



# 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
  4. Nonpublic Program 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-September 30, 2013) HOD, (July 1, 2012-June 30, 2013) Early Childhood Transitions

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	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	16
17	18	19	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)
- ◇ OSSE Issuing Findings for FFY 2012 Disproportionate Representation

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	6 Inclusive Schools Week LEA P&P Report Issued, Events not Transferred Report Issued, OSSE issuing findings for FFY 2012 Disproportionate Representation	7
8	9	10	11 SEQR Tool Webinar for LEA Representatives (9:00-11:00)	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 Period 2 Ends				



# 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 Report
  4. Nonpublic Program Report

**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	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	18
19	20	21	22	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	



# 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:
  1. LEA Performance and Planning Report
  2. Events not Transferred Report
  3. Blackman Jones Report
  4. Nonpublic Program Report

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	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	22
23	24	25	26	27	28 Blackman Jones Reporting due to Court, Events not Transferred Report Issued	



# 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
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  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	7 LEA P&P Report Issued, Events not Transferred Report Issued, Release of Quarterly Findings 2	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	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					



# 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
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  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 Environment 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	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
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  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	2 LEA P&P Report Issued, Events not Transferred Report Issued	3
4	5	6	7 Submit Edfacts Part B Maintenance of Effort	8	9 Events not Transferred Report Issued	10
11	12	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
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  - ◊ 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
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  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	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	31		