

Translating the Order: HODs and the *Blackman/Jones* Database

Mary Boatright, J.D., Director of QAM

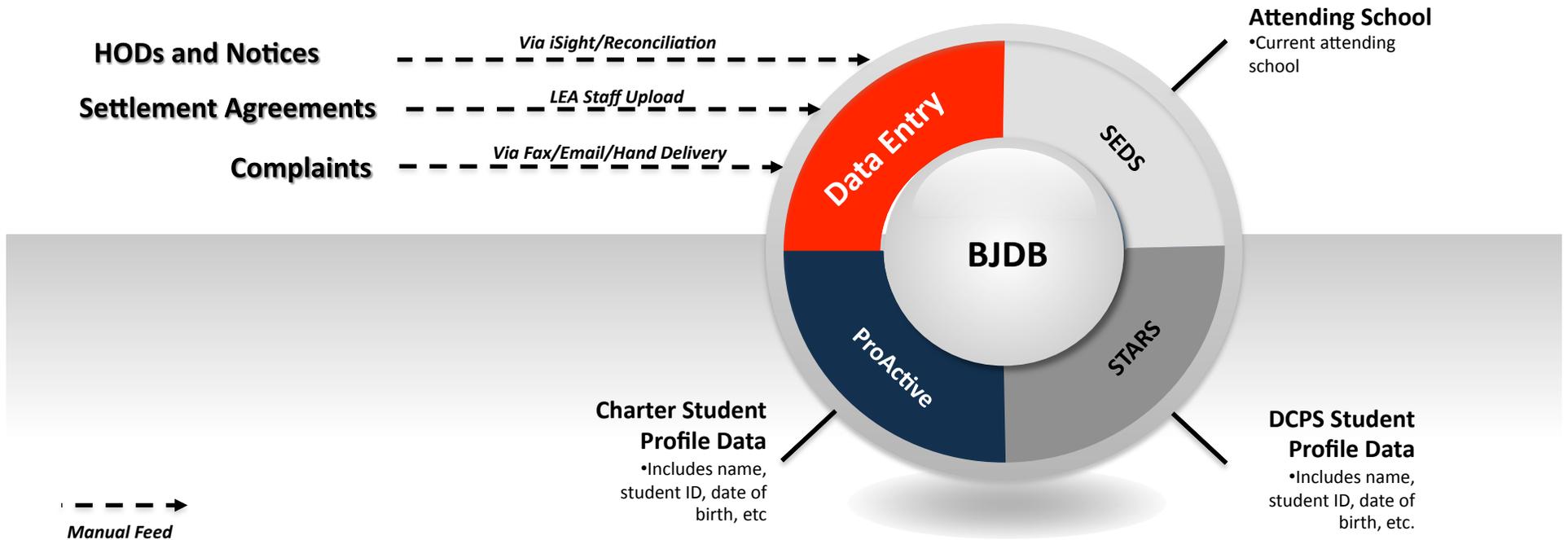
Jennifer Masoodi, J.D., Ph.D., Manager of State
Complaints

Victoria Glick, J.D. Manager of *Blackman/Jones*
Database and Program Implementation

The Database

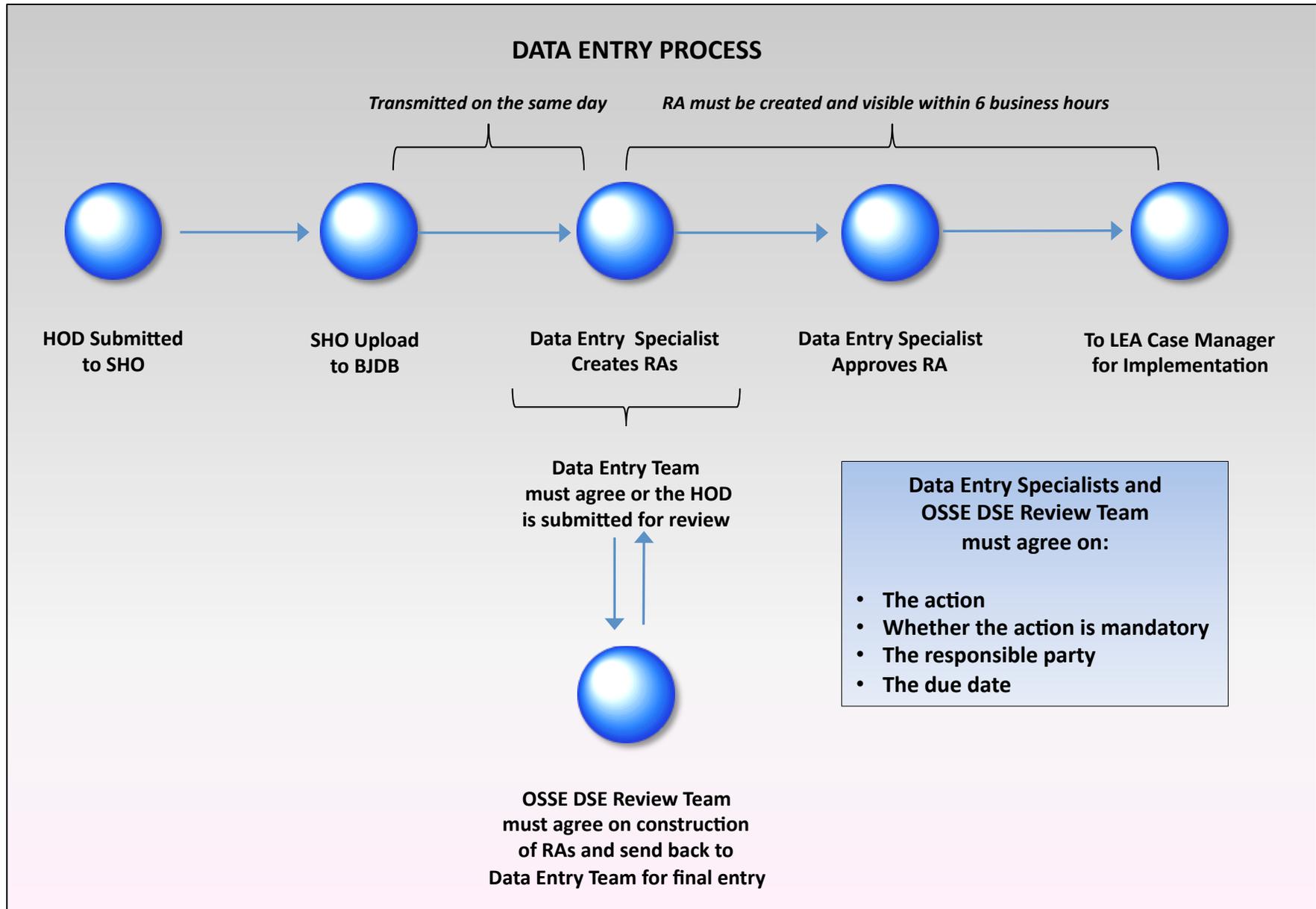
- The *Blackman/Jones* Database (BJDB) is used by every LEA in the District to track implementation of HODs, MAs, and SAs arising from a DPC.
- Each DPC filed in the District is entered into the BJDB. All subsequent action regarding the case is tracked in the database.
- For each case, every Required Action (RA) arising from an HOD, MA, or SA is separately identified, along with any applicable due dates/timelines.
- As required actions are completed, LEAs submit proof/documentation that meets OSSE's March 2012 Documentation Guidelines.
- OSSE performs final review on all cases. When all RAs are completed, the case is closed for BJDB purposes.
- The Court Monitor continuously audits the BJDB and may determine that a case was not properly closed.

Getting an HOD/SA into the Database



- HODs/SAs are received from email boxes linked to the SHO as they are published.
- For each HOD issued in the District:
 - Within 6 hours, QAM staff review the order, and create and post RAs.
 - RAs are ordered according to the logic of the IEP process. For example, an RA ordering an evaluation will typically come prior to an RA ordering a meeting to determine placement.

Creation of a Required Action



Database Screen Shot

HOD Order

DCPS shall place and fund the Student at Private School, 11 with transportation, on an interim basis pending the MDT/IEP Team meeting provided in Paragraph 3 of this Order, and subject to the requirements of Paragraph 2 of this Order. 2. The interim placement ordered under Paragraph 1 is conditioned upon the Student's maintaining at least a 90% attendance record, including excused absences. 3. Within 45 days of the date of this Order (i.e., by December 27, 2012), DCPS shall convene an MDT/IEP Team meeting (a) to review the Student's IEP as appropriate based upon his performance to date this school year, and (b) to discuss and determine an appropriate educational placement for the remainder of the 2012-13 school year. 4. Petitioner shall be authorized to obtain a speech and language assessment and an occupational therapy assessment of the Student independently, at the expense of DCPS and consistent with DCPS' publicly announced criteria for independent educational evaluations ("IEEs"). Upon completion of the assessments, Petitioner shall submit copies of the final written reports to DCPS. The independent assessment shall be completed and submitted to DCPS no later than January 12, 2013. 5. Within 60 days of the date of this Order (i.e., by January 12, 2013), DCPS shall conduct a functional behavioral assessment (FBA) of the Student, to include attendance issues. The results of such FBA shall be used to develop an appropriate updated behavior intervention plan (BIP) to be incorporated into the Student's IEP within 30 days of receiving such results. 6. Any delay in meeting any of the deadlines in this Order caused by Petitioner or Petitioner's representatives (e.g., absence or failure to attend a meeting, or failure to respond to scheduling requests) shall extend the deadlines by the number of days attributable to such delay. 7. Petitioner's other requests for relief in her Due Process Complaint filed August 29, 2012, are hereby DENIED; and 8. The case shall be CLOSED.

Required Actions

	Description	Operational Status	Timeliness Status	Due Date	
	Placement - Non-Residential	Implemented	Timely	12/30/2012	
	Provide Transportation - Provide Transportation Details	Implemented	Timely	12/15/2012	
	Hold a meeting - Hold a Meeting: Review IEP	Implemented	Timely	12/27/2012	
	Hold a meeting - Hold a Placement Meeting	Implemented	Timely	12/27/2012	
	Independent Assessment - Speech & Language	Implemented	Timely	03/06/2013	→
	Independent Assessment - Physical Disability - Occupational Therapy	Implemented	Timely	03/01/2013	→
→	Parent Action - Parent Provide Documents	Implemented	Timely	02/06/2013	
	DCPS Assessment - Social - Functional Behavioral Analysis	Implemented	Timely	01/12/2013	
	Provide Documents - Provide Documents	Implemented	Timely	12/30/2012	→
→	DCPS Assessment - Social - Behavior Intervention Plans	Implemented	Timely	01/25/2013	

Interpretation of Orders

Our Goal and Wish List:

- Our office strives to capture the plain meaning of the order. We make an effort not to do any substantive interpretation. The presence of certain elements in the order make it easier for us to ensure your meaning/intent are preserved:
 - Exact timelines/dates
 - Unambiguous language
 - Items presented in the order that should be executed

We do the best we can do:

- Elements of an order that require us to employ our “translation” skills in either the data-entry or case closure phase:
 - Conditional language without an indication of what to do if the first condition is never met (If A, then B)
 - Descriptors rather than definitive language (soon, right away, etc.)
 - Recitations of the CFR/IEP process