Special Education Administrators' Webinar

September-12-2025

KANSAS STATE DEPARTMENT OF EDUCATION

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September 12, 2025
KSDE SETS Special Education Administrators' Webinar
Agenda

- Welcome & Purpose
- KSDE SETS Director Updates- Bert Moore
  - 100 Day Checklist
  - Categorical Aid
  - Indicator 8
  - Indicator 11
  - Expiring IDEA Funds Reminders
  - Dynamic Learning Maps
  - IDEA and Gifted File Review
- KSDE Early Childhood Director Updates- Amanda Petersen
  - Indicator 6
  - Indicator 7
  - Indicator 12
- KASEA Updates- Angie Karraker

Welcome & Items to note

- Purpose of the webinars
- How to access the recordings and materials.
  - KSDE Special Education Webpage
- Related Available Resources- To Consider
  - KIAS Calendar
  - Timeline for Reports and Collections Calendar
  - Access Resources and Request Assistance on TASN
  - Special Education Administrators Guide

KSDE SETS Updates

Bert Moore, KSDE Special Education and Title Services Director

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100 Day Checklist

- Remember to review the 100-day checklist.
- Access the 100 Day checklist

Personnel Categorical Aid (KGRS)

- Access is to Kansas Grants Reporting System (KGRS), then a district administrator gives access to PCA within KGRS.
- I have instructions in an email for granting access within KGRS and in this PDF https://www.ksde.gov/Portals/0/SES/funding/CatAid/KGRS-PCA-Registering.pdf

PCA – home/summary page

On the home page is a list of the current deadlines

The currently active window(s) for the Personnel Categorical Aid data collection are:

Personnel Categorical Aid Para Inservice Window: 07/11/2022 - 06/01/2023 (266 days left) | Due 06/01/2023 (266 days left)
Personnel Categorical Aid Vacancy Window: 07/13/2022 - 04/15/2023 (219 days left) | Due 04/15/2023 (219 days left)
Personnel Categorical Aid 1st Payment Window: 08/01/2022 - 10/03/2022 (**25 days left**) | Due 10/03/2022 (**25 days left**)

The current status of this Data Collection is **ESY Term In Process | Regular Term In Process | Para Inservice Not Started**.

Term: ESY			
Number of Professional Positions:	14	Professional Positions Total Claimed FTE:	1.54
Number of Para Positions:	14	Para Positions Total Claimed FTE:	0.76

Term: Regular			
Number of Professional Positions:	6	Professional Positions Total Claimed FTE:	0.00
Number of Para Positions:	0	Para Positions Total Claimed FTE:	0.00
Number of Substitutes:	0		

PCA-# of positions

Also on the home page is a summary showing the total number of positions in ESY and Regular

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Number of Professional Positions:	6	Professional Positions Total Claimed FTE:	0.00
Number of Para Positions:	0	Para Positions Total Claimed FTE:	0.00
Number of Substitutes:	0		

PCA-FTE claimed!

There is also a summary of the FTE that is claimed.

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Personnel Categorical Aid Vacancy Window: 07/13/2022 [illegible] 2023 (219 days left) | Due 04/15/2023 (219 days left)
Personnel Categorical Aid 1st Payment Window: 08/01/2[illegible] 03/2022 (**25 days left**) | Due 10/03/2022 (**25 days left**)

The current status of this Data Collection is **ESY Term In Proc[illegible] gular Term In Process | Para Inservice Not Started**.

Term: ESY			
Number of Professional Positions:	14	Professional Positions Total Claimed FTE:	1.54
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Number of Para Positions:	0	Para Positions Total Claimed FTE:	0.00
Number of Substitutes:	0		

Reimbursement Deadlines

- October 1st–Final day to enter/update before the first payment.

The first payment pays on ALL FTE that is claimed.

If you don't claim any FTE, you will receive no funds.

Deadlines are in Appendix A of the Reimbursement Guide, in the KIAS calendar, and separately here: https://www.ksde.gov/Portals/0/SES/funding/CatAid/CatAid-Deadlines.pdf

Other Reminders

- Deadline for waivers teaching staff this is November 1. Be sure the waiver area and grades match what the person is doing and what is claimed (which should be the same thing). February 1st is the final waiver deadline.

- Stay on top of KSDE license applications. “In process” applications need to be watched closely. The status date is the last time the file had activity. 90 days and the application can be deleted. KSDE licensed staff can apply for renewal 6 months prior to expiration.

Application Status

Name	Educator ID	Disciplinary Action	Application Status	Status Date
[illegible]	7367943367	NONE	APPLICATION IN PROCESS	7/23/2025

Application Status Definitions:

Active License: License is active; no application processing

Application in Process: Application is processing with KSDE

Expired License: License expired, application purged without license issued, or no application processing with KSDE

Fingerprint Card and Background Check Required with next application:

☑ YES ☐ NO

Authenticated Applications

Problems logging in or creating/removing accounts:

helpdesk@ksde.gov
(785) 296-7935

PCA questions/issues:

cataid@ksde.gov

or

evelyn.alden@ksde.gov

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Categorical Aid page
https://www.ksde.giv.Default.aspx?tabid=538

Catastrophic/Non-Public Equivalency
Mason Vosburgh
mason.vosburgh@ksde.gov
(785) 296-4945

Transportation/Medicaid Replacement
Sara McCullah
sara.mccullah@ksde.gov
(785) 296-4972

Special Teacher Reimbursement
Evelyn Alden
evelyn.alden@ksde.gov
(785) 296-3868

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Indicator 8

Josie McClendon

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What is Indicator 8?

- Indicator 8 is part of the State Performance Plan/Annual Performance Report (SPP/APR) that is submitted to the Office of Special Education Programs (OSEP) every February
- Indicator 8 measures parent involvement in their child's education
  - Percent of parents with a child receiving special education services who report that schools facilitated parent involvement as a means of improving services and results for children with disabilities. 20 U.S.C. § 1416(a)(3)(A).
- KSDE uses a short survey linked in a parent letter to gather the information necessary for this Indicator

Who should receive the survey?

- Parents of students with a **disability** should receive the survey!
- If a parent(s) have more than one child with a disability, they should fill out the survey for the **eldest child still in school/receiving services.**
- Since Indicator 8 is used for **federal** reporting, **parents of students who are gifted only should NOT receive the survey.**

Survey Information

- The survey is very short. There is one question about parent involvement, five demographic questions, and one optional comment box.
- The survey is open from the date the survey letter is sent to Special Education directors through May 31st, 2026. This is to allow as much time as possible for parent participation.

LEA Involvement

- A large part of getting the most accurate data for Indicator 8 is getting the letter that contains the survey to parents. This is where KSDE needs the help of those who interact with parents!
- Every fall the parent letter is sent by the lead for Indicator 8 (Josie McClendon) to Special Education Directors.
- From there, the director will decide how the survey is sent out. The most common forms are email, mail, or attached to the child's IEP.

After surveys are sent out

- Once the surveys have been sent out, the Special Education Director will delegate a representative from the LEA to complete the survey linked below. The information being asked for is the same as the information provided via email in previous years.
  - https://www.surveymonkey.com/r/C3XR8R3

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Indicator 11 Child Find

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Exceptions to the Timeline

1. The parent of the child repeatedly fails or refuses to produce the child for the evaluation.

2. If a child enrolls in a new district after the evaluation has begun and before the determination of eligibility, however, the new district is required to make sufficient progress to ensure a prompt completion of the evaluation, and the parent and school district must agree to a specific timeline for completion.

3. If a parent agrees in writing to extend the timeline. This written extension should also include the date of when the initial evaluation will be completed.

Use the exceptions wisely!

- When a district applies one of the exceptions for not meeting the 60 school day timeframe, the district *must submit documentation to KSDE through the KIAS web application*.
- The documentation is then reviewed by Indicator 11 team to determine if the exception was used appropriately.
- The exceptions may *only be used within the timeframe of the initial evaluation that is occurring.*

Timeline

September 15, 2025- Deadline for submission of data within the KSDE KIAS web application Module KIAS Indicator 11.

Any data not submitted by this date will see a one-point deduction on the Timely and Accurate worksheet for Level of Determination.

Expiring IDEA Funds

- Federal Fiscal Year 2023
  - 27-month period of performance: July 1, 2023- September 30, 2025
    - 90-day liquidation - September 30 – December 30
    - Reminder - To receive December payments, funds must be requested on Form 240 in November

*KSDE review of Form 240: All LEAs have zero balances for FFY23

- Looking Ahead
  - FFY 2024 Period of Performance: July 1, 2024- September 30, 2026
  - FFY 2025 Period of Performance: July 1, 2025- September 30, 2027

Contact Information

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Special Education and Title Services Team
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Helen Swanson
Public Service Executive
Special Education and Title Services Team
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Dynamic Learning Maps

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Education Program Consultant
Special Education and Title Services Team
(785) 296-0916
cary.rogers@ksde.gov

Dynamic Learning Maps (DLM) Alternate State Assessment

DLM Dates	Date open	Date closed
Required training	August 5. 2025	April 24, 2026
Fall testing window	September 8, 2025	December 19, 2025
Spring testing window	February 3, 2026	April 24, 2026

ELA and Math – Grades 3-8, and 10th required to meet blueprint requirement fall and spring test window.
Science – Grades 5, 8, and 11 optional in the fall; required in the spring test window
HGSS – Grades 4, 7 and once in HS; required 1 time per year (results submitted on EOYA)

DLM Test Administrator Checklist

August-September 8, 2025

✓	Task	Resource
	Verify DLM participation guidelines for each student	*Participation Guidelines* (PDF)
	Sign up for DLM test updates	*Subscribe to DLM Test Updates*
	Sign up for KAA listserv	**To sign up, send this information:** **Subject line:** KAA Listserv **Body of message:** Email address, First Name, Last Name, USD Number, USD Name, **Send to this address:** *cary.rogers@ksde.gov*
	Notify district test coordinator of student, primary exceptionality, grade, and subjects for DLM	
	Login to Educator Portal (role- teacher; assessment program- DLM)	*Educator Portal* Contact district test coordinator if you do not have access
	Sign security agreement in Educator portal	*Educator Portal*
	Complete required Test Administrator Training (2 1/2 hours - new teachers; 1 1/4 hour - returning teachers) Must pass with 80% and print certificate	*Educator Portal* *Test Administration Manual (pdf)* *Guide to DLM Required Test Administrator Training for Instructionally Embedded Model States* Educators with the Teacher role should access Dynamic Learning Maps® (DLM®) Required Test Administrator Training in the training section of Kite® Educator Portal
	View and check student data and rosters	*Educator Portal*
	Complete/Update PNP Profile for each student	*Educator Portal* *Accessibility Manual, Educator Portal User Guide*
	Complete/update first contact for each student (**make sure the primary exceptionality matches the IEP**)	*Educator Portal* *Educator Portal User Guide*
	Have Kite Student Portal loaded on all testing devices	The new client will be required for this testing year,

September 8 – December 19, 2025

✓	Task	Resource
	Print Kansas Essential Elements Blueprint/Record for each student according to grade level	*Kansas Essential Elements Blueprint/Selection Record Math and English Language Arts by Grade* (PDF)
	Choose EE's by linkage level to meet the blueprint requirements for that grade and subject.	*Educator Portal* *Educator Portal User Guide*
	Teachers may use the EE by linkage level data for planning and monitoring instruction	*Kansas Essential Elements by Linkage Level Data: Grade 3-Grade 11* (PDF)
	Begin instruction on individual EE's	Refer to *DLM Professional Development Modules*
	Access practice activities and release testlets to familiarize the students with the format	*Guide to Practice Activities and Released Testlets*
	Assign testlet when student is ready Read or print teacher information page	*Educator Portal* *Educator Portal User Guide*
	Administer the required number of testlets per grade and subject to meet the blueprint requirements	*Kansas Essential Elements Blueprint/Selection Record Math and English Language Arts by Grade* (PDF) Kite Student Portal
	Check to ensure blueprint requirements are met on the student activity table on Educator Portal. (essential element status report)	*Educator Portal* *Educator Portal User Guide*

February 3 – April 24, 2026

✓	Task	Resource
	Choose EE's by linkage level to meet the blueprint requirements for that grade and subject.	*Educator Portal* *Educator Portal User Guide*
	Teachers may use the EE by linkage level data for planning monitoring instruction	*Kansas Essential Elements by Linkage Level Data: Grade 3-Grade 11* (PDF)
	Begin instruction on individual EE's	Refer to *DLM Professional Development Modules*
	Assign testlet when the student is ready to test. Read or print teacher information page	*Educator Portal* *Educator Portal User Guide*
	Administer the required number of testlets per grade/subject to meet the blueprint requirements. Science administer all 9 testlets.	*Kansas Essential Elements Blueprint/Selection Record Math and English Language Arts by Grade* (PDF) Kite Student Portal
	Check to ensure blueprint requirements are met on the student activity table on Educator Portal. (essential element status report)	*Educator Portal* *Educator Portal User Guide*

DLM webinars for 2025-2026

Register for entire 2025-26 Webinar Series

Content is subject to change at any time due to current events
December 11 DLM fall test window wrap-up What needs to be finished by Dec 19th? (TASN registration)
February 5 DLM spring window (TASN registration)
April 9 DLM wrap-up What needs to be finished by April 24th? (TASN registration)

Join Zoom Meeting

Meeting ID: 897 7927 3623

Passcode: 947213

One tap mobile: +13462487799,,89779273623#,,,,,0#,,947213# US (Houston)

IDEA and Gifted File Review

Cohort 1 – Continued Non-Compliance Updated Data

- SSIDs will be pulled for IEPs completed between August 21st and October 7th.
  - Small districts - 2 IDEA and 1 gifted file
  - Medium districts - 4 IDEA and 1 gifted file
  - Large districts - 6 IDEA and 1 gifted file
- Answer yes/no to non-compliant question(s) and upload documentation for that question(s).

Cohort 2 -Data Verification (9/20-10/2) and Compliance Verification (10/10-10/24)

- Any district that initially reports non-compliance can submit documentation that they have located showing they are compliant.
  - This does not include documentation showing they have corrected the non-compliance after submitting initial data collection.
- 20 districts that report 100% compliance will be randomly selected for data verification.
  - These districts will be required to submit documentation on 5-7 questions that KSDE has chosen for random data verification.
  - One IDEA and one gifted SSID will be pulled from the original SSID pull.

Contact Information

File.Review@ksde.gov

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Cary.Rogers@ksde.gov
(785) 296-0916

Melissa Valenza
Melissa.Valenza@ksde.gov
(785) 296-8092

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Early Childhood Special Education

KSDE Special Education Administrators Webinar

September 12, 2025

Amanda Petersen, Director of Early Childhood

Amanda.Petersen@ksde.gov

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Is your early childhood special education contact information up to date?

- The Early Childhood Special Education Part B Contact List for Indicators 6, 7 & 12 supports local agencies' collaboration when families move between districts.
  - These contacts should be the staff member another agency can contact to request organization exits in the Outcomes Web System.
- Please review to confirm your agencies' information is up to date, and email changes to Beccy.Strohm@ksde.gov.

Indicator 6:
Preschool Environments

The Individuals with Disabilities Education Act (IDEA) requires that to the maximum extent appropriate, children with disabilities, including children in public or private institutions or other care facilities, **are educated with children who are not disabled,** and special classes, separate schooling, or other removal of children with disabilities from the regular educational environment occurs **only** when the nature or severity of the disability of a child is such that education in regular classes with the use of supplementary aids and services cannot be achieved satisfactorily.

“Research shows that early childhood inclusion is beneficial both to children with and without disabilities. The beginning years of all children’s lives are critical for building the early foundations of learning and wellness needed for success in school and later in life … High-quality inclusion that begins early and continues into school likely produces the strongest outcomes.”

Policy Statement on Inclusion of Children with Disabilities in Early Childhood Programs, U.S. Departments of Education and Health & Human Services, November 2023

Indicator 6: Preschool Environments

- **Once data is entered for the year, you can review the Projected Indicator 6 Report in the KSDE SPEDPro authenticated application.**
  - Districts must meet state targets for Indicators 6A and 6B to be eligible to apply for Kansans Can Star Recognition for Kindergarten Readiness.
- To request individual support in reviewing data or planning to improve, contact Angel.Spann@ksde.gov.
- **See the KSDE TASN site: Indicator 6 for resources.**

Indicator 7:
Early Childhood Outcomes

Indicator 7: Early Childhood Outcomes

- Indicator 7 measures the percent of preschool children aged 3 through 5 with an individualized education program (IEP) who demonstrate improved:
  - Positive social-emotional skills (including social relationships);
  - Acquisition and use of knowledge and skills (including early language/communication and early literacy); and
  - Use of appropriate behaviors to meet their needs.
- **OWS is open for data correction July 1 through September 15.** Run the Missing Entry / Exit report to identify potentially missing data.
- See the KSDE TASN site: Indicator 7 for resources.

Indicator 12:
Part C to Part B Transitions

Indicator 12: C to B Transitions

- Smooth, seamless transitions from Part C to Part B ensure young children with disabilities receive services without disruption or delay. Part B Indicator 12 is a compliance indicator that measures the percent of children referred by Part C prior to age 3, who are found eligible for Part B, and who have an IEP developed and implemented by their third birthdays. *20 U.S.C. §1416(a)(3)(B)* and *34 C.F.R. §300.101(b)*.
- **The Indicator 12 Data Verification is open in KIAS and will close October 15.**
- **See the KSDE TASN Site: Indicator 12 for resources,** including updated Frequently Asked Questions and an updated memorandum of agreement between KSDE and the Kansas Department of Health and Environment.
  - KSDE and KDHE will be working together to review local MOUs between local Part C and Part B programs later this year.

Part C to Part B Electronic Referral System (CBER)

- **Every agency should be regularly (at least every two weeks) logging into CBER (ksits.kdhe.ks.gov) to review and accept referrals.**
  - Ensure you've designated a person responsible and have this on the calendar.
  - The CBER system will help you plan and prepare for smooth transitions.
- The Office of Special Education Programs (OSEP) requires KSDE to maintain a statewide system that tracks children who are transitioning from Part C to Part B. CBER allows for confirmation of the accuracy of referral dates reported by both C and B programs.
  - Contact Beccy Strohm (Beccy.Strohm@ksde.gov) to add or remove users.
  - Email kdhe.ksits@ks.gov and CC Beccy for requests for support.
- See Frequently Asked Questions #4 and #5 for additional information.

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Calendar of Events

KASEA Monthly Updates

Kansas Special Education Administrators' Guide & Resources

KASEA
Kansas Association of Special Education Administrators

September 2025
KSDE SETS Director's Webinar

Thank you for Joining us today!!!

Next webinar is scheduled October 10th, 2025