

Indication 11: Timely Evaluations
Ohio Special Education Performance Profile

Lorain City Schools
2601 Pole Avenue
Lorain, Ohio 44052

Overview: Indicator 11 specifically measures the percentage of children who were referred for an initial evaluation for special education services and had the evaluation completed within the timeline of 60 days. The timeline starts when the school district receives parent consent for an evaluation. The indicator is a key component of the Ohio Department of Education's Special Education Profile which is a monitoring system to ensure districts are adhering to the Individuals with Disabilities Education Act (IDEA).

Policies:

LCS Board Policy#- po2460ODE- Special Education

- Child Find- Ensure full adherence to federal and state regulations under IDEA and Ohio Administrative Code
- Parent consent: Families obtain informed and written consent prior to initiating an evaluation. Families should be provided a copy of the procedural safeguards and explain the evaluation process.
- Timely Evaluations- all initial evaluations within the mandated 60 day timeline. Exceptions to the 60 day timeline examples: schedule conflicts, parent inaction to make the student available for the evaluation, summer availability of staff
- Data Collection and Reporting: Lorain City Schools reports the dates of referral, consent, and initial evaluation timelines in EMIS, Ohio's student information system. Lorain City Schools has procedures in place to ensure those dates are accurately reported.
- Procedural Safeguards: Families are informed of their rights, the process of the evaluations itself, and if there is a dispute how families can seek resolution.

Procedures:

Referral Process: A referral can be made by a teacher, family/guardian, or other professionals by verbal or written request. When a referral is received the expectation is that the district reviews relevant information that may include but is not limited to: academic data, behavior records, attendance, and previous interventions if attempted. At this point the district will determine whether or not an evaluation would be warranted.

Consent and Notification: Once the district reviews all relevant data and information and determines they would move forward with an initial ETR a prior written notice is written with the proposal to initiate an evaluation. The district is expected to meet with the parent to obtain written parent consent within 30 days of referral. An initial tracking form is developed to notify

everyone that consent was signed and the timeline begins. The initial tracking form is a checks and balance system to ensure that 60 day timelines are met from the date of consent.

Scheduling Evaluations: Once a team is assigned to conduct the evaluation a tentative meeting date is scheduled with the family. Parent invitation is sent out via email or mail. It is required that the team determine the preferred communication style by the family/guardian to ensure that the evaluation process and communication regarding meetings are clearly stated to ensure participation. It is also recommended that the ETR team work with the family to schedule the meeting at the most convenient time to ensure full participation during the ETR meeting.

Eligibility Determination Meeting: At this meeting all results of the assessment are reviewed with the team collaboratively. A thorough review of the assessment results are provided and a discussion amongst all team members is held to make the determination of eligibility under IDEA. Family/guardian is provided with a copy of the evaluation and decision of eligibility.

**To ensure timelines are met Lorain City Schools will be conducting regular audits through the use of EMIS and our Initial tracking forms to ensure compliance.

Practices:

Parent/Student Engagement: Both parents and students should be engaged throughout the evaluation process. If the student or parent/guardian requires translation please put in a help ticket for language services to ensure full participation and language is not a barrier.

Professional Development:

- Internal Monitoring - best practices and state compliance training
- Legal Updates with Child Find
- MTSS Framework to ensure a team approach to interventions that may be previous to referral
- Cultural awareness and responsiveness

Internal Monitoring Team: Team to review current practices and data to ensure compliance is met according to federal and state guidelines. This team is responsible for auditing district documents and to highlight strengths and weaknesses in our procedures. This provides Lorain City schools an opportunity to evaluate our procedures and adapt as needed.

MTSS/RTI- The district will take a team approach to provide early intervention and tracking to ensure students have the appropriate supports in place and to make referrals if needed so a student is not delayed in receiving special education services if deemed necessary.

Tracking timelines: the district will use tracking forms to communicate an initial was initiated and consent was obtained. The tracking form serves as an internal checks and balances so several

individuals ensure timelines are met. The district also uses technology to set calendar invitations to clearly communicate when meetings are held. There are also reports our EMIS coordinator will run for another checks and balances so that any EMIS error is flagged and can be reviewed by district personnel.

Team Collaboration: The expectation is that all evaluations consist of team members to ensure that the evaluation process is comprehensive and inclusive. The case managers are responsible for communication of when an ETR is initiated, the roles and responsibilities of each evaluation team member, and ensuring meeting dates are set before the timeline of the 60 days to ensure if the meeting needs to be rescheduled it will not prohibit compliance.

Overall goal: Lorain City Schools will continue to strive for 100% compliance on initial evaluation timelines. We will be rooted in our policies, guided by our procedures, and steady in our practices.