



# Special Education Staff Orientation

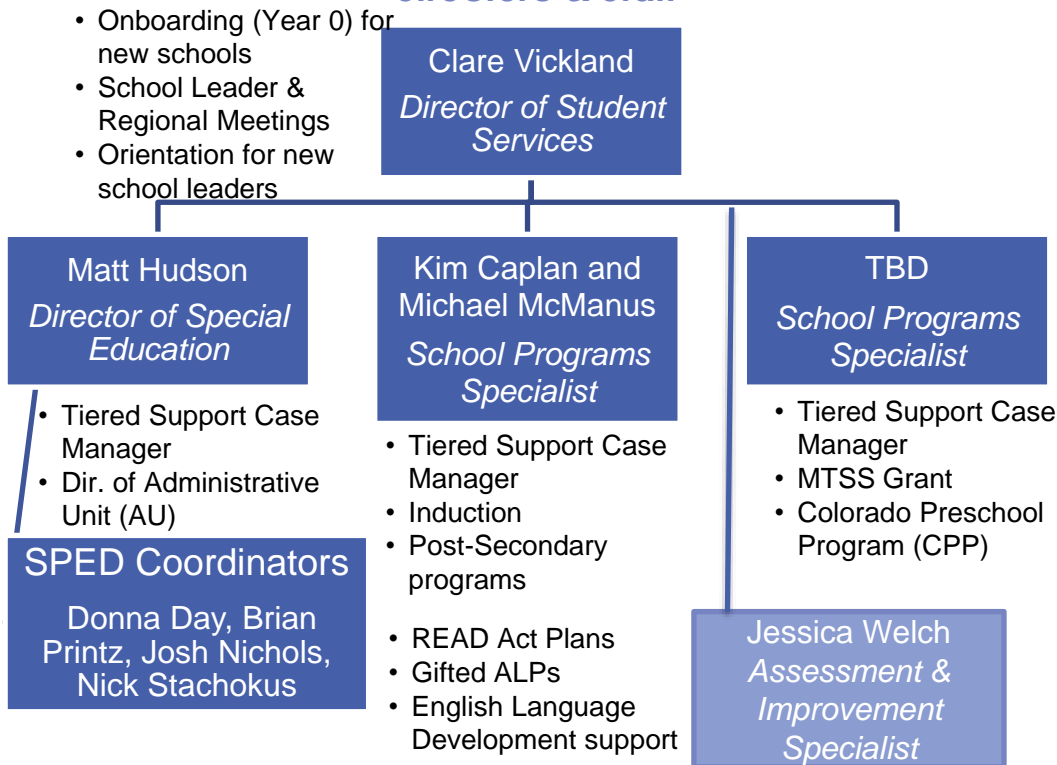
**Matt Hudson, Director of Special Education**



# CSI SSU Team Overview

The purpose of the Student Services Unit is to oversee programming, ensure compliance, and provide technical assistance for all special populations within the CSI portfolio of schools through at Tiered Support system.

## Unit Organizational Structure & Staff



## Student Services

- Special Education
- Gifted Education
- English Language Development
- Section 504
- Health Care
  - Nursing
  - Medicaid
- School Readiness
- Colorado Preschool Program (CPP)
- READ Act
- Multi-Tiered System of Support (MTSS)
- Homeless & Migrant Students
- Child Welfare
- Post-Secondary
  - Individual Career and Academic Plan (ICAP)
  - Concurrent Enrollment & ASCENT
  - Career & Tech Ed
- Graduation Guidelines
- Induction
  - Teacher
  - Administrator (AMC)



# SPED Staff Orientation Series

## Training Format

- ▷ Weekly (August) Assigned Readings
  - New Staff: Review Training Modules and Readings
  
- ▷ Office hours: Opportunities to speak with Coordinators/Director of SPED
  - Thursdays: August 5, 12, 19 at 1 pm
  - Open to all participants: link to office hours will be sent to participants who register

**Colorado Charter School Institute**  
**Training Series for Student Services New Staff Orientation**  
***& Thursday Office Hours***



Time	August 5th	August 12th	August 19th
Weekly Review	<p><u>Review CSI Guidebook</u></p> <p><u>New SPED Staff Orientation</u></p> <p><u>Onboarding Training Template/Checklist</u></p> <p>Trends in Special Education</p> <p>-</p> <p><b><u>Paula Kluth: Providing Special Education Services</u></b></p>	<p><u>IEP Amendment Training</u></p> <p><u>New Enrollment and transfer Students Training</u></p> <p><u>Eligibility Determination Training</u></p> <p><b><u>ANLAR IEP System</u></b></p> <p><u>SPED Submission : December Count Data General Overview, December Count Data Entry, and SPED End of year Training general Overview</u></p>	<p><u>IEP Reviews: Transition IEP- Quality and Compliance</u></p> <p><u>From MTSS to Special Education Determination</u></p> <p><b><u>Kaci Coats: Para Educator Training</u></b></p> <p><u>Monitoring Student progress</u></p> <p><u>CORE Manual Training</u></p>



# CSI Special Education

## ▷ CSI Mission/Vision

- The Charter School Institute (CSI) is committed to fostering high-quality charter school options with a particular focus on service to and performance of underserved populations.

# Charter School Institute



*“The Institute operates as the administrative unit (AU) with authority for delivering services to exceptional students and legal compliance for students with disabilities and other exceptional students in its individual charter schools. “*

- ▷ CSI schools must follow all state/federal rules including CSI policies and procedures. Schools should review these resources and guidebooks on the CSI website to ensure that they have a clear understanding of their responsibilities under the law. [www.csi.state.co.us](http://www.csi.state.co.us)
- ▷ More information on special education requirements can be found on the CSI website:  
[http://www.csi.state.co.us/school\\_resources/student\\_services/specialeducation/special\\_education/special\\_education\\_trainings\\_and\\_webinars/](http://www.csi.state.co.us/school_resources/student_services/specialeducation/special_education/special_education_trainings_and_webinars/)

# Special Education: Matt Hudson, CSI

- ▷ Each CSI School enters a contract agreement
  - School Contract
    - Assurances (Noah Kaplan & Stephanie Aragon, CSI)

## Special Education MOU

- In the charter school contract with the Charter School Institute, each school agrees to comply with the Institute's Board policies and regulations and the requirements of federal and state law concerning exceptional children including but not limited to, the requirements of IDEA, ECEA, ADA, Section 504.



# CSI Special Education Program

- ▷ *CSI acts as the Administrative Unit for its Charter Schools and uses a “hybrid” Contract Model whereas the charter school hires its own special education staff and/or contracts with third parties and CSI (the administrative unit) passes through the proportionate share of special education funds to the charter school.*
- ▷ *SPED MOU & [Program Plan](#): each school has a signed MOU agreement and a Program Plan that includes specific details about Special Education.*
- ▷ *SPED Onboarding process [See Onboarding Template](#)*





# Charter School SPED Models

- ▷ **Insurance Model**
  - Under this model, the charter school pays the authorizer a fee and the administrative unit is the primary special education service provider. The fee is calculated on a per pupil basis equal to the per pupil cost incurred by the authorizer in providing special education services, multiplied by the total number of students enrolled in the charter school. The per pupil cost in providing special education services varies by authorizer.
- ▷ **Contract Model\***
  - Under this model, the charter school hires its own special education staff and/or contracts with third parties and the administrative unit passes through the proportionate share of special education funds to the charter school.
- ▷ **Combination Model**
  - Under the combination model the charter school and the administrative unit negotiate who is financially and functionally responsible for special education services. Similarly, under the modified insurance model, the charter school contracts for some services, and pays the administrative unit a per student fee for services the charter school does not provide.

# CSI Special Education Coordinators



- ▷ Each CSI school is assigned a CDE-licensed special education provider or administrator that serves as the designee of the CSI Special Education Director providing oversight, consultation, mediation, and professional development to each of its schools.
- ▷ CSI directly employs Special Education Coordinators rather than requiring each school to employ its own coordinator. This helps to reduce the administrative burden on schools while also providing a standard level of support across the CSI portfolio of schools.

# CSI SPED Coordinators

SPED Coordinators act as the SPED Director designee

- Provides Technical assistance and Consultation
- Oversight
- Collaboration
- Mediation
- Professional Development
- Submissions

▷ Donna Day, Western Slope

▷ Brian Printz, Pikes Peak

▷ Josh Nichols, Denver & Front Range

▷ Nick Stachokus, Denver METRO

# Special Education

## Professional Development



- ▷ CSI offers professional development and scholarship opportunities to build capacity around special education at the school level.
- ▷ CSI partners with the **RELAY Graduate School of Education** to offer the Inclusive Schools Leadership Institute and a Special Education Endorsement program.
- ▷ In addition to **regional trainings** on a variety of topics offered by CSI, trainings are also offered through the **Crisis Prevention Institute (CPI)**, an international training organization specializing in the safe management of disruptive and assaultive behavior

# Section 504: Nick Stachokus, CSI

## Charter School Responsibilities

- ▷ Admit and serve all 504 students in following the admission process specified in their charter contract
- ▷ Screen, identify and serve the needs of 504 students and provide all accommodations and/or services indicated on students' 504 plan, using Alpine Achievement to maintain all records
- ▷ Assign a 504 Coordinator and complete all relevant forms and paperwork in a timely manner to identify students in need of 504 services
- ▷ In case of a dispute about whether the school can adequately serve a student, hold an 504 meeting to determine the appropriate educational setting

# Nursing Services/School Health:

Michael McManus & Kimberly Caplan, CSI

- ▷ CSI schools are required to develop a plan for providing essential health services as required by state and federal legislation and policy.

# SPED Data Submissions

- ▷ **Types: October/December Count, HR, Discipline, EOY**
- ▷ **SIS: ALPINE, IC & State System -AnLar)**

## CSI's Role

- ▷ CSI acts as the liaison between the school and CDE for all required reporting. The Data Submissions Department at CSI oversees the coordination of the below submissions for CSI schools to CDE through Data Pipeline. CSI implements timelines, assists with troubleshooting errors, provides data summary reports to schools to review and verify, and ultimately ensures CSI and CSI schools meet CDE's timeline.

## School's Role

- ▷ Schools are responsible for reviewing and ensuring data submitted for the below reports are correct and timelines established by CSI are met. Special education staff must collaborate with their data submissions contact at the school to ensure that accurate data is being submitted.

# New State IEP System: AnLar

- ▶ CDE has awarded new contract to AnLar
  - Begin Implementation July 2021
- ▶ ENRICH: previous State system
  - Phasing out 2022-23
- ▶ ALPINE Users:
  - phasing December 2021.





# New Teacher Orientation

## Onboarding Resources



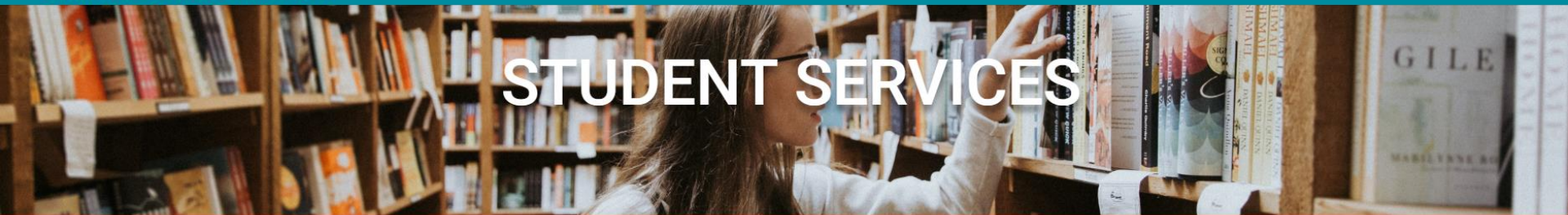
# Charter School Institute Student Services Resources

-  [Guidebook](#)
-  [CSI Website](#)
-  [SPED Comprehensive CORE manual](#)

[Calendar](#) [Main Site](#)



[Library](#) [Accountability](#) [Assessments](#) [Data Submissions](#) [Finance](#) [Legal and Policy](#) **[Student Services](#)** [Board Governance](#)



## STUDENT SERVICES

The Student Services Team is responsible for overseeing the provision of services for all special populations and uses its Student Services Screener and related Tiers of Support to fulfill this responsibility.

[View Student Services Library](#)



## Special Education

CSI operates as the Administrative Unit (AU) with authority for oversight and legal compliance for the delivery of Special Education services to students with disabilities. Each Institute school is responsible for meeting all Federal and State Special Education Laws.

Special Education Law refers to the Individuals with Disabilities Education Improvement Act (IDEA or IDEIA) and the Colorado Exceptional Children's Education Act (ECEA) and related charter school laws pertaining to special education.

### Contact

Matt Hudson  
Director of Special Education  
303-866-6021  
[MattHudson@csi.state.co.us](mailto:MattHudson@csi.state.co.us)

## Special Education General Resources

Resources

Onboarding

Special Education FAQs

Open

Special Education Human Resource Handbook

Open

[Vacant Personnel Action Form](#)

[IDEA Instructor Form](#)

### Protected: CORE Procedures Manual

To view this protected post, enter the password below:

Submit

# Onboarding Checklist

- ▷ Resources: New staff should review the following materials:
- ▷ [CSI Guidebook](#)
- ▷ [Coordinators Corner](#)
- ▷ [Special Education Submissions](#)
- ▷ [Special Education Comprehensive Manual:](#)
- ▷ [\*\*Webinar Trainings \[www.csi.state.co.us\]\(http://www.csi.state.co.us\)\*\*](#)
- ▷ [Enrollment and Student Transfer Process:](#)
- ▷ [IEP Development](#)
- ▷ [Writing Standards Aligned IEPS](#)
- ▷ [IEP Amendment Process](#)
- ▷ [SPED Eligibility Determination](#)
- ▷ [SPED Legal Issues](#)
- ▷ [Transition IEPs](#)

# Calendar of Events

Topic Title	Content	Location	Timing	Date	Description	Type
CSI guidebook	Overview of CSI Departments	CSI Guidebook	July	8/15/2019	SPED Discipline Final Due	Data Submission
				8/25/2019	Induction Intent to Participate	Due Date
SPED Policies	Policy/Procedure Manual	Special Education Comprehensive Manual:	August	8/16/2019	NSO for New Staff	PD
				8/27/2019	Gifted Identification Training	Training
Program Plan	SPED/504 School Plan	<a href="http://www.csi.state.co.us">www.csi.state.co.us</a>	June-July	9/18, 9/20, 9/21	CSI Regional Meetings (Student Services Focus)	PD
Program Evaluation & Tiers of Support	CSI Student Services Screener & Tiers of Support	<a href="http://www.csi.state.co.us">www.csi.state.co.us</a>	Ongoing	October	Student Services WS Regional Training (CPI)	PD
				October	Student Services Denver Regional Training (CPI)	PD
Student Enrollment	Determinations and Transfers	Enrollment and Student Transfer Process:	April-July	October	Student Services Colorado Springs Training (CPI)	PD
SPED Legal Issues	Legal Trends in SPED	SPED Legal Issues	July-August	10/17/2019	Gifted Early Access Training	Training
School Child Find	MTSS/Rtl	MTSS	July-August	12/1/2019	1 <sup>st</sup> Round of IEP's upload to Survey Monkey due	Due Date
IEP Compliance	Writing IEP's	IEP Development	July-Sept	12/1/2019	Special Education Count Day	Reminder
IEP Compliance	Standardized IEP's- Goals	Writing Standards Aligned IEPS	July-Sept	12/15/2019	Vision & Hearing Screening Completed for Grades PK, K, 1,2,3,5,7,9	Due Date
				2/2020	Regional Student Services Training	PD
IEP Compliance	SPED Eligibility	SPED Eligibility Determination	July-Sept	2/2020	Regional Student Services Training	PD
IEP Compliance	Transition Age (HS)	Transition IEPs	July-Sept	2/2020	Regional Student Services Training	PD
SPED Personnel	Employ SPED staff	Complete CSI HR Form and submit to ES department	August 1st	2/2020	ALP Audit	Due Date
				4/30/2020	Gifted Universal Screening Grant Application Due to CSI	Due Date
SPED Personnel	Staff Vacancies	Complete Vacant Personnel Action Form for any vacancies	Ongoing	5/1/2020	Final IEP reviews upload to Survey Monkey due	Due date
				5/15/2020	Gifted Universal Screening Grant Final Report Due to CSI	Due Date
School Health	Policy/Procedures	CSI and CDE	July-Sept	6/7/2020	Universal Screening Grant RFF Due to CSI	Due Date
Student Information System	ALPINE/IG, etc	School Data Lp, SIS system	July-Sept	Ongoing	Notify School District of residence of new SPED students (within 10 days of enrollment)	Due Date 21



# Special Education Procedures & IEP reviews

**Matt Hudson, Director of Special Education**



# Special Education Manual

## Special Education Core Comprehensive Manual:

- ▷ Schools agree to take direction from and work collaboratively with the Institute with regard to the provision of these services, evaluations and concerns...Because the Institute remains responsible for compliance, the Institute's position shall control if a school and the Institute disagree as to the correct interpretation or application of a statute or regulation concerning the education of exceptional students.

# Program Plans

- ▷ Special Education/Section 504
  - Matt Hudson
- ▷ Gifted/Talented
  - Contact Kimberly Caplan
- ▷ English Language Learners
  - Contact Jessica Welch



# Special Education Staffing

Charter schools are responsible for hiring their own licensed special education teachers

- Must have appropriate endorsements.
  - Schools are responsible for monitoring license/endorsement
  - Vacant Personnel Action form
- Although charter schools may obtain state and district waivers for the licensure of regular education personnel, this is not the case for special education teachers
- **Funding: CSI provides IDEA and ECEA for schools to hire staff**

# SPED Staff Ratio

Position	Staff : Student Ratio	Description
<b>Mild-Moderate Needs Teacher</b>	1:20 Sped Ratio (Secondary)* 1:200 Gen Ed. Ratio 1:15 (Elementary)*	*Compare ratio of moderate needs teachers to moderate needs students and also compare ratio of gen. ed students sped teachers due to RTI for example, students requiring <7.5 hours per week or spending >80% of their day in general education. *Look at amount of hours on IEP to align with recommended Ratios. Allow time for paperwork, meetings, assessments, etc. * Consideration of multiple roles and alignment with SPED funds i.e. 504, GT, Rtl, etc.
<b>Speech Language Pathologist</b>	1:40-50	ASHA recommends 1:40, numbers can be adjusted upward to some degree if an SLP-A is also employed (do not double caseload)  Compare to size of school and identified hours on IEP
<b>School Psychologist/Counselor</b>	1.0 FTE	1 mental health FTE per elementary school, 1.2 at MS, 1.8 at HS Consider- 1. size of schools 2. Type of behavioral health model, family engagement/support (i.e. SW), identified needs on IEP
<b>CDE Licensed School Nurse</b>	Contract as needed	Contract as needed per school with judgment based on size/need and delegation to Health Tech.
<b>Health Tech</b>	.5-1.0 FTE	Based on size/need of school and delegation by Nurse with a recommended minimum .5 FTE per School
<b>OT/PT</b>	1:40	If have COTA or PTA these numbers can be adjusted upward to some degree
<b>Early Childhood Special Ed. Teacher</b>	1:30	1 licensed ECSE teacher for 1AM and 1PM sections of preschool

# Special Education Audit

- ▷ IEP Reviews: (Coordinators will provide more info)
  - IEP Checklist only 2 will need to be completed this year
- ▷ Survey Monkey:
  - **Due: December 1, 2021**
    - 1<sup>st</sup> Round of IEP's Due
    - All CDE selected Students
    - All CSI Assigned
  - **Due: May 1, 2022**
    - 2<sup>nd</sup> Round
    - Must be an Initial
      - MTSS/Rtl



# COVID Considerations: Special Education “Key points”

- ▷ Document, document, document...
- ▷ 1. Progress Monitor
  - Lack of progress?- IEP meeting!
- ▷ 2. Track SPED services delivered
  - Confirm with all Service providers that services are being delivered-
  - Sample tracking forms:

<http://resources.csi.state.co.us/wp-content/uploads/2020/04/Service-Log-therapist.pdf>

<http://resources.csi.state.co.us/wp-content/uploads/2020/04/RelatedServicesLogEditable.pdf>

<http://resources.csi.state.co.us/wp-content/uploads/2020/04/SLP-Service-Log.pdf>



# Questions?

# Coordinator Contacts

Name	Title	Phone	Email
<b>Donna Day</b>	Special Education Coordinator: Western Slope	970-675-2301	<a href="mailto:DonnaDay@csi.state.co.us">Donna Day@csi.state.co.us</a>
<b>Brian Printz</b>	Special Education Coordinator: Pikes Peak	720-594-8945	<a href="mailto:brianprintz@csi.state.co.us">brianprintz@csi.state.co.us</a>
<b>Josh Nichols</b>	Special Education Coordinator: Denver	720-594-8846	<a href="mailto:joshnichols@csi.state.co.us">joshnichols@csi.state.co.us</a>
<b>Nick Stachokus</b>	Special Education Coordinator Denver/Front Range	720-990-1240	<a href="mailto:NickStachokus@csi.state.co.us">NickStachokus@csi.state.co.us</a>