



MISTAR-Q Initial IEP (Child Find)

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GUIDING LAWS

Part C of the Individuals with Education Disability Act (IDEA; Early On®) and MMSE Michigan Mandatory Special Education provides early intervention and special education services to children ages 0 through 2 years of age. Services for school-aged children ages 3 to 26 are provided under Part B. Services provided under IDEA can include special education and related services (such as physical, occupational, and speech therapy) and supplementary aids and services (such as adaptive equipment or special communication systems).

INDICATOR B-12: EARLY CHILDHOOD TRANSITION

This indicator measures district compliance in meeting the requirement of children transitioning from Part C and MMSE to Part B of the IDEA. This transition requires having an IEP written and implemented *prior* to every child's third birthday for children transitioning to Part B.

Children participating in early intervention programs assisted under Part C of the Act, and who will participate in preschool programs assisted under Part B of the Act, experience a smooth and effective transition to those preschool programs by their third birthday. Each affected LEA will participate in transition planning conferences 9 months to 90 days prior to the child's third birthday arranged by the designated lead agency.

This guide is designed to assist districts in accurately entering the data the Michigan Department of Education uses to calculate compliance for Indicator B-12. If this data is not entered into MISTAR, and all characteristics are not sent to the Michigan Student Data System (MSDS) during count periods, the district will be found noncompliant for this indicator. Timely and accurate data entry is essential to demonstrating compliance.



For additional information, including on-demand training modules and forms for district use, please reference the RESA guidance found at [Training Modules - Wayne RESA](#) (scroll to B12 Training Modules)



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ENTER NEW STUDENT INITIAL IEP/CHILD FIND DATA IN MISTAR:

Note: The child must be enrolled in the Student Editor before you can enter Child Find Data.

- + Click **MENU** ☐ **PROGRAMS** ☐ **STUDENT SPECIAL EDUCATION**
- + Click **FIND** and enter data to find the child (You can enter parts of first and last name, UIC or Local ID to find a child)
- + Click **SEARCH** and choose the correct child's name
- + The Child Find Student Specific Special Ed Data information resides in the space under the student's name and program and details information.
- + Click the **EDIT** button to enter Child Find Data

Special Education Initial IEP/Child Find		Referral Date:	IEP Result:	Timeliness of Initial IEP:				
Consent To Evaluate:		Other District IEP: <input type="checkbox"/>	Days Beyond Timeline:					
Initial IEP Completion:		File ID:	Part C Timeliness:					
Medicaid Consent								
Medicaid Consent History:								
<table><thead><tr><th>Consent Date</th><th>Consent Status</th></tr></thead><tbody><tr><td>12/08/2023</td><td>One-Time Consent Received</td></tr></tbody></table>					Consent Date	Consent Status	12/08/2023	One-Time Consent Received
Consent Date	Consent Status							
12/08/2023	One-Time Consent Received							
Edit								

[Cancel](#) [Reset](#) [Submit](#)

Special Education Initial IEP/Child Find

Referral Date:

(Date of Parental) Consent To Evaluate:

Initial IEP Completion (FAPE) Date:

Timeliness of Initial IEP:

Days Beyond Eval/Timeline:

Result of Initial IEP:

Other District IEP (Center Based): ☐

File ID:

Part C Transition Timeliness:



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Excerpt from the MSDS Collection Details Manual, April 2, 2025 pg 140:

INITIAL IEP COMPONENT OVERVIEW

The Initial IEP Component is used to collect data about a child/student for whom parental consent for an initial evaluation has been obtained and who is not currently receiving special education programs and/or services under an IEP. This component is also used to capture the initial evaluation of a parentally placed nonpublic child/student who is being evaluated to determine if they are eligible to receive special education programs and/or services under a NonPublic Service Plan.

WHEN IS THIS COMPONENT REQUIRED?

You are required to submit the Initial IEP Component when any of the following apply:

- A district is in receipt of parental consent for an initial evaluation of a student not currently eligible for special education programs and/or services under IDEA Part B and is at least two years, six months old, and less than 26 years old. This is an initial IEP.
- **A district is in receipt of parental consent for an initial evaluation of a child between the ages of two years, six months old and three years, who is transitioning out of Part C/Michigan early childhood special education under an IFSP. This is an initial IEP.** (These are the children included in your B-12 Indicator compliance data.)
- A district is in receipt of parental consent for an initial evaluation of a student who was previously found ineligible. This is an initial IEP.
- A district is in receipt of parental consent for an initial evaluation of a student who was previously exited from special education. This is an initial IEP.
- A district is in receipt of parental consent for an initial evaluation, the child is found eligible, but the parent refuses to give consent for special education programs and/or services. (This can be the case for children transitioning out of Part C.)
- A district is in receipt of parental consent for an initial evaluation prior to June 30, but the Initial IEP will not be completed until after June 30.
- A district enrolls an eligible student with an IEP who transferred from another state. This is reported in the MSDS as an initial IEP.



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REFERRAL DATE:

For children coming from a Part C MMSE program, this date would be the date they were **referred to the Early On MMSE program**. If transferring from another County or out of State, use the date you were made aware of the child. For children not currently receiving Part C MMSE programming, who have been referred directly to Part B, use the date the district received the referral.

DATE OF PARENTAL CONSENT:

The date on which the district received the signed REED or Parental Consent to Evaluate form. It is the beginning of the 30 school day timeline for completion of the Initial IEP. If Parental Consent was never given, this can be left blank.

DAYS BEYOND EVAL/TIMELINE:

The number of calendar days that the evaluation and completion of the initial IEP went beyond the 30 school-day timeline or agreed-upon written extension. (Written extension request with parental consent required.)

CAUTION: This does not allow for lawful extension past a child's 3rd birthday. Such an extension does not exist.

A whole number that represents the number of calendar days that the evaluation and completion of the initial IEP went beyond the 30 school-day timeline or agreed upon written extension must be entered in this section.

NOTE: If codes 18-21 were entered for 'Timeliness of Initial IEP', leave this characteristic blank. If the 'Timeliness of Initial IEP' characteristic contains 13-17, then this characteristic must contain a value greater than zero.

INITIAL IEP COMPLETION DATE:

Enter the date on the notice of the offer of a free appropriate public education (FAPE). This date must be on or before the child's third birthday in order to be compliant.



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TIMELINESS OF INITIAL IEP:

The timeliness status for the evaluation of eligibility. Choose the appropriate code from the pull down menus.

Use the following codes if the IEP was completed within the required timeline:

- **Code 11:** IEP Complete within 30 School Days
- **Code 12:** IEP completed within extended timeline
- **Code 22:** Child moved into Michigan from another state with a current IEP

Use the following codes when the initial IEP was completed, but not within the required timelines:

- **Code 13:** IEP Not Timely: Parent did not make child available
- **Code 14:** IEP Not Timely: Timeline began in previous district
- **Code 15:** IEP Not Timely: Personnel not available for Evaluation
- **Code 16:** IEP Not Timely: Personnel not available for IEP
- **Code 17:** IEP Not Timely: External reports not available



CAUTION: Codes 15,16, and 17 indicate noncompliance. Speak to your special education director to make him/her aware of the issue for further investigation.

Use the following codes when an Initial IEP will never be completed:

- **Code 18:** IEP Not Completed: Student died
- **Code 19:** IEP Not Completed: Parent withdrew or refused consent to evaluate
- **Code 20:** IEP Not Completed: Parent did not make child available
- **Code 21:** IEP Not Completed: Student moved



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NOTE: If choosing codes 18, 19 20 and 21, there will not be an Initial IEP Completion (FAPE) Date to enter, a Result of Initial IEP Code, or a Part C Transition Timeliness Code. There also may not be a Date of Parental Consent under these circumstances; the student died before consent was obtained; the parent refused consent to evaluate; the student moved before the district was able to obtain consent.

RESULT OF INITIAL IEP:

The outcome of the initial IEP determining if the student is eligible or ineligible for special education programs and services

Use the following codes to report result of initial IEP:

- **Code 1:** Student was found eligible
- **Code 2:** Student was found not eligible
- **Code 3:** Student was found eligible, services refused

NOTE: If codes 18-21 were entered for 'Timeliness of Initial IEP' leave this characteristic blank.

PART C TRANSITION TIMELINESS:

Indicates the timeliness of the IEP by the child's third birthday for all children referred by Part C as potentially eligible for Part B.

Use the following codes to indicate Part C Transition Timeliness:

- **Code 50:** IEP held on or before the child's third birthday

NOTE: If using Code 50, the Initial IEP completion date must be before the child's third birthday.

- **Code 53:** IEP held after the child's third birthday: Parent did not make child available
- **Code 54:** IEP held after the child's third birthday: Timeline began in previous district



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- **Code 55:** IEP held after the child's third birthday: Personnel not available for evaluation
- **Code 56:** IEP held after the child's third birthday: Personnel not available for IEP
- **Code 57:** IEP held after the child's third birthday: External reports not available
- **Code 61:** IEP held after the child's third birthday: Late Notification from Part C to Part B LEA
- **Code 62:** IEP held after the child's third birthday: Late referral to Part C

NOTE: If codes 18-21 were entered for Timeliness of Initial IEP leave this blank.

CHECKING YOUR DATA:

A report is available in MISTAR titled *Initial IEP- Child Find Information*. Run this report to verify that all of the critical data points are entered for your students who have recently completed their early childhood transition (from Early On).

Login to **MISTAR** and go to **Menu** → **Programs** → **Reports** → Initial IEP - Child Find → Export Report

- If report isn't listed, request access from your SIS Admin
- Filter report as needed before or after running
- Review report for missing, noncompliant, or inaccurate data
- Use the B12 MiStar Child Find Entry Manual (PDF) for required data components and code meanings

Initial IEP - Child Find Information (Location) System Date: 10/12/2019 Printed: 10/12/2019 2:50 PM												
(Timeliness of Initial IEP Code in MDD2)												
ID	Stu Last First	Grd	SE Stu Parent Cn	SE Stu Init IEP Re	SE Stu DayBeyon	SE Stu Refer I	SE Stu Consent to Ev	SE CenterBasec	SE Stu Part C T	SE Stu Initial IEP D	Date Enter Proj	Prog Entry Re
111111111	Sample Student 1	-3 M	01			09/03/2019	09/03/2019	50		09/03/2019	09/03/2019	Initial
222222222	Sample Student 2	-3 M	01			06/07/2019	06/07/2019	50		06/07/2019	09/04/2019	Initial
333333333	Sample Student 3	-2 M	01			12/12/2018	12/12/2018	50		02/01/2019	02/12/2019	Initial
444444444	Sample Student 4	-2 M	01							09/14/2019	09/16/2019	Initial

VERIFY COMPLETE AND ACCURATE DATA TRANSFER FROM MISTAR TO MSDS



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recommendation of the Wayne RESA monitoring team that the district's Special Education administrators work with the district's pupil accounting department to ensure that all characteristics of the Initial IEP Component are present in MSDS once the district's data is submitted from MISTAR to MSDS. This verification of transfer of data should be done during the window of time MDE allows districts to make changes leading up to the official submission and certification of all data submissions- Fall, Spring, and End of Year. The district-maintained list of children who have transferred from Part C programming can be used to cross reference the student data in MSDS.

Note: Count Days and Count Periods

- B12 data is compiled from the 3 count submissions during the school year
 - **Fall Count** Period and Fall Count Day: July 1 to Fall Count Day, the 1st Wednesday in October
 - **Spring Count** Period: day after Fall Count Day to Spring Count Day, the 2nd Thursday in February
 - **End of Year (EOY) Count** Period: day after Spring Count Day to End of Year Count Day, the last business day in June
- **B12 data should be current, clean, and error free by each count day.** Your pupil accounting department will then have the full count window to ensure the data can be submitted fully and accurately to the state.

B12 DATA is collected Jul 1-Jun 30 using data compiled from all 3 count periods.

Fall Count Period Transitions

Spring Count Period Transitions

EOY Count Period

B12 Data for
the School
Year



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SUBMISSIONS MAY BE VERIFIED IN MSDS BY CHECKING INDIVIDUAL STUDENT RECORDS:

The screenshots below demonstrate how to access prior count submissions in MSDS that can be used to verify prior data entry. Your pupil accountant may use these steps to verify the accuracy of submitted data before final submission to MDE at each count period. However, they would begin the search for the student from the Data Staging Area under "Student Data Submissions" rather than the Student Search link shown below.

MSDS Home > Student Search

Student Search

Select your filter criteria...

☐ Search By UIC

☐ Search By Core Fields

Last Name: ☒ Begins ☐ Contains

Last Name Suffix:

First Name: ☒ Begins ☐ Contains

Middle Name:

Date of Birth Year:

Date of Birth Month:

Date of Birth Day:

Gender: ☐ Search using match criteria (begins/contains ignored)

Multiple Birth Order:

SDS Home > Student Search

Student Search

i Your search yielded 1 result(s).

Filtered on UIC()

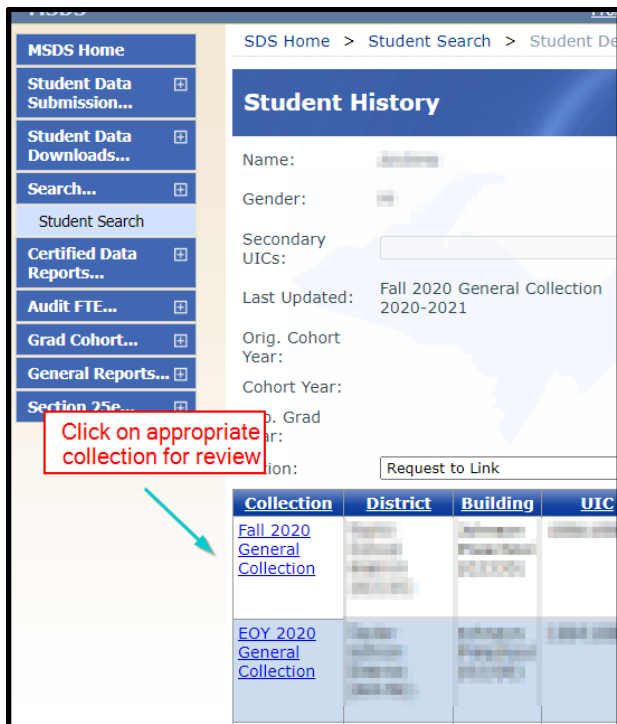
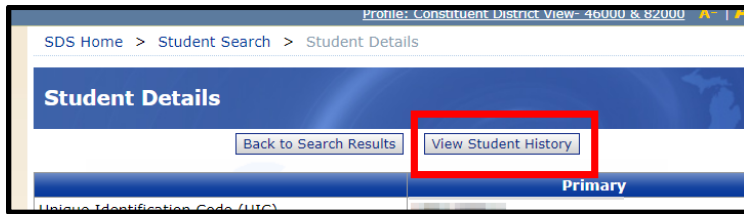
Student UIC	Last Name	First Name	Middle N
<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>

Home per page: 10

click on the correct student UIC



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MSDS Home	Student History Collection Details	
Student Data Submission...	Unique Identification Code (UIC):	Student Last Name:
Student Data Downloads...	Student First Name:	Student Middle Name:
Search...	Student Suffix:	Date of Birth:
Student Search	Multiple Birth Order:	Gender Code:
Certified Data Reports...	As Of Date: 02/12/2020	Submitting Entity Code:
Audit FTE...	Submitting Entity Type Code: D-DCODE	
Grad Cohort...	Operating District Number:	School or Facility:
General Reports...		
Section 25e...		

COMPLIANT RECORD EXAMPLE IN MSDS:

Attendance	Attendance:		
Special Education	Cohort and PEPE	Initial IEP	PartC Special Ed Assessment
Date of Parental Consent			
Initial IEP Completion Date			
Timeliness Of Initial IEP	11-IEP completed within 30 school days		
Result of Initial IEP	1-Student was found eligible		
Days Beyond Timeline	0		
PartC Transition Timeliness	50-IEP held on or before the child's third birthday		
Back			

The above screenshot is an example of a compliant record. All required components have been submitted, and the chosen codes reflect an IEP that was completely timely and held on or before the child's third birthday.

Note: The Initial IEP tab will only show on the data collection the Initial IEP was reported within. It will not appear in subsequent collection records.



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NONCOMPLIANT RECORD EXAMPLE IN MSDS:

Attendance:		Attendance:	
Special Education		Cohort and PEPE	EC Special Ed Assessment
Primary Disability:	11-Early Childhood Developmental Delay		
Secondary Disability:	<input type="checkbox"/> 22-Legally Blind <input type="checkbox"/> 24-Deaf		

The above screenshot is an example of a record found noncompliant. The child has been reported as being in special education and has a special education eligibility, but there is no Initial IEP tab, indicating no B12 data was submitted with this count collection. (The missing Initial IEP tab was verified by ensuring the Initial IEP tab was not located within other count records).

OTHER POTENTIAL NONCOMPLIANT SCENARIOS INCLUDE:

- An Initial IEP tab is present but it shows some required information and some missing information
- An Initial IEP tab is present but it shows codes that are considered non-compliant because they reflect untimely or noncompliant practices

You can also run the MSDS **Initial IEP report** at the certification staging to make sure that all children transitioning from Part C to Part B had their Initial IEP reported to MSDS. Compare this list with the local list shared by Part C.

DATA ENTRY FOR SUMMER BIRTHDAYS

Children turning 3 over the summer months while Part B programs are on break, will be provided Early Childhood Services (R340.1755) by the Early Intervention program staff who have been working with the families in the MMSE Early On/Part C programs. Once the new school year begins, the programs and services for the child will



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the resident

district staff will begin providing the child's programs and services.

For children turning 3 prior to July 1, the resident district must ensure their Initial IEP components are reported in the End of Year count to avoid Indicator B-12 findings.

For children turning 3 on or after July 1, Initial IEP components must be reported by their resident district to be included in the Fall count.