

# Part B Unmet Needs

Bureau of Indian Education

August 23, 2018

1:00 -2:00 (MDT)

Presenter: Connie Albert, Education Program Specialist



# Agenda

- ▶ Purpose of Unmet Needs
- ▶ How to evaluate and determine whether to apply for unmet needs.
- ▶ How to apply for Unmet Needs
- ▶ DPA review process

# Purpose: What is Unmet Needs?

An opportunity to apply for additional Part B supplemental funds if:

1. Priority 1 - Increase in numbers of NEW high needs students or
2. Priority 2 – Substantial Increase (at least 10% ) in new special education enrollment.

\*Schools can apply for only Priority 1 or 2, not both.

3. Priority 3 - Unique circumstances

\*Schools are eligible to request for Unique Circumstances in addition to Priority 1 or Priority 2

# Priority 1- Increase in # of NEW high needs students Requirements

- Attach a current list of students with disabilities using the NASIS Ad Hoc Reporting (Special Education Receiving Services )
  - ✓ The list must be verified and signed by the school administrator
  
- Students must have a current and valid Eligibility Determination and a current Individualized Education Program (IEP)
  - ✓ IEP shall be locked and uploaded into the Special Education NASIS module

# Priority 2 - Substantial Increase (at least 10%) in new special education enrollment Requirements

- A school may request additional funds due to a 10% or greater increase in NEW special education student enrollment and were NOT included in the child count data submitted on October 27, 2017.
- The new student(s) must be enrolled and present by September 14, 201 (at least 10% increase over the previous year enrollment).
- Attach a current list of students with disabilities using the NASIS Ad Hoc Reporting (Special Education Receiving Services )
  - ✓ The list must be verified and signed by the school administrator
- Students must have a current and valid Eligibility Determination and a current Individualized Education Program (IEP)
  - ✓ IEP shall be locked and uploaded into the Special Education NASIS module

# Priority 3 -Unique circumstances Requirements

- \*Schools may request for additional funds to meet the needs of newly enrolled students with disabilities that may not be adequately addressed with the provided resources (Part B Carry-Over, 15% ISEP funds, and/or the current Part B Funds) for some unique set of circumstances that exist at the school.
- \*To apply for Priority #3 the school must have the following items attached (use a separate sheet of paper for the Narrative and budget):
  - A concise written narrative an describing the unique circumstances for the school to meet the needs of the child to provide special education and/or related services. Include in the narrative the resources needed to provide the services to the student(s).
  - Attach a detailed budget with justification indicating how the requested funds will be utilized.



# As a school what should I consider whether to apply for Unmet Needs:

- ✓ Student attrition /retention –
  - ✓ SY2017-18 student count versus SY2018-19 student count.
  
- ✓ Funding from:
  - 15% ISEP base funds for Special Education program
  - ALL Carry-over and
  - Current Part B funds/allocation received for SY2018-19



# How to apply

- ▶ Complete the application – SY2018-19 Unmet Needs Application
  - ▶ Located in Native Star/Resources/Docs& Links
- ▶ Attached the school's current Student list with NASIS # numbers **only** with Priority 1 or 2. Signed by the school administrator
- ▶ FAX Unmet Needs application to Attention: Connie Albert @505-563-5281

**OR**

SCAN and email all the required Unmet Needs application and email to [Fiscal.Accountability@bie.edu](mailto:Fiscal.Accountability@bie.edu)

- ▶ Due Monday in September 17, 2018

# LOCATION OF UNMET NEEDS APPLICATION

# BIE Website: www.Bie.edu

TUESDAY AUGUST 21, 2018

**BUREAU OF INDIAN EDUCATION**  
*Doing What's Best for Students!*

Contact Us  
 **GO**

**HOME | REPORTS | SCHOOLS | NEWS | JOBS | PARENTS/STUDENTS | EDUCATORS | NASIS | PROGRAMS | RESOURCES | BIEHR**

**NEWS**

8/9/18  
[SPED Calendar](#)  
This calendar is intended to assist the BIE school system in planning activities for SY 2018-19. The calendar lists major reports and timelines of the Division of Performance and Accountability (DPA).  
[READ MORE](#)

8/2/18  
[Notice of Establishment of the Bureau of Indian Education Standards, Assessments, and Accountability System Negotiated Rulemaking Committee Notice of Meetings](#)

**EVENTS**

8/10/18  
[DPA Special Education Monthly TA Call & Webinars](#)  
We invite ADD staff, ERC staff, EPAs, School staff, related service providers, parents of children with disabilities to join us for our monthly TA calls that will provide information on relevant special education topics, activities, and upcoming monthly webinars.  
[READ MORE](#)

**TRIBAL CONSULTATIONS**

[BIE Strategic Direction](#)  
[BIE Funded School Replacement](#)  
[BIE Reorganization and Reform](#)  
[BIE Webinar Series](#)  
[Contact Us](#)  
[BIE ESSA State Plan](#)

**MISSION**

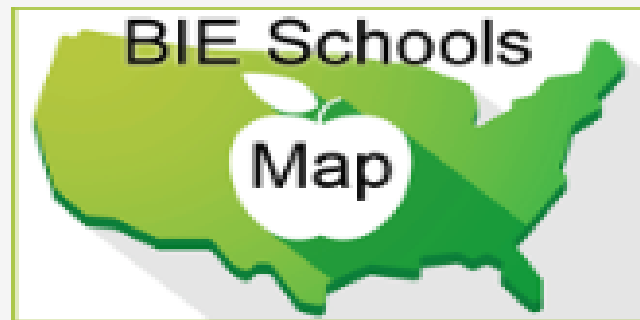
# Home page –Location: Bottom right-hand corner

**NATIVE STAR: BIE's Tool for  
Continuous School Improvement**

To log in click [here](#)

To learn More, click [here.](#)

Need to find a BIE school? Click the  
map image below:



# Log-In



powered by Academic Development Institute ↓

Login

Password

LOGIN



Toll Free ☎ 1-800-759-1495

Need Help?

# Bring Your Leadership Team's

# Native Star

The screenshot displays the Native Star web application interface. At the top right, the Bureau of Indian Education logo is visible, featuring a bison and the text "U.S. DEPARTMENT OF THE INTERIOR BUREAU OF INDIAN EDUCATION" and "MARCH 3, 1849". Below the logo, the text "Bureau of Indian Education" is displayed.

The main content area is divided into two columns. The left column, titled "Our Direction", contains a play button icon, the text "Normative Objectives (Ongoing)", and a large green number "8". Below this, there are two buttons: "Update Profile" and "Set Direction". The right column, titled "Our Meetings", contains a calendar icon, the text "Leadership Team (Last 90 Day)", and a large green number "2". Below this, there is a button labeled "Manage Meetings".

At the bottom of the main content area, there is a dark blue bar with the text "Complete Forms" and a downward arrow.

A sidebar menu is located on the left side of the interface, with a large black arrow pointing to it. The menu items are:

- Home
- Our Direction
  - Update Profile
  - Set Direction
- Our Meetings
  - Manage Meetings
- Success Cycle
  - Assess, Create, Monitor
- Our Progress
  - Reports
  - Feedback
- Resources
- Program Contact
- Tech Support

# Resources



Indicators, Wise Ways, and Rubrics

Docs & Links

Indistar Website

Step 1: Select a Level to view. Select Level:

# Scroll down and locate this title

 IDEA Part B Unmet Needs Application

All BIE - funded may apply for Unmet Needs.

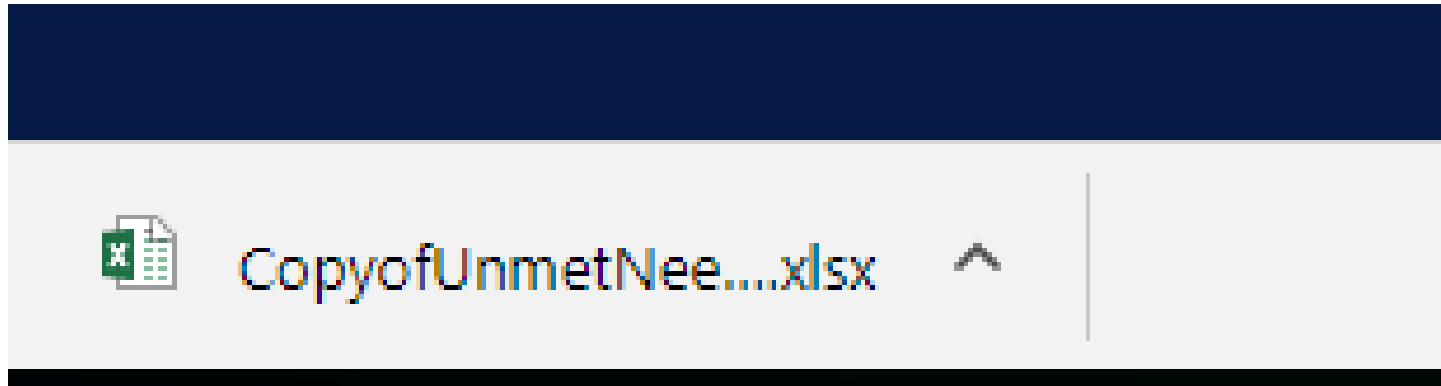
Due: September 17, 2018

Schools can scan and email the completed application to: [fiscal.accountability@bie.edu](mailto:fiscal.accountability@bie.edu).

For further questions, contact Connie Albert (505) 563-5180




- Document will download to your computer



- Open Document and complete the application
- BIE-DPA will notify the school upon receipt of the FAX or email

# HOW TO DO AN AD HOC REPORT IN NATIVE AMERICAN STUDENT INFORMATION SYSTEM (NASIS)

# Go to NASIS site



Transforming

**Username**

**Password**

**Sign In** >>

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**Trouble accessing your account? Contact your administrator.**

# Use the Drop down box

The screenshot shows the 'Infinite Campus District Edition' interface. At the top, there is a green header with the logo and text. Below the header, there are three dropdown menus: 'Year' set to '18-19', 'School' set to 'Hunters Point Boarding School', and 'Calendar' set to '18-19 ACA Hunters Point'. Below these are three buttons: 'Index', 'Search', and 'Ad Hoc Filter Designer'. The 'Ad Hoc Filter Designer' button is highlighted in blue. Below the buttons, there is a text box that says 'This wizard will walk you through the creation of a new filter. Filters can be created using the Q'. At the bottom left, there is a search bar labeled 'Search Campus Tools' and a 'Census' button.

- Year 18-19
- Calendar – Select Academic calendar
- Select the group
- Print each group level

Go Index tab/ Scroll down to Ad Hoc Reporting/Click down arrow to open up Ad Hoc reporting list

The screenshot shows the Infinite Campus District Edition interface. At the top, there is a green header with the Infinite Campus logo and the text "District Edition". Below the header, there are three dropdown menus: "Year" set to "18-19", "School" set to "Hunters Point Boarding School", and "Calendar" set to "18-19 ACA Hunters Point".

Below the dropdowns, there are three tabs: "Index", "Search", and "Ad Hoc Filter Designer". The "Ad Hoc Filter Designer" tab is currently selected and highlighted in blue.

On the left side, there is a sidebar menu with the following items: "Search Campus Tools", "Program Admin", "Ad Hoc Reporting", "Filter Designer" (highlighted with an orange arrow), "Letter Designer", and "Letter Builder".

The main content area of the "Ad Hoc Filter Designer" tab contains the text: "This wizard will walk you through the creation of a new filter. Filters can be created using th". Below this text, there is a section titled "Saved Filter" which contains a list of filters:

- AdHocs ASSESSMENT
- AdHocs BEHAVIOR
- AdHocs BIE ANNUAL REPORT
- AdHocs CENSUS
- AdHocs CURRICULUM
- AdHocs ENROLLMENT

To the right of the "Saved Filter" list, there is a "Create New" section with a "Filter Type" dropdown menu. The "Filter Type" dropdown has two options: "Query Wizard" and "Selection Editor", both of which are currently unselected.

Click on Filter Design

# This screen will pop up

Unenrolling

ees

Grading & Standards

Medicaid

Program Admin

Ad Hoc Reporting

**Filter Designer**

Letter Designer
























Letter Builder

Data Export

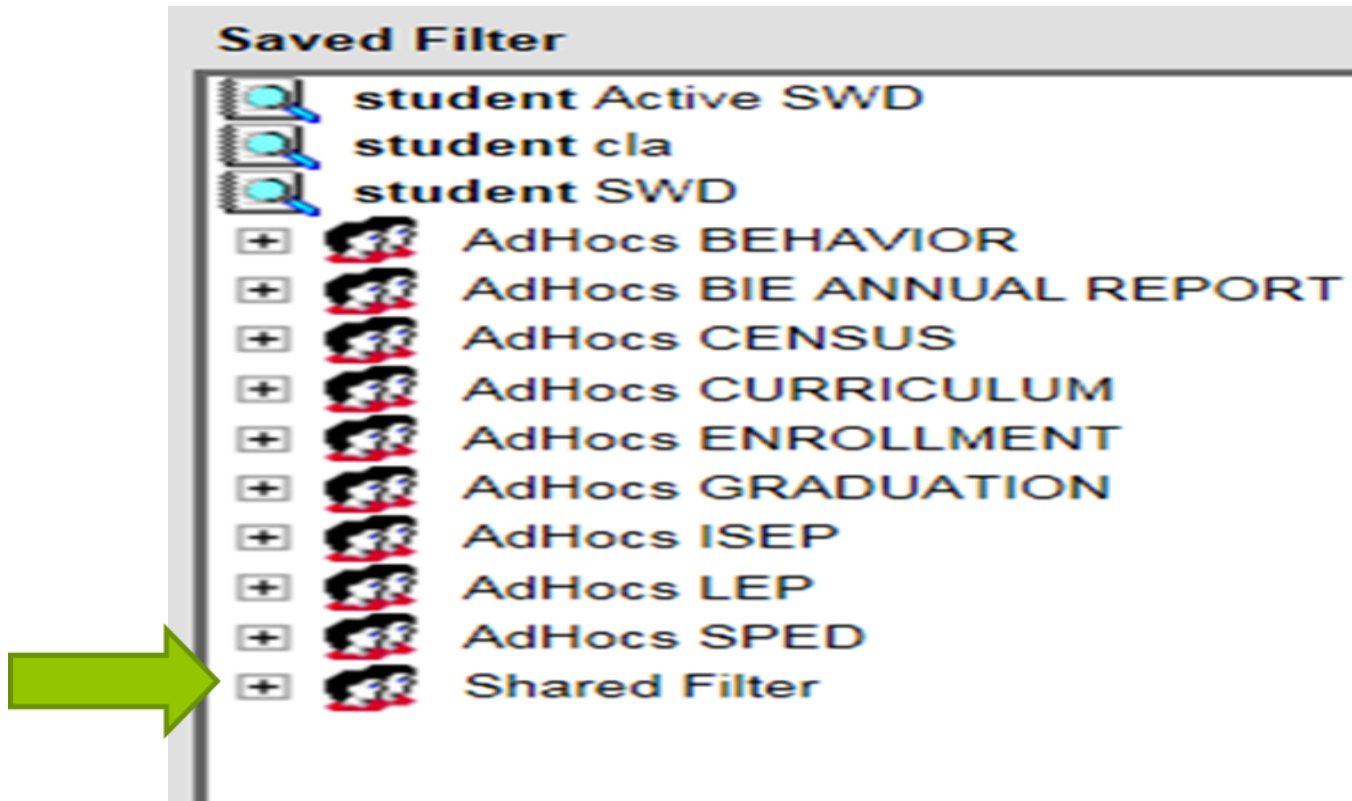
Data Analysis

Batch Queue

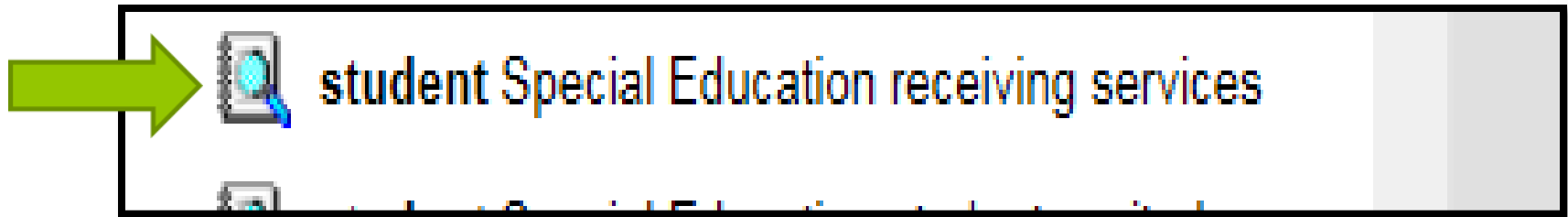
## Saved Filter

-  student Active SWD
-  student cla
-  student SWD
-   AdHocs BEHAVIOR
-   AdHocs BIE ANNUAL REPORT
-   AdHocs CENSUS
-   AdHocs CURRICULUM
-   AdHocs ENROLLMENT
-   AdHocs GRADUATION
-   AdHocs ISEP
-   AdHocs LEP
-   AdHocs SPED
-   Shared Filter

Click on the + sign next to Shared Filter – Ad Hoc Report is already made for each school



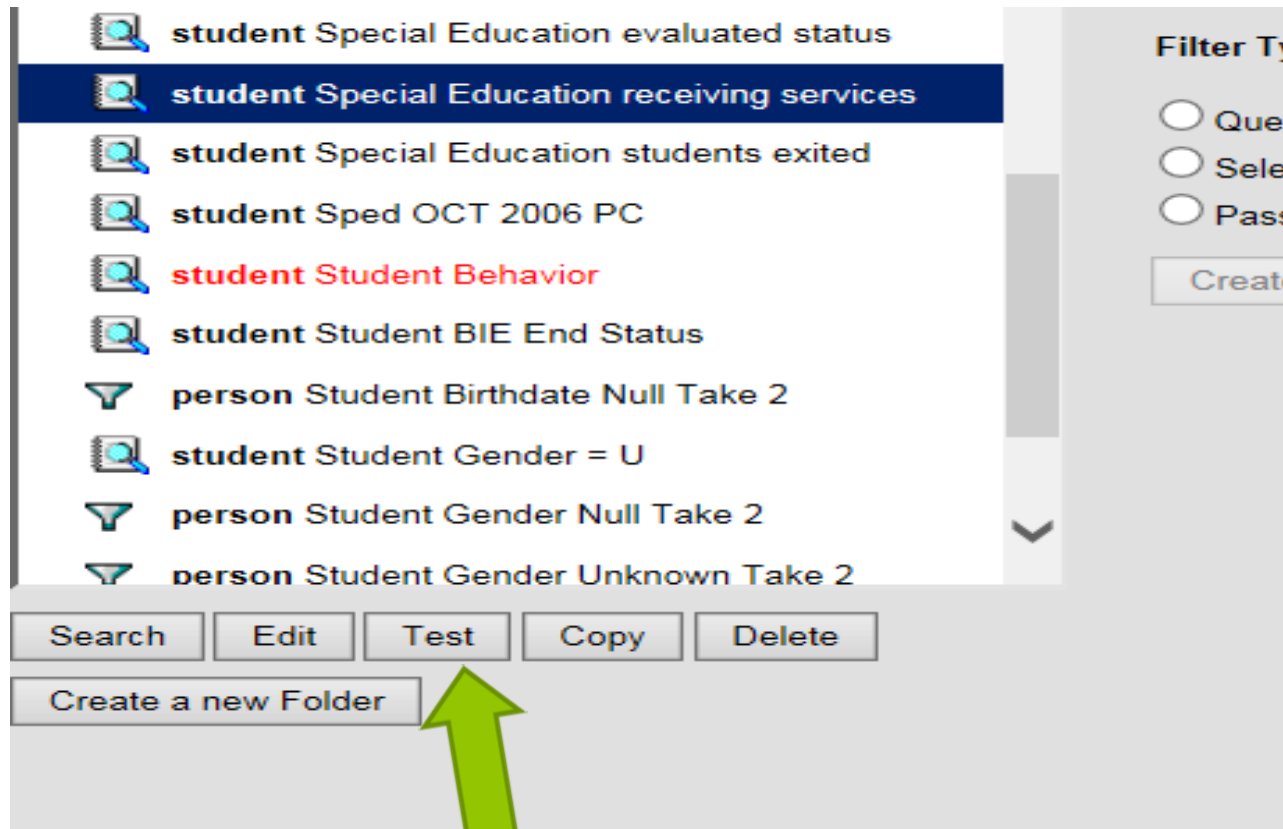
# Scroll down and locate Student Special Education Receiving Service



Click the document open



# Click on Test



It will open a list of students for the group you selected under calendar (slide 22)

# Review and verify student list

- Print and attach with the Unmet Needs Application
- School Administrator must sign verifying the student list



**NEXT STEPS**

# BIE-DPA Process

1. School Application reviewed for completeness
2. Assess student count data from SY2017-18 and submitted NASIS student count.
3. Evaluate all funds the schools has received.
4. Review all IEP's in NASIS (current and locked)
5. Read and review Unique Circumstances
6. Notify schools of results and prepare Fund Distribution Document if the school is eligible.

# HELPFUL TIPS

# Indistar 3.0 Redesign Step-by-Step

**Indistar**®

Welcome, Test - Many Farms High School

Logins ▾

Bureau of Indian Education









**NATIVE Star**

Our Direction	Our Meetings	Success Cycle	Our Progress
Normative Objectives (Ongoing)	Leadership Team Meetings (Last 90 Days)	Actions Completed (Last 90 Days)	Objectives Met (Last 90 Days)
9	0	0	0
Update Profile	Manage Meetings	Assess, Create, Monitor	View Reports
Set Direction <small>Mission/Goals - Data Review - Select Indicators</small>			View Feedback

Complete Forms ▾      Submissions ▾      Snapshot ▾

Indistar Connect   IndistarBURST   Indistar Website   Indistar Success Stories   **Indistar 3.0 Redesign: Step-by-Step**

# Tech Support

-  Main Menu
- [Home](#)
-  Our Direction
  - [Update Profile](#)
  - [Set Direction](#)
-  Our Meetings
  - [Manage Meetings](#)
-  Success Cycle
  - [Assess, Create, Monitor](#)
-  Our Progress
  - [Reports](#)
  - [Feedback](#)
-  Resources
-  Program Contact
-  Tech Support







# IDEA Staff Information

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