

New Hampshire Department of Education  
 Division of Learner Support  
 Bureau of Special Education Support  
 25 Hall Street, Concord NH 03301

## Fiscal and Data Timelines

COLOR CODES	
Indicators (State Performance Plan/SPP)	NHSEIS
Fiscal	Public Reports Available on NHED website
Monitoring	Other

JULY	
7/1	<b>Indicator 7:</b> Indicator 7 data pulled from LEA selected tool by Bureau and reviewed for accuracy
7/1	<b>IDEA Grant:</b> LEA receives IDEA subgrants
7/1-14	<b>CEIS:</b> Bureau notifies LEA of reporting due date (who have not yet submitted)
7/11	<b>Indicator 14:</b> Post School Outcomes Survey begins
7/15	<b>CEIS:</b> Final report submission due
7/25	<b>Mentoring Program:</b> Mentor applications due Friday, February 17, 2023. Mentee applications due by April 10, 2023.
7/29	<b>NHSEIS:</b> Release of new updates
7/31	<b>Special Education Aid:</b> LEA application submissions due

AUGUST	
8/15	<b>Court Order Payments:</b> Final submission of all invoices due for prior school year.
8/22	<b>Mentoring Program:</b> Mentoring program kick off meeting
8/30	<b>Child Count and Environment Data:</b> Bureau submits report to OSEP

SEPTEMBER	
9/1-30	<b>Indicators 11 &amp; 12:</b> Bureau provides training to LEAs
9/15	<b>Indicator 13:</b> LEAs that do not use NHSEIS will be contacted by the Bureau to schedule a virtual monitoring meeting
9/15	<b>SPED Aid:</b> Draft report for SPED Aid costs due to Department of Revenue
9/15-30	<b>Exiting and Discipline Data:</b> LEA reviews and corrects previous year exiting and discipline reports (Indicators 1, 2, 4, 14 and Sig Dispro)
9/15-30	<b>Indicator 7:</b> Bureau trainings on entering/collecting Preschool Outcome Measure (POMS) data
9/30	<b>IDEA Grant:</b> Funds must be budgeted and spent.
9/30	<b>Indicator 13:</b> SASID lists emailed to LEAs notifying them of which files will be monitored in November/December
9/30	<b>Indicator 14:</b> Post School Outcomes Survey ends

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OCTOBER	
10/1	<b>Exiting and Discipline Data:</b> Bureau generates NHSEIS report for review
10/1-31	<b>Monitoring:</b> Training on monitoring data collection tool for private providers of special education
10/1-31	<b>Indicator 13:</b> LEAs using NHSEIS will paperclip/attach required evidence to selected students IEPs
10/1-31	<b>Indicator 13:</b> LEAs that do not use NHSEIS will gather and organize required evidence for a virtual monitoring meeting in November
10/07	<b>NHSEIS:</b> Release of new updates
10/29	<b>Personnel Survey:</b> (A12B) Class and Staffing survey due

NOVEMBER	
11/1	<b>Indicator 13:</b> Monitoring begins, desk audits for NHSEIS using LEAs and virtual monitoring meetings for those non-NHSEIS using LEAs
11/1	<b>Personnel Survey:</b> Submissions due (first Wednesday)
11/1	<b>Exiting and Discipline Data:</b> Bureau submits report to OSEP (first Wednesday)
11/1-15	<b>Child Count and Environment Data:</b> LEA reviews and corrects Oct 1 child count and environment report (Indicators 4, 5, 6, 9, 10, 11 and Sig Dispro)
11/15	<b>IDEA Grant:</b> Final report due and Bureau closes grants
11/15	<b>Indicator 8:</b> <i>603 Bright Future Survey</i> report available to LEAs
11/16	<b>Child Count and Environment Data:</b> NHSEIS report generated for October 1 <sup>st</sup> Child Count for review (Indicators 4, 5, 6, 9, 10, 11 and Sig Dispro)
11/30	<b>Significant Disproportionality:</b> Bureau calculations completed for discipline

DECEMBER	
12/1-15	<b>Early Childhood Transitions Data:</b> LEA reviews and corrects early childhood transitions data (Indicator 12)
12/15	<b>Special Education Aid:</b> Bureau computations completed
12/15	<b>Monitoring:</b> Bureau notifies private providers of special education of target monitoring window
12/15	<b>Significant Disproportionality:</b> Bureau notifies LEAs of scores for discipline
12/15	<b>Significant Disproportionality:</b> Bureau notifies LEAs with a determination for discipline
12/15	<b>Assessment Data:</b> Submission due
12/15	<b>Indicator 4:</b> Bureau notifies LEAs of Indicator 4 data
12/16	<b>NHSEIS:</b> Release of new updates
12/30	<b>Indicator 13:</b> Monitoring completed

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JANUARY	
1/1-31	<b>Timely Initial Evaluations Data &amp; Early Childhood Transitions Data:</b> LEA reviews and corrects data (Indicator 11 & Indicator 12)
1/1-31	<b>Indicators 11 &amp; 12:</b> Bureau provides training to LEAs
1/1-15	<b>IDEA Grant:</b> Letters for intent to spend distributed to LEA
1/1	<b>Special Education Aid:</b> LEA receives payment no later than 1/1.
1/1	<b>APH:</b> American Printing House federal quota census registration begins on the first Monday in January
1/31	<b>Special Education Aid:</b> Memorandum and updated manual distributed
1/31	<b>IDEA Grant:</b> Letter for intent to spend submission due
1/31	<b>Indicator 13:</b> LEAs notified of compliance

FEBRUARY	
2/1	<b>State Performance Plan/Annual Performance Report:</b> Bureau submits report to OSEP
2/1	<b>Indicator 4:</b> LEAs over the significant discrepancy threshold submit policies, procedures and root case to the Bureau
2/18	<b>Rate Setting Application Packet:</b> Memorandum distributed to approved private providers

MARCH	
3/1-30	<b>Monitoring:</b> Private providers onsite visits for approved special education programs
3/8	<b>IDEA Grant:</b> Bureau publishes annual application for funds for comment
3/10	<b>NHSEIS:</b> Release of new updates
3/14	<b>Indicator 8:</b> <i>603 Bright Future Surveys</i> window opens
3/15	<b>APH:</b> American Printing House federal quota census registration submissions due March 15
3/15	<b>Indicator 4:</b> Bureau notifies LEA of findings for significant discrepancy
3/30	<b>Indicator 13:</b> Child specific corrections verified via desk audit or virtual monitoring meeting for LEAs who do not use NHSEIS
3/31	<b>Significant Disproportionality:</b> Bureau calculations completed for Identification & Placement

APRIL	
4/1-30	<b>Timely Initial Evaluations Data &amp; Early Childhood Transitions Data:</b> LEA reviews and corrects data (Indicator 11 & Indicator 12)
4/1-30	<b>Indicators 11 &amp; 12:</b> Bureau provides training to LEAs
4/1	<b>Indicators 9 &amp; 10:</b> Bureau begins to contact LEAs over threshold for LEA data review
4/1	<b>IDEA Grant:</b> Bureau sends assurances to LEA (Equitable Services, NIMAS, Excess Cost, MOE)
4/1	<b>Monitoring:</b> Private providers being monitored in next academic year notified

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APRIL	
4/1	<b>Rate Setting:</b> Application submission due
4/1	<b>Indicator 13:</b> LEAs notified of Prong 2 monitoring
4/1	<b>Child Count and Environment Data:</b> Bureau submits report to OSEP (first Wednesday)
4/3	<b>LEA Determinations:</b> LEA Determinations sent to LEAs
4/14	<b>Indicator 13:</b> LEAs notify the Bureau of the SASIDs to be reviewed for Prong 2 monitoring
4/15	<b>Significant Disproportionality:</b> Bureau notifies LEA of scores for identification and placement
4/15	<b>Significant Disproportionality:</b> Bureau notifies LEAs with determination(s) for above mentioned
4/15	<b>SPP Data:</b> <i>IDEA Reports</i> posted on NHED website (iPlatform)
4/15-30	<b>Indicator 7:</b> Bureau trainings begin on reporting and exiting students exiting POMS
4/28	<b>Indicator 13:</b> Prong 2 monitoring
4/29	<b>Indicator 8:</b> <i>603 Bright Future Surveys</i> window closes

MAY	
5/1-30	<b>IDEA Grant:</b> New grants open for LEA
5/1-30	<b>IDEA Grant:</b> Bureau provides training to LEA personnel
5/1-30	<b>Indicator 7:</b> Bureau contacts LEAs to report anticipated number of students exiting POMS
5/15	<b>Mentoring Program:</b> Mentor applications due
5/15	<b>CEIS:</b> Bureau contacts LEAs using funds in current academic year; provides reporting spreadsheet
5/25	<b>Mentoring Program:</b> Bureau notifies mentor of acceptance into the program
5/31	<b>Indicator 13:</b> LEAs are notified of Prong 2 compliance

JUNE	
6/1-30	<b>IDEA Grant:</b> Bureau provides training to LEA personnel
6/1	<b>Indicators 9 &amp; 10:</b> Bureau notifies LEA of compliance with disproportionate representation
6/1	<b>IDEA Grant:</b> Bureau sends letter to LEA of unspent funds from previous grant
6/1	<b>IDEA Grant:</b> Bureau notifies eligible LEAs of initial annual subgrant amounts
6/1	<b>Monitoring:</b> <i>Report</i> issued to private providers of special education and posted on NHED website
6/15	<b>CEIS:</b> Bureau contacts LEA of reporting deadline (who have NOT submitted)
6/15	<b>Indicator 7:</b> LEA POMS Exit Reports due the Bureau
6/23	<b>NHSEIS:</b> Release of new updates

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<b>TIMELINE CHANGES BEGINNING 2024 – 2025</b>	
7/1-31	<b>Timely Initial Evaluations Data &amp; Early Childhood Transitions Data:</b> LEA reviews and corrects data (Indicator 11 & Indicator 12) (starting in 2024 for school year 2023-2024)
9/30	<b>Indicator 11 &amp; 12:</b> Exception form(s) submission due (starting in 2024 for school year 2023-2024)
10/15	<b>Indicator 11 &amp; 12:</b> LEAs notified of findings (starting in 2024 for school year 2023-2024)

<b>MONTHLY FISCAL DUE DATES</b>
<b>Court Ordered Placements:</b> Submission of education service provider invoices 30 days from receipt
<b>IDEA Grant:</b> Submission of grant reports in the Grants Management System monthly

<b>LEA DATA REVIEW WINDOWS</b>		
NHSEIS Report	Review Window	Data Used For
<b>Discipline Report (Table 5)</b>	September 15 <sup>th</sup> – September 30 <sup>th</sup>	Indicator 4, Sig Dispro
<b>Exiting Report (Table 4)</b>	September 15 <sup>th</sup> – September 30 <sup>th</sup>	Indicators 1, 2, & 14
<b>Child Count and Environment (Table 1 and 3)</b>	November 1 <sup>st</sup> – November 15 <sup>th</sup>	Indicators 5, 6, 9 & 10, Sig Dispro
<b>Timely Initial Evaluations (Advanced Reporting in NHSEIS)</b>	January 1 <sup>st</sup> – January 31 <sup>st</sup>	Indicator 11
<b>Early Childhood Transitions (Advanced Reporting in NHSEIS)</b>	April 1 <sup>st</sup> – April 30 <sup>th</sup>	Indicator 12
	July 1 <sup>st</sup> – July 31 <sup>st</sup>	

*Disclaimer: These dates are approximate subject to availability of data and procedural changes.*

<b>REFERENCES</b>	
<b>State Performance Plan Indicator Card</b>	<a href="https://ideadata.org/sites/default/files/media/documents/2020-10/58103_IDC_LmntdCrds.pdf">https://ideadata.org/sites/default/files/media/documents/2020-10/58103_IDC_LmntdCrds.pdf</a>
<b>Indicator 13 Guidance Document</b> January 2022	<a href="https://www.education.nh.gov/sites/g/files/ehbemt326/files/inline-documents/sonh/indicator-13-guidance-document-january-2022.pdf">https://www.education.nh.gov/sites/g/files/ehbemt326/files/inline-documents/sonh/indicator-13-guidance-document-january-2022.pdf</a>
<b>NHSEIS Case Manager/Special Education Teacher Guide</b> , August 2022	<a href="https://www.education.nh.gov/sites/g/files/ehbemt326/files/inline-documents/sonh/nhseis-teacher-manual-ud-8-5-22.pdf">https://www.education.nh.gov/sites/g/files/ehbemt326/files/inline-documents/sonh/nhseis-teacher-manual-ud-8-5-22.pdf</a>
<b>NHSEIS Manual for Administrators</b> , August 2022	<a href="https://www.education.nh.gov/sites/g/files/ehbemt326/files/inline-documents/sonh/nhseis-admin-manual-ud-8-5-22.pdf">https://www.education.nh.gov/sites/g/files/ehbemt326/files/inline-documents/sonh/nhseis-admin-manual-ud-8-5-22.pdf</a>
<b>Special Education Aid Manual</b> , June 2023	<a href="https://www.education.nh.gov/sites/g/files/ehbemt326/files/inline-documents/sonh/sped-aid-manual.pdf">https://www.education.nh.gov/sites/g/files/ehbemt326/files/inline-documents/sonh/sped-aid-manual.pdf</a>
<b>Understanding Data Entry for Court Ordered Placements</b> , June 2023	<a href="https://www.education.nh.gov/sites/g/files/ehbemt326/files/inline-documents/sonh/cop-manual-updated-06-23-2021.pdf">https://www.education.nh.gov/sites/g/files/ehbemt326/files/inline-documents/sonh/cop-manual-updated-06-23-2021.pdf</a>