

Oakland Early Childhood Special
Education (birth – K) MSDS Data
Entry Guidance

SPP 12: Early Childhood Transition

- Percent of children referred by Part C prior to age 3, found eligible for Part B, having an IEP developed and implemented by their third birthday.

This is a federal compliance indicator. In Michigan, it is measured by calculating the percentage of children receiving Michigan Mandatory Special Education on an IFSP who have an IEP by their third birthday.

Data Reporting Errors

- Initial IEP Components in MSDS not reported.
- Part C Transition Timeliness Characteristic not reported.
- Incorrect Part C exit information.
- Failure to complete / report an Initial IEP for children 2 ½ and older if they were no longer eligible for special education.

In April 2016, several districts in Michigan received findings on this indicator which were due to data reporting errors.

Even though the finding were rescinded, the Michigan Department of Education is expecting that data reporting errors be corrected for future reporting periods.

The following slides will illustrate various data reporting requirements, along with examples of how that data is collected in MISTAR.

Initial IEP Component

- Reported in the school year (July 1 to June 30) the student is found eligible for services, even if the services will not begin until the next school year.
- Also reported for children over 2 years 6 months of age who have an Initial IEP and are found not eligible.

The IEP developed prior to the child's third birthday is considered an INITIAL IEP, even though the child has been receiving special education services on an IFSP.

Initial IEP Component

- Date of Parent Consent
- Initial IEP Completion Date
- Timeliness of Initial IEP
- Result of Initial IEP
- Days Beyond the Timeline
- Part C Transition Timeliness

These characteristics are reported in MSDS as a part of the Initial IEP Component.

Date of Parent Consent

- This is the date that (1) the parent provides consent for the evaluation / assessments OR (2) the date that the parent was provided with notice (REED) of no further data necessary.
- This is not the date that the district first obtained consent to determine Part C / Michigan Special Education eligibility.

In many data reporting systems, this is the field that triggers the Initial IEP Component to be pulled into MSDS.

MISTAR

The screenshot shows the MISTAR Student Special Education interface for Oakland Public Schools. The top header includes the school name and a 'Welcome System Administrator' message. Below this is a student information table with columns: Student Name, Local ID, Age, Gender, Birth Date, Ethnicity, State ID, Grade, Track, Status, Entry, Exit, Programs, and Credits Earned. The student listed is Anthony J Andre, Local ID 20000593, Age 18, Male, Birth Date 4/3/1997, Ethnicity White, State ID 4430100772, Grade 8, Track T 00711, Status A, Entry 8/29/2014. Below the table are various data entry fields including Parent Evaluation Consent/Timeliness, Referral Date, Initial IEP Completion (FAPE) Date, and Child Find: Student Specific Special Ed Data. A red arrow points to the 'Child Find: Student Specific Special Ed Data' link. At the bottom, there is a table for 'Details for Selected Record' with columns: Program, Service Start Date, IEP Purpose, Exit Date, and Exit Reason. The table shows two records for Special Education, one starting 01/05/2016 and another 10/18/2011.

Student Name	Local ID	Age	Gender	Birth Date	Ethnicity	State ID	Grade	Track	Status	Entry	Exit	Programs	Credits Earned
Anthony J Andre	20000593	18	Male	4/3/1997	White	4430100772	8	T 00711	A	8/29/2014			

Program	Service Start Date	IEP Purpose	Exit Date	Exit Reason
Special Education	01/05/2016	SE-Re-evaluation		
Special Education	10/18/2011	SE-Review/Revise	01/04/2016	SE-New IEP

In order to ensure that the correct information for the Initial IEP component in MSDS is populating, the district will need to use the Child Find data entry area. The Child Find data entry area is in the top-right of the SE Data Module screen. The data is replaced if a new Initial is required in the future. To access the area, use the Edit button located in the upper right of the screen.

MISTAR

Student Special Education Oakland Public Schools - 14/1

Student Name	Local ID	Age	Gender	Birth Date	Ethnicity	State ID	Grade	Track	Status	Entry
Anthony J Andre	20000593	18	Male	4/3/1997	White	4430100772	8	T 00711	A	8/29/201

Student 6 of 199
☐ Include Inactive

Child Find: Student Specific Special Ed Data

Parent Evaluation Consent/Timeliness:

Result of Initial IEP:

Days Beyond Eval/Timeline:

Referral Date:

(Date of Parental) Consent To Evaluate:

File ID:

Other District IEP (Center Based): ☐

Part C Transition Timeliness:

Initial IEP Completion (FAPE) Date:

After clicking Edit, the screen looks like the picture above.

In MISTAR, this is the data that is exported to the MSDS Initial IEP component, Date of Parent Consent characteristic.

Initial IEP Completion Date

- The completion of an initial individualized education program (IEP) is the date on the notice of the offer of a free appropriate public education (FAPE).

MISTAR

Student Special Education Oakland Public Schools - 14/1

Student Name	Local ID	Age	Gender	Birth Date	Ethnicity	State ID	Grade	Track	Status	Entry
Anthony J Andre	20000593	18	Male	4/3/1997	White	4430100772	8	T 00711	A	8/29/201

Student 6 of 199
☐ Include Inactive

Child Find: Student Specific Special Ed Data

Parent Evaluation Consent/Timeliness:

Result of Initial IEP:

Days Beyond Eval/Timeline:

Referral Date:

(Date of Parental) Consent To Evaluate:

File ID:

Other District IEP (Center Based): ☐

Part C Transition Timeliness:

Initial IEP Completion (FAPE) Date:

In MISTAR, this is the data that gets exported to the Initial IEP component, Completion Date characteristic.

Timeliness of Initial IEP

- The timeliness status for the evaluation of eligibility (i.e. whether or not the IEP was completed within 30 school days from date of parental consent).

For children who were serviced on an IFSP and are transitioning to an IEP, the IEP must be held within 30 school days from date of parental consent AND prior to the third birthday. Therefore, this characteristic must be reported. When calculating the timeliness, the date of parental consent is either the date the parent signed consent to evaluate OR the date of the REED determining that no further data are needed.

MISTAR

Student Special Education Oakland Public Schools - 14/1

Student Name	Local ID	Age	Gender	Birth Date	Ethnicity	State ID	Grade	Track	Status	Entry
Anthony J Andre	20000593	18	Male	4/3/1997	White	4430100772	8	T 00711	A	8/29/201

Student 6 of 199
☐ Include Inactive

Child Find: Student Specific Special

Parent Evaluation Consent/Timeliness:

Result of Initial IEP:

Days Beyond Eval/Timeline:

Referral Date:

(Date of Parental) Consent To Evaluate:

File ID:

Other District IEP (Center Based): ☐

Part C Transition Timeliness:

Initial IEP Completion (FAPE) Date:

In MISTAR, this is the data that gets exported to the Initial IEP component, Timeliness of Initial IEP characteristic.

MISTAR

Parent Evaluation Consent/Timeliness:	Child Find: Student Specific Special Ed Data
Result of Initial IEP:	IEP Completed within 30 school days
Days Beyond Eval/Timeline:	IEP Completed within extended timeline
Referral Date:	IEP Not Timely: Parent did not make child avail
(Date of Parental) Consent To Evaluate:	IEP Not Timely: Timeline began in previous dist
File ID:	IEP Not Timely: Personnel not available for Eval
Other District IEP (Center Based):	IEP Not Timely: Personnel not available for IEP
Part C Transition Timeliness:	IEP Not Timely: External reports not available
Initial IEP Completion (FAPE) Date:	IEP Not Completed: Student died
	IEP Not Completed: Parent withdrew consent
	IEP Not Completed: Parent did not make child avail
	IEP Not Completed: Student moved
	Child Moved into MI from another state with IEP

This is the dropdown menu in MISTAR to report the Timeliness of Initial IEP characteristic.

Result of Initial IEP

- Eligible, not eligible, or eligible – parent refused services.

If the child was serviced in special education on an IEP and found ineligible as they approached their third birthday, this must be determined through the IEP process. The IEP would be reported as an Initial IEP, result “not eligible.”


MISTAR

Student Special Education Oakland Public Schools - 14/1

Student Name	Local ID	Age	Gender	Birth Date	Ethnicity	State ID	Grade	Track	Status	Entry
Anthony J Andre	20000593	18	Male	4/3/1997	White	4430100772	8	T 00711	A	8/29/201

Student 6 of 199
☐ Include Inactive

Child Find: Student Specific Special Ed Data

Parent Evaluation Consent/Timeliness:
 Result of Initial IEP: 
 Days Beyond Eval/Timeline:
 Referral Date:
 (Date of Parental) Consent To Evaluate:
 File ID:
 Other District IEP (Center Based): ☐
 Part C Transition Timeliness:
 Initial IEP Completion (FAPE) Date:

In MISTAR, this is the data that gets exported to the Initial IEP component, Result of Initial IEP characteristic.

Days Beyond the Timeline

- Only to be completed if the IEP was held greater than 30 school days from the date of consent.

MISTAR

Student Special Education Oakland Public Schools - 14/1

Student Name	Local ID	Age	Gender	Birth Date	Ethnicity	State ID	Grade	Track	Status	Entry
Anthony J Andre	20000593	18	Male	4/3/1997	White	4430100772	8	T 00711	A	8/29/201


Find Student 6 of 199 ☐ Include Inactive


Cancel Reset Submit


Child Find: Student Specific Special Ed Data

Parent Evaluation Consent/Timeliness:

Result of Initial IEP:

Days Beyond Eval/Timeline: 


Referral Date: 

(Date of Parental) Consent To Evaluate: 

File ID:

Other District IEP (Center Based): ☐

Part C Transition Timeliness:

Initial IEP Completion (FAPE) Date: 

In MISTAR, this is the data that gets exported to the Initial IEP component, Days Beyond the Timeline characteristic.

Part C Transition Timeliness

- Whether or not the IEP was held prior to the child's third birthdate.
- Only relevant for children serviced in Michigan Special Education on an IFSP.

If the IEP was held after the child's third birthday, the reason must be noted.

MISTAR

Student Special Education Oakland Public Schools - 14/1

Student Name	Local ID	Age	Gender	Birth Date	Ethnicity	State ID	Grade	Track	Status	Entry
Anthony J Andre	20000593	18	Male	4/3/1997	White	4430100772	8	T 00711	A	8/29/201

Student 6 of 199
☐ Include Inactive

Child Find: Student Specific Special Ed Data

Parent Evaluation Consent/Timeliness:

Result of Initial IEP:

Days Beyond Eval/Timeline:

Referral Date:


(Date of Parental) Consent To Evaluate:

File ID:

Other District IEP (Center Based): ☐

Part C Transition Timeliness:

Initial IEP Completion (FAPE) Date:



In MISTAR, this is the data that gets exported to the Initial IEP component, Part C Transition Timeliness characteristic.

Special Education Component

- The special education component is submitted by the local district.
- If a child is found ineligible after receiving special education on an IFSP report special education exit reason and date.
 - Complete the Initial IEP component if the child is 2 ½ or older.

Early On Component

- This component cannot be submitted by the local district.
- The component is submitted by the ISD.
- District providers are responsible for accurate sharing of data (including Early On exit date and reason) for children receiving special education on an IFSP.

In addition to the Early On Component, the Initial IFSP Component must be submitted by the ISD.