1. ***Question*:** What is the purpose of the Child Find Collection?

***Answer:*** The collection is intended to monitor school districts’ and programs’ compliance with IDEA regarding initial evaluation timelines as required by the Office of Special Education Programs (OSEP). The collection includes the number and percent of children, with parental consent to evaluate, whose initial evaluations for eligibility under IDEA were completed within or exceeded the 60 school-day timeline, regardless of the final eligibility determination (applies to **all** Child Find reportable records). The collection also includes the range of days that evaluations were delayed beyond the timeline and the reasons for the delays.

1. ***Question:*** Which children **do** districts/programs collect and report the Child Find Collection data?

***Answer:*** Districts/programs collect and report data for:

* Children ages 3–21 whose parents have given written consent for evaluation to consider eligibility for **initial** special education and related services including Early Childhood Special Education (ECSE);
* Children 2–3 years of age currently receiving Early Intervention (EI) services who are being evaluated to determine eligibility for ECSE;
* Children being evaluated and considered for eligibility who were previously eligible under the IDEA but whose eligibility was terminated by an IEP team or by parent revocation of consent for special education services; and
* Children who have moved to Oregon from another state who had an IEP that was in effect in a previous school district in another state and consent for additional testing is required to determine Oregon eligibility ([*OAR 581-015-2230*](https://secure.sos.state.or.us/oard/viewSingleRule.action?ruleVrsnRsn=143385)*(2))*.
  + If a student moves out of the state of Oregon, attends school in another state, and then returns to Oregon, the Oregon eligibility should not be considered “active.” The district can do a file review, if all of the information is there to make the student Oregon eligible, the student does not need to be reported on the Child Find report. If the district needs to get a parent signature for additional testing; the student would then be reported on Child Find.

Note: Report Child Find criteria above for children who were found eligible and not eligible.

1. ***Question:*** Which children are **not** included in this collection?

***Answer:*** Districts/programs **do not** collect and report data for:

* Children birth through age 2, receiving EI services;
* Children ages 3–21 currently eligible under one special education category who are being evaluated for a different special education category;
* Children currently eligiblefor special education services in Oregon who are transferring to a new school district/program within Oregon;
* Children whose initial evaluations consist of only a review of **existing data** and therefore do not require parental consent;
* Children currently receiving ECSE services in a disability category under [OAR 581-015-2130 through 581-015-2180](https://secure.sos.state.or.us/oard/displayDivisionRules.action?selectedDivision=2556) who are transitioning to kindergarten; and
* Children currently eligible under the ECSE Developmental Delay category who are transitioning to kindergarten and are being considered for a disability category under OAR 581-015-2130 through 581-015-2180.

1. ***Question:*** How do I install the SECC Data Manager?

***Answer:*** The IDEA Data Manager is no longer a downloadable application. It is now a web-based tool that resides within the [District website](https://odedistrict.oregon.gov/Pages/default.aspx), in Central Login Application.

1. ***Question:*** How do I maintain the data for the Child Find Collection?

***Answer:*** You can maintain the Child Find Collection data your district student information system. You can also use the IDEA Data Manager to assist with cleaning up data. Modify and Submitter permissions are required for the IDEA Data Manager as well as Child Find within to upload and edit data.

1. ***Question:*** When will districts/programs submit these data?

***Answer:*** Districts/programs will submit data to ODE during the specified collection window each year through Consolidated Collections, typically May to June, with a Review Window August to September. The official collection dates are located on the[Collections page](https://odedistrict.oregon.gov/CollectionsValidations/Collections/Pages/default.aspx), which is updated annually.

1. ***Question:*** What is the reporting period for this collection?

***Answer:*** This collection reports all children for whom parent consent was received and initial evaluation and eligibility determination was completed between July 1 and June 30 of a given school year. Data is collected beginning on the date of signed consent and continuing through to the determination of eligibility/non-eligibility. If the 60 school-day timeline extends into the following school year and the evaluation process **is not** completed by June 30, these children will be included in the following year’s collection.

Example: When should this child be reported in the Child Find Collection?

Date of Signed Consent - 5/21/22 (21-22 school year)

Date Eligibility Was Determined - 11/15/22 (22-23 school year)

This child would be reported in **May/June 2023** during the **2022-2023** collection because the eligibility determination occurred **after** the previous collection end date (**June 30, 2022**).

1. ***Question:*** For the purposes of this collection, what is the definition of a “school day”?

***Answer:*** A school day is “…any day, including a partial day that children are in attendance at school for instructional purposes” *(*[*34 CFR §300.11*](https://www.ecfr.gov/cgi-bin/text-idx?SID=6e40b4725c703a9621a6569711273fbe&mc=true&node=se34.2.300_111&rgn=div8)*;* [*OAR 581-015-2000*](https://secure.sos.state.or.us/oard/displayDivisionRules.action?selectedDivision=2556)*(6) (b))*.

**Note:** School is considered in session during distance learning:

* School is in session during distance learning only, counts as school day.
* School is in session for hybrid learning and student opts to learn virtually, counts as school day.

1. ***Question:*** Is the beginning date of the 60 school-day timeline the date of the parent’s signature on the consent form or the date the district or program receives the consent?

***Answer:***For purposes of the Child Find Data Collection, the timeline starts on the date that the parent signs consent.

1. ***Question:*** Do we report an initial evaluation if the parent revokes consent during the evaluation process?

***Answer:*** No. Once a parent revokes consent for initial evaluation, you do **not** report the child in the Child Find Collection ([*OAR 581-015-2090*](https://secure.sos.state.or.us/oard/viewSingleRule.action?ruleVrsnRsn=143212)*(4))*.

1. ***Question:*** If the team has completed the evaluation and eligibility determination processesbut the parent refuses consent for the provision of initial services, do we still include this child in the collection?

***Answer:*** The district/program has completed the evaluation and eligibility processes; therefore, the child is included in the collection.

1. ***Question:*** How should a district/program proceed when in the course of conducting an evaluation it becomes apparent that additional assessments are needed and would result in not meeting the 60 school day timeline?

***Answer:*** The district/program should consult with the parent and obtain written parent consent for additional evaluation measures. The date consent was originally signed by the parent still applies. If the evaluation exceeds the timeline, the district/program must report it as so in the Child Find collection and select the Reason Timeline Not Met Code 4: Initial testing results indicated need for additional testing not identified through initial evaluation planning. This is **not** an allowable exception.

1. ***Question:*** What are the allowable exceptions for not meeting the 60 school-day timeline?

***Answer:*** The three allowable exceptions are:

* The parent repeatedly fails or refuses to produce the child for an evaluation (Code 2), such as the parent cannot produce the child throughout the 60 School-Day Timeline due to child’s prolonged illness;
* The child is an in-state transfer in the process of evaluation, the current school district/program is making sufficient progress to ensure a prompt completion of the evaluation, and the district/program obtains a written signed agreement with the parent to a specific completion date (Code 7); or
* The district/program and parents agree in writing to extend the timeline for an evaluation to determine specific learning disabilities (Code 8).

1. ***Question:*** When a district/program utilizes RTI for Specific Learning Disability (SLD) eligibility, may the district/program list the same day for consent and eligibility?

***Answer:*** No. The sample SLD eligibility form directions and the Collection File Layout require different dates for consent and eligibility.

1. ***Question:*** May the district/program conduct an eligibility meeting if the parent has been given **proper** notice and cannot participate?

***Answer:*** Yes, if the district/program has given written notice in accordance with [OAR 581-015-2190](https://secure.sos.state.or.us/oard/viewSingleRule.action?ruleVrsnRsn=143354) and the additional parent participation requirements of [OAR 581-015-2195](https://secure.sos.state.or.us/oard/viewSingleRule.action?ruleVrsnRsn=143357) are complied with, the district/program may hold an eligibility meeting without the parent in attendance.

1. ***Question:*** How does a district/program report a child when the team was unable to determine eligibility within the 60 school-day timeline because the physician did not return the medical statement?

***Answer:*** The district/program would indicate that the eligibility was not completed timely and use the reason not met code 5 – Delay by doctor/medical personnel. This is notan allowable exception.

1. ***Question*:** Which district/program is responsible for reporting a record on the Child Find Collection?

***Answer:*** Children enrolled in a school in their local **Resident District**: The resident district is responsible for providing FAPE and for conducting Child Find in accordance with [OAR 581-015-2080](https://secure.sos.state.or.us/oard/viewSingleRule.action?ruleVrsnRsn=143200) and [581-015-2085](https://secure.sos.state.or.us/oard/viewSingleRule.action?ruleVrsnRsn=143211).

* Children enrolled in **Public Charter Schools**: The district in which the charter school is located is responsible for FAPE and must report Child Find data for children enrolled in charter schools within the district in accordance with OAR 581-015-2080(3).
* Children enrolled in district under **Inter-district Transfer**: For traditional inter-district transfer agreements, the attending district/program (rather than the resident district/program) will report the child because the attending district is responsible for providing FAPE and for conducting Child Find.
* Children who are parentally placed in **Private Schools**: The district in which the private school is located is responsible for child find and must report data for children enrolled in private schools located within their district (OAR 581-015-2080(4)).[[1]](#footnote-1)

1. ***Question*:** Who is responsible for reporting the initial evaluations for ECSE - the EI/ECSE program or the school district?

***Answer:*** EI/ECSE programs are responsible for reporting the initial evaluations for ECSE children on the Child Find Collection. EI children are reported on a separate collection ([*OAR 581-015-2100*](https://secure.sos.state.or.us/oard/viewSingleRule.action?ruleVrsnRsn=247785)*(2)(a)(b)(c))*.

**20. *Question*:** Can the meeting to determine the initial evaluation for ECSE be conducted by the EI/ECSE program without a parent in attendance?

***Answer:*** A meeting may be conducted without a parent in attendance if the public agency has given the parent notice under [*OAR 581-015-2750*](https://secure.sos.state.or.us/oard/viewSingleRule.action?ruleVrsnRsn=143755)*(3)(6)* or, for IFSP or placement meetings, in accordance with [OAR 581-015-2755](https://secure.sos.state.or.us/oard/viewSingleRule.action?ruleVrsnRsn=143760).

***21.*** ***Question*:** Do summer school days count toward the 60 day timeline for consents?

***Answer:*** Only count days that are reflected in the school calendar when all students have access to the full range of educational programs. Traditional summer school would not count for school days. However, districts that have school year round would count school days even in the summer.

For additional help with the collection and the submission, go to the [Child Find (Indicator 11) Collection webpage](https://www.oregon.gov/ode/reports-and-data/SpEdReports/Pages/Child-Find-%28Indicator-11%29-Collection.aspx).

1. In rare instances, it is possible for a parent to request evaluations from the LEA where the private school is located as well as the district where the child resides. OSEP guidance states “…although the Department discourages parents from requesting evaluations from two LEAs, if the parent chooses to request evaluations from the LEA responsible for providing the child FAPE [resident district] and from another LEA that is responsible for considering the child for provision of equitable services [district where the private school is located], both LEAs are required to conduct an evaluation.” In this case, both districts would report a record on the Child Find collection, and any potential duplicate records would be resolved during the Review Window process for the collection. [↑](#footnote-ref-1)