be required to participate in Prong 1 & 2 of the Transition Planning Survey. Prong 1 requires that districts correct and isolated findings of noncompliance. Prong 2 requires that districts submit additional transition plans (as they did in the Records Review) to demonstrate systemic compliance.

Instructions for submitting Prong 1 & Prong 2 in the Transitions Survey application in the dashboard will be forthcoming.

If you have questions regarding the Transition Planning Survey, please contact Elise James at ejames@doe.k21.ga.us or Laurie Ponsell at lponsell@doe.k12.ga.us . If you have questions regarding the submission of the Transition planning Survey in the GADOE Special Education Dashboard please contact Carol Seay at cseay@doe.k2.ga.us