Early Learning Progress and Initiatives

VPK Specialized Instructional Services (VPK SIS)

Office of Early Learning
VPK Team (OEL),
Bureau of Exceptional Education and Student Services (BEESS) and
Office of Independent Education and Parental Choice (IEPC)

September 17 - 18, 2014
Webinar Presenters

- **Office of Early Learning (OEL) VPK Team:**
  - Tara Huls & Todd Twilley

- **Bureau of Exceptional Education and Student Services (BEESS):**
  - Cathy Bishop & Janie Register

- **Office of Independent Education and Parental Choice (IEPC):**
  - Laura Harrison & Cathy Russell
Your phone is on mute.

We will stop periodically to see if there are questions. You can raise your hand, and then we can unmute your line to ask your question.
Use the Questions feature

[Image of a webinar interface with a question feature and a muted microphone]

Office of Early Learning
Learn early. Learn for life.
Audience Participants

- Early Learning Coalition (ELC) staff
- VPK Pre-K contacts in districts
- ESE contacts in districts
- McKay contacts in districts
- Other Interested Stakeholders
Purpose

• Understand what Voluntary Prekindergarten Specialized Instructional Services (VPK-SIS) is
• Understand how the individual educational plan (IEP) relates
• Understand how the McKay scholarship relates
• Encourage qualified individuals to be VPK SIS providers

• Streamline the process for families who have a child with disabilities
Handouts Sent to Pre-Registrants

• Handout 1 VPK SIS PPT Webinar – September 2014
• Handout 2 Form OEL VPK 01S SIS Supplemental Application
• Handout 3 Form OEL VPK 02 Part A SIS Certificate of Eligibility
• Handout 4 Form OEL VPK 02 Part B SIS Schedule of Services
• Handout 5 Form OEL VPK 20S SIS Provider Agreement
• Handout 6 Quality IEPs
Agenda

• Purpose of VPK & VPK Specialized Instructional Services
• Process Walkthrough
  - Parent’s Role
  - Coalition’s role
  - VPK SIS provider’s role
• VPK SIS Provider
  - Approval
  - Contracting
  - Payments
• Individual Educational Plan (IEP)
• McKay Scholarship Program
• Questions from Participants
Purpose of Voluntary Prekindergarten (VPK)

- To prepare every four-year-old in Florida for kindergarten and build the foundation for their educational success
- To address and enhance each child’s ability to make age appropriate progress in the development of language and cognitive capabilities and emotional, social, regulatory and moral capacities through education in basic skills (Chapter IX, State Constitution)
VPK Specialized Instructional Services (VPK SIS)

• 2010 Legislative Session - VPK Specialized Instructional Services (SIS) adopted
  – Beginning date listed as 2012-2013 school year

• Section 1002.66, Florida Statutes (F.S.)
  – Rule 6M-8.500, Florida Administrative Code (F.A.C.)
    • Enrolling children, contracting and paying VPK SIS providers
  – Rule 6A-6.03033, F.A.C.
    • Approval of VPK SIS Providers
• **Why VPK SIS?**
  – VPK is a funding stream that is available for one year only: the year the child is 4, but not yet 5 by September 1
  – Family may feel child is not be ready for a VPK classroom program
  – Eligible for the McKay Scholarship

• **What is VPK SIS?**
  – VPK funding (base student allocation) applied toward specialized instructional services **in lieu of** attending a regular VPK program
  – Opportunity for additional therapies/services for a child with an IEP.
• Who is eligible to participate in VPK SIS?
  – Children that:
    • Are four by September 1
    • Live in Florida
    • Have a current IEP

• When can VPK SIS be used?
  – During the year the child is eligible for VPK (year prior to the child’s age eligibility for kindergarten)
  – Choice of school year OR summer
  – Appointments scheduled between provider and child
Agenda

✓ Purpose of VPK & VPK Specialized Instructional Services

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Process Walkthrough: Parent’s Role

- Complete registration (Single Point of Entry)
  - Parent can complete at home or with assistance at Coalition
  - Upload documentation:
    - Proof of child’s age
    - Proof of Florida residency
    - Current IEP
Process Walkthrough: Parent’s Role (continued)

Complete registration (Single Point of Entry)

https://vpkcp.floridaearlylearning.com/
Process Walkthrough: Parent’s Role (continued)

Complete registration (Single Point of Entry) (continued)

Parent/Guardian Logon

I need to register for a new account.

I need to change my password.

I have an account, but I forgot my password.

Account Information

Parent/Guardian user name (must be a valid email address)

Password

Remember my user name and password.

Log On
Complete registration (Single Point of Entry) (continued)

Start VPK application

Please enter the requested information below. Fields marked with (*) are required. Please click the Continue button at the bottom of the page when you are done.

<table>
<thead>
<tr>
<th>CHILD AND PROGRAM INFORMATION</th>
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<td><strong>Middle Name</strong></td>
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<td><strong>Gender</strong> *</td>
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<td><strong>Date of Birth MM/DD/YYYY</strong> *</td>
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<td><strong>Primary Spoken Language</strong> *</td>
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<td><strong>County for Services</strong> *</td>
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<td><strong>Desired VPK Session</strong> *</td>
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<td><strong>Preferred Program Setting</strong></td>
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<td><strong>How did you hear about VPK</strong></td>
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<td><strong>Would you like to receive information about other early learning programs or services?</strong>*</td>
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**Process Walkthrough: Parent’s Role (continued)**

**Complete registration (Single Point of Entry) (continued)**

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<td>Relationship to Child *</td>
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<td>Parent or Guardian Address</td>
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<td>Address Line One *</td>
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<tr>
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<td>Parent or Guardian Contact info</td>
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<td>Secondary Contact Number (xxx)xxx-xxxx</td>
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<td>Email</td>
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<tr>
<td>Preferred Method of Contact</td>
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<tr>
<td>Other Parent or Guardian (if applicable)</td>
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<td>First Name</td>
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<td>Middle Name</td>
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<td>Last Name</td>
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<tr>
<td>Suffix</td>
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<tr>
<td>Relationship to Child</td>
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</tbody>
</table>
Complete registration (Single Point of Entry) (continued)

Upload documentation:
- Proof of child’s age
- Proof of Florida residency
- Current IEP
Coalition Reminder: Single Point of Entry (SPE) Training

- **Training:**
  - Late September or early October 2014 training

- **SPE update release:**
  - Early or mid-October 2014
  - Updates expand available features in SPE relating to VPK SIS registration
• Complete SIS Supplemen tal Student Application OEL- VPK 01S
  – Handout 2
  – Online capability coming soon
• Receive VPK SIS certificate of eligibility, OEL-VPK 02S, Part A
  - Handout 3
  - copies can be used for multiple VPK SIS providers (Online coming soon)

• Select one or more VPK SIS providers offering services consistent with IEP
  - If provider(s) is/are from a **pre-approved** category, parent may seek enrollment at provider.
  - If provider(s) is/are **not from a pre-approved category**, either the parent or provider must submit application to Office of Early Learning for approval.
Process Walkthrough: Parent’s Role (continued)

- Complete forms with VPK SIS provider:
  - Section III of Certificate of Eligibility, OEL VPK 02S, Part A
- Handout 3
• Complete forms with VPK SIS provider:
  – Schedule of Services OEL-VPK 02S, Part B
• Handout 4
• Schedule of Services Reminder:
  – Coalition must have completed Schedule of Services (OEL-VPK 02S, Part B) **10 days** prior to first appointment.

• Completion of forms indicates:
  – SIS provider accepts the child.
  – Appointments are scheduled between the child and provider.

• At each appointment:
  • **Parent initials** that services were received and date when received on the Schedule of Services.
    – SIS Provider uses Schedule of Service to:
      – Track appointments
      – Invoice Early Learning Coalition (ELC)
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Process Walkthrough: Coalition’s Role

- Provides information and assistance to parent:
  - VPK program options, including VPK SIS
  - Single Point of Entry
  - How to find a VPK SIS provider
  - General information and questions
Process Walkthrough: Coalition’s Role (continued)

- Determines:
  - Eligibility of child.
  - Coalition notifies parent (online available soon)

- Provides to parent:
  - VPK SIS Certificate of Eligibility (OEL-VPK 02S, Part A) with Sections I and I completed
  - Handout 3
Process Walkthrough: Coalition’s Role (continued)

- Provides to parent:
  - Schedule of Services (OEL-VPK 02S, Part B) with top portion completed
- Handout 4
Process Walkthrough: Coalition’s Role (continued)

• Reviews:
  – Approval status of VPK SIS provider(s) parent would like to use (Coalition reviews status, doesn’t approve)
  – Schedule of Services (upon completion by parent / VPK SIS provider(s) to ensure student’s scheduled appointments do not exceed available funding (Review within 5 business days)

• Communicates with VPK SIS provider:
  – Provides the VPK SIS 20S (SIS Provider Agreement – Handout 5) and responds to questions
  – Executes a signed VPK SIS 20S (SIS Provider Agreement – Handout 5) for each VPK SIS provider
  – Send executed copy of agreement to VPK SIS provider
Process Walkthrough: Coalition’s Role (continued)

- After VPK SIS service is provided, **must**:
  - Review invoice and submitted Schedule of Services (initialed by parent)
After VPK SIS service is provided:

- Review Schedule of Services, OEL-VPK 02S, Part B (initialed by parent), for accuracy and completion, then “signs off”
  - Handout 4
• After VPK SIS service is provided and documentation is received:
  – Pay VPK SIS provider in the month following invoice receipt
  – Ensure payments do not exceed allotted FTE
• Coalition reminders about EFS and VPK SIS:
  – Do not attempt to make EFS do for VPK SIS what it does for traditional VPK.
  – Use EFS to ensure VPK SIS providers receive the proper reimbursement payments.
  – EFS “hours” do not matter. Even dates are not very important.
  – An appointment that is missed and made up can still be paid without EFS manipulation/changes.
  – Call OEL VPK Team with any questions.
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Process Walkthrough: VPK SIS Provider Role

• Complete forms with parent:
  – Section III of the Certificate of Eligibility (OEL-VPK 02, Part A)
• Handout 3
Complete forms with parent:

- Schedule of Services (OEL-VPK 02S, Part B)
- Handout 4
• Complete Provider Agreement (OEL VPK 20S – Handout 5) and return to Coalition:
  – Item 1 of agreement completed by the individual that is certified/licensed as the SIS Provider.
• Complete Provider Agreement (OEL-VPK 20S – Handout 5) and return to Coalition:
  – Authorized representative completes, signs and dates
• Provide services to child

• Ensure parent initials and dates Schedule of Service (VPK SIS 02 Part B – Handout 4) when services are received

• Submit invoices to Coalition within 30 days of rendering services
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VPK SIS Provider Approval Process

- Rule 6A-6.03003, F.A.C.
- Pre-approved categories of VPK SIS providers:
  - Speech-language pathologists licensed under Section 468.1185, F.S;
  - Occupational therapists licensed under chapter 468, Part III, F.S.;
  - Physical therapists licensed under chapter 486, F.S.;
  - Clinical Social Workers licensed under chapter 491, F.S.;
    and
  - Psychologists licensed under chapter 490, F.S.
• **Pre-approved categories** of VPK SIS providers:
  
  – No forms necessary, Coalition **verifies status** on DOH “Look up a license” website:

  http://ww2.doh.state.fl.us/IRM0OPRAES/PRASLIST.ASP
Three categories of potential VPK SIS providers require approval

- Office of Early Learning approves
- Forms found here:
  http://www.floridaearlylearning.com/providers/provider_menu/specialized_instructional_servicesProviders.aspx

Categories of VPK SIS providers requiring and receiving OEL approval appear here:
http://www.floridaearlylearning.com/providers/provider_menu/specialized_instructional_servicesProviders.aspx
• **DOE Form VPK-SIS 1 – Submitted by potential provider:**
  - Listening and Spoken Language Specialists™ certified by the Alexander Graham Bell Academy for Listening and Spoken Language;
  - Board Certified Behavior Analysts certified by the Behavior Analyst Certification Board® pursuant to Rule 65G-4.0011, F.A.C.

• **DOE Form VPK-SIS 2 – Submitted by potential provider:**
  - Potential VPK SIS providers not covered under any of the other previous categories.

• **DOE Form VPK-SIS 3 – Submitted by parent:**
  - Approval under this process will only make a VPK SIS provider approved only for that parent’s child.
  - Approval only lasts until that child’s VPK SIS is completed.
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Contracting with VPK SIS Providers

- Only one executed contract (OEL-VPK 20S) with the Coalition is required from a **VPK SIS provider (individual)** per program year.

- Coalition responsible for the county where the VPK SIS provider (or business) resides (contracted address) should contract.

  - **Exception**: A VPK SIS child has SIS providers in multiple coalition areas, coalitions **must** enter an interagency agreement (if one doesn’t already exist) to determine who will manage the child’s VPK SIS funds.
• If a **business** is handling the paperwork for a **VPK SIS provider (individual)**, then the principal offices are included in Item 1. and the Authorized Representative can sign their name / DBA Business Name.

• For situations where there are multiple **VPK SIS providers (individuals)** at the same **business**, please contact OEL VPK team for specific guidance on how to handle.
Agenda

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Paying VPK SIS Providers

• Provider shall not seek reimbursement for VPK SIS services if services are paid by another source
  – Co-payments are acceptable for reimbursement
  – Coalitions do not monitor for the above unless parent complains

• Provider is required to submit invoices (and Schedule of Services (OEL-VPK 02, Part B – Handout 4)) within 30 days of providing services

• Confirmed payments triggers eligibility for McKay
  – Special Condition: children participating in summer VPK SIS
Paying VPK SIS Providers (continued)

- Coalition reviews invoice/submitted **Schedule of Services (OEL-VPK 02S, Part B (Handout 4))**:  
  - Number of appointments and the amount paid for each appointment  
  - The date services are provided does not have to match date services originally scheduled for it to be paid (i.e., sometimes appointments are rescheduled).
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Florida Department of Education

Bureau of Exceptional Education and Student Services (BEESS)

http://www.fldoe.org/ese/
Resource:

*Developing Quality Individual Educational Plans: A Guide for Instructional Personnel and Families*

http://www.fldoe.org/ese/pdf/QualityIEPs.pdf
### IEP - Exceptional Education Acronyms

<table>
<thead>
<tr>
<th>Acronym</th>
<th>Description</th>
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<tbody>
<tr>
<td>ABA</td>
<td>Applied Behavior Analysis</td>
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<tr>
<td>ASD</td>
<td>Autism Spectrum Disorder</td>
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<tr>
<td>AT</td>
<td>Assistive Technology</td>
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<tr>
<td>BIP</td>
<td>Behavior Intervention Plan</td>
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<tr>
<td>DD</td>
<td>Developmentally Delayed</td>
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<tr>
<td>DHH</td>
<td>Deaf or Hard of Hearing</td>
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<tr>
<td>DSI</td>
<td>Dual Sensory Impaired</td>
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<tr>
<td>E/BD</td>
<td>Emotional/Behavioral Disability</td>
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<tr>
<td>ESE</td>
<td>Exceptional Student Education</td>
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<tr>
<td>FAPE</td>
<td>Free Appropriate Public Education</td>
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<td>FBA</td>
<td>Functional Behavioral Assessment</td>
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<td>HH</td>
<td>Homebound or Hospitalized</td>
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<td>IDEA</td>
<td>Individuals with Disabilities Education Act of 2004</td>
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<tr>
<td>IEP</td>
<td>Individual Educational Plan</td>
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<td>Intellectual Disability</td>
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<td>LI</td>
<td>Language Impaired</td>
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<td>LSLS</td>
<td>Listening and Spoken Language Specialist™</td>
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<td>OT</td>
<td>Occupational Therapist</td>
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<td>PBS</td>
<td>Positive Behavior Support</td>
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<td>PT</td>
<td>Physical Therapist</td>
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<td>Speech Impaired</td>
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<td>SLP</td>
<td>Speech Language Pathologist</td>
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<tr>
<td>VI</td>
<td>Visual Impairment</td>
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</table>
Individual Educational Plan (IEP) continued

- Describes the services a child with a disability will receive

- Federal regulations and corresponding State Board of Education rules establish requirements for IEP meeting participants

- Parents must be invited to each IEP meeting

- IEPs must be reviewed annually
Format of IEPs will vary from district to district (Sample: Handout 6)

- However, the following will be addressed
  - Demographic Information
  - Special Considerations
  - General Factors and Assessment Data
  - Present Level of Academic Achievement and Functional Performance
  - Measurable Annual Goals
  - Assessment
  - ESE Services, Related Services, Supplementary Aids and Services, and Support for Personnel
  - Least Restrictive Environment
  - Conference Notes*
Resources and Contact Information

A Parent’s Introduction to Exceptional Student Education in Florida


Florida Statutes and State Board of Education Rules: Excerpts Related to Exceptional Student Education (Vol. I-B)

http://www.fldoe.org/ese/pdf/1b-stats.pdf

Prekindergarten Disability Program Specialist:
Janie Register, Janie.Register@fldoe.org or (850) 245-0476
• Review IEP to ensure VPK SIS services sought are consistent with the child’s IEP

• Contact OEL VPK team with any questions: vpkquestions@oel.myflorida.com

• Helpful reminder:
  • Parents can have their child participate in VPK SIS and still receive all services on the child’s IEP
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Florida Department of Education
Office of Independent Education and Parental Choice

www.floridaschoolchoice.org
McKay Scholarship Program

Florida's school choice programs ensure that no child will be left behind by allowing parents to choose the best educational setting—public or private—for their child. The McKay Scholarships for Students with Disabilities Program provided over 22,000 Florida students with special needs the opportunity to attend a participating private school during the 2010-11 school year. The McKay Scholarships Program also offers parents public school choice. A parent of an eligible special needs student may choose to transfer the student to another public school.

"The school-choice issue is not about public versus private; it's about choice. It's about knowing what works well for my family and being able to make that choice for them."
— Parent of a McKay Scholarships Student
McKay Scholarship – Student Eligibility

(outside the parameters of VPK/SIS)

• Currently enrolled in a Florida public school
• Active IEP or 504 Accommodation Plan
• Attended a Florida public school in the prior school year
• At least 5 years old by September 1st
• Student has received specialized instruction services (SIS) through VPK during the previous school year and has a current IEP or 504 Accommodation Plan developed by the Local Education Agency (LEA)
McKay: What does this mean for districts?

This group of PreK students (VPK SIS) have the prior year in attendance at a public school waived for purposes of potential eligibility into the McKay Program.
For a VPK SIS student who starts and/or completes their VPK SIS appointments during the summer months, McKay intent could be affected.
## McKay Application and Enrollment Deadlines

**2014-15 school year**

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<td>August 2 (100%)</td>
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<td>September 2</td>
<td>October 2 (75%)</td>
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<td>December 3</td>
<td>January 2 (50%)</td>
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<tr>
<td>January 31</td>
<td>March 2 (25%)</td>
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2014-2015 McKay Student Intent

Please enter the student’s Date of Birth AND Name as it appears in your student’s public school records.

- District of Student’s Last Florida Public School: [Please Select]
- First Name: [Enter Name]
- Last Name: [Enter Name]
- Date of Birth: [MM/DD/YYYY]

Please indicate whether this student is an ESE student with an IEP or a 504 student.

- 504 Student ○ Student With IEP

[Search Button]
McKay Scholarship: Filing Intent

- Enter e-mail address carefully
- Save the confirmation number
- Receive from our office
  - E-mail notice of filing
  - Letter containing your filing information and a helpful brochure
McKay: After filing- What happens next?

• District McKay contact posts eligibility status
• Last school of attendance is listed as VPK Specialized Instructional Services
• Matrix may be delayed for transition meeting
• Parent receives e-mail notification of eligibility status
• Directory of eligible private schools found at www.floridaschoolchoice.org

• Apply to private school(s)

• Private school registers and enrolls student
McKay: Contact Information

Office of Independent Education
and Parental Choice

Phone: 850-245-0502

Laura Harrison – Laura.Harrison@fldoe.org

Cathy Russell – Cathy.Russell@fldoe.org
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Next Steps

• Frequently Asked Questions document produced and sent to webinar participants

• New documents in production for families, coalitions and VPK SIS Providers or potential providers
  • Process maps
  • Marketing brochures
  • Guidance
Questions from Participants

• Raise your hand

• Ask a question in the question box
VPK SIS
Contact Information

Office of Early Learning
250 Marriott Drive
Tallahassee, FL 32399

VPK Toll Free Number:
1-866-447-1159

(850) 717-8624

Send questions to:
VPKQuestions@oel.myflorida.com