Georgia Department of Education

Division for Special Education

FY2021 Data Collection

Child Find and Early Childhood Transition

Timeline Summary
1 Child Find and Early Childhood Transition Timeline Summary

Monitoring Indicators and Related Requirements

The monitoring priorities and indicators of the Office of Special Education Programs (OSEP) State Performance Plan (SPP) mandate the gathering of data for “Effective General Supervision” under Individuals with Disabilities Education Act (IDEA) in the areas of Child Find and Early Childhood Transition. To meet the requirements of the SPP for Child Find and Early Childhood Transition during the 2020-2021 school year, data will be collected for events that occurred in FY2021 (between July 1, 2020 and June 30, 2021).

The SPP Monitoring Priority Indicator for Child Find (Indicator 11) is defined as the percent of children with parental consent to evaluate, who were evaluated within 60 days (or State established timeline). The specific reporting practices require that data must include “the range of days beyond the timeline when the evaluation was completed and any reasons for the delays.”

The SPP Monitoring Priority Indicator for Early Childhood Transition (Indicator 12) is defined as the percent of children referred by Part C prior to age 3, who are found eligible for Part B, and who have an IEP developed and implemented by their third birthday. The specific reporting practices for late transitions require that data must include “the range of days beyond the third birthday when eligibility was determined, and the IEP developed, and the reasons for the delays.”

Georgia Board Rule 160-4-7-.04 EVALUATIONS establishes the State’s regulatory requirements for this collection. A copy of this board rule is included in Appendix A of this document.

The Timeline Summary will be completed via the MyGaDOE Web Portal in Special Education Applications. This application opens September 20th for data submission. To meet the requirement for timely and accurate reporting, data must be submitted on or before September 30th for all evaluations completed by September 25th. You must be provisioned in the role of Special Education Director for your district to access the data collection tool. 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. If you have difficulty with data submission in the Timelines Application in Special Education Applications, submit a ticket inside the Special Education Applications portal.
2 Child Find and Early Childhood Transition Timeline Summary

General Information

2.1 General Guidance

2.1.1 A Student failing a vision and/or hearing screening is not an acceptable/excusable reason for delayed/late timelines. Districts should review policies and procedures to correct this problem.

2.1.2 Ongoing tracking is essential to ensure accurate data and to identify areas for correction. A spreadsheet is available on the Special Education website which may be used throughout the year to track and calculate indicator status.

2.1.3 Timeline data are collected for all initial evaluations on all children/students ages 3-21 (Child Find) to determine eligibility for special education. This includes speech/language and all other disability areas, including those that do not require a psychological evaluation. This also includes evaluations for students in private schools, parentally placed private schools, home schooled, and 618 residential facility schools.

2.1.4 Timely transition by age 3 data (Early Childhood Transition) are only collected on children served by Babies Can’t Wait.

2.1.5 Evaluations for all Parental Consents for Evaluation (PCE) received prior to June 30 of the previous fiscal year should be reported as either completed or not yet completed.

2.1.6 Timeline data must be collected and maintained at the district level on reevaluations, but these data are not reported in this application.

2.2 Definitions

2.2.1 Parental Consent for Evaluation (PCE) - Signed parental consent for evaluation. The 60-day timeline for evaluation begins on the date the district receives a signed PCE. Special conditions extending the 60-day timeline are outlined in Georgia Board Rule 160-4-7-.04 EVALUATIONS included in Appendix A.

2.2.2 Babies Can't Wait (BCW) - Georgia interagency service delivery system for infants and toddlers with developmental delays or disabilities and their families. BCW is established by Part C of the IDEA.

2.2.3 Initial evaluations - Children/students ages 3-21 who:

- Are first time referrals for evaluation,
- Were previously served in special education, returned to general education as no longer eligible and subsequently re-referred, or
- Were dismissed from special education by means of parental revocation of consent for special education and subsequently re-referred.

2.3 Due Date and Contact Information

2.3.1 All questions regarding the completion of the Timelines Summary, clarification of reasons and exceptions, and reporting the timeline data should be directed to Laurie Ponsell at 404-657-9972 or email at lpornsell@doe.k12.ga.us.

2.3.2 The Timeline Summary opens for data submission September 20th of the reporting year.

2.3.3 To meet the requirement for timely and accurate reporting, the Timeline Summary must be submitted on or before September 30th of the reporting year.
## 3 Child Find and Early Childhood Transition Timeline Summary

### Data Element Detail

The School System Name will pre-populate when the portal application is opened. Timeline Summary navigation directions are included in Section 4, Directions for Completing Child Find and Early Childhood Transition Timeline Summary.

### 3.1 Initial Evaluation - Child Find Timelines

#### SPP/APR Indicator 11

*Percentage of students who were evaluated within 60 days of receiving parental consent for evaluation*

Rows highlighted in blue are auto calculated and are not available for data entry. Report all initial parental consent for evaluation for **ALL students including those students transitioning from Babies Can’t Wait in the Initial Eligibility-Child Find Timelines**.

<table>
<thead>
<tr>
<th>Initial Evaluations (All Students)</th>
<th>SPP/APR INDICATOR 11</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Child Find Timelines</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>1. Total # of parental consent to evaluate received on or prior to June 30 of the current reporting period.</td>
<td></td>
</tr>
<tr>
<td>1a. Total # of parental consent received and not yet due per the state-established timeline as of September 25th, <strong>List each below. Students reported in this line will be included in your timelines percentages for this year’s collection once the completion of the evaluation has been reported through verification.</strong></td>
<td></td>
</tr>
<tr>
<td>1b. # from 1a not completed and not yet due per the state-established timeline as of September 25th.</td>
<td></td>
</tr>
<tr>
<td>1c. # from 1a not yet completed and past due per the state-established timeline as of September 25th and did not meet the State timeline. Students reported on this line are considered late and will be reported as late in this year’s collection.</td>
<td></td>
</tr>
<tr>
<td>2. Total # parental consents minus Exceptions</td>
<td>0</td>
</tr>
<tr>
<td>Line 1a - (Line 1b and Line 3)</td>
<td></td>
</tr>
<tr>
<td>3. Evaluations completed on time</td>
<td></td>
</tr>
<tr>
<td>4. Evaluations completed late (with reasons and exceptions)</td>
<td></td>
</tr>
</tbody>
</table>

The numbers in the red box correspond to the red numbers in Section 3.1 below.
3.1.1a # All initial PCE that were received on or before June 30 of the reporting year AND ALL PCE received and not reported in a prior year as completed should be included in this field. The data element will auto-calculate for GO-IEP systems in the Timelines Summary in GO-IEP.

- Exclude any consents received that could not be completed due to student withdrawal from the LEA prior to the completion of the evaluation.
- Additionally, exclude consents received where the parent later withdrew consent for evaluation.

3.1.1b # from 1a not completed and not yet due per the state-established timeline as of September 25th. List each below. Students reported in this line will be included in your timeline's percentages for this year's collection once the completion of the evaluation has been reported through verification. Enter the total number of PCE received during the reporting period for which all parts of the evaluation have not yet been completed, and the 60-day due date is after September 25 when the timelines submission is due. These evaluations are not yet due. These students will be included in the table titled ‘Indicator 11: List Students from 1B’ section of the Timelines Summary. List each student name, GTID, date of Consent to Evaluate and 60-day due date. Students reported in this line will be included in your timeline’s percentages for this year's collection once the completion of the evaluation has been reported through verification. The data elements for ‘List students from 1B’ will auto-populate for GO-IEP systems in the Timelines Summary in GO-IEP and can load into the SE Applications Timelines Summary. Systems that do not use GO-IEP will need to enter the data as indicated above.
3.1.1c # from 1a not yet completed and past due per the state-established timeline as of September 25th and did not meet the State timeline. Students reported on this line are considered late and will be reported as late in this year's collection. Enter the total number of PCE received during the reporting period for which all parts of the evaluation have not yet been completed, but the 60-day due date was before Sept 25. These are already late by the time of report submission. These students are considered late and will be reported late in this collection.

If there are Exceptions for being late, these students should be included in the table titled ‘Exceptions for late from line 1c and line 4’ in the column titled ‘Initials 1c’ by the allowable exception as shown below.

<table>
<thead>
<tr>
<th>Timeline</th>
<th>Exceptions for late from line 1c and line 4</th>
<th>Initials 1c</th>
<th>Initials 4</th>
</tr>
</thead>
<tbody>
<tr>
<td>Initial Evaluations or Babies Can’t Wait</td>
<td>1. Parent repeatedly fails or refuses to produce the child for evaluation.</td>
<td>EA</td>
<td></td>
</tr>
<tr>
<td></td>
<td>2. Extenuating circumstances causing a lack of LEA access to the student for an extended period of time or unusual evaluation.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Initial Evaluation</td>
<td>3. Child enrolled from another LEA in GA after the 60 day timeframe was in process and prior to the original LEA completing a different timeline.</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>4. Parent delay to provide consent or lack of parent consent caused delays in evaluation and IEP development.</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>a. Parent did not provide consent</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>b. Parent signed consent late, resulting in delay in transition</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>c. Parent signed consent, however the transition was not able to be completed due to circumstances such as student not able to be located, family move, or other reason</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>5. Child determined eligible for BCW less than 90 days before the 3rd birthday</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td></td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

If there are no Exceptions, these students will be included in the table titled ‘Indicator 11: List Students from 9’ section of the Timelines Summary. List each student name, GTID, date of Consent to Evaluate, 60-day due date, and reason for delay (selected from a drop-down menu). The date of completion of evaluation will be left blank. Completion of these evaluations will be reported through Prong 1 and 2 in SE Applications in the Timelines Applications. The data elements for ‘List students from 9’ will auto-populate for GO-IEP systems in the Timelines Summary in GO-IEP and can load into the SE Applications Timelines Summary. Systems that do not use GO-IEP will need to enter the data as indicated above.

If there are Exceptions, the Reasons populate in the Reasons Table shown below.

<table>
<thead>
<tr>
<th>Reasons Late for Total Number Counted as Late from Line 9</th>
<th>Initials</th>
<th>BCW</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student delays (i.e. excessive absences)</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Parent delays (i.e. cancelling meetings, not providing relevant information in a timely manner)</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Teacher/Evaluator delays (i.e. teachers not following through; lack of psychologists, diagnosticians, or speech-language pathologists)</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>System errors (i.e. no tracking system in place, errors in tracking, error in policies and procedures)</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Child referred by BCW less than 90 days before the 3rd birthday</td>
<td></td>
<td>0</td>
</tr>
<tr>
<td>Other (Explain)</td>
<td>1</td>
<td>0</td>
</tr>
<tr>
<td>Total</td>
<td>1</td>
<td>0</td>
</tr>
</tbody>
</table>
3.1.2 Total # parental consents counted as Received - Auto-calculated total of the number of initial PCEs received minus the total of line 1b and the number of allowable exceptions as defined in Georgia’s Rules and Regulations for Evaluations 160-4-7-.04. (line 1a minus line 1b and line 8)

3.1.3 Number of Evaluations Completed on Time - The number of students evaluated from those reported in line 2, and all evaluation reports were completed within 60 days of the parental consent for evaluation.

3.1.4 Number of Evaluations Completed Late - The number of students evaluated from those reported in line 2, and evaluation reports were not completed within 60 days of the parental consent for evaluation. (This number includes both students with allowable exceptions and reasons for lateness.)

3.1.5 Total Completed on Time - Auto-calculated total of the evaluations completed on time.

3.1.6 Percentage Completed on Time - Auto-calculated percentage of the number of evaluations completed on time (percentage on time excludes the number of evaluations with exceptions reported)

3.1.7 Total # Late - Auto-calculated total number of evaluations late from line 1c and line 4.

3.1.8 Total Number of Exceptions for BOTH in process evaluations (line 1c) and evaluations completed late (line 4) - Auto-calculated total number of evaluations late with allowable exceptions for being late as listed in the Exceptions Section of the Timeline Summary. Exceptions 1, 2, and 3 are applicable to the Initial Eligibility-Child Find Timelines:

- Exception 1 - Parent repeatedly fails or refuses to produce the child for evaluation.
- Exception 2 - Extenuating circumstances causing a lack of LEA access to the student for an extended time or unusual evaluation needs due to circumstances beyond the LEA’s control. Extended time would typically mean greater than 15 school days. Examples of this might include absence due to a prolonged student illness or a significant accident. An unusual evaluation need might include a student with a severe communication barrier due to multiple sensory and/or physical difficulties or rare primary language/dialect requiring a highly specialized evaluator for which an evaluator cannot be readily located and/or scheduled in time. Lack of a current vision or hearing screening should not be reported as an extenuating circumstance.
- Exception 3 - Child enrolled from another LEA in GA after the 60-day timeframe was in process and prior to the original LEA completion of the evaluation and the parents have agreed to a different timeline.

3.1.9 Total Counted as Late - Auto-calculated the total number of evaluations counted as late as reported in the table titled “Reasons Late for Total Number Counted as Late”. A reason for lateness must be reported for each student in this section of the Timeline Summary. Each student must also be listed in the table titled List Students from Line 9.

Reasons for Lateness:

- Student delays (i.e., excessive absences)
- Parent delays (i.e., canceling meetings, not providing relevant information in a timely manner)
- Teacher/Evaluator delays
- System errors (i.e., no tracking system in place, errors in tracking, error in policy or procedure)
- Other (Explanation required)

3.1.10 Percentage Completed Late – Auto-calculated as the percentage of evaluations completed late.

3.1.11 Range of Days Late for Total Number Counted as Late - For each student reported as “Counted as Late” one of the following day ranges must be reported for the number of days beyond the sixty-day timeline* (DO NOT report # of days late for exceptions):
• 1-10 days
• 11-30 days
• 31-60 days
• over 60 days

*The range of days late cannot be reported for evaluations that are late but have not been completed (line 1c). The range of days late will only need to be reported for the evaluations completed late and indicated in line 4.
### 3.2 Early Childhood Transition

**SPP/APR Indicator 12**

*Percent of children referred by Part C prior to age 3, who are found eligible for Part B, and who have an IEP developed and implemented by their third birthday.*

Early Childhood Transition includes only referrals from Babies Can’t Wait. *Children referred to BCW more than 90 days prior to their birthday must be included in the BCW timeline* even if the local school district receives the referral from BCW less than 90 days prior to the child’s third birthday. *Children referred to BCW less than 90 days prior to their third birthday are considered an exception.* Navigation directions for the Timeline Summary are included in Section 4, **Directions for Completing Child Find and Early Childhood Transition Timeline Summary.**

Rows highlighted in gray are auto calculated and are not available for data entry.

<table>
<thead>
<tr>
<th>Part C: Babies Can’t Wait (BCW)</th>
<th>SPP/APR INDICATOR 12</th>
</tr>
</thead>
<tbody>
<tr>
<td>Transition Timelines</td>
<td></td>
</tr>
<tr>
<td><em>(Children whose 3rd birthday was on or prior to June 30 of the current reporting year)</em></td>
<td></td>
</tr>
<tr>
<td>Total # of children who were served in Part C and referred to Part B for Part B eligibility determination. (Report # for whom consent to evaluate was not received in Exception Table below)</td>
<td></td>
</tr>
<tr>
<td>1a. Total # from 1 with consent to evaluate</td>
<td></td>
</tr>
<tr>
<td>1b. # from 1 for whom the transition process is not yet completed as of September 25th. These children are considered late and will be reported as late in this year’s collection but may also be reported with an exception for lateness.</td>
<td></td>
</tr>
<tr>
<td>2. Total Referrals minus Exceptions line 1 - line 8</td>
<td></td>
</tr>
<tr>
<td>3a. # Eligible with IEP in place BY age 3</td>
<td></td>
</tr>
<tr>
<td>3b. # Ineligible BY age 3</td>
<td></td>
</tr>
<tr>
<td>4a. # Eligible with IEP in place AFTER age 3 (with reasons and exceptions)</td>
<td></td>
</tr>
<tr>
<td>4b. # Ineligible AFTER age 3 (with reasons and exceptions)</td>
<td></td>
</tr>
</tbody>
</table>

The numbers in the red box correspond to the red numbers in Section 3.2 below.
The number of children referred from Part C for whom consent to evaluate for Part B was not received will be reported in the Exception Table below. The number of children referred from Part C with consent to evaluate will be reported in line 1a.

### 3.2.1a Total # from 1 with consent to evaluate

Enter the number of early childhood transition referrals with signed parental consent (PCE) for children who reached their 3rd birthday between July 1st and June 30th of the reporting year AND ALL PCE received and not reported in a prior year with a completed BCW transition. All PCEs should be entered in this field.

- Consents received but not completed should be included.
- Exclude any consents received that could not be completed due to student withdrawal from the LEA prior to the completion of the BCW transition.
- Additionally, exclude consents received where the parent later withdrew consent for evaluation.

### 3.2.1c # from 1 for whom the transition process is not yet completed as of September 25th. These are considered late and will be reported as late in this year's collection.

Enter the number of early childhood transition referrals with signed PCE for whom the initial eligibility report, and initial IEP (if eligible) has not yet been completed, and the date of the 3rd birthday was between July 1st and June 30th of the reporting year. These are already late by the time of report submission. These students are considered late and will be reported late in this collection. This will include students

- for whom consent was gained, but the student moved before evaluation, or before eligibility and/or the IEP meeting could be held,
- for whom parental consent for services was not received, therefore an IEP was not completed,
- for whom there was a delay that has caused the IEP to not yet be held,
- for whom consent for evaluation was never received after BCW referral.

If there are Exceptions for being late, these students should be included in the table titled ‘Exceptions for late from line 1c and line 4’ in the column titled ‘BCW 1c’ by the allowable exception as shown below.

<table>
<thead>
<tr>
<th>1-10 days</th>
<th>11-30 days</th>
<th>31-60 days</th>
<th>&gt; 60 days</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
If there are no Exceptions, these students will be included in the table titled ‘Indicator 12: List Students from 9’ section of the Timelines Summary. List each student name, GTID, date of birth, date IEP developed and implemented (if a, and reason for delay (selected from a drop-down menu). The date of completion of evaluation will be left blank. Completion of these evaluations will be reported through Prong 1 and 2 in SE Applications in the Timelines Applications. The data elements for ‘List students from 9’ will auto-populate for GO-IEP systems in the Timelines Summary in GO-IEP and can load into the SE Applications Timelines Summary. Systems that do not use GO-IEP will need to enter the data as indicated above.

<table>
<thead>
<tr>
<th>Timeline</th>
<th>Exceptions for late from line 1c and line 4</th>
<th>Initials</th>
<th>Initials</th>
<th>BCW</th>
<th>BCW</th>
</tr>
</thead>
<tbody>
<tr>
<td>Initial Evaluations or Babies Can’t Wait</td>
<td>1. Parent repeatedly fails or refuses to produce the child for evaluation.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>2. Estimating circumstances causing a lack of LEA access to the student for an extended period of time or unusual evaluation control.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>3. Child enrolled from another LEA in GA after the 60 day timeframe was in process and prior to the original LEA completing an evaluation</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Babies Can’t Wait</td>
<td>4. Parent delay to provide consent or lack of parent consent caused delays in evaluation and IEP development.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>a) Parent did not provide consent</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>b) Parent signed consent late, resulting in delay in transition</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>c) Parent signed consent, however the transition was not able to be completed due to circumstances such as student not able to be located, family move, or other reason</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>5. Child determined eligible for BCW less than 90 days before the 3rd birthday.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td></td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

3.2.2 Total Referrals Minus Exceptions - Auto-calculated total of the number of early childhood transition referrals minus the number of referrals not yet completed and the allowable exceptions defined in Georgia’s Rules and Regulations for Evaluations 160-4-7-.04. (line 1a minus line 8)

3.2.3b Number Ineligible by Age 3 - The number of children determined not to be eligible by their 3rd birthday.

3.2.4a Number Eligible with IEP Implemented after Age 3 - The number of children whose eligibility has been determined and the IEP is in place after their 3rd birthday.

3.2.4b Number Ineligible after Age 3 - The number of children determined not to be eligible after their 3rd birthday.
3.2.5 Total # Transitioned on Time (by Age 3) - Auto-calculated total of the number eligible with the IEP in place on or prior to their 3rd birthday.

3.2.6 Percentage Eligible with IEP Implemented by Age 3 - Auto-calculated percentage of the number eligible with the IEP in place on or prior to their 3rd birthday. (line 5 divided by line 2-3b times 100)

3.2.7a Total Transitions completed late (after age 3) minus Exceptions
(Range of days late on line 11 should match line 7a.)

3.2.7b Total # late (after age 3) (from line 1c, line 4a and line 4b)

3.2.8 Total Number Exceptions - The total number of eligible and IEP in place late and the number ineligible late with an allowable exception for being late BOTH in process line 1c and completed line 4 as listed in the Exceptions Section of this application. Exceptions 1, 2, 4, and 5 are applicable to Early Childhood Transition.

- Exception 1 - Parent repeatedly fails or refuses to produce the child for evaluation.
- Exception 2 - Extenuating circumstances causing a lack of LEA access to the student for an extended time or unusual evaluation needs due to circumstances beyond the LEA’s control. An extended time would mean greater than 15 school days. Examples of this might include absence due to a prolonged student illness or a significant accident. An unusual evaluation need might include a student with a severe communication barrier due to multiple sensory and/or physical difficulties or rare primary language/dialect requiring a highly specialized evaluator for which an evaluator cannot be readily located and/or scheduled in time.
- Exception 4 - Parent refusal to provide consent caused delays in evaluation or initial service.
- Exception 5 - Child referred to BCW less than 90 days before the third birthday.

3.2.9 Total Number Counted as Late - Auto-calculated the total number counted as late. A reason for lateness must be reported for each student in the Reason Late section of the Timeline Summary. Students must also be entered in the table titled (line 7b minus line 8)

Reasons for Lateness:
- Student delays (i.e., excessive absences)
- Parent delays (i.e., canceling meetings, not providing relevant information in a timely manner)
- Teacher/Evaluator delays
- System errors (i.e., no tracking system in place, errors in tracking, error in policy or procedure)
- Other (Explanation required)

3.2.10 Percentage Counted as completed late - Auto-calculated total of the number eligible with the IEP in place after their 3rd birthday or ineligible late. (Row 9 divided by Row 2 – Row 3b) times 100.

3.2.11 Range of Days Late for Total Number Counted as Late – For each student reported as “Counted as Late” one of the following day ranges must be reported for the number of days late* (DO NOT report the # of days late for Exceptions):
- 1-10 days
- 11-30 days
- 31-60 days
- over 60 days

*The range of days late cannot be reported for transitions that are late but have not been completed (line 1c). The range of days late will only need to be reported for the transitions completed late and indicated in line 4.
3.3 Exceptions for Child Find and Early Childhood Transition

Allowable exceptions are defined in Georgia’s Rules and Regulations for Evaluations 160-4-7-.04 EVALUATIONS found in Appendix A. For each exception reported in Total Number of Exceptions (Row 8) of Initial Evaluations-Child Find and Row 8 of Early Childhood Transition, a corresponding reason for the exception must be provided. The calculated total of exceptions in the Exceptions Section must match the number reported in Row 8 for both Indicators 11 and 12.

Rows highlighted in light blue are auto calculated and are not available for data entry or not applicable to a specific collection.

### Exceptions for late from line 1c and line 4

#### Initial Evaluations or Babies Can’t Wait
1. Parent repeatedly fails or refuses to produce the child for evaluation.
2. Extenuating circumstances causing a lack of LEA access to the student for an extended period of time or unusual eval. control

#### Initial Evaluation
3. Child enrolled from another LEA in GA after the 60 day timeframe was in process and prior to the original LEA completing a different timeline.
4. Parent delay to provide consent or lack of parent consent caused delays in evaluation and IEP development.
   a) Parent did not provide consent
   b) Parent signed consent late, resulting in delay in transition
   c) Parent signed consent, however the transition was not able to be completed due to circumstances such as student not able to be located, family moved, or other reason.
5. Child determined eligible for BCW less than 90 days before the 3rd birthday.

#### Babies Can’t Wait

The calculated total of exceptions in the Exceptions Section must match the number reported in Row 8 for both Indicators 11 and 12.

3.4 Reasons Late for “Total Counted as Late”

Reasons for lateness are not excusals (exceptions) and represent findings of non-compliance. Rows highlighted in gray are auto calculated and are not available for data entry.

#### 3.4.1 Initial Evaluation-Child Find

For each referral reported in Total Number Counted as Late (Row 9) of Initial Evaluation-Child Find a corresponding reason for the lateness must be provided. Calculated total must match the number reported in Row 9.

#### 3.4.1 Early Childhood Transition

For each referral reported in Total Number Counted as Late (Row 9) of Early Childhood Transition a corresponding reason for the lateness must be provided. Calculated total must match the number reported in Row 9.
4 Child Find and Early Childhood Transition Timeline Summary
Directions for Accessing and Completing the Timeline Summary

4.1 My GaDOE Web Portal

The Timeline Summary 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. The portal can be accessed through the Georgia Department of Education Website at http://www.gadoe.org. The MyGaDOE Login is located at the bottom of the page.
4.2 Accessing the Child Find and Early Childhood Transition Timeline Summary

On your homepage, scroll until “SE Applications Dashboard” is displayed on the left-hand side of the page. Depending upon your portal access, you will see a listing like the display below. Click on SE Applications Dashboard to open the dashboard. The Timelines tile is located on the SE Dashboard page. Click on the Timelines tile’s View Application button to open your district’s data entry page.

![SE Applications Dashboard](image)

**Timelines**

<table>
<thead>
<tr>
<th>Indicator 11</th>
<th>Indicator 12</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Initial Evaluation (All Students)</strong></td>
<td><strong>Babies Can’t Wait (BCW)</strong></td>
</tr>
<tr>
<td>Total # of completed referrals</td>
<td>Total # Transition referrals w/consents from BCW</td>
</tr>
<tr>
<td>% Completed on time</td>
<td>% Eligible with IEP in place by age 3</td>
</tr>
<tr>
<td>% Completed late</td>
<td>% Completed late</td>
</tr>
</tbody>
</table>

*Due Date: Sep 30, 2020*
*Last Submitted By: [Redacted] on Sep 29, 2020*

![Data Submission](image)

Click on Data Submission to access the spreadsheet for data entry.
4.3 Entering Data for Child Find and Early Childhood Transition Timeline Summary

The directions that follow for entry in the Timeline Summary are not applicable for GO-IEP systems. The data will load from GO-IEP into the Timeline Summary and update as shown in screenshots that are outlined in the GO-IEP sections.

The GO-IEP entry section will be identified with the GO-IEP icon. (see p. 23)

Directions for LEAs not using GO-IEP

Follow the directions in 4.1 and 4.2 to access the Timeline Summary. The application can be completed in more than one session. Follow the directions in Section 4.4 for Calculating Data and the directions in 4.5 for Saving Data.

4.3.1 Enter data in cells that permit data entry per data element definitions in Section 2. Rows highlighted in light blue are auto calculated and are not available for data entry.

Enter information in the template after selecting the Data Submission tab.
After entering data in the cells, select Calculate & Save. The data in the blue rows will auto calculate and the tables to enter the student names will open.
After entering the names in the table along with the reasons for late in the late tables, the Reasons Late for “Total Number Counted as Late” table will prepopulate with the totals.

### 4.3 File Edits for Child Find and Early Childhood Transition

Online edits are included in the Timeline Summary to assist you with data accuracy. The cell will turn red if you have errors. Data may be saved but not submitted with edit errors.

#### 4.3.1 Total Number of Consents for Evaluation received (Indicator 11) or children referred from Part C to Part B (Indicator 12) are not balanced with students reported late or with exceptions in the Summary.

Example of Summary Report with errors:
INDICATOR 11 EXAMPLE

There are 0 total late evaluations. 0 are not completed and 0 are completed. ALL 0 must be entered in the table below. After the 0 are entered, the Reason Late will be populated.
### Child Find Timelines

<table>
<thead>
<tr>
<th>Event</th>
<th>Timeline</th>
<th>Code</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Initial Evaluation</td>
<td>-</td>
<td>1a</td>
<td>Parent unresponsive or refuses to participate in child evaluation.</td>
</tr>
<tr>
<td>Initial Evaluation</td>
<td>-</td>
<td>1b</td>
<td>Estimating circumstances causing a lack of LCA access to student for an extended period of time or unusual situation needs due to circumstances beyond LCA control.</td>
</tr>
<tr>
<td>Initial Evaluation</td>
<td>-</td>
<td>2</td>
<td>Child is enrolled in another LCA or a GA after the 60-day timeline was in process and prior to the original LCA evaluation.</td>
</tr>
<tr>
<td>Initial Evaluation</td>
<td>-</td>
<td>3</td>
<td>Child with a parent delay to provide consent or lack of parent consent caused delays in evaluation and/or development of IEP.</td>
</tr>
<tr>
<td>Initial Evaluation</td>
<td>-</td>
<td>4</td>
<td>Parent did not provide consent.</td>
</tr>
<tr>
<td>Initial Evaluation</td>
<td>-</td>
<td>5</td>
<td>Parent signed consent, resulting in delay in transition.</td>
</tr>
<tr>
<td>Initial Evaluation</td>
<td>-</td>
<td>6</td>
<td>Parent signed consent, however the transition was not able to be completed due to circumstances such as student unable to be located, family move, or other reason.</td>
</tr>
<tr>
<td>Initial Evaluation</td>
<td>-</td>
<td>7</td>
<td>Child determined eligible for BCIV less than 60 days before the 3rd birthday.</td>
</tr>
</tbody>
</table>

### BCIV: Statements Can't Wait (BCIV)

- The total number of counts to evaluate (row 1a) and the total exceptions listed for BCIV Exception 4a should equal the total number of BCIV referrals (row 1b).
- Total number of students reported late in row 8 should equal the total number of students entered in the reported late indicator 12. List students from a grid for indicator 12.

<table>
<thead>
<tr>
<th>Reason</th>
<th>Code</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reasons listed for &quot;Total number counted as late&quot;</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Parent delay (i.e., canceling meetings, not providing relevant information in a timely manner)</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Transformer (evaluator delay) (i.e., evaluators not following through, lack of psychosocial, development, or speech language pathologist)</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>System errors (i.e., no tracking system in place, errors in tracking, error in pupil/child identification)</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Child entered by BCIV less than 50 days before the 3rd birthday</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Other (specify)</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>
Edits that will be applied when calculate and save is selected include:

Indicator 11:

- Total # of parental consent to evaluate received (Row 1a) does not equal the sum of Row 1b, Row 1c. Evaluations completed on time (Row 3), Evaluations completed late (Row 4)
- Total number of Exceptions cannot be greater than either Total # of parental consent to evaluate received (Row 1a) or Total number of Completed late (Row 7b)
- Total count of students on Indicator 11. List Students from 1b must equal (Row 1b)
- Total number completed as late (line 7a) should be equal to the number of reported Range of Days Late for “Total # Counted As Late” (Row 11)
- Total number of students reported late (Row 9) should be equal to the total number students entered in the reported late Indicator 11. List Students from 9 grid for Indicator 11.
- Total # parental consents minus exceptions (Row 2) should equal the total number completed on time (Row 6) plus the total number counted as late (Row 9)
- Total number of students reported late (Row 9) should be equal to the “Total for Reasons Late for “Total # Counted As Late”

Indicator 12:

- Total # BCW Transition Conferences (Row 1) should be greater than or equal to Total # of parental consent to evaluate received (Row 1a).
- Total # of referrals (Row 1) should be equal to the sum of # Eligible with IEP implemented BT (Row 2a), # Eligible with IEP implemented AFTER D (Row 4a), # Ineligible BT (Row 3b), and # Ineligible AFTER D (Row 4b) and Row 1c.
- Total # Exceptions (Row 8) cannot be greater than either Total # of referrals (Row 1) or Total # late (Row 1c).
- The total number of consent to evaluate (Row 1a) and the Total exceptions listed for BCW Exception 4c should equal Total number of BCW referrals (Row 1).
- Total number Completed as late (Row 7a) should be equal to the number of reported Range of Days Late for “Total # Counted As Late” (Row 11)
- Total number of students reported late (Row 9) should be equal to the total number students entered in the reported late Indicator 12. List Students from 9 grid for Indicator 12.
- Total number of students reported late (Row 9) should be equal to the “Total for Reasons Late for “Total # Counted As Late”
4.4 Calculating and Saving Data for Child Find and Early Childhood Transition Timeline Summary

The application opens in September for data entry. To calculate indicator status, select **CALCULATE & SAVE** located on both the top and middle of the page. Select **CALCULATE & SAVE** to update data when correcting or adding new entries. You may calculate data multiple times within the same session and complete the Summary across multiple sessions. Rows highlighted in light blue are auto calculated and are not available for data entry or not applicable to a specific collection. When all errors have been corrected (no red cells) and data calculated, the **SUBMIT** button will become active and allow submission. **You must SUBMIT your data.**

5.0 Data Submission

Click on the **SUBMIT** button to submit your data once you have verified your data to be accurate. To be considered a timely submission, your Timeline Summary must have a date stamp no later than midnight, September 30, 2021. **You cannot submit your report until all online errors have been resolved (no red cells).** The Timeline Summary can be accessed and updated multiple times. If you submit in error, please email Linda Castellanos lcastellanos@doe.k12.ga.us or Dawn Kemp at dkemp@doe.k12.ga.us to re-open your application prior to the deadline of September 30, 2021.

After data submission, you will see a statement at the bottom and the top of the page providing the name of the individual completing the submission and the date stamp for the submission. Please make a copy of this confirmation for your records. **Timeline data may not be submitted until September 20, 2021.**
6.0 Data Entry Guidance for GO-IEP

All data will automatically load from GO-IEP. GO-IEP users can update the Timelines Summary using the **Refresh data From GOIEP** button. The Summary results can be calculated and saved by selecting the **CALCULATE & SAVE** button. The reason for evaluation lateness or acceptable exception must be entered inside the GO-IEP program for any evaluation that is not completed in the 60-day timeframe. The evaluation status (late or exception) will then load in the SE Applications Timelines Summary. The Timelines Summary Report must be submitted using the **SUBMIT** button.

Click on the **SUBMIT** button to submit your data once you have verified your data to be accurate. To be considered a timely submission, your Timeline Summary must have a date stamp no later than midnight, September 30, 2021. **You cannot submit your report until all online errors have been resolved (no red cells).** The Timeline Summary can be accessed and updated multiple times. If you submit in error, please email Linda Castellanos lcastellanos@doe.k12.ga.us or Dawn Kemp at dkemp@doe.k12.ga.us to re-open your application prior to the deadline of September 30, 2021.

After data submission, you will see a statement at the bottom and the top of the page providing the name of the individual completing the submission and the date stamp for the submission. Please make a copy of this confirmation for your records.

**Timeline data may not be submitted until September 20, 2021.**
7.0 Follow-Up Submission of the 1b Students (only for applicable for systems)

LEAs reporting any number other than 0 on Timelines Summary line 1b (students for whom evaluations were not completed and not yet due per the state-established timeline as of September 25th), are required to report the completion of those evaluations in a follow-up submission. The Timelines Summary submitted September 30th includes a corresponding table (Indicator 11, List Students from 1b) with the names, consent for evaluation dates, and due dates for all students included in line 1b. On November 16, 2021, a new tab (Follow-Up Submission) will open in the SE Applications inside the Timelines tile (see below). The tab will contain the pre-populated content of the table titled ‘Indicator 11, List Students from 1b’ reported in the first Timelines submission. LEAs will be required to provide the evaluation completion date (if completed) for each student listed in the tab by November 30, 2021. LEAs will also be required to provide either an Exception or Reason late for any evaluation that was not completed on time. If an LEA has any evaluations that are not yet completed, the LEA cannot submit the Follow-Up Submission until November 30, 2021. *GO-IEP systems please view the next section beginning on p. 27.

Follow-Up Submission Tab

Examples of Entries
Submission of Follow-Up

The evaluation is not yet completed and an Exception is selected from the drop down menu.

The evaluation is completed late and a Reason is selected from the drop down menu.

The purpose of this submission is to follow up on students not yet due and not yet completed per the state-established timeline as of September 29th.

Students with a child in the program are included in this submission and are required to submit the information. If not appropriate, students should report the information in the form of a Service Plan.

Students may report the information in the following ways:

1. Through the Data Submission System
2. Through the Follow-Up Submission System
3. Through the Notification/Document System

The student data has been saved successfully.

After the date of Completion of Evaluation, Not yet Completed, Reason for Delay, or Exception for Delay (as applicable) are provided, submit the entries using either SUBMIT button.

Number of students submitted: 4

<table>
<thead>
<tr>
<th>Last Name</th>
<th>First Name</th>
<th>Middle Name</th>
<th>SSID</th>
<th>Date of Completion of Evaluation</th>
<th>All Day State Date</th>
<th>Date of Completion of Evaluation</th>
<th>Reason for Delay</th>
<th>Exception for Delay</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>10/25/2021</td>
<td>10/25/2021</td>
<td>10/25/2021</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>10/25/2021</td>
<td>10/25/2021</td>
<td>10/25/2021</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>10/25/2021</td>
<td>10/25/2021</td>
<td>10/25/2021</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>10/25/2021</td>
<td>10/25/2021</td>
<td>10/25/2021</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Adjusted Timelines Percentages

After the evaluation completion date(s) are provided in the Table 1b Completion tab by your LEA, percentages of completion of Initial Evaluations will be adjusted, if applicable. LEAs reporting late evaluations on November 30, 2021, will have a decreased completion percentage for the FY21 Timelines (see below).
*Important note for GO-IEP LEAs* - The evaluation completion date will be provided inside GO-IEP. The date is automatically populated in the table, and the table is completed. The first step for GO-IEP LEAs is to submit the ‘Indicator 11, List Students from 1b’ table inside GO-IEP. The table from GO-IEP will populate inside the SE Applications Timelines tile. The second step for GO-IEP users is to submit the information in the SE Applications Timelines tile (see below).
7.1 Prong 1 Timelines

LEAs that did not have a 100% compliance rate following both the Initial (Sept. 30, 2021) and Follow-Up (Nov. 30, 2021) Submissions are required to submit Prong 1 data by January 18, 2022. The Timelines Application will open for LEA Prong 1 data entry on December 20, 2021.

The Prong1 - Student Data tab is located inside the Timelines Application (see screenshots that follow). LEAs are required to provide a narrative of the policies, procedures, and practices that were revised to support the correction of noncompliance. The narrative can be saved and completed in more than one session.

Following the narrative section, one or two data table(s) titled “Initial Evaluations Completed Late (Indicator 11)” and/or “Babies Can’t Wait Reported Late (Indicator 12)” are displayed as applicable for each LEA (see screenshots). If the LEA had no late BCW transitions and only reported late initial evaluations, only the Indicator 11 table will be shown. LEAs with evaluations and/or BCW transitions that had not yet been completed following the Sept. 30, 2021, and Nov. 30, 2021, submissions will have highlighted rows at the top of the data table(s). LEAs will be required to provide a completion date for these evaluations (Indicator 11) or date IEPs were developed (see screenshots).
Once all narratives and data entry sections (highlighted in yellow) have been completed, Prong 1 can be submitted.

If there are timelines that are still not completed at the time that Prong 1 submission is due, Prong 1 can be submitted, however a warning will appear. For any student reported as incomplete for either Indicator 11 or 12, follow up will be completed by the District Liaison (DL).

Once submit has been selected, a message will be received confirming submission.
Appendix A

Code: IDDF (4) 160-4-7-.04 EVALUATIONS AND REEVALUATIONS.