Re: City of Chicago Systemic Complaint, Early Intervention Referrals - Case Number 2013-0277

Dear Mr. Conyer,

This letter is in response to your letter dated March 9, 2013 regarding the above referenced complaint. To verify the District’s compliance with the corrective action activities, please find the following documentation for your review.

**Corrective Action**

The district must:

1. Reconvene an IEP meeting to consider compensatory education services for Child #2.

2. Specify the amount of extended school year (ESY) services to be provided to Child #3 and Child #4 as compensatory services.

3. Demonstrate that children referred to the district from EI services have had an eligibility determination conducted and an IEP developed, as applicable.

4. Ensure that an IEP is developed for eligible children referred from Early Intervention services by the child’s third birthday.

5. Contact EI service providers to confirm children have an active Individualized Family Service Plan (IFSP) upon receiving the list from this agency of children aged two years and six months receiving EI services, per the district’s written procedures.

6. Describe efforts (e.g. allocation of staff, employment postings, contracting with other entities) for the 2012-2013 school year to secure personnel to conduct evaluations of children transitioning from EI services to the district.
Requested Information

5. Documentation of the district's efforts to contact EI service providers upon receiving the list from this agency of children aged two years and six months receiving EI services.

Upon receipt of the 27 month list from ISBE, CPS reaches out to the serving Child and Family Connections (CFC) provider to confirm children that have an active IFSP and may require transition (see attached for copies of recent communications).
6. A description of the district’s efforts to secure personnel to conduct evaluations of children transitioning from EI services to the district.

A description of the District’s efforts to secure personnel to conduct evaluations of children transitioning from EI services to the District, as of April 1, 2013 is listed below, and the supporting documents are attached.

- The district has made a dedicated effort over the course of this school year to recruit personnel dedicated to conducting early childhood evaluations – through hiring fairs, advertisements, and district partners, to name a few examples (see attached).

- The district has currently employed 41 staff dedicated primarily to conducting evaluations of children transitioning from EI to CPS.

- There are three teams functioning at full capacity as we have allowed time for training to ensure evaluations are conducted at the highest quality.

- Centralized evaluation teams are working out of a centralized site (Beethoven School).

- Since December 2012, the district has also run Saturday assessments with eight to ten teams conducting evaluations of children transitioning from EI services to the district.

If you have any questions regarding this correspondence, please feel free to contact me at ajorrico@cps.edu or (773) 553-1913.

Sincerely,

Anthony Orrico
Dispute Resolution, Office of Diverse Learner Supports and Services
Chicago Public Schools

Enclosure(s)

Cc: Luis A. Rodriguez, Director, Office of Dispute Resolution
CFC 8 ISBE REFERRAL LIST

1 message

Malone, Debra <dhmalone@cps.edu>  
To: PSingler@eastersealschicago.org  
Cc: Marlene Stroube <MStroube@eastersealschicago.org>  

Tue, Feb 5, 2013 at 2:23 PM

Good afternoon,

Attach is your ISBE Referral list, please mark with an ( X ) of those children's you are referring. Also, please review carefully for those children you may have referred already. Please return your list back to me no later than Wednesday, February 13, 2013.

Thank you.

Debra Malone
Early Childhood/Early Intervention
Office of Special Education & Supports
Office: 773-553-3148
Fax: 773-553-1948
Email: dhmalone@cps.edu

cfc 8 Referral list (sent 2-5-13).xls
44K
CFC 8 ISBE REFERRAL LIST

1 message

Malone, Debra <dhmalone@cps.edu> Thu, Mar 14, 2013 at 1:21 PM
To: PSingler@eastersealschicago.org, Marlene Stroube <MStroube@eastersealschicago.org>

Good afternoon,

Attached please find the most recent ISBE 27 Month list. Please indicate which students will need to transition to the LEA for further evaluation. Please return the completed list to my attention by Friday morning on March 22, 2013.

Thank you.

—

Debra Malone

Early Childhood/Early Intervention
Office of Special Education & Supports
Office: 773-553-3148
Fax: 773-553-1948
Email: dhmalone@cps.edu

cfc 8 Referral list (sent 3-14-13).xls
43K
Good afternoon,

Attach is your ISBE Referral list, please mark with an (X) of those children's you are referring. Also, please review carefully for those children you may have referred already. Please return your list back to me no later than Wednesday, February 13, 2013.

Thank you.

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Debra Malone
Early Childhood/Early Intervention
Office of Special Education & Supports
Office: 773-553-3148
Fax: 773-553-1948
Email: dhmalone@cps.edu

[Attachment: cfc 9 ISBE Referral list (sent 2-5-13).xls]
CFC 9 ISBE REFERRAL LIST

To: Grace_ortiz@hotmail.com, "Buchignani, Cheryl" <bucche@cookcountyhhs.org>

Good afternoon,

Attached please find the most recent ISBE 27 Month list. Please indicate which students will need to transition to the LEA for further evaluation. Please return the completed list to my attention by Friday morning on March 22, 2013.

Thank you.

Debra Malone

Early Childhood/Early Intervention
Office of Special Education & Supports
Office: 773-553-3148
Fax: 773-553-1948
Email: dhmalone@cps.edu

[cfc 9 referral list (sent 3-14-13).xls] 42K
Good afternoon,

Attach is your ISBE Referral list, please mark with an (X) of those children's you are referring. Also, please review carefully for those children you may have referred already. Please return your list back to me no later than Wednesday, February 13, 2013.

Thank you.

Debra Malone
Early Childhood/Early Intervention
Office of Special Education & Supports
Office: 773-553-3148
Fax: 773-553-1948
Email: dhmalone@cps.edu
Good afternoon,

Attached please find the most recent ISBE 27 Month list. Please indicate which students will need to transition to the LEA for further evaluation. Please return the completed list to my attention by Friday morning on March 22, 2013.

Thank you.

Debra Malone

Early Childhood/Early Intervention
Office of Special Education & Supports
Office: 773-553-3148
Fax: 773-553-1948
Email: dhmalone@cps.edu

- [cfc 10 Referral list (3-14-13).xls]
- [37K]
Good afternoon,

Attach is your ISBE Referral list, please mark with an (X) of those children’s you are referring. Also, please review carefully for those children you may have referred already. Please return your list back to me no later than Wednesday, February 13, 2013.

Thank you.

---

Debra Malone
Early Childhood/Early Intervention
Office of Special Education & Supports
Office: 773-553-3148
Fax: 773-553-1948
Email: dhmalone@cps.edu
CFC 11 ISBE REFERRAL LIST

1 message

Malone, Debra <dhmalone@cps.edu> Thu, Mar 14, 2013 at 1:23 PM
To: Melissa M Lane <melissa_lane@rush.edu>

Good afternoon,

Attached please find the most recent ISBE 27 Month list. Please indicate which students will need to transition to the LEA for further evaluation. Please return the completed list to my attention by Friday morning on March 22, 2013

Thank you.

Debra Malone
Early Childhood/Early Intervention
Office of Special Education & Supports
Office: 773-553-3148
Fax: 773-553-1948
Email: dhmalone@cps.edu

cfc 11 Referral list (sent 3-14-13).xls
62K
Weaver, Danielle <dweaver9@cps.edu>  
To: melissa_lane@rush.edu  
Cc: Debra Malone <dhmalone@cps.edu>, Megan Tupa <mltupa@cps.edu>

Hi, Melissa!

I hope you are doing well. Just checking in on the completion of the most recent ISBE Referral list? You would have received it electronically from Debra Malone on 3/14/13.

Can you please send it to us so we can mail out our enrollment packets?

Thanks,

Danielle

Danielle Weaver  
Early Childhood Manager  
Chicago Public Schools  
Office of Special Education & Supports  
125 S. Clark, 8th Floor  
Chicago, IL 60603

Direct: 773-553-1903  
Fax: 773-553-1948

dweaver9@cps.edu  
http://www.cpsspecialeducation.org
To: Melissa M Lane <melissa_lane@rush.edu>  

Hi Melissa,

I know that you're working on the ISBE list I sent you on March 14 and hope to receive that list soon. But can you also forward me the ISBE list I sent you on February 5, I'm sure those children you referred are in our database, but if you can forward me the list you sent me I would appreciate it.

Thanks much!

-  

Debra Malone  
Early Childhood/Early Intervention  
Office of Diverse Learner Supports & Services  
Office: 773-553-3148  
Fax: 773-553-1948  
Email: dhmalone@cps.edu
Hi, Melissa.

Upon further review, we identified that we are actually missing the last 2 ISBE referral lists for CFC #11. The lists would have been sent electronically on 2/5/13 and 3/14/13. Can you please send both of these lists back confirming which students will require transition to CPS so we can ensure that these parents receive the appropriate communication from our office?

Thanks!

-Danielle

Danielle Weaver
Early Childhood Manager
Chicago Public Schools
Office of Special Education & Supports
125 S. Clark, 8th Floor
Chicago, IL 60603

Direct: 773-553-1903
Fax: 773-553-1948
dweaver9@cps.edu
http://www.cpsspecialeducation.org

On Tue, Mar 26, 2013 at 12:51 PM, Melissa M Lane <melissa_lane@rush.edu> wrote:
| Got it and working on it.

Thanks,
Melissa
Talent Office
Office of Diverse Learner Supports and Services Recruitment Initiatives

Following is a summary of initiatives the Chicago Public Schools (CPS) implemented during the 2012-2013 school year in order to expand the pipeline of teacher and clinician candidates to fill current and future vacancies in all areas of Special Education, including Early Childhood Education.

COLLEGE / UNIVERSITY PARTNERSHIPS
Partnered with the following colleges and universities with top Special Education programs for advertisement purposes in order attract and hire special education talent:

- Ball State University (Muncie, IN)
- Calvin College (Grand Rapids, MI)
- Chicago School of Professional Psychology
- Chicago State University
- Columbia College
- Columbia University (New York, NY)
- Concordia University Chicago
- DePaul University
- Dominican University
- Eastern Illinois University
- Elmhurst College
- Erikson Institute
- George Mason University (Fairfax, VA)
- Governors State University
- Grand Canyon University (Online, Phoenix, AZ)
- Harvard University (Cambridge, MA)
- Illinois State University
- Indiana University (Bloomington, IN)
- Loyola University Chicago
- Miami University (Oxford, OH)
- Michigan State University (East Lansing, MI)
- National Louis University
- North Central College
- North Park University
- Northeastern Illinois University
- Northern Illinois University
- Northwestern University
- Ohio University (Athens, OH)
- Ohio State University (Columbus, OH)
- Purdue University (West Lafayette, IN)
- Quincy University
- Roosevelt University
- Rush University
- Saint Xavier University
- Southern Illinois University - Carbondale
- Southern Illinois University - Edwardsville
- Trinity Christian College
- University of Chicago
- University of Florida (Gainesville, FL)
- University of Illinois at Chicago
- University of Illinois at Urbana-Champaign
- University of Iowa (Iowa City, IA)
- University of Kansas (Lawrence, KS)
- University of Maryland (College Park, MD)
- University of Minnesota (Various Campuses, MN)
- University of Missouri (Columbia, MO)
- University of Oregon (Eugene, OR)
- University of Phoenix (Online, Phoenix, AZ)
- University of Texas (Austin, TX)
- University of Wisconsin (Madison, WI)
- Vanderbilt University (Nashville, TN)
- Western Illinois University

EXTERNAL RESOURCES
Advertised with the following external publications in order attract and hire special education talent:

- American Association of Colleges for Teacher Education
- CareerBuilder
- Council for Exceptional Children (CEC)
- Education Week

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- National Association of Special Education Teachers
- Non-Profit Opportunities (NPO)

Leveraged partnerships with the following outsource placement organizations to identify any potential untapped opportunities to target candidates in order to support key staffing needs via recruitment or contract extensions:

- Progressus
- Maxim
- ATC
- Select

RECRUITMENT EVENTS

Representatives from the Talent Office and the Office of Diverse Learner Supports and Services attended / will attend the following recruitments during the 2012-2013 school year:

- Networking Event for Retired Clinicians -- November 15, 2012
  - Thirty-three (33) retired Special Education clinicians expressed interest in continued short-term employment opportunities with CPS.

- Recruitment Information Sessions for Recent Special Education Graduates -- December 18, 2012
  - There were 34 recent Special Education graduates who participated in the networking event, and have expressed interest in working at CPS.

- Networking Event for Retired Teachers -- December 20, 2012
  - Ninety-eight (98) retired Special Education teachers expressed interest in continued short-term employment opportunities with CPS.

- Special Education Externship -- January 8-10, 2013
  - In partnership with the University of Illinois at Urbana-Champaign (UIUC), 30 current Special Education student teachers participated in a three-day event that included school visits, and presentations from the Talent Office as well as ODLSS.

- Vanderbilt University -- February 11-12, 2013
  - The university has a top-ranked Education program, specifically in the areas of Special Education and Clinical Education. More than 20 Special Education candidates expressed interest in career opportunities with CPS.

- Fisk University -- February 11-12, 2013
  - The university has a top-ranked Education program, specifically in the areas of Special Education and Clinical Education. Approximately 10 candidates expressed interest in career opportunities with CPS.

- Recruitment Webinars – February 19, 2013 & February 21, 2013
  - Winter and Spring Special Education teacher and clinician graduates representing 40 colleges and universities (25 local / 15 non-local) participated in the webinars.

- DePaul University – February 23, 2013
  - The university is a local feeder for graduates of Early Childhood Special Education. Over 40 Special Education participants expressed interest in career opportunities with CPS.

- Northern Illinois University – February 25, 2013

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- The university is a local feeder for Special Education teacher and clinician graduates to CPS. Over 20 Special Education participants expressed interest in career opportunities with CPS.

- Northeastern Illinois University – February 26, 2013
  - The university is a local feeder school with a highly regarded school counselor program. Approximately 500 candidates participated.

- Southern Illinois University at Edwardsville – February 26, 2013
  - The university is a local feeder school and large producer of Special Education teacher and clinician graduates for CPS. Twenty-five (25) Special Education participants expressed interest in career opportunities with CPS.

- Columbia University – March 6, 2013
  - The university has a top-ranked Education program, specifically in the areas of Special Education and Clinical Education. Approximately 10 Special Education participants expressed interest in career opportunities with CPS.

- University of Illinois University at Chicago – March 6, 2013
  - The university is a local feeder school and large producer of Special Education teacher and clinician graduates for CPS. Nearly 30 Special Education participants expressed interest in career opportunities with CPS.

- CPS Career Event for Special Education Teachers and Clinicians – March 9, 2013
  - CPS hosted event targeted recent Special Education teacher and Clinician graduates, as well as other certified Special Education teachers and Clinicians seeking positions immediately, and for next school year. There were 173 participants, of which 131 were Special Education teachers obtaining certifications in all grade levels, including Early Childhood Education.

- Illinois State University – March 19, 2013
  - The university is a local feeder school and large producer of Special Education teacher and clinician graduates for CPS. Nearly 20 Special Education participants expressed interest in career opportunities with CPS.

- University of Missouri – March 19, 2013
  - The university has a top-ranked Education program, specifically in the areas of Special Education and Clinical Education. Over 10 Special Education participants expressed interest in career opportunities with CPS.

- University of Ohio – April 9, 2013
  - The university has a top-ranked Education program, specifically in the areas of Special Education and Clinical Education. More than 500 individuals are scheduled to participate.

- University of Texas – April 16, 2013
  - The university has a top-ranked Education program, specifically in the areas of Special Education and Clinical Education. Approximately 600 individuals are scheduled to participate.

- Indiana University – April 23, 2013
  - The university has a top-ranked Education program, specifically in the areas of Special Education and Clinical Education. More than 900 individuals are scheduled to participate.
Do you have a strong desire to make an impact in urban education? Are you committed to achieving student growth in your classroom? If you’ve answered yes to both of these questions, you should consider a future as a special education teacher in the Chicago Public Schools. CPS seeks teacher candidates who can implement differentiated instructional practices, collaborate with fellow teachers and utilize student data to drive instruction within their classrooms. In addition, CPS is seeking candidates who demonstrate effective classroom management techniques, use technology for instructional purposes and are willing to offer extra support and design interventions for students who struggle the most.

Salary and benefits are commensurate with educational credentials and experience. To apply, please visit HR4U.CPS.EDU and enter the “Join CPS” portal to learn more about our district and access the employment application. In addition, please send your current resume to specialedtalent@cps.edu for immediate information.

The Chicago Public Schools is the nation’s third largest urban school district with over 21,000 teachers serving over 400,000 students in our 675 schools throughout the City of Chicago. For more information about CPS, please visit us online at www.cps.edu!
Teacher candidates who are or will be certified in special education are invited to attend this Recruitment Networking Event. The event will include:

- An opportunity to meet with CPS hiring authorities (principals)
- Information from the CPS Office of Special Education and Supports
- Mini-interviews for current and future special education vacancies
- Opportunities to learn about 2013-2014 school-year vacancies
- CPS Talent Acquisition staff available to answer job search questions

DON'T MISS THIS EXCITING OPPORTUNITY TO LEARN MORE ABOUT CPS EMPLOYMENT!!!

Special Education job opportunities are available now!

To register for this event, please click the link below:

REGISTRATION DEADLINE: Friday, March 1, 2013

REGISTER NOW!