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**MEMORANDUM**

**TO:** Superintendents  
Charter School Administrators  
Regional Education Council Directors

**FROM:** Deborah Dominguez-Clark, Director, Special Education Bureau

**RE:** Revised version of Technical Evaluation and Assessment Manual (TEAM)

The New Mexico Public Education Department (PED) is proud to announce the release of the revised version of the Technical Evaluation and Assessment Manual (TEAM), updated as of December, 2017. The revisions to this manual were prompted by feedback received during the NM TEAM trainings given throughout the state during the spring of 2017. The newly-revised version of this manual has a blue stripe on the right side of the cover and is labelled as being revised during December of 2017.

Many of the changes made to this manual were minor edits to make the manual easier to read and use, such as placing the first page of each eligibility category on the right side of the book, minor adjustments to spacing, adding bookmarks to the online PDF, and making formatting consistent across chapters. However, some other substantive changes were made, such as:

- Adding a note that team members serving in more than one role during the eligibility determination team meeting should sign in all applicable places.
- Clarified language throughout the eligibility categories that reminds teams that children who are determined to be eligible for special education and related services under any category other than Developmental Delay would not be eligible under the eligibility category of Developmental Delay.
- Clarified the language regarding exceptions to the expectation that the evaluation and IEP for a child transitioning from services under Part C of IDEA to Part B would be completed on or before the child's third birthday.

- Inserted the complete DSM-5 criteria for Autism Spectrum Disorder
- Regarding the REED process: added a requirement to include justification for decisions that no additional data were needed; provided corrected information that clarifies that the 60-day timeline is from consent to the completion of the evaluation (not the EDT meeting); clarified that a meeting is not a necessary part of the REED process; provided guidance for determining the evaluation date depending on whether additional data were needed or not.
- Specific Learning Disability: corrected and clarified information in the table of patterns of strengths and weaknesses; corrected headings on Patterns of Strengths and Weaknesses worksheet.
- Corrected the Emotional Disturbance worksheet by removing question #6 that didn't clearly allow for consideration of children with Emotional Disturbance who also demonstrate socially maladjusted behavior. Added notes clarifying that it is possible for a child to have both a visual and/or hearing impairment and intellectual disability.

The revised manual, as well as Word versions of the forms for each eligibility category, are available on the Special Education Bureau (SEB) website-

<http://webnew.ped.state.nm.us/bureaus/special-education/laws-rules-guidance/>

If you have any questions regarding this manual, please contact the SEB education administrator assigned to your district or charter. You may also contact the special education bureau by phone at (505) 827-1457.

ddc/wlc

cc: Matt Montaña, Deputy Cabinet Secretary, Teaching and Learning