

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

Georgia Department of Education

Division for Special Education

Data Collection

Child Find and Early Childhood Transition Timeline Summary

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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 data will be collected for events that occurred between July 1 and June 30.

The SPP Monitoring Priority Indicator for Child Find (Indicator 11) is defined as the percentage 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 **July 26th** for *data submission*. To meet the requirement for timely and accurate reporting, data must be submitted on or before **July 31st** for the following evaluations:

- a) Evaluations completed (with consent received before June 30th) and
- b) Evaluations with consents received prior to June 30 that are NOT completed and NOT due until after July 31 will be reported. However, the LEA will be responsible for locally tracking these students to completion in the next school year. There will be no follow-up submission from the DOE. These students will be subtracted from your timelines submitted July 31 following the most recently completed school year. For example, for the school year 2022-2023 which ends June 30, 2023, the submission date is July 31, 2023. LEAs will report completion of these evaluations in the next Timeline submission on July 31, 2024.
- c) Evaluations with consents received prior to June 30 that are NOT completed and overdue by the submission date of July 31 will be counted late in the currently reported submission.

In addition, data must be submitted on or before **July 31st** for all Babies Can’t Wait Transitions whose 3rd birthday falls between July 1 and June 30 of the current school year.

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 failed vision and/or hearing screening is not an acceptable/excusable explanation 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 [Data Presentations, Recording, and Documents 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, preschool students who are not enrolled, 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 470-303-0156 or email at lponsell@doe.k12.ga.us.
- 2.3.2 The Timeline Summary opens for *data submission* **July 26th 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 July 31st 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.**

Initial Evaluations (All Students)		SPP/APR INDICATOR 11
Child Find Timelines		
1a.	Total # of parental consent to evaluate received on or prior to June 30 of the current reporting period. Include consents for students reported in a prior year as not yet completed and not yet due.	<input type="text"/>
1b.	# from 1a not completed and not yet due per the state-established timeline as of submission. List each below. This is being collected for informational purposes only. These students will need to be tracked by the LEA and reported in next year's timelines report.	<input type="text"/>
1c.	# from 1a not yet completed and past due per the state-established timeline as of submission 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.	<input type="text"/>
2.	Total # parental consents minus Exceptions line 1a - (line 1b and line 8)	<input type="text"/>
3.	Evaluations completed on time	<input type="text"/>
4.	Evaluations completed late (with reasons and exceptions)	<input type="text"/>

5. Total # Completed on time		
6. % Completed on time		
7a. Total Evaluations completed late (line 4) minus Initial line 4 Exceptions (Range of days late on line 11 should match Line 7a.)		
7b. Total # late (from line 1c and line 4)		
8. Total # of Exceptions (Exceptions 1,2,3)		
9. Total # Counted as late List each below (Submit reasons for lateness in the table below.)		
10. % Counted as late		
11. Range of days late for "Total # counted as Late"	1-10 days	<input type="text"/>
	11-30 days	<input type="text"/>
	31-60 days	<input type="text"/>
	> 60 days	<input type="text"/>
	Total	<input type="text"/>

3.1.1a Total # of parental consent to evaluate received on or before June 30 of the current reporting period. Also include consents for students reported in a prior year as not yet completed and not yet due. The data element will auto-calculate for GO-IEP (Georgia Online IEP) systems in the Timelines Summary in GO-IEP.

- 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 evaluation.
- Additionally, exclude consents received where the parent later withdrew consent for evaluation.
- Include consents reported in a prior year as not yet completed and not yet due.

3.1.1b # from 1a not completed and not yet due per the state-established timeline as of submission. List each below. This is being collected for informational purposes only. These students will need to be tracked by the LEA and reported in next year’s timelines report. Students reported in this line will not be included in your timeline's percentages for this year's collection. Track these students locally and report the completion date of evaluations in the current collection due July 31st. - 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* July 31st. 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's name, GTID (Georgia Test Identifier), date of Consent to Evaluate and 60-day due date. 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.

Indicator 11: List Students from 1b						
Number of students not completed and not yet due (1b): 1						
Number of students submitted: 0						
Add Student						Export to excel
Last Name	First Name	Middle Name	GTID	Date Of Consent To Evaluate	60 Day Due Date	

3.1.1c # from 1a not yet completed and past due per the state-established timeline as of submission 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* July 31st. 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.

Timelines	Exceptions for late from line 1c and line 4	Initials 1C	Initials 4	BCW 1c	BCW 4
Initial Evaluation 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 evaluation 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 completion to a different timeline.				
	4. Parent delay to provide consent or lack of parent consent caused delays in evaluation and/or IEP development.				
Babies Can't Wait	4a. Parent did not provide consent				
	4b. Parent signed consent late, resulting in delay in transition				
	4c. Parent signed consent, however the transition was not able to be completed due to circumstances such as student to services prior to IEP development or other reason.				
	5. Child determined eligible for BCW less than 90 days before the 3rd birthday.				
Total					

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. Add each student's GTID. The student information will populate for the date of Consent to Evaluate, 60-day due date, a box to indicate the evaluation is not yet completed and reason for delay (selected from a drop-down menu) to be added. 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.

Indicator 11: Initial Evaluations Reported Late from row 9							
Number of students counted late (Line 9): 1							
Number of students submitted: 0							
Add Student							Export to excel
Last Name	First Name	Middle Name	GTID	Date Of Consent To Evaluate	60 Day Due Date	Date of Completion of Evaluation	Reason for Delay

Student Details	
GTID:*	<input type="text"/> <input type="button" value="Validate"/> <input type="button" value="Close"/>

Date of Consent to Evaluate:*	<input type="text"/> Enter date	60 Day Due Date:*	<input type="text"/> Enter date	Date of Completion of Evaluation:*	<input type="text"/> Enter date	<input type="checkbox"/> Evaluation not yet completed
Reason for Delay:*	Please select one					<input type="button" value="Save"/>

The totals for Reasons entered will populate in the table shown below.

Reasons Late for "Total Number Counted as Late"	Initials	BCW
Student delays (i.e. excessive absences)	0	
Parent delays (i.e. cancelling meetings, not providing relevant information in a timely manner)	0	
Teacher/Evaluator delays (i.e. teachers not following through; lack of psychologists, diagnosticians, or speech-language pathologists)	0	
System errors (i.e. no tracking system in place, errors in tracking, error in policies and procedures)	0	
Child referred by BCW less than 90 days before the 3rd birthday		
Other (Explain)	0	
Total		

3.1.2 Total # parental consents minus exceptions- 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 Evaluations Completed on Time - The number of students from line 2 with all evaluation reports completed within 60 days of the parental consent for evaluation.

3.1.4 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 students with allowable exceptions and reasons for lateness.)**

3.1.5 Total # Completed on Time - Auto-calculated repeat of line 3 showing total count of the evaluations completed on time.

3.1.6 % 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)

3.1.7a Total Evaluations completed Late - Auto-calculated total number of evaluations late (line 4) minus Initial line 4 Exceptions (Range of days late on line 11 should match 7a).

3.1.7b 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., cancelling 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 % Counted as Late – Auto-calculated percentage of evaluations counted as late.

3.1.11 Range of Days Late for Total Number Counted as Late - For each student reported as “Counted as Late” in line 7a, 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 will only need to be reported for the evaluations completed late and indicated in line 4. The range of days late cannot be reported for evaluations that are late but have not been completed (line 1c).

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.

Part C: Babies Can't Wait (BCW)		SPP/APR INDICATOR 12
Transition Timelines		
(Children whose 3rd birthday was on or prior to June 30 of the current reporting year)		
1.	Total # of children who were served in Part C and referred to Part B for Part B eligibility determination (whose 3rd birthday was on or prior to June 30). Report ALL children notified by Part C for transition whose 3rd birthday was on or prior to June 30.	<input type="text"/>
1a.	Total # from 1 with consent to evaluate	<input type="text"/>
1c.	# from 1 for whom the transition process is not yet completed. Include students for whom: *consent to evaluate was not received or whose transition will not be completed, (report explanation for these in Exception Table below) * the transition process in not yet completed as of submission and is still in process but is already overdue (these are considered late and will be reported as late in this year's collection.)	<input type="text"/>
2.	Total Referrals minus Exceptions line 1 - line 8	<input type="text"/>
3a.	# Eligible with IEP in place BY age 3	<input type="text"/>
3b.	# Ineligible BY age 3	<input type="text"/>
4a.	# Eligible with IEP in place AFTER age 3 (with reasons and exceptions)	<input type="text"/>
4b.	# Ineligible AFTER age 3 (with reasons and exceptions)	<input type="text"/>

5.	Total # Transitioned on time (by age 3)	
6.	% Eligible with IEP in place by age 3	
7a.	Total Transitions completed late (after age 3) minus Exceptions (Range of days late on line 11 should match Line 7a.)	
7b.	Total # late (after age 3) (from line 1c, line 4a and line 4b)	
8.	Total # of Exceptions (Exceptions 1,2,4a,4b,4c,5)	
9.	Total # Counted as late List each below (Submit reasons for lateness in the table below.)	
10.	% Counted as late	
11.	Range of days late for "Total # counted as Late"	1-10 days <input type="text"/>
		11-30 days <input type="text"/>
		31-60 days <input type="text"/>
		> 60 days <input type="text"/>
		Total <input type="text"/>

3.2.1 Total # of children who were served in Part C and referred to Part B for Part B eligibility determination.

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. If a parent initially provides consent to evaluate, but later withdraws that consent, include in line 1, but do not include in 1a. Additionally, document the exception “parent did not provide consent” 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 in the current year. All PCEs (Parental Consent for Evaluation) should be entered in this field.

- Consents received but not completed should be included.
- Include any consents received that could not be completed due to student withdrawal from the LEA prior to the completion of the BCW transition but enter an exception in the Exception Table below.

3.2.1c # from 1 for whom the transition process is not yet completed as of July 31st. 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.

Indicator 12 – BCW Only

If **both** conditions below apply, report the Exception and NOT the Reason.

- Child determined eligible for BCW less than 90 days before the 3rd birthday. (Exception #5)
- Child referred by BCW less than 90 days before the 3rd birthday. (Reason)

Exceptions are not counted as late on Timelines, but Reasons are counted as late.

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.

Timelines	Exceptions for late from line 1c and line 4	Initials 1C	Initials 4	BCW 1c	BCW 4
Initial Evaluation or Babies Can't Wait	1. Parent repeatedly fails or refuses to produce the child for evaluation.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	2. Extenuating circumstances causing a lack of LEA access to the student for an extended period of time or unusual evaluation control.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Initial Evaluation	3. Child enrolled from another LEA in GA after the 60 day timeframe was in process and prior to the original LEA completion to a different timeline.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Babies Can't Wait	4. Parent delay to provide consent or lack of parent consent caused delays in evaluation and/or IEP development.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	4a. Parent did not provide consent	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	4b. Parent signed consent late, resulting in delay in transition	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	4c. Parent signed consent, however the transition was not able to be completed due to circumstances such as student consent to services prior to IEP development or other reason.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	5. Child determined eligible for BCW less than 90 days before the 3rd birthday.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Total					

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. Add each student’s GTID. The student information will populate. Select the eligibility status and reason for delay (selected from a drop-down menu). If the eligibility was completed but the IEP was not yet completed, a box to indicate the IEP is not yet completed will be available and the date IEP Developed and Implemented will be left blank. Completion of these transitions 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

Indicator 12: Babies Can't Wait Reported Late from row 9

Number of students counted late (Line 9): 2

Number of students submitted: 0

Add Student
Export to excel

Last Name	First Name	Middle Name	GTID	Date Of Birth	Date IEP Developed And Implemented	Date of Eligibility if Ineligible	Reason for Delay

Student Details

GTID:* Validate Close

Date of Birth:*
 Eligible
 InEligible
 Eligibility not completed

Reason for Delay:* Please select one Save

Date of Birth:*	<input type="text"/>	<input checked="" type="radio"/> Eligible	<input type="radio"/> InEligible	<input type="radio"/> Eligibility not completed
Date IEP Developed and Implemented:*	<input type="text"/> Enter date	<input type="checkbox"/> IEP not yet completed		

The totals for Reasons entered will populate in the table shown below.

Reasons Late for "Total Number Counted as Late"	Initials	BCW
Student delays (i.e. excessive absences)	0	
Parent delays (i.e. cancelling meetings, not providing relevant information in a timely manner)	0	
Teacher/Evaluator delays (i.e. teachers not following through; lack of psychologists, diagnosticians, or speech-language pathologists)	0	
System errors (i.e. no tracking system in place, errors in tracking, error in policies and procedures)	0	
Child referred by BCW less than 90 days before the 3rd birthday		
Other (Explain)	0	
Total		

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)

3.2.3a Number Eligible with IEP Implemented by Age 3 - The number of children whose eligibility has been determined and the IEP is in place on or prior to their 3rd birthday.

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 was 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. Three sub exceptions are available to choose from.
 - Exception 4a - Parent did not provide consent. This sub exception only applies to children reported in line 1c.
 - Exception 4b – Parent signed consent late, results in delay in transition.

- Exception 4c – 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, parent did not consent to services prior to IEP development or other reason. This sub exception only applies to children reported in line 1c.
- Exception 5 - Child determined eligible for 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., cancelling 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)
- Child referred by BCW less than 90 days before the 3rd birthday
- 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.

Timelines	Exceptions for late from line 1c and line 4	Initials 1C	Initials 4	BCW 1c	BCW 4
Initial Evaluation 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 evaluation 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 completion to a different timeline.				
	4. Parent delay to provide consent or lack of parent consent caused delays in evaluation and/or IEP development.				
Babies Can't Wait	4a. Parent did not provide consent				
	4b. Parent signed consent late, resulting in delay in transition				
	4c. Parent signed consent, however the transition was not able to be completed due to circumstances such as student to services prior to IEP development or other reason.				
	5. Child determined eligible for BCW less than 90 days before the 3rd birthday.				
	Total				

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. The calculated total must match the number reported in Row 9.

3.4.2 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. The calculated total must match the number reported in Row 9.

Reasons Late for "Total Number Counted as Late"	Initials	BCW
Student delays (i.e. excessive absences)	0	
Parent delays (i.e. cancelling meetings, not providing relevant information in a timely manner)	0	
Teacher/Evaluator delays (i.e. teachers not following through; lack of psychologists, diagnosticians, or speech-language pathologists)	0	
System errors (i.e. no tracking system in place, errors in tracking, error in policies and procedures)	0	
Child referred by BCW less than 90 days before the 3rd birthday		
Other (Explain)	0	
Total		

4 Child Find and Early Childhood Transition Timeline Summary Directions for Accessing and Completing the Timeline Summary

4.1 My GaDOE Web Portal

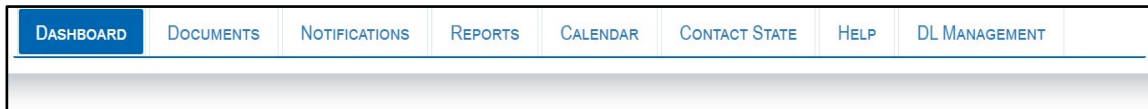
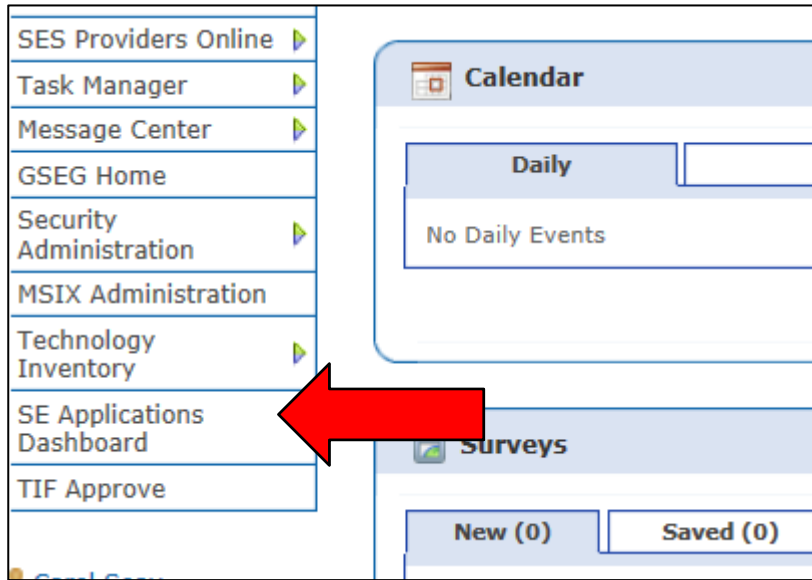
The Timeline Summary will be completed via the MyGaDOE Web Portal. You must be provisioned in the role of Special Education Director to access the survey. If you have questions about becoming provisioned, please contact the Information Systems Customer Support Center by emailing dticket@doe.k12.ga.us 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.



The 'Timelines' dashboard displays performance metrics for two indicators. At the top right, it shows 'School Year 20' and 'Status: Submitted TL Data'. Below are two tables:

Indicator 11		Indicator 12	
Initial Evaluation (All Students)		Babies Can't Wait (BCW)	
	SPP/APR INDICATOR 11		SPP/APR INDICATOR 12
Total # of completed referrals	32	Total # Transition referrals w/consents from BCW	0
% Completed on time	100%	% Eligible with IEP in place by age 3	NA
% Completed late	0%	% Completed late	NA

At the bottom left, it shows 'Due Date: Sep 30, 2020' and 'Last Submitted By: Brit [redacted] Sep 29, 2020'. A red arrow points to a 'View Application' button at the bottom right.



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.



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.

SE Applications Dashboard > TIMELINES REPORT FOR : 2022 > Download Timelines Definitions and Directions

Status : Available for TL Data Collection

Data Submission Notifications/Documents

TIMELINES SUMMARY REPORT

Enter information in the template after selecting the Data Submission tab.

Initial Evaluations (All Students)		Part C: Babies Can't Wait (BCW)	
Child Find Timelines	SPP/APR INDICATOR 11	Transition Timelines	SPP/APR INDICATOR 12
		(Children whose 3rd birthday was on or prior to June 30 of the current reporting year)	
		Total # of children who were served in Part C and referred to Part B for Part B eligibility determination (whose 3rd birthday was on or prior to June 30). Report ALL children notified by Part C for transition whose 3rd birthday was on or prior to June 30.	
1a. Total # of parental consent to evaluate received on or prior to June 30 of the current reporting period. Include consents for students reported in a prior year as not yet completed and not yet due.	<input type="text"/>	1a. Total # from 1 with consent to evaluate	<input type="text"/>
1b. # from 1a not completed and not yet due per the state-established timeline as of submission. List each below. This is being collected for informational purposes only. These students will need to be tracked by the LEA and reported in next year's timelines report.	<input type="text"/>		
1c. # from 1a not yet completed and past due per the state-established timeline as of submission 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.	<input type="text"/>	1c. # from 1 for whom the transition process is not yet completed. Include students for whom: *consent to evaluate was not received or whose transition will not be completed, (report explanation for these in Exception Table below) * the transition process is not yet completed as of submission and is still in process but is already overdue (these are considered late and will be reported as late in this year's collection.)	<input type="text"/>
2. Total # parental consents minus Exceptions line 1a - (line 1b and line 8)		2. Total Referrals minus Exceptions line 1 - line 8	
		3a. # Eligible with IEP in place BY age 3	

Initial Evaluations (All Students)			Part C: Babies Can't Wait (BCW)				
Child Find Timelines			Transition Timelines				
SPP/APR INDICATOR 11			SPP/APR INDICATOR 12				
			(Children whose 3rd birthday was on or prior to June 30 of the current reporting year)				
			Total # of children who were served in Part C and referred to Part B for Part B eligibility determination (whose 3rd birthday was on or prior to June 30). Report ALL children notified by Part C for transition whose 3rd birthday was on or prior to June 30.				
			10				
1a.	Total # of parental consent to evaluate received on or prior to June 30 of the current reporting period. Include consents for students reported in a prior year as not yet completed and not yet due.	9	1a.	Total # from 1 with consent to evaluate	9		
	# from 1a not completed and not yet due per the state-established timeline as of submission. List each below.						
1b.	This is being collected for informational purposes only. These students will need to be tracked by the LEA and reported in next year's timelines report.	1					
	# from 1a not yet completed and past due per the state-established timeline as of submission 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.	0					
1c.			1c.	# from 1 for whom the transition process is not yet completed. Include students for whom: "consent to evaluate was not received or whose transition will not be completed, (report explanation for these in Exception Table below) "the transition process in not yet completed as of submission and is still in process but is already overdue (these are considered late and will be reported as late in this year's collection.)	2		
2.	Total # parental consents minus Exceptions line 1a - (line 1b and line 8)	8	2.	Total Referrals minus Exceptions line 1 - line 8	9		
3.	Evaluations completed on time	7	3a.	# Eligible with IEP in place BY age 3	6		
			3b.	# Ineligible BY age 3	1		
4.	Evaluations completed late (with reasons and exceptions)	1	4a.	# Eligible with IEP in place AFTER age 3 (with reasons and exceptions)	0		
			4b.	# Ineligible AFTER age 3 (with reasons and exceptions)	1		
5.	Total # Completed on time	7	5.	Total # Transitioned on time (by age 3)	6		
6.	% Completed on time	87.5%	6.	% Eligible with IEP in place by age 3	75%		
7a.	Total Evaluations completed late (line 4) minus Initial line 4 Exceptions (Range of days late on line 11 should match Line 7a.)	1	7a.	Total Transitions completed late (after age 3) minus Exceptions (Range of days late on line 11 should match Line 7a.)	1		
7b.	Total # late (from line 1c and line 4)	1	7b.	Total # late (after age 3) (from line 1c, line 4a and line 4b)	3		
8.	Total # of Exceptions (Exceptions 1,2,3)	0	8.	Total # of Exceptions (Exceptions 1,2,4a,4b,4c,5)	1		
9.	Total # Counted as late List each below (Submit reasons for lateness in the table below.)	1	9.	Total # Counted as late List each below (Submit reasons for lateness in the table below.)	2		
10.	% Counted as late	12.5%	10.	% Counted as late	25%		
11.	Range of days late for "Total # counted as Late"	1-10 days	0	11.	Range of days late for "Total # counted as Late"	1-10 days	0
		11-30 days	1			11-30 days	1
		31-60 days	0			31-60 days	0
		> 60 days	0			> 60 days	0
		Total	1			Total	1

Timelines	Exceptions for late from line 1c and line 4	Initials 1c	Initials 4	BCW 1c	BCW 4
Initial Evaluation 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 evaluation needs due to circumstances beyond LEA control.				
	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.				
Babies Can't Wait	4. Parent delay to provide consent or lack of parent consent caused delays in evaluation and IEP development.				
	4a. Parent did not provide consent				
	4b. Parent signed consent late, resulting in delay in transition				
	4c. 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.				
	5. Child determined eligible for BCW less than 90 days before the 3rd birthday.				
Total					

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.

Indicator 11: List Students from row 1b						
Number of students consent not submitted (1b): 3						
Number of students submitted: 0						
<input type="button" value="Add Student"/>						
Last Name	First Name	Middle Name	GTID	Date Of Consent To Evaluate	60 Day Due	
Indicator 11: Initial Evaluations Reported Late from row 9						
Number of students counted late (Line 9): 5						
Number of students submitted: 0						
<input type="button" value="Add Student"/>						
Last Name	First Name	Middle Name	GTID	Date Of Consent To Evaluate	60 Day Due Date	Date of Completion of Evaluation
Indicator 12: Babies Can't Wait Reported Late from row 9						
Number of students counted late (Line 9): 3						

After adding students in the table along with the reasons for late, the Reasons Late for “Total Number Counted as Late” table will prepopulate with the totals.

Reasons Late for "Total Number Counted as Late"		Initials	BCW
Student delays (i.e. excessive absences)		0	0
Parent delays (i.e. cancelling meetings, not providing relevant information in a timely manner)		0	0
Teacher/Evaluator delays (i.e. teachers not following through, lack of psychologists, diagnosticians, or speech-language pathologists)		0	0
System errors (i.e. no tracking system in place, errors in tracking, error in policies and procedures)		0	0
Child referred by BCW less than 90 days before the 3rd birthday		0	0
Other (Explain)		0	0
Total		0	0

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:

SE Applications Dashboard > (3) TIMELINES REPORT FOR: 2021

Status: In Process - TL Data Collection

TIMELINES SUMMARY REPORT
The system timelines data has been saved successfully.

Please resolve the following issues to submit timelines data:

- Initial Evaluation: Total number of students reports 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.
- Initial Evaluation: Total number of students reports late (Row 9) should be equal to the Total for Reasons Late for "Total # Counted As Late".

BCW: Total number of ... equal to the Total for Reasons ...

CALCULATE & SAVE SUBMIT

Initial Evaluations (All Students)		SPP/APR INDICATOR 11	Part C: Babies Can't Wait (BCW)		SPP/APR INDICATOR 12
Child Find Timelines			Transition Timelines		
			(Children whose 3rd birthday was on or prior to June 30 of the current reporting year)		
1a. Total # of parental consent to evaluate received on or prior to June 30 of the current reporting period.		317	1. 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)		
1b. # from 1a not completed and not yet due per the state-established timeline as of submission. List each below. This is being collected for informational purposes only. These students will need to be tracked by the LEA and reported in next year's timelines report.		3	1c. Total # from 1 with consent to evaluate		
1c. # from 1a not yet completed and past due per the state-established timeline as of submission 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.		6	# from 1 for whom the transition process is not yet completed. These are considered late and will be reported as late in this year's collection.		
2. Total # parental consents minus Exceptions line 1a - (line 1b and line 8)		314	2. Total Referrals minus Exceptions line 1a - line 8		7
3. Evaluations completed on time		306	3a. # Eligible with IEP in place BY age 3		
4. Evaluations completed late (with reasons and exceptions)		2	3b. # Ineligible BY age 3		
5. Total # Completed on time		306	4a. # Eligible with IEP in place AFTER age 3 (with reasons and exceptions)		
6. % Completed on time	97.45%		4b. # Ineligible AFTER age 3 (with reasons and exceptions)		
7a. Total Evaluations completed late (line 4) minus Initial line 4 Exceptions (Range of days late on line 11 should match Line 7a.)		2	5. Total # Transitioned on time (by age 3)		6
7b. Total # late (from line 1c and line 4)		8	6. % Eligible with IEP in place by age 3		100%
8. Total # of Exceptions (Exceptions 1,2,3)		0	7a. Total Transitions completed late (after age 3) minus Exceptions (Range of days late on line 11 should match Line 7a.)		0
9. Total # Counted as late. List each below (Submit reasons for lateness in the table below.)		8	7b. Total # late (after age 3) (from line 1c, line 4a and line 4b)		2
10. % Counted as late	2.55%		8. Total # of Exceptions (Exceptions 1,2,4a,4b,4c,5)		0
1-10 days	1		9. Total # Counted as late. List each below (Submit reasons for lateness in the table below.)		2
11-30 days	0		10. % Counted as late		33.33%
31-60 days	1		1-10 days		0
> 60 days	0		11-30 days		0
Total	2		31-60 days		0
			> 60 days		0
			Total		0

There are 8 total late evaluations. 6 are not completed and 2 are completed. ALL 8 must be entered in the Reason Late will be populated.

Reasons Late for "Total Number Counted as Late"

Reasons Late for "Total Number Counted as Late"	Initials	BCW
Student delays (i.e. excessive absences)	0	0
Parent delays (i.e. cancelling meetings, not providing relevant information in a timely manner)	0	0
Teacher/Evaluator delays (i.e. teachers not following through, lack of psychologists, diagnosticians, speech-language pathologists)	0	0
System errors (i.e. no tracking system in place, errors in tracking, error in policies and procedures)	0	0
Child referred by BCW less than 90 days before the 3rd birthday	0	0
Other (Explain)	0	0
Total	0	0

CALCULATE & SAVE SUBMIT

Indicator 11: List Students from row 1b

Number of students consent not submitted (1b): 3
Number of students submitted: 3

Last Name	First Name	Middle Name	GTID	Date Of Consent To Evaluate	60 Day Due Date	Export to excel
J	S		7654345687	06-23-2021	10-07-2021	Edt Delete
S	B		1234321234	06-23-2021	10-07-2021	Edt Delete
k	s		1234543212	06-23-2021	10-07-2021	Edt Delete

Indicator 11: Initial Evaluations Reported Late from row 9

Number of students counted late (Line 9): 8
Number of students submitted: 0

Add Student

Last Name	First Name	Middle Name	GTID	Date Of Consent To Evaluate	60 Day Due Date	Date of Completion of Evaluation	Reason for Delay
-----------	------------	-------------	------	-----------------------------	-----------------	----------------------------------	------------------

BCW:

- The total number of consent to evaluate (Row 1a) and the Total exceptions listed for BCW Exception 4a should equal Total number of BCW Referrals (Row 1)
- 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"

CALCULATE & SAVE

SUBMIT

INDICATOR 12 EXAMPLE

Print Report

Initial Evaluations (All Students)		SPP/APR INDICATOR 11	Part C: Babies Can't Wait (BCW)		SPP/APR INDICATOR 12
Child Find Timelines			Transition Timelines		
			(Children whose 3rd birthday was on or prior to June 30 of the current reporting year)		
		317	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)		
		3	1a. Total # from 1 with consent to evaluate		
		6	1c. # from 1 for whom the transition process is not yet completed		2
		314	2. Total Referrals minus Exceptions line 1 - line 8		9
3. Evaluations completed on time		306	3a. # Eligible with IEP in place BY age 3		6
			3b. # Ineligible BY age 3		1
4. Evaluations completed late (with reasons and exceptions)		2	4a. # Eligible with IEP in place AFTER age 3 (with reasons and exceptions)		0
			4b. # Ineligible AFTER age 3 (with reasons and exceptions)		0
5. Total # Completed on time		306	5. Total # Transitioned on time (by age 3)		6
6. % Completed on time		97.45%	6. % Eligible with IEP in place by age 3		75%
7a. Total Evaluations completed late (line 4) minus Initial line 4 Exceptions (Range of days late on line 11 should match Line 7a.)		2	7a. Total Transitions completed late (after age 3) minus Exceptions (Range of days late on line 11 should match Line 7a.)		0
7b. Total # late (from line 1c and line 4)		8	7b. Total # late (after age 3) (from line 1c, line 4a and line 4b)		2
8. Total # of Exceptions (Exceptions 1,2,3)		0	8. Total # of Exceptions (Exceptions 1,2,4a,4b,4c,5)		0
9. Total # Counted as late List each below (Submit reasons for lateness in the table below.)		9	9. Total # Counted as late List each below (Submit reasons for lateness in the table below.)		2
10. % Counted as late		2.85%	10. % Counted as late		25%
		1-10 days			0
		11-30 days			0
		31-60 days			0
		> 60 days			0
		Total			2
11. Range of days late for "Total # counted as Late"			11. Range of days late for "Total # counted as Late"		
		1-10 days			0
		11-30 days			0
		31-60 days			0
		> 60 days			0
		Total			0

The 2 transitions that have not been completed will need to be entered in either the Exceptions table or the Indicator 12 BCW Reported Late table below. The reason(s) late for any student(s) entered in this table will then populate in the Reasons Late table.

-List students without exceptions at the bottom.

Place the number of exceptions to the right.

Timelines		Exceptions for late from line 1c and line 4		Initials 1C	Initials 4	BCW 1c	BCW 4
Initial Evaluation of Babies Can't Wait	1. Parent repeatedly fails or refuses to produce the child for evaluation.			0	0	0	0
	2. Extenuating circumstances causing a lack of LEA access to the student for an extended period of time or unusual evaluation needs due to circumstances beyond LEA control.			0	0	0	0
Initial Evaluation	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.			0	0		
	4. Parent delay to provide consent or lack of parent consent caused delays in evaluation and IEP development.					0	0
Babies Can't Wait	4a. Parent did not provide consent					0	0
	4b. Parent signed consent late, resulting in delay in transition					0	0
	4c. 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.					0	0
	5. Child determined eligible for BCW less than 90 days before the 3rd birthday.					0	0
Total				0	0	0	0

Reasons Late for "Total Number Counted as Late"		Initials	BCW
Student delays (i.e. excessive absences)			0
Parent delays (i.e. cancelling meetings, not providing relevant information in a timely manner)			0
Teacher/Evaluator delays (i.e. teachers not following through, lack of psychologists, diagnosticians, or speech-language pathologists)			0
System errors (i.e. no tracking system in place, errors in tracking, error in policies and procedures)			0
Child referred by BCW less than 90 days before the 3rd birthday			0
Other (Explain)			0
Total			0

CALCULATE & SAVE

SUBMIT

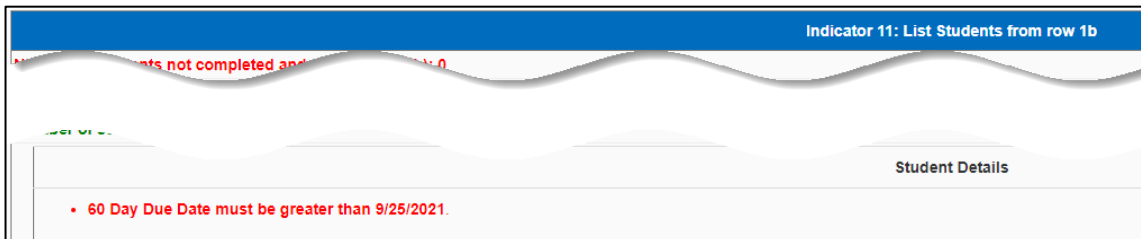
Indicator 12: Babies Can't Wait Reported Late from row 9							
Number of students counted late (Line 9): 2							
Number of students submitted: 0							
Add Student							
Export to excel							
Last Name	First Name	Middle Name	GTID	Date Of Birth	Date IEP Developed And Implemented	Date of Eligibility if Ineligible	Reason for Delay

Edits that will be applied when calculate and save is selected include:

Indicator 11:

Initial Evaluations :

- 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 5) 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".



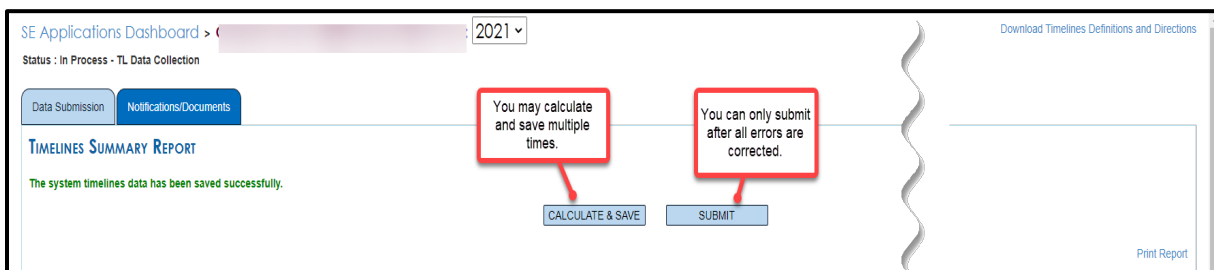
Indicator 12:

BCW :


- 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 BY 3 (Row 3a), # Eligible with IEP implemented AFTER 3 (Row 4a), # Ineligible BY 3 (Row 3b), and # Ineligible AFTER 3 (Row 4b) and Row 1c.
- Total # Exceptions (Row 8) cannot be greater than either Total # of referrals (Row 1) or Total # late (Row 7b).
- The total number of consent to evaluate (Row 1a) and the Total exceptions listed for BCW Exception 4a 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 June 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.**



Reasons Late for "Total Number Counted as Late"		Initials	BCW
Student delays (i.e. excessive absences)		0	
Parent delays (i.e. cancelling meetings, not providing relevant information in a timely manner)		0	
Teacher/Evaluator delays (i.e. teachers not following through; lack of psychologists, diagnosticians, or speech-language pathologists)		0	
System errors (i.e. no tracking system in place, errors in tracking, error in policies and procedures)		0	
Child referred by BCW less than 90 days before the 3rd birthday			
Other (Explain)		0	
Total			



5 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, July 31. **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 July 31.*

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 July 26.

GO-IEP DATA ENTRY



6 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.

SE Applications Dashboard > () TIMELINES REPORT FOR: 2021

Status: In Process - TL Data Collection

Data Submission Notifications/Documents

TIMELINES SUMMARY REPORT

Refresh updates Timelines data from GOIEP if Timelines in GOIEP is submitted. Refresh data from GOIEP

All data will automatically input from GO-IEP. The information in the Timelines Summary updates by clicking the Refresh data from GOIEP button.

Data can be calculated and updated by clicking the CALCULATE & SAVE BUTTON

CALCULATE & SAVE SUBMIT

After all errors are resolved and the Submit button is enabled, the data can be submitted.

Initial Evaluations (All Students)	SPPI/APR INDICATOR 11	Part C: Babies Can't Wait (BCW) Transition Timelines	SPPI/APR INDICATOR 12
Child Find Timelines		(Children whose 3rd birthday was on or prior to June 30 of the current reporting year)	
		1. Total # of children who were served in Part C and referred to Part B for Part B eligibility determination. (Report # of children consent to evaluate was not received in Exception Table below)	7

CALCULATE & SAVE SUBMIT

Indicator 11: List Students in Category 1b

Number of students consent not submitted (1b): 1

Number of students submitted: 1

Information can also be calculated and saved as well as submitted in this area of the page.

Information can be edited and deleted in the tables using these buttons.

Last Name	First Name	Middle Name	GTID	Date Of Consent To Evaluate		Export to excel
				06-23-2021	10-07-2021	Edit Delete

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, July 31. **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 July 31.*

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 July 26.

7 LEAs that are not 100% compliant on Timelines

7.1 Prong 1 Timelines

LEAs that did not have a 100% compliance rate following the July 31st submission are required to submit Prong 1 data by September 22. The Timelines Application will open for LEA Prong 1 data entry on September 9.

Timelines School Year 2020-21
Status: In Process - Non-Compliant Student Data Collection

Indicator 11			Indicator 12		
Initial Evaluation (All Students)	SPP/APR INDICATOR 11		Babies Can't Wait (BCW)	SPP/APR INDICATOR 12	
	Prong 1	Prong 2		Prong 1	Prong 2
Total # of completed referrals			Total # Transition referrals w/consents from BCW		
% Completed on time	95.56%		% Eligible with IEP in place by age 3	60%	
% Completed late	4.44%		% Completed late	40%	

Due Date: Sep 30, 2021 Timeliness: Yes

[View Application](#)

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. Once the narrative has been completed, Prong 1 can be submitted.

SE Applications Dashboard > L... INES REPORT FOR: 2021

Status: Submitted Non-Compliant Student Data

Data Submission Follow-Up Submission **Prong 1 - Student Data** Notifications/Documents

DOCUMENTATION FORM

The data has been submitted by 687DistrictDirector sped on Dec 16, 2021

Please provide a brief narrative about the policies, procedures and practices that were revised to support the correction of this noncompliance.

7.2 Prong 2 Timelines

LEAs that did not have a 100% compliance are required to submit a Child Find (Initial Eligibility) Timeline Summary and an Early Childhood Transition (Babies Can't Wait) **Timeline Summary in the portal timeline application on or before November 6**. The report should include **all consents to evaluate dated between July 1 and October 31 of the current school year, and all Babies Can't Wait referrals whose 3rd birth-date is between July 1 and October 31 of the current school year.**

8 Verification of Timelines - Child Find and Early Childhood Transition

8.1 Verification Selection

LEAs are required to report to the Georgia Department of Education (GaDOE) their performance in meeting timelines Indicator 11 (Initial Eligibility/Child Find) and Indicator 12 (Early Childhood Transition). To ensure timeline data are accurate, LEAs are randomly selected to complete a verification process.

If selected, Directors are notified in writing that they have been selected to participate with instructions to upload child-specific data for children with completed evaluations the previous year and for children transitioning from Part C to Part B reported with completed evaluation, eligibility, and IEP the previous year.

If an LEA is found to be noncompliant through the Verification process, they will follow the same Prong 1 & 2 activities required for LEAs found to be noncompliant on Timely Initial Evaluation reporting.

8.2 Directions for Accessing and Completing the Verification Timeline Summary – See page 16 of this document.

8.3 Requirements for Verification

8.3.1 (Step 1) – Due date completion for Step 1 is September 30

LEAs must submit a list of all students as reported on their prior year Timelines submission.

For example, if the LEA reported 45 students for Indicator 11, then they will upload the names of those 45 students for Verification.

8.3.2 (Step 2) – Due date completion for Step 2 is November 11

Once the student list is uploaded, the LEA will receive an email notification on September 30, requesting the following documentation for selected students that will need to be uploaded in the portal dashboard, “Verification Student Upload” tab:

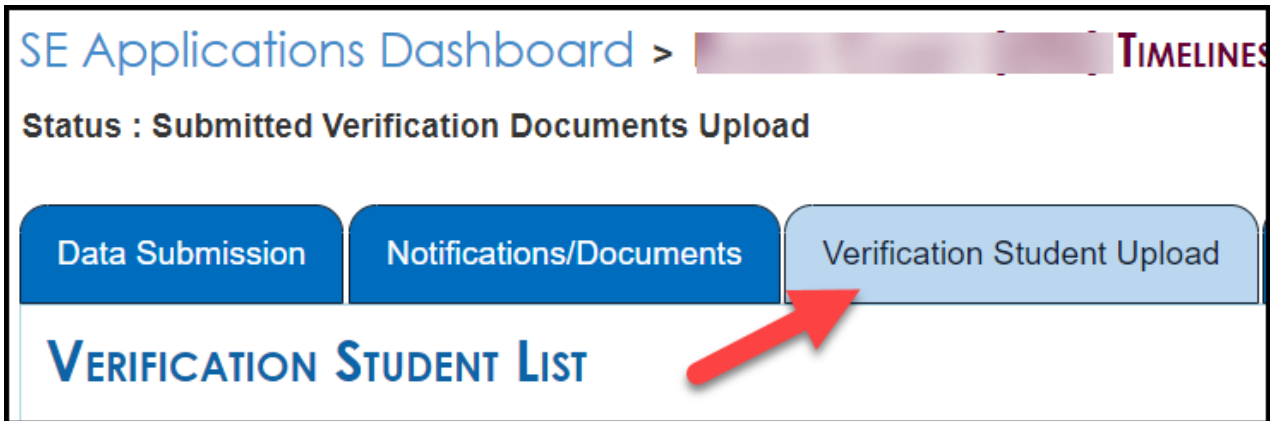
A. Documents from the **eligibility meeting** that must contain:

- signed consent to evaluate (dated)
- date of meeting
- area of eligibility
- signature page

AND

B. LEA should select from the list of students and submit the following:

- Initial eligibilities for two of the students
- Initial IEPs implemented before the preschool student’s third birthday for two of the students (if applicable)



SE Applications Dashboard > [REDACTED] TIMELINES

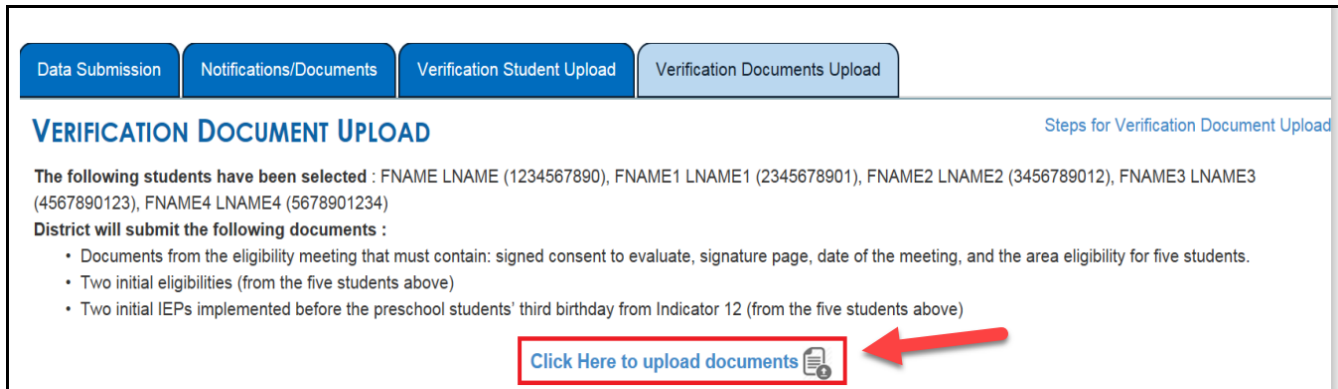
Status : Submitted Verification Documents Upload

Data Submission Notifications/Documents **Verification Student Upload**

VERIFICATION STUDENT LIST

A red arrow points from the 'Verification Student Upload' tab to the 'VERIFICATION STUDENT LIST' text below it.

After clicking on the Verification Student Upload tab, click on the link ‘Click here to upload documents’ to upload the required documents.




Data Submission Notifications/Documents **Verification Student Upload** Verification Documents Upload

VERIFICATION DOCUMENT UPLOAD Steps for Verification Document Upload

The following students have been selected : FNAME LNAME (1234567890), FNAME1 LNAME1 (2345678901), FNAME2 LNAME2 (3456789012), FNAME3 LNAME3 (4567890123), FNAME4 LNAME4 (5678901234)

District will submit the following documents :

- Documents from the eligibility meeting that must contain: signed consent to evaluate, signature page, date of the meeting, and the area eligibility for five students.
- Two initial eligibilities (from the five students above)
- Two initial IEPs implemented before the preschool students' third birthday from Indicator 12 (from the five students above)

Click Here to upload documents 

A red box highlights the 'Click Here to upload documents' link, and a red arrow points to it from the right.

8.3.3 Once you've clicked the link to upload documents, you will see the popup window below. Select the student's name from the drop down (highlighted in the below screen) for whom you want to upload the document.

UPLOAD FILE

File Upload Instruction :

- Select the student, provide the document name and then upload the document.
- The following are the supported file types: txt, xls, xlsx, doc, docx, pdf.

Select Student: Please select one

Document Name:

File Location: Browse...

Upload

Close

8.3.4 Enter the name of the document, in the 'Document Name' entry box, this can be whatever you choose to name the document.

Next, select the file to upload by clicking on the Browse button, navigate to the file and then click the Upload button on the bottom of the screen.

The uploaded student document details show on the screen as below:

Total Documents Uploaded Count : 3

Click on the Document Name to download the document.

Document Name	Uploaded Date	GTID	Last Name	First Name	Middle Name	
Test 1	Aug 7, 2017	1234567890	LNAME	FNAME		Delete
Test 2	Aug 7, 2017	2345678901	LNAME1	FNAME1		Delete
Test 3	Aug 7, 2017	3456789012	LNAME2	FNAME2		Delete

Submit

Continue adding required documents for all students on the list before submitting. If you submit before uploading documents for all students, you will get the message:

Please upload system documents and student specific documents.

Once documents for all students are uploaded, click on the Submit button. You will get the following message:

The verification documents have been submitted by user XXX,xx,2021.

8.3.5 After the review of documents by GaDOE staff, the LEAs will receive a letter via email with their status by December 9.

8.4 *LEAs that are not 100% compliant on Verification of Timelines*

8.4.1 LEAs that did not have a 100% compliance rate following the review of documents submitted are required to submit a brief narrative about the policies, procedures, and practices that will be revised to support correction of the noncompliance.

8.4.2 The LEA will be contacted by their District Liaison (DL) with instructions for completing and submitting the narrative. Completion of the narrative is due to be submitted by January 13.

Appendix A

[Code: IDDF \(4\) 160-4-7-.04 EVALUATIONS AND REEVALUATIONS.](#)