

SEA and LEA Notification Process

The Infant Toddler Program (ITP) notifies the SEA (State Education Agency) and LEA (Local Education Agency) once a child is deemed eligible for ITP and may be potentially eligible for special education preschool services under Part B of the Individuals with Disabilities Education Act (IDEA). The notification is sent to the SEA, and the LEA in which the child resides and must be sent not fewer than 90 days before their third birthday.

Per IDEA, Part C and the Family Educational Rights and Privacy Act (FERPA), only the following personally identifiable information is permissible to be included in the SEA and LEA Notification without obtaining parental consent:

- Child's name;
- Child's date of birth;
- Parent contact information (including parents' names, addresses, and telephone numbers).

Additionally, the SEA and LEA notification includes the child's ITP Service Coordinator contact information.

Sharing this information with the SEA and LEA begins the official ITP transition process and acts as a referral to Part B for special education services.

TIMELY REFERRALS

Notification for Children Who Are in Enrolled Status Prior to 2 Years 6 months of Age (180 Days Prior to Child's 3rd Birthday)

After determining the child's ITP eligibility, and determining the child is Part B potentially eligible, the SEA and LEA notification is sent when the child is 2.6 years of age. Notification must be sent to SEA and LEA no later than the 15th of the month.

- Centralized ITP staff pulls the "LEA Notification" report in Crystal Reports
 - Crystal Reports>LEA Notifications
 - Click refresh button to open parameter box
 - Select Prompt for new parameter values
 - Edit the date for desired reporting month
 - Select the region(s) you wish to reflect in report
 - Verify generated report is accurate
 - Export report
 - Click on file
 - Export
 - Export report
 - Select the desired format (PDF or Word)
 - Select Application
 - Click OK
- Centralized ITP staff sends an encrypted email of Part B potentially eligible children to the identified LEA with a copy to SEA
 - Email must be sent secure with encryption
 - To send a secure email with encryption, the subject line of email must contain the following:
 - "sendsecure" followed by,
 - School District #
 - Month & year of notification, AND
 - DHW Region #(ex: sendsecure 431_may_2019_r3)
 - Email will include attached individual document for each district being reported
 - Email to be sent to designated SEA email address and identified LEA contact
 - Centralized staff save every email that is sent to LEA/SEA
 - Ensure you have designated mailbox listed as a mailbox option in your Outlook (ITPLEA-SEANotifications@dhw.idaho.gov)
 - Drag LEA/SEA from your sent folder into designated mailbox located in your Outlook

- Centralized ITP staff record the date they send the email notification as the “SEA/LEA Notification Date” in the child’s record in ITP KIDS database
 - In child’s record:
 - Click on Case Node
 - Check “Potentially Eligible” box
 - SEA/LEA Notification box opens – enter date notification was sent
 - Save the record

Notification for Children Who’ve Been Referred and Determined Eligible for ITP OR Are Enrolled in ITP Between 2 Years 6 months of Age and 2 Years 7.5 months of age (180 Days - 136 Days Prior to Child’s 3rd Birthday)

After determining the child’s ITP eligibility, and determining the child is Part B potentially eligible, the SEA and LEA notification is sent as part of the regular monthly reporting cycle.

- Centralized ITP staff pulls the “LEA Notification” report in Crystal Reports
 - Crystal Reports>LEA Notifications
 - Click refresh button to open parameter box
 - Select Prompt for new parameter values
 - Edit the date for desired reporting month
 - Select the region(s) you wish to reflect in report
 - Verify generated report is accurate
 - Export report
 - Click on file
 - Export
 - Export report
 - Select the desired format (PDF or Word)
 - Select Application
 - Click OK
- Centralized ITP staff sends encrypted email of potentially eligible children to identified LEA with a copy to SEA
 - Email must be sent secure with encryption
 - To send a secure email with encryption, the subject line of the email must contain the following:
 - “sendsecure” followed by,
 - School District #
 - Month & year of notification, AND
 - DHW Region #
 (ex: sendsecure 431_may_2019_r3)
 - Email will include attached individual document for each district being reported
 - Email to be sent to designated SEA email address and identified LEA contact
 - Centralized staff save every email that is sent to LEA/SEA
 - Ensure you have designated mailbox listed as a mailbox option in your Outlook (ITPLEA-SEANotifications@dhw.idaho.gov)
 - Drag LEA/SEA from your sent folder into designated mailbox located in your Outlook
- Centralized ITP staff record the date they send the email notification as the “SEA/LEA Notification Date” in the child’s record in ITP KIDS database
 - In child’s record:
 - Click on Case Node
 - Check “Potentially Eligible” box
 - SEA/LEA Notification box opens – enter date notification was sent
 - Save the record

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| Potentially Eligible: | <input checked="" type="checkbox"/> | SEA/LEA Notification Date: | 7/8/2019 |
| Parent/family declined transition conference meeting: | <input type="checkbox"/> | | |
| Mtg Due Date: | 10/03/2019 | Transition Conf Mtg Date: | |
| Transition Detail: | | | |

LATE REFERRALS

Notification for Children Referred AND Determined Eligible for ITP Between 2 Years 7.5 months of Age and 2 years 9 months of age (135 - 91 Days Prior to Child's 3rd Birthday)

After determining the child's ITP eligibility, if the child is determined Part B potentially eligible and an IFSP has not yet been completed, the notification is sent as soon as possible to the SEA and LEA in which the child resides. The Service Coordinator must notify the centralized ITP staff immediately upon eligibility being determined.

- Centralized ITP staff pulls the "LEA Catch-all" report in Tableau at a minimum one time daily
 - Tableau>Infant Toddler>Projects>Worklist>LEA Catch-all Report
 - Report is current as of date you access the report
 - Report can be filtered by Region
- Centralized ITP staff emails list of potentially eligible children to identified LEA with a copy to SEA
 - Email must be sent secure with encryption
 - To send a secure email with encryption, the subject line of the email must contain the following:
 - "sendsecure" followed by,
 - School District #
 - Month & year of notification, AND
 - DHW Region #
 (ex: sendsecure 431_may_2019_r3)
 - Email will include attached individual document for each district being reported
 - Email to be sent to designated SEA email address and identified LEA contact
 - Centralized staff save every email that is sent to LEA/SEA
 - Ensure you have designated mailbox listed as a mailbox option in your Outlook (ITPLEA-SEANotifications@dhw.idaho.gov)
 - Drag LEA/SEA from your sent folder into designated mailbox located in your Outlook
- Centralized ITP staff record the following information in child's record in ITP KIDS database:
 - The date they send SEA/LEA notification and the date they send the SEA/LEA late referral email
 - Click on Case Node
 - Enter check mark in the "Potentially Eligible" box
 - "SEA/LEA Notification Date" box then appears – enter date notification was sent
 - Note in the "Transition Detail" section any special circumstances (i.e. child moved to a different district)
 - Save the record

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|---|-------------------------------------|----------------------------|-----------|
| Potentially Eligible: | <input checked="" type="checkbox"/> | SEA/LEA Notification Date: | 7/15/2019 |
| Parent/family declined transition conference meeting: | <input type="checkbox"/> | | |
| Mtg Due Date: | 10/03/2019 | Transition Conf Mtg Date: | |
| Transition Detail: | | | |

Notification for Children Referred AND Determined Eligible for ITP Between 2 Years 9 months of Age and 2 years 10.5 months of age **(90 – 45 Days Prior to Child’s 3rd Birthday)**

After determining the child’s ITP eligibility, and determining the child is Part B eligible, notification is sent as soon as possible to the SEA and LEA in which the child resides.

NOTE: These children are NOT reported under indicator 8B in the Annual Performance Report

- Centralized ITP staff pulls the “LEA Catch-all” report in Tableau at a minimum one time daily
 - Tableau>Infant Toddler>Projects>Worklist>LEA Catch-all Report
 - Report is current as of date you access the report
 - Report can be filtered by Region
- Centralized ITP staff emails list of potentially eligible children to identified LEA with a copy to SEA
 - Email must be sent secure with encryption
 - To send a secure email with encryption, the subject line of the email must contain the following:
 - “sendsecure” followed by,
 - School District #
 - Month & year of notification, AND
 - DHW Region #(ex: sendsecure 431_may_2019_r3)
 - Email will include attached individual document for each district being reported
 - Email to be sent to designated SEA email address and identified LEA contact
 - Centralized staff save every email that is sent to LEA/SEA
 - Ensure you have designated mailbox listed as a mailbox option in your Outlook (ITPLEA-SEANotifications@dhw.idaho.gov)
 - Drag LEA/SEA from your sent folder into designated mailbox located in your Outlook
- Centralized ITP staff record the following information in child’s record in ITP KIDS database:
 - The date they send SEA/LEA notification and the date they send the SEA/LEA late referral email
 - Click on Case Node
 - Enter check mark in the “Potentially Eligible” box
 - “SEA/LEA Notification Date” box then appears – enter date notification was sent
 - Note in the “Transition Detail” section any special circumstances (i.e. child moved to a different district)
 - Save the record

Potentially Eligible: SEA/LEA Notification Date: 7/15/2019
Parent/family declined transition conference meeting:
Mtg Due Date: 10/03/2019 Transition Conf Mtg Date:
Transition Detail:

Referrals for Children Between 2 years 10.5 months of Age and 3 years of Age **(44 Days or Less Prior to Child’s 3rd Birthday)**

If a child is referred to the Infant Toddler Program 44 days or less prior to their third birthday, no action is required by the ITP Centralized SEA/LEA Notification staff as ITP is not required to send the SEA and LEA notifications.

NOTE: These children are NOT reported under indicator 8B in the Annual Performance Report.

Note: If a child moves School Districts, then ITP Service Coordinator notifies centralized ITP Staff and they send the new school district the LEA/SEA notification.