From the Director's Desk

In 2018, I met with Pennie Gregory, Indiana Council of Administrators of Special Education (ICASE) Diversity, Equity, and Inclusion Committee Chair, to discuss my vision for addressing the lack of diversity in special education leadership. Three years later, Aspiring Special Education Leadership Institute (ASELI) is looking forward to welcoming a third cohort of special educators interested in filling leadership roles. ASELI’s goal is to create an inclusive and multicultural educational landscape by recruiting a diverse and highly-qualified pool of new leader candidates, especially among those traditionally underrepresented in special education. Interested candidates may apply online at http://www.icase.org/ASELI.

Teacher of the Year Nominations Due Friday, July 1

The Indiana Teacher of the Year Program works to inspire, rejuvenate, and celebrate the teaching profession by recognizing outstanding teachers from across the state. Local schools are encouraged to participate in an annual selection process, and local Teacher(s) of the Year are encouraged to complete the state application process by Friday, July 1. More Information on the 2023 Indiana Teacher of the Year selection process can be found here. Contact Rebecca Estes for more information.

Updates from the Monitoring Team

ASELI Cohort III Applications Due Friday, July 1

ASELI is accepting Cohort III participant and mentor applications for a one-year leadership development program designed to improve outcomes for all students by preparing a diverse group of educators for leadership roles in special education. This collaborative program involves monthly meetings that aim to increase the capacity and network of aspiring, diverse special education leaders at local educational agencies (LEAs) to serve children with disabilities and their families. Applications for this opportunity can be found here, and more information is available here. Contact the Office of Special Education with any questions.

New Director Training Thursday, July 14

The IDOE Office of Special Education and ICASE will offer a New Director Training on Thursday, July 14, from 9:00 a.m. to 3:00 p.m. ET at Avon High School in Indianapolis. This training, for special education directors and administrators in their first or second year, is an introduction to special education policies and resources, and it gives new leaders an opportunity to network with local and state special education colleagues. Topics includes Results Driven
Accountability (RDA), Dispute Resolution, federal and state funding, special education grant management, school Medicaid claiming, and more. The cost for this one-day training is $25, and participants will receive an ICASE New Director Survival Bag. Click here for more details and online registration.

**Special Education (SE) Data for July Certification**

Schools must ensure all end-of-year reporting is complete and ready for certification beginning Tuesday, July 5, and ending Friday, July 8. SE data is one of 12 collections due for July 2022 certification, all of which must be approved by local administrations responsible for certification (or sign-off) even if schools had no data required or reported. Data provided with dates through Thursday, June 30, will be included for certification.

**Recording of Indicator 14 Post-School Outcomes Training**

Thank you to those who attended the Post-School Outcomes Training last month. The closed-captioned recording is now available here. For questions or concerns regarding this training or Indicator 14, please email OSEmonitoring@doe.in.gov.

---

**Updates from the Fiscal Team**

**Fiscal Year (FY) 2023 Part B Grant Assurances Due Friday, July 1**

Starting Wednesday, June 1, the FY 2023 Part B Grant Assurances template and Grant Management System user instructions are available at the Office of Special Education (OSE) Community in Moodle under Part B Grants for Special Education. One assurances document must be completed, printed, signed (electronic signatures may be used), and submitted in PDF format via the Grant Management System for each school corporation, charter school, and state school applying for FY 2023 IDEA Part B Grant funds. The assurances document will be returned if all required information and signatures are not completed.

To reserve the earliest possible reimbursement effective date for the FY 2023 Part B Grant Period, school corporations, charter schools, and state schools must submit correctly completed FY 2023 Part B Grant Assurances in the Grant Management System on or before Friday, July 1. In addition to delaying the grant reimbursement effective date, late or incorrect submissions may also impact LEA Results Driven Accountability (RDA) determinations. Please consult the Grant Management System user guidance posted in the OSE Community in Moodle under Fiscal> Part B Grants for Special Education> FY 2023 Grant Information> Grant Application Submission System for detailed instructions on submitting documents via this system.

OSE is working as quickly as possible to complete LEAs' FY 2023 Part B Grant allocations and application workbooks, which will be posted in Moodle with an announcement containing further details. An updated Part B Grant Cycle diagram and Part B Grant Cycle Reference Guide are now available in the OSE Community’s Fiscal Section under Part B Grants for Special Education.

**Lack of Documentation is the Most Common Medicaid Medical Claims Audit Finding**

An Indiana Medicaid bulletin identifies lack of supporting documentation as the most common error found in a recent federal audit of Indiana Medicaid medical service providers' records. Indiana schools that participate in Medicaid claiming for IEP-required medical services are encouraged to reduce their risk of adverse audit findings by conducting periodic self
assessments. See Chapters 2 and 10 of the current Medicaid Billing Tool Kit for school-specific documentation requirements and self-assessment tools. Additionally, each service-specific chapter has a section on provider audit documentation requirements, and all chapters include links to additional details in the appendices. Schools are encouraged to work with their medical billing agent vendor and school financial officer as necessary to refund any Medicaid reimbursements for which they lack required documentation or identify that an overpayment or duplicate payment occurred. Please email general questions on this topic to the Office of Special Education or consult the Medicaid Provider Relations Field Consultant assigned to your geographic area for answers to more detailed, case-specific questions. See Appendix D of the Medicaid Billing Tool Kit for Provider Relations consultant contact information.

**SEEC Contracts Processing**

In accordance with state contract processes, IDOE is unable to process new Special Education Excess Cost (SEEC) contract requests from Friday, April 1 through Friday, July 1. SEEC applications may be submitted during this period; however, notifications of approved funding and requests for contracts will not be processed until after Friday, July 1. In preparation for the upcoming fiscal year end on Thursday, June 30, IDOE provided the following guidance on future use of SEEC funding. Contact IDOE Senior Fiscal Specialist, Sarah Fields, with SEEC questions.

**FY 2021 Part B Grant Period Closes Friday, September 30**

To ensure sufficient time for modification review and approval, submit all FY 2021 IDEA Part B grant budget modification requests by Thursday, September 15. All FY 2021 Part B funds must be encumbered by Friday, September 30. All FY 2021 Part B grant reimbursement requests must be submitted by Thursday, December 15. The FY 2021 Part B Grant Proportionate Share Waiver request form will become available on Friday, July 1. The deadline for the next round of Part B monitoring reports is Sunday, July 31. All Part B grant forms and related guidance are available under Part B Grants for Special Education at the Office of Special Education Moodle Community’s Fiscal section. Please contact partbgrants@doe.in.gov with any questions.

**Updates from the Dispute Resolution Team**

**Training Requirements for Public Agency Personnel**

511 Indiana Administrative Code (IAC) 7-35-2(a) identifies requirements for public agency personnel providing special education and related services as schools prepare for training teachers, service providers, and staff for the upcoming instructional year. 511 IAC 7-35-2(a) states that public agencies must carry out activities to ensure that public agency personnel are fully informed about their respective responsibilities for implementing Article 7, provided with technical assistance and training necessary to assist them in this effort, and provided with the necessary knowledge and skills to implement each student’s Individualized Education Program (IEP).

Additionally, 511 IAC 7-36-2(f) details preservice and in-service training requirements specifically for paraprofessionals. This rule requires public agencies to provide training in the following areas: the role of the paraprofessional related to the role of the professional person providing supervision and direction, the specific skills and content knowledge necessary to carry out the assigned responsibilities, information on the specific special needs and characteristic of the students with whom the paraprofessional will be working, and information on special education procedures, including confidentiality of personally identifiable
These Article 7 requirements may be met through training or assistance provided by the school's special education department, special education resource groups such as the Indiana IEP Resource Center (IIEPRC) or ICASE, technical training for the Indiana IEP system, or education agencies such as IDOE and the U.S. Department of Education. Teachers of record (TOR) play an essential role by ensuring that the public agency personnel responsible for implementing student IEPs have access to a student's IEP, are informed of their specific responsibilities related to implementing the IEP, and informed of the specific accommodations, modifications, and supports that must be provided in accordance with the student's IEP. For more information regarding TOR duties, refer to 511 IAC 7-42-8(c).

Providing a copy of a student's IEP or IEP at a Glance to personnel tasked with implementing an IEP is insufficient. Public agencies must ensure that training is documented, which may include copies of training materials, recordings of trainings, training attendance records, acknowledgement forms signed by trainees, certificates of completion, or electronic training records for any training conducted virtually or online.

**Indiana Resource Network: News, Professional Development, and Technical Assistance**

**Highlights from PATINS Project 20221-2022 Achievement Grant Teams**

PATINS celebrates all the dedicated staff on the [2021-2022 Accessible Educational Materials (AEM) grant teams](https://www.pcgus.com) With weekly intensive, friendly, and direct assistance from PATINS, recent AEM grantees achieved many successes for their students. Highlights included providing students access to more rigorous academic content through test-to-speech tools that resulted in improvement on assessments such as IREAD and ILEARN, and one team saw a 65% decrease in suspensions district wide. For updates on 2022-2023 grant teams, follow the PATINS Project on [Facebook](https://www.facebook.com) and [Twitter](https://twitter.com) and subscribe to the PATINS Project [eNewsletter](https://www.pcgus.com).

**Deaf Educators and Educational Interpreters Conference**

The 2022 Indiana Deaf Educators and Educational Interpreters Conference will be held Thursday, June 16, and Friday, June 17. Register online at [www.passprojectisu.org](https://www.passprojectisu.org). Please contact [jennifer.mesanovic@indstate.edu](mailto:jennifer.mesanovic@indstate.edu) with questions.

**Final Reminder: Project Success Professional Development (PD) for Educators of Students with Significant Disabilities**

Registration is open for:
- **Summer 2022**: Teacher Webinar Series
- **School Year 2022-23**: Teacher Webinar Series
- **School Year 2022-23**: Paraprofessional Webinar Series
- **Project Success Playbook**
- **New Teacher Jump Start** (free with Playbook)

For additional information, view [PCG's Project Success Resource Center Information Session](https://www.smore.com/app/pages/show_print/628ce77665e7ac0d9c52ad37) recorded overview of all topics or email Kristan Sievers-Coffier at [ksieverscoffer@pcgus.com](mailto:ksieverscoffer@pcgus.com).

**Other Resources and Opportunities**
Aspiring Statewide Special Education Teacher (ASSET) Transition to Teaching Program

ASSET is a new transition to teaching program led by ICASE as a solution to the current special educator shortage. ASSET is approved by the State Board of Education (SBOE) for those with an active Indiana teaching license in any content area who is interested in adding mild or intense interventions, special education licensure, or both to their existing teaching credentials. Participants from various current roles in education will be required to maintain at least a small caseload of students with disabilities to meet ASSET program requirements. The non-credit-bearing 11-month ASSET program is aligned with the Council for Exceptional Children standards and leverages field expertise to ensure candidates are well-prepared to meet the needs of students with disabilities and pass the state licensure exam after completing the program. ASSET is offered at no cost to participants and is embedded within the context of the candidate's work environment. Learn more here.

HANDSmade™ Summer Internships

Founded in 2010, the HANDSmake™ program provides a structured work environment using a supported employment program model for individuals with autism spectrum disorder (ASD) and other social, communication, or behavioral challenges. The program has ten summer intern slots available this year. Visit https://handsinautism.iupui.edu/handsmade/ to learn more.

Free Online Tutoring Available for Indiana Students

A partnership between IDOE and Schoolhouse.world provides support for students in grades eight through 12 with free tutoring for SAT preparation, mathematics courses, and advanced placement (AP) courses. The nonprofit connects students with live, small-group tutoring through Zoom at no cost. Tutoring currently focuses on SAT reading, writing, and mathematics, with a mathematics focus on pre-algebra, algebra, geometry, trigonometry, pre-calculus, calculus, and statistics. Support is also available for AP courses including AP calculus, AP statistics, AP chemistry, AP biology, AP physics, and AP computer science. More information on free tutoring services through Schoolhouse.world is available here.

Crossing the Finish Line: Accelerating Credential Completion for High School Students

For the second consecutive summer, thousands of Indiana high school students will have an opportunity to accelerate their completion of a high-quality credential, including the Indiana College Core diploma, a Career and Technical Education (CTE) postsecondary credential, or an associate degree, at no cost to the students or their families. IDOE sent Indiana superintendents, principals, and school counselors an email explaining the program and identifying eligible students. To learn more, click here. Contact Ivy Tech and Vincennes University directly with any questions.
Preparing for State Testing
Please review students' accommodations in IIEP ahead of the winter and spring testing windows. Ensure that the correct accommodations appear in IIEP and that the IEP with the most current accommodations is finalized. Finalized IEPs are labeled in IIEP and appear in a dark green bar. Only accommodations from finalized IEPs will transfer to the Test Information Distribution Engine (TIDE) and be provided on the assessment. For questions, please contact specialeducation@doe.in.gov.

Indiana Family to Family
Indiana Family to Family provides information, training, and one-on-one support to Indiana families of children and youth with additional health and education needs and the professionals who serve them. Please contact Indiana Family to Family at https://www.inf2f.org/contact-us.html.

National Technical Assistance Center on Transition Resources
The National Technical Assistance Center on Transition (NTACT) has numerous resources focused on preparing students and youth for competitive integrated employment during and beyond high school. Please visit the Pre-Employment Transition Services, VR Transition Services, Transition Planning, and Employment sections of their website. Create an account while you're there to access more resources and to participate in webinars. Please reach out to NTACT with questions.

Contact Us
Dr. Nancy Holsapple
Director of Special Education

Indiana Department of Education
specialeducation@doe.in.gov
(317)232-0570
in.gov/doe/students/special-education

Share and Sign-Up!
IDOE encourages you to share this newsletter with special education colleagues. To receive this newsletter via email, email an email distribution request to specialeducation@doe.in.gov.