



August 2013

August Notes

- ◇ Begin COS form completion for 3-5 year olds entering preschool programs within 90 days of entry
- ◇ Begin preparing for Child Count data collection

Weekly Responsibilities

- LEAs
- ◇ Update PROACTIVE/STARS daily
 - ◇ Plan and convene meetings using SEDS and LEA Performance and Planning Report data
 - ◇ Ensure timely data entry
 - ◇ Complete required LDA SEDS responsibilities

Monthly Responsibilities

- LEAs
- ◇ Review DSE Training Calendar
 - ◇ Perform timely assessments, evaluations, IEPs and implement HODs/SAs
 - ◇ Update information in SEDS
 - ◇ Comply with reporting requirements and submission deadlines
 - ◇ Review DSE trainings and technical assistance calendar and attend trainings

OSSE

- ◇ Calculate and report number of untimely due process hearings, hearing requests and overdue HODs/SAs
- ◇ Collect, review and report Blackman Jones data on timeliness of assessments, evaluations and reevaluations
- ◇ Conduct required monitoring, identify and issue findings, verify corrections
- ◇ Issue monthly reports to stakeholders as follows:
 1. LEA Performance and Planning Report
 2. Events not Transferred Report
 3. Blackman Jones Report
 4. Nonpublic Program Report

Legend

- LEA Responsibilities
- OSSE Responsibilities
- Holidays or Common Responsibilities
- DSE Training Opportunities

August Notes:

- ◇ Train the Trainer/LEA Data (LDA) Administrator Combined Course offered
- ◇ SEDS LEA Data Administrator (LDA) Training Series (combination of in-person trainings and webinars)
- ◇ Special Conditions Report due to OSEP for last FFY 2012 Reporting Period (April 1, 2013-June 30, 2013): Initial Evaluations, Reevaluations, Secondary Transition, Use of Directed Funds
- ◇ Updated contacted information due 8/1/13 to OSSE.LEAdata@dc.gov

| Sun | Mon | Tue | Wed | Thu | Fri | Sat |
|-----|-----------------------------|--|---|---|---|-----|
| | | | | 1 CAP Due to OSEP, LEAs provide updated contact information to OSSE.leadata@dc. | 2 LEA P&P Report Issued, Events not Transferred Report Issued | 3 |
| 4 | 5 | 6 | 7 | 8 2013 LDA Training Module 1 (1:00-4:30) | 9 Events not Transferred Report Issued | 10 |
| 11 | 12 | 13 SEDS Train-the-Trainer Online (9:30-12:30) | 14 SEDS Fall 2013 Release Training | 15 2013 LDA Training Module 1 (9:30-1:00) Last FFY 2012 Special Conditions Report Due to OSEP | 16 Events not Transferred Report Issued, SEQR Nonpublic Webinar, IDEA Part B Determinations Process Webinar (12:00-1:00) | 17 |
| 18 | 19 | 20 | 21 SEQR Nonpublic Webinar (9:00-11:00) | 22 | 23 Events not Transferred Report Issued Enrollment Audit LEA Training (9:00-12:00) SEDS Outage | 24 |
| 25 | 26 SEDS 6.0 Fall Release | 27 | 28 | 29 | 30 Blackman Jones Reporting due to Court, Events not Transferred Report Issued, IDEA Phase II Application | 31 |



September 2013

September Notes

- ◇ Update PROACTIVE/STARS for enrollment audit
- ◇ Prepare meetings for Child Count
- ◇ COS Form completion for 3-5 year olds entering preschool programs

Weekly Responsibilities

- LEAs
- ◇ Update PROACTIVE/STARS daily
 - ◇ Plan and convene meetings using SEDS and LEA Performance and Planning Report data
 - ◇ Ensure timely data entry
 - ◇ Complete required LDA SEDS responsibilities

Monthly Responsibilities

- LEAs
- ◇ Review DSE Training Calendar
 - ◇ Perform timely assessments, evaluations, IEPs and implement HODs/SAs
 - ◇ Update information in SEDS
 - ◇ Comply with reporting requirements and submission deadlines
 - ◇ Review DSE trainings and technical assistance calendar and attend trainings

OSSE

- ◇ Calculate and report number of untimely due process hearings, hearing requests and overdue HODs/SAs
- ◇ Collect, review and report Blackman Jones data on timeliness of assessments, evaluations and reevaluations
- ◇ Conduct required monitoring, identify and issue findings, verify corrections
- ◇ Issue monthly reports to stakeholders as follows:
 1. LEA Performance and Planning Report
 2. Events not Transferred Report
 3. Blackman Jones Report
 4. Nonpublic Program Report

Legend

- OSSE Responsibilities
- Holidays or Common Responsibilities
- DSE Training Opportunities

September Notes:

- ◇ Train the Trainer/LEA Data Administrator (LDA) Combined Course offered
- ◇ SEDS LEA Data Administrator (LDA) Training Series (combination of in-person trainings and webinars)
- ◇ Special Conditions Reporting Period 1 Ends (July 1, 2013-September 30, 2013)
- ◇ LEA Discipline Policies Due to OSSE for FFY 2011
- ◇ OSSE Requesting LEA Discipline Policies for FFY 2011 Significant Disproportionality
- ◇ OSSE Sending Out Self-Assessments for FFY 2012 Disproportionate Representation

| Sun | Mon | Tue | Wed | Thu | Fri | Sat |
|-----|---|---|--|--|--|-----|
| 1 | 2 Labor Day Observed | 3 | 4 | 5 Enrollment Audit LEA Training | 6 LEA P&P Report Issued, Events not Transferred Report Issued | 7 |
| 8 | 9 | 10 | 11 SEQR Tool Webi- nar for Nonpublic Program Representatives (9:00-11:00) | 12 SEDS Train the Trainer (9:30- 4:30) | 13 2013 LDA Training Module 1 (9:30-1:00), Nonviolent Crisis Prevention Training (8:30-3:30), Events not Transferred Report Issued, OSSE requesting LEA Disci- pline Policies for FFY 2011, OSSE sending self-assessments for FFY 2012 | 14 |
| 15 | 16 | 17 | 18 | 19 | 20 Events not Transferred Report Issued | 21 |
| 22 | 23 | 24 Nonviolent Crisis Prevention Training (8:30-3:30) | 25 2013 LDA Training Module 2 (10:00- 12:00) | 26 SEDS Train the Trainer (9:30- 4:30), Nonviolent Crisis Prevention Training (8:30- 3:30) | 27 2013 LDA Stage 1 (9:30-1:00) Blackman Jones Reporting due to Court, Events not Transferred Re- port Issued, LEA Discipline Policies due to OSSE for FFY 2011 | 28 |
| 29 | 30 Special Conditions Reporting Period 1 Ends | | | | | |



October 2013

October Notes

- ◇ Ensure enrollment audit student information is properly entered into DC STARS/PROACTIVE for Enrollment Count
- ◇ Begin to update and report data in SEDS in preparation for December Child Count
- ◇ COS Form completion for 3-5 year olds entering preschool programs
- ◇ Complete Child Count Validation Process

Weekly Responsibilities

LEAs

- ◇ Update PROACTIVE/STARS daily
- ◇ Plan and convene meetings using SEDS and LEA Performance and Planning Report data
- ◇ Ensure timely data entry
- ◇ Complete required LDA SEDS responsibilities

Monthly Responsibilities

LEAs

- ◇ Review DSE Training Calendar
- ◇ Perform timely assessments, evaluations, IEPs and implement HODs/SAs
- ◇ Update information in SEDS
- ◇ Comply with reporting requirements and submission deadlines
- ◇ Review DSE trainings and technical assistance calendar and attend trainings

OSSE

- ◇ Calculate and report number of untimely due process hearings, hearing requests and overdue HODs/SAs
- ◇ Collect, review and report Blackman Jones data on timeliness of assessments, evaluations and reevaluations
- ◇ Conduct required monitoring, identify and issue findings, verify corrections
- ◇ Issue monthly reports to stakeholders as follows:
 1. LEA Performance and Planning Report
 2. Events not Transferred Report
 3. Blackman Jones Report
 4. Nonpublic Program Report

Legend

- LEA Responsibilities
- OSSE Responsibilities
- Holidays or Common Responsibilities
- DSE Training Opportunities

October Notes:

- ◇ Train the Trainer/LEA Data (LDA) Administrator Combined Course offered (repeat)
- ◇ SEDS LEA Data Administrator (LDA) Course (combination of in-person trainings and webinars)
- ◇ LEAs must verify their enrollment on 10/7/13
- ◇ Child Count submissions due 10/11/2013 to OSSE
- ◇ Special Conditions Reporting Period 2 Begins (October 1, 2013-December 31, 2013)
- ◇ OSSE Issues Findings on FFY 2011 Significant Discrepancy

| Sun | Mon | Tue | Wed | Thu | Fri | Sat |
|-----|--|---|---|--|---|-----|
| | | 1 Special Conditions Reporting Period 2 Begins | 2 Nonviolent Crisis Prevention Training (8:30-3:30) | 3 | 4 LEA P&P Report Issued, Events not Transferred Report Issued | 5 |
| 6 | 7 Enrollment Audit/Child Count Date | 8 Data for 11/1/2013 Special Conditions Period 1 Report Pulled | 9 SEQR Tool Webinar for LEA Representatives (9:00-11:00) | 10 | 11 Enrollment Audit/Child Count Certifications, Events not Transferred Report Issued | 12 |
| 13 | 14 Columbus Day Observed | 15 OSSE Issues Findings on Initial Evaluation, Reevaluation, and Secondary Transition to LEAs for last FFY 2012 Reporting Period (April 1, 2013-June 30, 2013) | 16 | 17 SEDS Train the Trainer (9:30-4:30) | 18 2013 LDA Training Module1(9:30-1:00) , Events not Transferred Report Issued | 19 |
| 20 | 21 | 22 | 23 2013 LDA Training Module 3 (10:00-12:00) Nonviolent Crisis Prevention Training (8:30-3:30) | 24 | 25 Blackman Jones Reporting due to Court, Events not Transferred Report Issued, OSSE issues findings on FFY 2011 Significant Discrepancy | 26 |
| 27 | 28 | 29 | 30 | 31 | | |



November 2013

November Notes

- ◇ COS Form completion for 3-5 year olds entering preschool programs

Weekly Responsibilities

- LEAs
- ◇ Update PROACTIVE/STARS daily
 - ◇ Plan and convene meetings using SEDS and LEA Performance and Planning Report data
 - ◇ Ensure timely data entry
 - ◇ Complete required LDA SEDS responsibilities

Monthly Responsibilities

- LEAs
- ◇ Review DSE Training Calendar
 - ◇ Perform timely assessments, evaluations, IEPs and implement HODs/SAs
 - ◇ Update information in SEDS
 - ◇ Comply with reporting requirements and submission deadlines
 - ◇ Review DSE trainings and technical assistance calendar and attend trainings

OSSE

- ◇ Calculate and report number of untimely due process hearings, hearing requests and overdue HODs/SAs
- ◇ Collect, review and report Blackman Jones data on timeliness of assessments, evaluations and reevaluations
- ◇ Conduct required monitoring, identify and issue findings, verify corrections
- ◇ Issue monthly reports to stakeholders as follows:
 1. LEA Performance and Planning Report
 2. Events not Transferred Report
 3. Blackman Jones Report

Legend

- OSSE Responsibilities
- Holidays or Common Responsibilities
- DSE Training Opportunities

November Notes:

- ◇ Train the Trainer/LEA Data Administrator (LDA) Combined Course offered (repeat)
- ◇ SEDS LEA Data Administrator (LDA) Training Series (combination of in-person trainings and webinars)
- ◇ Special Conditions Report Due to OSEP for first FFY2013 Reporting Period (July 1, 2013-September 30, 2013): Initial Evaluations, Reevaluations, Secondary Transition, Use of Directed Funds (April 1, 2013-

| Sun | Mon | Tue | Wed | Thu | Fri | Sat |
|-----|--|---|---|---|---|--|
| | | | | | 1 LEA P&P Report Issued, Events not Transferred Report Issued, Special Conditions Period 1 Report Due to OSEP | 2 Inclusive Schools Week Parent Conference |
| 3 | 4 Root Cause Analysis Training (9am-4pm; Room 806B) | 5 | 6 Submit EdFacts Pt. B & C files for Exiting, Pt. B Personnel, Discipline, Dispute resolution, Reasons for removal, and removal to interim educational setting | 7 SEDS Train the Trainer (9:30-4:30) | 8 2013 LDA Training Module 1 (9:30-1:00) Events not Transferred Report Issued | 9 |
| 10 | 11 Veterans Day Observed | 12 | 13 SEQR Tool Webinar for Nonpublic Program Representatives (9:00-11:00) | 14 | 15 Events not Transferred Report Issued Transportation Policy: Boot Camp (8:30am-4:00pm; Grand Hall A/B) | 16 |
| 17 | 18 | 19 Transportation Policy: Boot Camp (8:30am-4:00pm; Grand Hall A/B) | 20 2013 LDA Training Module 4 (10:00- 12:00) | 21 | 22 Events not Transferred Report Issued | 23 |
| 24 | 25 | 26 | 27 | 28 Thanksgiving Observed | 29 Blackman Jones Reporting due to Court , Events not Transferred Report Issued, Release of Quarterly Findings 1 | 30 |



December 2013

December Notes

◇ Finalize LEA data for FFY 2011 APR

Weekly Responsibilities

LEAs

- ◇ Update PROACTIVE/STARS daily
- ◇ Plan and convene meetings using SEDS and LEA Performance and Planning Report data
- ◇ Ensure timely data entry
- ◇ Complete required LDA SEDS responsibilities

Monthly Responsibilities

LEAs

- ◇ Review DSE Training Calendar
- ◇ Perform timely assessments, evaluations, IEPs and implement HODs/SAs
- ◇ Update information in SEDS
- ◇ Comply with reporting requirements and submission deadlines
- ◇ Review DSE trainings and technical assistance calendar and attend trainings

OSSE

- ◇ Calculate and report number of untimely due process hearings, hearing requests and overdue HODs/SAs
- ◇ Collect, review and report Blackman Jones data on timeliness of assessments, evaluations and reevaluations
- ◇ Conduct required monitoring, identify and issue findings, verify corrections
- ◇ Issue monthly reports to stakeholders as follows:
 1. LEA Performance and Planning Report
 2. Events not Transferred Report
 3. Blackman Jones Report
 4. Nonpublic Program Report

Legend

- LEA Responsibilities
- OSSE Responsibilities
- Holidays or Common Responsibilities
- DSE Training Opportunities

December Notes:

- ◇ SEDS LEA Data Administrator (LDA) Training Series (combination of in-person trainings and webinars)
- ◇ COS Entry and Exit Forms due 12/3/13 by 5pm
- ◇ Special Conditions Reporting Period 2 Ends (October 1, 2013-December 31, 2013)

| Sun | Mon | Tue | Wed | Thu | Fri | Sat |
|-----|-----------------------------|--|---|--|--|-----|
| 1 | 2 Inclusive Schools Week | 3 Inclusive Schools Week COS Entry and Exit Forms due by 5pm | 4 Inclusive Schools Week | 5 Inclusive Schools Week CPI Training ((8:30am-4:00pm; Grand Hall B) | 6 Inclusive Schools Week LEA P&P Report Issued, Events not Transferred Report Issued, OSSE issuing findings for FFY 2012 Disproportionate Representation Universal Design for Learning (8:30 am—11:30 am OR 12:30 pm—3:30 pm; Grand Hall B) | 7 |
| 8 | 9 | 10 | 11 SEQR Tool Webinar for LEA Representatives | 12 | 13 Events not Transferred Report Issued | 14 |
| 15 | 16 | 17 | 18 2013 LDA Training Module 5 (10:00-12:00) | 19 Submit Edfacts Part B Assessment Files | 20 Events not Transferred Report Issued | 21 |
| 22 | 23 | 24 | 25 Christmas Day observed | 26 | 27 Blackman Jones Reporting due to Court, Events not Transferred Report Issued | 28 |
| 29 | 30 | 31 Special Conditions Reporting | | | | |



January 2014

January Notes

◇ Winter Collection Closes

Weekly Responsibilities

LEAs

- ◇ Update PROACTIVE/STARS daily
- ◇ Plan and convene meetings using SEDS and LEA Performance and Planning Report data
- ◇ Ensure timely data entry
- ◇ Complete required LDA SEDS responsibilities

Monthly Responsibilities

LEAs

- ◇ Review DSE Training Calendar
- ◇ Perform timely assessments, evaluations, IEPs and implement HODs/SAs
- ◇ Update information in SEDS
- ◇ Comply with reporting requirements and submission deadlines
- ◇ Review DSE trainings and technical assistance calendar and attend trainings

OSSE

- ◇ Calculate and report number of untimely due process hearings, hearing requests and overdue HODs/SAs
- ◇ Collect, review and report Blackman Jones data on timeliness of assessments, evaluations and reevaluations
- ◇ Conduct required monitoring, identify and issue findings, verify corrections
- ◇ Issue monthly reports to stakeholders as follows:
 1. LEA Performance and Planning Report
 2. Events not Transferred Report
 3. Blackman Jones Re-

Legend

- OSSE Responsibilities
- Holidays or Common Responsibilities
- DSE Training Opportunities

January Notes:

- ◇ Special Conditions Reporting Period 3 Begins (January 1, 2014– March 31, 2014)
- ◇ Data for 2/1/2014 Special Conditions Period 2 Report Pulled

| Sun | Mon | Tue | Wed | Thu | Fri | Sat |
|-----|---|---|--|--|---|-----|
| | | | 1 New Year's Day Observed, Special Conditions Reporting Period 3 Begins | 2 | 3 LEA P&P Report Issued, Events not Transferred Report Issued | 4 |
| 5 | 6 | 7 | 8 SEQR Tool Webinar for Nonpublic Program Representatives (9:00-11:00) | 9 Data for 2/1/2014 Special Conditions Period 2 Report Pulled | 10 Events not Transferred Report Issued | 11 |
| 12 | 13 | 14 Universal Design for Learning Professional Learning Community Kickoff: (8:30am-3:30pm; Grand Hall B) | 15 OSSE issues findings on Initial Evaluation, Reevaluation, and Secondary Transition to LEAs for Special Conditions Period 1 | 16 | 17 Events not Transferred Report Issued Secondary Transition Intro. Module I, Session 1: Best Practices, Assessment (8:30am-3:30pm; Grand Hall B) | 18 |
| 19 | 20 Martin Luther King Day Observed | 21 Nonviolent Crisis Intervention Training (8:30am—3:30pm; Grand Hall) | 22 Secondary Transition Intro. Module I, Session 2: Short & Long Term Planning (8:30a 3:30pm; Grand Hall A) | 23 | 24 Events not Transferred Report Issued | 25 |
| 26 | 27 | 28 | 29 | 30 | 31 Blackman Jones Reporting due to Court, Events not Transferred Report Issued Secondary Transition Intro. Module I, Session 3: Transition Overview, Self- Determination (8:30am-3:30pm; Grand Hall B) | |



February 2014

February Notes

◇ OSSE submits FFY 2012 Part B & C APR, IDEA 618 Part B & C Tables and Edfacts files to OSEP and Special Conditions

Legend

OSSE Responsibilities
Holidays or Common Responsibilities
DSE Training Opportunities

February Notes:

◇ Special Conditions Report Due to OSEP for FFY 2013 Reporting Period 2 (October 1, 2013-December 31, 2013): Directed Use of Funds

Weekly Responsibilities

LEAs
 ◇ Update PROACTIVE/STARS daily
 ◇ Plan and convene meetings using SEDS and LEA Performance and Planning Report data
 ◇ Ensure timely data entry
 ◇ Complete required LDA SEDS responsibilities

Monthly Responsibilities

LEAs
 ◇ Review DSE Training Calendar
 ◇ Perform timely assessments, evaluations, IEPs and implement HODs/SAs
 ◇ Update information in SEDS
 ◇ Comply with reporting requirements and submission deadlines
 ◇ Review DSE trainings and technical assistance calendar and attend trainings

OSSE

◇ Calculate and report number of untimely due process hearings, hearing requests and overdue HODs/SAs
 ◇ Collect, review and report Blackman Jones data on timeliness of assessments, evaluations and reevaluations
 ◇ Conduct required monitoring, identify and issue findings, verify corrections
 ◇ Issue monthly reports to stakeholders as follows:

| Sun | Mon | Tue | Wed | Thu | Fri | Sat |
|-----|--------------------------------|-----|---|-----|---|--|
| | | | | | | 1 Special Conditions Report Period 2 Due to OSEP, APR due to OSEP |
| 2 | 3 | 4 | 5 | 6 | 7 LEA P&P Report Issued, Events not Transferred Report Issued Secondary Transition Part 2, Session 1: Career Clusters, Employment, Education, Transition Curricula (8:30am-3:30pm; Grand Hall B) | 8 |
| 9 | 10 | 11 | 12 SEQR Tool Webinar for LEA Representatives (9:00-11:00) | 13 | 14 Events not Transferred Report Issued | 15 |
| 16 | 17 Presidents' Day Observed | 18 | 19 | 20 | 21 Events not Transferred Report Issued Secondary Transition Part 2, Session 2: Career Clusters, Employment, Education, Transition Curricula (8:30am-3:30pm; Grand Hall B) | 22 |
| 23 | 24 | 25 | 26 Nonviolent Crisis Intervention Training (8:30am—3:30pm; Grand Hall) | 27 | 28 Blackman Jones Reporting due to Court, Events not Transferred Report Issued Secondary Transition Part 2, Session 3: Career Clusters, Employment, Education, Transition Curricula (8:30am-3:30pm; Rm. 806 A & B) | |



March 2014

March Notes

Weekly Responsibilities

- LEAs
- ◇ Update PROACTIVE/STARS daily
 - ◇ Plan and convene meetings using SEDS and LEA Performance and Planning Report data
 - ◇ Ensure timely data entry
 - ◇ Complete required LDA SEDS responsibilities

Monthly Responsibilities

- LEAs
- ◇ Review DSE Training Calendar
 - ◇ Perform timely assessments, evaluations, IEPs and implement HODs/SAs
 - ◇ Update information in SEDS
 - ◇ Comply with reporting requirements and submission deadlines
 - ◇ Review DSE trainings and technical assistance calendar and attend trainings

OSSE

- ◇ Calculate and report number of untimely due process hearings, hearing requests and overdue HODs/SAs
- ◇ Collect, review and report Blackman Jones data on timeliness of assessments, evaluations and reevaluations
- ◇ Conduct required monitoring, identify and issue findings, verify corrections
- ◇ Issue monthly reports to stakeholders as follows:
 1. LEA Performance and Planning Report
 2. Events not Transferred Report
 3. Blackman Jones Report
 4. Nonpublic Program Report

Legend

- OSSE Responsibilities
- Holidays or Common Responsibilities
- DSE Training Opportunities

March Notes:

- ◇ Special Conditions Reporting Period 3 Ends (January 1, 2014-March 31, 2014)
- ◇ OSSE Releasing Quarterly Findings 2
- ◇ OSSE Requesting LEA Discipline Policies for FFY 2012 Significant Disproportionality
- ◇ OSSE Issues Self-Assessments to LEAs for FFY 2013 Disproportionate Representation

| Sun | Mon | Tue | Wed | Thu | Fri | Sat |
|-----|---|-----|--|---|---|-----|
| | | | | | | 1 |
| 2 | 3 | 4 | 5 | 6 Secondary Transition Part 3, Session 1: Student-Led IEP, Parent Communication, Interagency, Independent Living (8:30am-3:30pm; Grand Hall B) | 7 LEA P&P Report Issued, Events not Transferred Report Issued, Release of Quarterly Findings 2 Secondary Transition Part 3, Session 2: Student-Led IEP, Parent Communication, Interagency, Independent Living (8:30am-3:30pm; Grand Hall A) | 8 |
| 9 | 10 | 11 | 12 SEQR Tool Webinar for Nonpublic Program Representatives (9:00-11:00) | 13 | 14 Events not Transferred Report Issued | 15 |
| 16 | 17 Nonviolent Crisis Intervention Training (8:30am—3:30pm; | 18 | 19 | 20 | 21 Events not Transferred Report Issued | 22 |
| 23 | 24 | 25 | 26 | 27 | 28 Blackman Jones Reporting due to Court, Events not Transferred Report Issued, OSSE Requests LEA Discipline Policies for FFY 2012, OSSE Issues Self-Assessments to LEAs for FFY 2013 | 29 |
| 30 | 31 Special Conditions Reporting Period 3 Ends | | | | | |



April 2014

April Notes

- ◊ Review OSEP requests for clarification of FFY 2012 APR submission
- ◊ Revise and submit clarified FFY 2012 APR to OSEP

Weekly Responsibilities

- LEAs
- ◊ Update PROACTIVE/STARS daily
 - ◊ Plan and convene meetings using SEDS and LEA Performance and Planning Report data
 - ◊ Ensure timely data entry
 - ◊ Complete required LDA SEDS responsibilities

Monthly Responsibilities

- LEAs
- ◊ Review DSE Training Calendar
 - ◊ Perform timely assessments, evaluations, IEPs and implement HODs/SAs
 - ◊ Update information in SEDS
 - ◊ Comply with reporting requirements and submission deadlines
 - ◊ Review DSE trainings and technical assistance calendar and attend trainings

OSSE

- ◊ Calculate and report number of untimely due process hearings, hearing requests and overdue HODs/SAs
- ◊ Collect, review and report Blackman Jones data on timeliness of assessments, evaluations and reevaluations
- ◊ Conduct required monitoring, identify and issue findings, verify corrections
- ◊ Issue monthly reports to stakeholders as follows:
 1. LEA Performance and Planning Report
 2. Events not Transferred Report
 3. Blackman Jones Report
 4. Nonpublic Program Report

Legend

- OSSE Responsibilities
- Holidays or Common Responsibilities
- DSE Training Opportunities

April Notes:

- ◊ Special Conditions Reporting Period 4 Begins (April 1, 2014-June 30, 2014)
- ◊ Data pulled for 5/1/2014 Special Conditions Period 3 Report

| Sun | Mon | Tue | Wed | Thu | Fri | Sat |
|-----|---|--|---|-------------------|---|-----|
| | | 1 Special Conditions Reporting Period 4 Begins for 8/1/2014 Report DC CAS 2014 | 2 Child Count and Enviri Submission due to OSEP DC CAS 2014 | 3 DC CAS 2014 | 4 LEA P&P Report Issued, Events not Transferred Report Issued DC CAS 2014 | 5 |
| 6 | 7 DC CAS 2014 | 8 Data pulled for 5/1/2014 Special Conditions Report Period 3 DC CAS 2014 | 9 SEQR Tool Webinar for LEA Representatives (9:00-11:00) DC CAS 2014 | 10 DC CAS 2014 | 11 Events not Transferred Report Issued DC CAS 2014 | 12 |
| 13 | 14 | 15 | 16 Emancipation Day Observed | 17 | 18 Events not Transferred Report Issued | 19 |
| 20 | 21 | 22 | 23 | 24 | 25 Blackman Jones Reporting due to Court, Events not Transferred Report Issued | 26 |
| 27 | 28 Nonviolent Crisis Intervention Training (8:30am—3:30pm; Grand Hall) | 29 | 30 | | | |



May 2014

May Notes

- ◇ Post FFY 2012 APR and SPP data
- ◇ DC-CAS data review

Weekly Responsibilities

- LEAs
- ◇ Update PROACTIVE/STARS daily
 - ◇ Plan and convene meetings using SEDS and LEA Performance and Planning Report data
 - ◇ Ensure timely data entry
 - ◇ Complete required LDA SEDS responsibilities

Monthly Responsibilities

- LEAs
- ◇ Review DSE Training Calendar
 - ◇ Perform timely assessments, evaluations, IEPs and implement HODs/SAs
 - ◇ Update information in SEDS
 - ◇ Comply with reporting requirements and submission deadlines
 - ◇ Review DSE trainings and technical assistance calendar and attend trainings

OSSE

- ◇ Calculate and report number of untimely due process hearings, hearing requests and overdue HODs/SAs
- ◇ Collect, review and report Blackman Jones data on timeliness of assessments, evaluations and reevaluations
- ◇ Conduct required monitoring, identify and issue findings, verify corrections
- ◇ Issue monthly reports to stakeholders as follows:
 1. LEA Performance and Planning Report
 2. Events not Transferred Report
 3. Blackman Jones Report
 4. Nonpublic Program Report

Legend

- OSSE Responsibilities
- Holidays or Common Responsibilities
- DSE Training Opportunities

May Notes:

- ◇ Special Conditions Report due to OSEP for Reporting Period 3 (October 1, 2013-March 31, 2014): Initial Evaluations, Reevaluations, Secondary Transition, HOD, (July 1, 2013-March 31, 2014) Early Childhood Transitions (January 1, 2014-March 31, 2014) Use of Directed Funds

| Sun | Mon | Tue | Wed | Thu | Fri | Sat |
|-----|---|-----|--|--|---|-----|
| | | | | 1 Special Conditions Period 3 Report Due to OSEP Secondary Transition Institute (Tentative; 8:30am-4:00pm; 806A/B) | 2 LEA P&P Report Issued, Events not Transferred Report Issued Secondary Transition Institute (Tentative; 8:30am-4:00pm; 806A/B) | 3 |
| 4 | 5 | 6 | 7 Submit Edfacts Part B Maintenance of Effort | 8 | 9 Events not Transferred Report Issued | 10 |
| 11 | 12 Nonviolent Crisis Intervention Training (8:30am—3:30pm; Grand Hall) | 13 | 14 SEQR Tool Webinar for Nonpublic Program Representatives (9:00-11:00) | 15 | 16 Events not Transferred Report Issued | 17 |
| 18 | 19 | 20 | 21 | 22 | 23 Events not Transferred Report Issued | 24 |
| 25 | 26 Memorial Day Observed | 27 | 28 | 29 | 30 Blackman Jones Reporting due to Court, Events not Transferred Report Issued, Release of Quarterly Findings 3 | 31 |



June 2014

June Notes

- ◊ Review public reporting on OSSE's website
- ◊ Review DSE Data Management Calendar and prepare FFY 2012 data for submission
- ◊ Review OSEP's response to FFY 2012 SPP/APR

Weekly Responsibilities

- LEAs
- ◊ Update PROACTIVE/STARS daily
 - ◊ Plan and convene meetings using SEDS and LEA Performance and Planning Report data
 - ◊ Ensure timely data entry
 - ◊ Complete required LDA SEDS responsibilities

Monthly Responsibilities

- LEAs
- ◊ Review DSE Training Calendar
 - ◊ Perform timely assessments, evaluations, IEPs and implement HODs/SAs
 - ◊ Update information in SEDS
 - ◊ Comply with reporting requirements and submission deadlines
 - ◊ Review DSE trainings and technical assistance calendar and attend trainings

OSSE

- ◊ Calculate and report number of untimely due process hearings, hearing requests and overdue HODs/SAs
- ◊ Collect, review and report Blackman Jones data on timeliness of assessments, evaluations and reevaluations
- ◊ Conduct required monitoring, identify and issue findings, verify corrections
- ◊ Issue monthly reports to stakeholders as follows:
 1. LEA Performance and Planning Report
 2. Events not Transferred Report
 3. Blackman Jones Report
 4. Nonpublic Program Report

Legend

- LEA Responsibilities
- OSSE Responsibilities
- Holidays or Common Responsibilities

June Notes:

- ◊ COS Entry and Exit forms due 6/17/14 by 5pm
- ◊ Special Conditions Reporting Period 4 Ends (April 1, 2014-June 30, 2014)

| Sun | Mon | Tue | Wed | Thu | Fri | Sat |
|-----|--|---|-----|-----|--|-----|
| 1 | 2 | 3 | 4 | 5 | 6 LEA P&P Report Issued, Events not Transferred Report Issued | 7 |
| 8 | 9 | 10 | 11 | 12 | 13 Events not Transferred Report Issued, OSSE Issues Findings on Initial Evaluation, Reevaluation, and Secondary Transition to LEAs for Special Conditions Reporting Period 2 | 14 |
| 15 | 16 | 17 COS Entry and Exit Data due by 5pm | 18 | 19 | 20 Events not Transferred Report Issued | 21 |
| 22 | 23 | 24 Nonviolent Crisis Intervention Training (8:30am—3:30pm; Grand Hall) | 25 | 26 | 27 Blackman Jones Reporting due to Court, Events not Transferred Report Issued | 28 |
| 29 | 30 Special Conditions Reporting Period 4 Ends for 8/1/2014 Report | | | | | |



July 2014

July Notes

Weekly Responsibilities

- LEAs
- ◇ Update PROACTIVE/STARS daily
 - ◇ Plan and convene meetings using SEDS and LEA Performance and Planning Report data
 - ◇ Ensure timely data entry
 - ◇ Complete required LDA SEDS responsibilities

Monthly Responsibilities

- LEAs
- ◇ Review DSE Training Calendar
 - ◇ Perform timely assessments, evaluations, IEPs and implement HODs/SAs
 - ◇ Update information in SEDS
 - ◇ Comply with reporting requirements and submission deadlines
 - ◇ Review DSE trainings and technical assistance calendar and attend trainings

OSSE

- ◇ Calculate and report number of untimely due process hearings, hearing requests and overdue HODs/SAs
- ◇ Collect, review and report Blackman Jones data on timeliness of assessments, evaluations and reevaluations
- ◇ Conduct required monitoring, identify and issue findings, verify corrections
- ◇ Issue monthly reports to stakeholders as follows:
 1. LEA Performance and Planning Report
 2. Events not Transferred Report
 3. Blackman Jones Report
 4. Nonpublic Program Report

Legend

- OSSE Responsibilities
- Holidays or Common Responsibilities

July Notes:

| Sun | Mon | Tue | Wed | Thu | Fri | Sat |
|-----|-----|--|---|--|---|-----|
| | | 1 | 2 | 3 LEA P&P Report Issued, Events not Transferred Report Issued | 4 Independence Day Observed | 5 |
| 6 | 7 | 8 Data for 8/1/2014 Special Conditions Period 4 Report Pulled | 9 | 10 | 11 Events not Transferred Report Issued | 12 |
| 13 | 14 | 15 | 16 | 17 | 18 Events not Transferred Report Issued | 19 |
| 20 | 21 | 22 | 23 | 24 | 25 Blackman Jones Reporting due to Court, Events not Transferred Report Issued | 26 |
| 27 | 28 | 29 | 30 Nonviolent Crisis Intervention Training (8:30am—3:30pm; Grand Hall) | 31 | | |