

SELF ASSESSMENT AND MONITORING PROCESS

1. Training for self-assessment – October and November, 2011

District personnel attend 1/2-day trainings for self assessment requirements

District personnel attend ½ -day trainings for improvement plan requirements

2. District Self Assessment (Improvement Plan, File Review, Timelines) November, 2011 – May, 2012

- Improvement Plan

Districts assemble improvement planning team, drill down district data, prioritize needed areas of improvement, write improvement plan.

IMPROVEMENT PLAN MUST BE SUBMITTED BY 5:00 PM, THURSDAY, MARCH 1, 2012 THROUGH THE ePeGS SYSTEM.

- File Review

Districts decide which files the district will review.

Districts complete the indicator checklist on IMACS for each file selected.

FILE REVIEW MUST BE COMPLETED IN IMACS BY 5:00 PM, THURSDAY, MARCH 1, 2012.

- Initial Evaluation AND Part C to B Evaluation Timelines

District will submit evaluation timelines through the IMACS system.

All initial evaluations completed from July 1, 2011 through April 30, 2012 will be included.

All children transitioning from Part C (First Steps) to Part B (ECSE) from July 1, 2011 through April 30, 2012 will be included, if the district has received any of these referrals from Part C

*Note: All Part C to Part B students evaluated and found eligible need to be entered in BOTH the C to B timeline and the initial timeline

TIMELINE SPREADSHEETS MUST BE COMPLETED IN IMACS BY TUESDAY, MAY 15, 2012.

3. Verification by Office of Special Education personnel of Improvement Plans, File Reviews and Timelines – March – July, 2012

Improvement Plans will be reviewed and scored by Office of Special Education Personnel

File reviews will be verified.

Compliance supervisors will review district's file reviews.

Supervisors will request some files chosen from the files reviewed by the district.

District may submit files after notification from compliance supervisor by mail, fax or upload through IMACS.

Compliance supervisors will review initial and C to B evaluation timelines.

4. Final Reports Issued to Districts – September, 2012

5. Corrective Action Plan

Districts develop a corrective action plan as needed and submit to compliance supervisor through IMACS.

Must include strategies and timelines for correcting any noncompliance identified through file review.

CORRECTIVE ACTION PLAN MUST BE SUBMITTED IN THE IMACS SYSTEM WITHIN 30 DAYS FOLLOWING RECEIPT OF REPORT

6. Evidence of Correction

ICAPs must be corrected as soon as possible, but no later than three months following receipt of report.

Compliance supervisors will request documentation showing evidence of correction of noncompliance be submitted.

May be submitted by mail, fax, or upload through IMACS at any time during the 12 months.

ALL NONCOMPLIANCE MUST BE CORRECTED WITHIN 12 MONTHS OF THE DATE OF THE FINAL REPORT RECEIVED FROM THE OFFICE OF SPECIAL EDUCATION. ENFORCEMENT ACTIONS MAY BE IMPOSED FOR ANY NONCOMPLIANCE NOT CORRECTED WITHIN THE 12 MONTHS.