

PENNLINK

TO: All LEAs

FROM: Dana Klouser, Administrative Officer/Program Manager
PDE Alternative Education for Disruptive Youth (AEDY) Team

DATE: June 20, 2017

Re: AEDY Application Requirements and Webinars and New Online System Rollout

The Pennsylvania Department of Education's AEDY Team will begin the process of moving to a new online system beginning Monday, June 26, 2017. The new system will roll out in three phases:

1. AEDY Application Phase: apply, submit, edit, and approval of new and existing applications
2. AEDY Site Visit Scheduling, Preparation, and Reporting Phase (tentative rollout January 2018)
3. Documentation Repository and Data Collection Phase (tentative rollout September 2018)

The following refers to Phase 1, the AEDY Application Phase ONLY! Phase 1 will roll out in three distinct waves. Those waves are as follows:

1. AEDY private providers (private providers have three-year applications that will be moving from paper to the new online system). LEAs are NOT private providers.
2. LEAs that run in-house AEDY programs. The applications for in-house programs currently run in a two-year cycle. The current two-year cycle ends June 30, 2017. In order to continue to run an AEDY in-house program, LEAs will need to complete a new application, pay \$400 per site, and receive approval from PDE.
3. LEAs that place students at an approved AEDY private provider program or another LEA's approved in-house AEDY program. In order to continue to place students at approved AEDY private provider programs or another LEA's AEDY in-house program, LEAs will need to complete a new application, pay \$400 per site, and receive approval from PDE.

AEDY Private Providers:

Beginning Monday, June 26, 2017 all approved AEDY private providers will submit their approved AEDY private provider application information into the Pennsylvania Department of Education's new AEDY online system. The PDE AEDY team along with Leader Services will be providing a training webinar for AEDY private providers in which they will demonstrate accessing the new system, uploading any necessary documents, and completing the required fields within the program. Private providers will have until Friday, July 7, 2017 to complete the process. Approved private provider sites will maintain their existing renewal dates.

LEA In-House AEDY Programs:

Beginning Tuesday, June 27, 2017 all LEAs that run in-house AEDY programs MUST submit for approval a new application for their in-house AEDY program. The application must be submitted through the Pennsylvania Department of Education's new AEDY online system. The PDE AEDY team, along with Leader Services, will be providing a training webinar for LEAs in which they will demonstrate accessing the new system, uploading any necessary documents, and completing the required fields within the

program. LEAs will have until Friday, July 7, 2017 to complete the process. Applicants will be required to pay a \$400 per site application fee.

The LEA In-House AEDY Program Application Training Webinar will be held on June 27, 2017 from 10:00 a.m. to noon. To register go to:

<https://attendee.gotowebinar.com/register/7323209619176186626>. After registering you will receive a confirmation email containing information about joining the webinar. On the day of the webinar, PDE recommends that you use the telephone for the audio portion of the webinar. It seems to be the most consistently reliable.

In order to prepare for submitting an application for an LEA in-house AEDY program, the following list identifies information you will need in order to complete the AEDY application.

1. District/school information (address, federal ID etc.)
2. Partnerships
3. License information
4. School calendar
5. Student/parent handbook
6. Class schedule
7. Staff information (you will need dates of certificates and background checks etc.)
 - a. Administrative staff
 - b. Outside contracted staff
 - c. Regular education staff
 - d. Special education staff
 - e. Counselors
8. Sample behavior support plan (if you do not utilize the PDE document)
9. Sample behavior monitoring checklist
10. Formal periodic review
11. Transition plan
12. Program evaluation

LEAs that Place Students at Approved AEDY Private Provider Programs or another LEA's Approved In-House AEDY Program:

Beginning Monday, July 17, 2017 all LEAs that place students at approved AEDY private providers and/or another LEA's approved in-house AEDY program MUST submit an application for approval to make such placements. The application must be submitted through the Pennsylvania Department of Education's new AEDY online system. The PDE AEDY team, along with Leader Services, will be providing a training webinar for LEAs in which they will demonstrate accessing the new system, uploading any necessary documents, and completing the required fields within the program. LEAs will have until Friday, August 18, 2017 to complete the application process. LEAs will be required to pay a \$400 per site administration fee.

Since private providers and LEA in-house programs will have already completed their applications, their programs will be available to you for selection along with a map feature that shows programs located in the area. The information contained in the private provider and LEA in-house pre-existing applications will self-populate into your application, thus streamlining the application process.

The training webinar for LEAs that place students with approved AEDY private providers and other LEA's approved AEDY programs will be held on July 17, 2017 from 10:00 a.m. to noon. To register go to: <https://attendee.gotowebinar.com/register/5836769953981362946>. After registering you will receive a confirmation email containing information about joining the webinar. On the day of the webinar, PDE recommends that you use the telephone for the audio portion of the webinar. It seems to be the most reliable.

Important Information Related to All Three Waves of the AEDY Application Phase:

ALL webinars will be recorded; however, the recording links will not be available until AFTER each webinar. If you are unable to attend, please email dklouser@pa.gov or johesposit@pa.gov for a link to the recording AFTER each webinar occurs, so PDE's AEDY team can respond to your email with the link. Please be sure to specify in your email which webinar link you are requesting.

Finally, and most importantly, to receive information about accessing the new PDE AEDY Online System, and your username and password, please send a request to aedy_info@leaderservices.com from your program's email account asking for your login information. You will be sent the website address along with your username and password.

NOTE: Keep in mind that an LEA could fall into both phases 2 and 3 if they run an in-house program and place students with an approved AEDY private provider or another LEA's in-house program. If that is the case, you will want to participate in both training sessions.