

Process Tracking Timelines

Process Tracking for State Reporting Information

Process Tracking Action	CPSE Timeline for next Action	CSE Timeline for next Action	CPSE	CSE
Receipt of Referral to Committee NOTE: For student in Non-Public School , field Parentally Placed must be set to "Yes..."	30 Calendar Days to obtain consent for evaluation	30 Calendar Days to obtain consent for evaluation	Indicates the date the referral is received by CPSE Receiving EI Services - Yes indicates the child is receiving EI services at the time of the CPSE referral (required for state reporting) Previously Classified - If Yes, student not required to be included on State Reporting	Indicates the date the referral is received by CSE Previously Classified - - If Yes student not required to be included on State Reporting Prior AIS Services - Yes indicates services received prior to CSE Referral Received Prior CEIS - Yes or No
Consent for Initial Evaluation Received	60 Calendar Days to convene CPSE meeting	60 Calendar Days to convene CSE meeting		
Initial Meeting Eligibility Not Determined -or- Follow-up from Initial Meeting - Eligibility Not Determined			Used when the CPSE meets to review evaluations but is unable to make an initial determination of eligibility. If past timeline, triggers the record to enter reason for delay for state reporting	Used when the CSE meets to review evaluations but is unable to make an initial determination of eligibility. If past timeline, triggers the record to enter reason for delay for state reporting
Initial Meeting Eligibility Determined -or- Follow-up from Initial Meeting - Eligibility Determined	IEP implemented within 60 School Days of the receipt of the Consent for Initial Evaluation	IEP implemented within 60 School Days of the Receipt of Consent for Initial Evaluation (except for SED Approved Private School - 30 School Days from BOE receipt of recommendation from committee)	Used when the CPSE meets to review evaluations and is able to make an initial determination of eligibility. If past timeline, triggers the record to enter reason for delay for state reporting	Used when the CSE meets to review evaluations and is able to make an initial determination of eligibility. If past timeline, triggers the record to enter reason for delay for state reporting



Process Tracking Action	CPSE Timeline for next Action	CSE Timeline for next Action	CPSE	CSE
Initial Meeting Not Convened or Not by Report Deadline			Used when no meeting is held OR meeting is not held in time for state reporting Example: referral is withdrawn - Indicate reason why meeting not convened or not held by report deadline: Enter date in date field (use 8/31 if meeting not held by report deadline)	Used when no meeting is held OR meeting is not held in time for state reporting. Example: referral is withdrawn - Indicate reason why meeting not convened or not held by report deadline: Enter date in date field (use 8/31 if meeting not held by report deadline)
Started Special Education Services**			Optional for CPSE but <i>strongly recommended</i> Required Action Type for EI to CPSE Transition (see next page)	Optional for CSE but <i>strongly recommended</i> **Required Action Type for Student in Non-Pub School
EI/CPSE Initial Eligibility Meeting Not Determined/Not Convened by Report Deadline			Only for children who were receiving EI services Used when the CPSE meets to review evaluations but is unable to make an initial determination of eligibility OR meeting is not held in time for state reporting. Indicate reason why meeting not convened or not held by report deadline: Enter date in date field (use 8/31 if meeting not held by report deadline)	N/A – CPSE Only
Started Special Education Services			Action Date = Projected Start Date of IEP Actual Date = Actual Start Date of IEP Prior Services - For children who were receiving EI services at the time of referral indicate Yes for prior services If services started after child's third birthday, indicate reason why services did not begin prior to child's third birthday.	Action Date = Projected Start Date of IEP Actual Date = Actual Start Date of IEP For children who were receiving AIS at the time of referral indicate Yes for prior services
EI/CPSE IEP not Implemented by Report Deadline			Only for children who were receiving EI services Used when IEP was not implemented by report deadline and indicate reason for delay for state reporting	N/A – CPSE Only

Summary Notes:

CSE students must have at least the first **three** action types to complete state reporting requirements

- Receipt of Referral
- Consent for Initial Evaluation Received
- Log Action re: the Initial Eligibility Meeting (1 of 3 choices depending on what occurred)
- Started Special Education Services ****Required for Non-Pub Students (optional for all other CSE students, but recommended for all)**

CPSE students must have at least the first **three** log action types to complete state reporting requirements

- Receipt of Referral
- Consent for Initial Evaluation Received
- Log Action re: the Initial Eligibility Meeting (1 of 3 choices depending on what occurred)
- Started Special Education Services (optional for **CPSE but recommended for all**)

If the preschool child is transitioning from EI services to CPSE:

CPSE students must have at least **four** log action types to complete state reporting requirements

- Receipt of Referral
- Consent for Initial Evaluation Received
- Log Action re: the Initial Eligibility Meeting (1 of 2 choices depending on what occurred)
 - o Initial Meeting - Eligibility Determined OR
 - o EI/CPSE Initial Eligibility Not Determined/Not Convened by Report Deadline

-started Special Education Services, if eligibility determined

-EI/CPSE IEP Not Implemented by Report Deadline (08/31/XXXX), if referral withdrawn, moved prior to meeting or chose to stay in EI

