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Bureau of Special Education Support FY'24 Memo #6

Date: August 15, 2023

To: Superintendents of Schools
Administrators of Special Education
Preschool Coordinators

From: Office of the Commissioner of Education

Division of Learner Support
Bureau of Special Education Support

RE: Notification of referrals to LEA/SEA for Early Supports and Services

There has been a change at DHHS regarding the referral system for Part C referrals to LEAs. They will not have the NHLeads system that feeds into NHSEIS each night with referrals for children who have been receiving Early Supports and Services (ESS). As DHHS works on the completion of their new system, we have implemented a new system with DHHS for this year to ensure LEAs receive referrals in a timely manner.

The purpose of this memorandum is to:

- Ensure statewide consistency of referral data to LEA/SEA for the NH Birth to 3: Family Centered Early Supports and Services system until the data system New Heights is live or the beginning of SFY25.
- Ensure referral data is entered using the online form "Part C Referrals to Part B LEAs" at the time a referral is made to the LEA.
- The "Part C Referrals to Part B LEAs" form is intended to capture information regarding referrals made to LEAs by the Birth to 3 local programs implementing Part C. Local programs will fill in the required information so that DHHS - Part C and NH ED Part B are notified of all referrals and are able to track referrals while there is no automatic system in place.

- Enable state level staff to accurately monitor the date of referral notification from NH Birth to 3: Family Centered Early Supports and Services system to the LEA/SEA.

The Process is:

Responsibility of Part C - Birth to 3: Family Centered Early Support and Services staff will:

- Send all Part B referral notifications to the LEA via encrypted secure email or fax (not standard mail);
- Enter the child's information into the DHHS provided tracker "Part C Referrals to Part B LEAs" immediately following transmission of referral to the LEA;
- Send the "Part C Referrals to Part B LEAs" tracker using encrypted secure email only to the Part C Coordinator the same day as the referral to the LEA is made;
- Document the date of referral to the LEA and Part C Office in lieu of the SEA on the Referral Notification form; and
- Maintain confirmation of Part B referral notification sent via email or fax.

Responsibility of the Part B – LEAs:

- All Part B referrals will be entered into the New Hampshire Special Education System (NHSEIS) as you would any special education student referral. The student is entered into NHSEIS, then click on the Eligibility Process tab, click on enter referral, enter the referral date, which is the date the referral was sent to the district, enter the referral source, check to confirm referral, and then save and continue to complete.

For any questions, please contact Brandy Quinn-Richards at: Brandy.A.Quinn-Richards@doe.nh.gov or 603-271-2178.