FROM THE DIRECTOR

November 2, 2018

INDIANA OFFICE OF SPECIAL EDUCATION UPDATES

Dear Colleagues,

Recently Boss's Day was celebrated in our office. The staff celebrated with posters highlighting my good deeds with candy! I truly appreciated the kind effort and the work that went into the making of the posters from the staff!

This got me thinking about what makes a great leader compared to a manager. I often used the book *Monday Morning Leadership by David Cottrell* as a resource tool in my job. It references many good ideas such as prioritizing and organizing. One lesson is to touch paper only once. It states the key to paper management is to keep the paper moving: throw it away, act upon it, or put it in a reading pile. I'm of the old school so I like to have that paper in my hand to read and then make a file for a quick reference later. Another important tip is to set aside some uninterrupted planning time each day. I have a large to do tablet on my desk and I've started making list in my notebook and then I check them off once I've spoken to the person or completed the task. This has helped me stay on top of the many things that come across my desk.

Email...who doesn't get lots of emails? Setting aside time every morning or evening will help eliminate the constant checking of emails. This is often difficult to complete as many of us have emails on our phones, IPADS and at our fingertips. But checking email at least once an hour if it cannot be helped will help provide more time for you to be more productive.

One thing I had to become adjusted to when I started in my new position was the number of meetings that I attended or proctored. I quickly eliminated having a meeting just because it was set on the perpetual calendar. I only have meetings when there is something to discuss and I try to stay cognizant of everyone's time and limit the meetings.

These are just a few tips that helps define a good leader vs a manager. The book is a very easy read and I would recommend it to anyone who is starting out in the leadership role or is looking for a refresher!

The most important asset in your company is having the RIGHT PEOPLE on your team!
Strive to be a SUPERSTAR!

Best,

Dr. Nancy J. Holsapple

![Photo of Dr. Nancy Holsapple]

Dr. Nancy Holsapple

Director of the Office of Special Education, IDOE

Inside this Issue:

OSE News	2
Assessment Update:	3-4
What's the Buzz: Q & A: Revising the IEP without a CCC meeting	5
Upcoming Training Dates & Deadlines	6

OSE Vision Statement

Every student, including those with disabilities, is held to high expectations and has equitable access to educational opportunities that enrich lives and prepare students for future success.

FROM THE DIRECTOR

OSE NEWS YOU CAN USE

INDIANA RECEIVES HIGHEST RATING ON RESULTS DRIVEN ACCOUNTABILITY REPORT

On October 23, the United Stated Department of Education, Office of Special Education Programs (OSEP), notified the Indiana Department of Education (IDOE) of our 2018-2019 Differentiated Monitoring and Support (DMS) Engagement Decision. OSEP's DMS system is a component of Results Driven Accountability (RDA). DMS is a multi-tiered model for monitoring and providing state-level supports, based on the principle that supports are first provided at a core or universal level to address the needs of all states. The DMS addresses state-specific needs and provides rankings of universal, targeted monitoring and support, or intensive monitoring and support in the four following areas:

- Results
- Compliance
- State Systemic Improvement Plan (SSIP)
- Fiscal

Indiana received the highest ranking of "universal" for each of these four categories! **Thanks to all of you in the field** for working with our OSE team to achieve this recognition!

SHAPE Stories-Warsaw Community Schools

The School Health Assessment and Performance Evaluation System (SHAPE System) offers a virtual workspace for a school or district mental health team to document, track, advance quality and sustainability improvement goals, and assess trauma responsiveness. Many school districts across Indiana and the United States are using the SHAPE System, in varying degrees, to obtain customized school and district level progress reports and useful resources to improve system quality and sustainability. There is no limit to how many districts can participate in the SHAPE system and districts can work in local teams to complete the assessments without assistance from IDOE. This month OSE would like to highlight the Warsaw Community Schools and their work with the SHAPE System in our latest Spread the Word SHAPE Stories document.

FROM THE DIRECTOR

Assessment Update

ISTEP+ Grade 10:

ISTEP+ Winter Retest Practice Test Window Open
This window is open for all schools testing online. Practice test directions for both modes are outlined in the Practice Test Manual, posted in the [Indiana Resource Center](#) (PAN). All students who will take the operational test must first participate in the corresponding practice tests at least once per school year. Schools may use the practice tests instructionally and/or administer them to students more than once, as appropriate.

ISTEP+ Grade 10 Summer 2018 Final Scores
The ISTEP+ Grade 10 Summer final results are available in the Parent Portal as well as [PearsonAccess^next](#) (PAN).

ILEARN

ILEARN ELA Performance Task Rubrics Now Available!
The five ELA Performance Task Rubrics for grades 3-8, along with an instructional video intended to help educators understand each rubric, are now available on the [ILEARN Sample Items and Scoring](#) page of our website. Please contact the [Office of Student Assessment](#) with any questions.

Updated ILEARN Test Blueprints
Final ILEARN blueprints were posted on October 1. However, American Institutes for Research (AIR) identified some additional minor corrections required since the October 1 release. Specific updates can be found in the [attached blueprint document](#). All blueprints have been replaced with current dates on the Office of Student Assessment [website](#).

ILEARN and I AM:

Calculator Guidance
The Indiana Department of Education (IDOE) developed and recently reviewed the new calculator policy for ILEARN and I AM. The attached [memo](#) and [executive summary](#) highlight the considerations for these decisions. The final calculator policy is posted on the [Office of Student Assessment](#) homepage.

Assessment User Roles (ILEARN, I AM, IREAD-3)
The Office of Student Assessment compiled lists of [user roles and responsibilities](#) for all educators involved in preparing for and administering ILEARN, I AM, and IREAD-3 assessments. The [lists](#) are not exhaustive, but offer insight for school staff to become more familiar with some changes based on the AIR platform.

ADDITIONAL INFORMATION REGARDING NEW CALULATOR GUIDANCE: ACCOMMODATIONS—MODIFICATIONS FOR INSTRUCTION vs. ASSESSMENT

In order to support educators in this transition the Office of Special Education (OSE), Office of Student Assessment (OSA) and the Indiana Resource Network (IRNs) want to highlight a few resources:
- [IRNs](#) [statement](#) concerning accommodations and assessments
- [Coffee Talk 2 Accommodation video](#) and other [Short Share and Coffee Talk videos](#)
- [IDOE accommodation and modification webpage](#)

FROM THE DIRECTOR

ASSESSMENT UPDATE (*CONTINUED*)

Accommodation Use for Assessment

Due to the new calculator guidance, clarification may need to be made for some students' IEPs. This can be done by reconvening the case conference committee (CCC) and/or contacting a parent to revise the IEP without convening the CCC* pursuant to 511 IAC 7-42-9(e).

*See page 5 for the related Q/A explaining this process.

- ILEARN
  - ο Adding a hundreds chart (grades 3-8) for ALL items
  - ο Adding a multiplication chart (grades 6-8) for ALL items

  Clarification: The accommodation 'ILEARN-Adaptive calculator for calculator allowed items' found in the Indiana IEP system refers to the use of an adaptive or handheld calculator on items in which calculators MAY be allowed. This does not refer to ALL items. There are no calculator allowed items in grades 3-5 for students who participate in the ILEARN assessment.

- I AM
  - ο Adding a hundreds chart (grades 3-8) for ALL items
  - ο Adding a multiplication chart (grades 6-8) for ALL items
  - ο Adding an adaptive calculator (grades 3-8) for ALL items

  Clarification: The online calculator is available for all students who participate in the I AM assessment.

In order to stay up to date with the most recent announcements from OSA and OSE:

- Sign up to receive Dr. McCormick's Weekly Update
- Read the bi-weekly OSE *From the Director* newsletters
- Join our IDOE-Teachers Who Work with Students with Disabilities Learning Connection community

Accommodation Use for Instruction

Instructional practices may include the use of a calculator to support the teaching of some of the Indiana Academic Standards or Content Connectors even with the change in calculator policy for standardized assessments as noted above. Calculators can be provided to the student during instruction to support classroom learning all year long, even if they are not allowed on state assessments.

Fundamental to Special Education, as expressed through IDEA and Article 7, is the understanding that students have "unique needs." Using standard assessment accommodations as a guide for appropriate instructional accommodations throughout the school year may remove the "Specially" from Specially Designed Instruction and the "Individualized" out of Individualized Education Program. Students who are consistently provided appropriate instruction throughout the year will demonstrate higher achievement, regardless of the accommodations allowed on state assessments.

Accommodations needed for daily instruction that are not allowed on state assessments can be listed in the IEP.

FROM THE DIRECTOR

What's the Buzz???
Q and A from the OSE

The Office of Special Education (OSE) is frequently asked questions about a variety of special education topics. We assume that if one person has a question, probably many more have the same one. As always, keep those questions coming! **This week's Q & A focuses on revising an IEP without convening the CCC.**

Q: After reviewing the new IDOE calculator policy and the IDOE guidance on accommodation use for assessment vs. instruction, our school district wants to revise the accommodations language in several of our student's IEPs. If we have already had a CCC meeting for a student this school year, can we just call the parent to discuss the changes and then revise the IEP without bringing the entire CCC team back to the table?

A: After you have convened the annual CCC meeting required by Article 7, changes may be made to the IEP in one of two ways. First, you may give notice and re-convene the CCC participants in order to make changes. However, as you hinted at in your question, bringing the entire CCC team back to the table to make minor revisions if often a time-consuming task. *There is a second way to revise the IEP, but it requires a written agreement. Again, this method may only be used if you have already fulfilled your duty to convene annually to revise the IEP.* Article 7 states:

"After the annual CCC meeting described in subsections (a) through (d), changes to the IEP may be made:

　　　(1) by the CCC at a CCC meeting; or
　　　(2) without a CCC meeting if the parent and the public agency agree:
　　　　　(A) not to convene a CCC meeting; and
　　　　　(B) to collaboratively develop a written document to amend or modify the student's current IEP." 511 IAC 7-42-9(e)

Practical implementation of the second method (no CCC meeting required) could occur this way:

- Call the parent and explain why you want to make changes to the IEP (new calculator guidance);
- Remind the parent you already had the annual CCC meeting, and explain that if they agree in writing to the revisions, you can change the IEP without a CCC meeting;
- Discuss the changes and write down exactly what was agreed upon;
- Email the parent a copy of these IEP changes and ask them to reply by email, indicating whether or not they agree to you making these changes to the IEP;
- Upload the email showing parental agreement to IIEP.
- Revise the applicable parts of the IEP and send the parent a copy by U.S. mail, or send the IEP by email if the parent has agreed to electronic delivery of the IEP.

FROM THE DIRECTOR

Upcoming Training Dates

Yearlong…………..……………..Statewide and Virtual Trainings (PATINS)

Nov. 5-6…………..…………………………………..……Fall Institute—North @ Fort Wayne (IEPRC)

Nov. 5-6……………..………………………………………………Indiana Vision Conference @ Plainfield (PASS)

Nov. 7………………..……………………………………..….North Central DHH Roundtable @ Lafayette (CDHHE)

Nov. 7………………SDI: Tips, Tools, & Technology that Assist Educators in Design & Delivery @ Indianapolis (IEPRC)

Nov. 9…………….………..…….Desauntels: Implementing Brain-Aligned School Climates @ Fishers (IEPRC)

Nov. 13……..………...…Data Utilization: How to Use Data to Improve Student Outcomes @ Indianapolis (IEPRC)

Nov. 15………….…...SDI: Tips, Tools, & Technology that Assist Educators in Design & Delivery @ Merrillville (IEPRC)

Nov. 15……………..………………………...………………………..….……..Ross Greene @ New Albany (IRCA)

Nov. 16…….……..………..…………………………………………..…..Ross Greene @ Fort Wayne (IRCA)

Nov. 28…………..………………….…………..Developing Behavior Intervention Plans @ Indianapolis (IEPRC)

Nov. 28-29……………..………………………………...………….Access to Education Conference (PATINS)

Dec. 1………….Developing Effective Interpreting Skills for Using Fingerspelling and Numbers—regional locations (PASS/PATINS)

Dec. 4……………………………………………..………..Fall Indiana Training Institute @ Greenwood (PBIS)

Dec. 4…………….….. Avery: Recognizing the Signs & Supporting Students with Mental Health Diagnosis @ Evansville (ISMHI)

Dec. 5……...…..…………….. Avery: Recognizing the Signs & Supporting Students with Mental Health Diagnosis @ Avon (ISMHI)

Dec. 7……......…….. Avery: Recognizing the Signs & Supporting Students with Mental Health Diagnosis @ Fort Wayne (ISMHI)

Dec. 11..……….…… Avery: Recognizing the Signs & Supporting Students with Mental Health Diagnosis @ East Chicago (ISMHI)

Dec. 19…………….………………….…Desautels: Implementing Brain-Aligned School Climates @ Avon (ISMHI)

Dec. 21……………………..…..Desautels: Implementing Brain-Aligned School Climates @ Indianapolis (ISMHI)

Jan. 8……………………………...Addressing the Needs of All Students Using MTSS @ Indianapolis (IEPRC)

Jan. 10……………………………………..………...Indiana IEP for Administrators @ Indianapolis (IEPRC)

Jan. 8…………………………………….…...Developing Behavior Intervention Plans @ Indianapolis (IEPRC)

Jan. 8……………………………………..Advanced Reporting: Basics @ Indianapolis (IEPRC)

Jan. 8……………………………..…...Advanced Reporting: Problem Solving & Tools @ Indianapolis (IEPRC)

For assistance at any time please contact the Special Education
General Line: 317-232-0570
email: specialeducation@doe.in.gov