


SPECIAL EDUCATION COMPLIANCE

Special Education Monitoring Training for the 2012-2013 Federal Monitoring Cohort


Fall /Winter 2011 Missouri Department of Elementary and Secondary Education

WELCOME


- Introductions
- Housekeeping Items
- Overview of Materials



THANKS in advance
for turning off your cell phones!



Why Monitor Compliance?




Compliance is the FOUNDATION
of your district's
Special Education Program

Process

Following all the steps
In the correct order
Within the timelines

Content


Completing all
paperwork correctly



Self-Assessment Training Outcomes

Participants will know:


1. The steps in the special education monitoring process
2. The due dates for submission of documentation for each step in the special education monitoring process
3. The areas that need to be included in their district's Improvement Plan
4. The process to gain access to IMACS
5. How to enter information into IMACS
6. Resources for questions and assistance



Overview: Special Education Monitoring Process

During **2011-12** School Year:


- **Self Assessment Training** in Fall 2011
- **Improvement Plan** due March 2, 2012
- **File Review** due March 2, 2012
- **Timeline Submission** due May 15, 2012
 - Initial Evaluations
 - Part C to Part B
- **Verification** by Office of Special Education staff during summer 2012 of requested documents provided by the district in May 2012



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Overview:
Special Education Monitoring Process

During 2012-13 School Year:


- **Final Report** sent to districts in September 2012
 - **Step 1:** Plan for Correction due in 30 days
 - **I-CAP:** District corrects individual student noncompliance and submits documentation of correction due in 90 days
 - **CAP:** District submits multiple samples of compliant documentation to demonstrate correction of noncompliance to bring district back "in compliance" in May 2013
 - **Onsite Focused Monitoring** (if selected) conducted in Winter 2013




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2011-12 School Year




Improvement Plan (IP)

- **Improvement Plan** due March 2, 2012
 - An Improvement Plan is **required** for districts participating in the special education monitoring process when selected SPP indicators are not met
 - Refer to your District SpEd Monitoring Plan worksheet
 - Process includes data analysis and needs assessment
 - Improvement Plans are submitted in ePeGs



Improvement Plan (IP) continued


- Resources to assist districts in writing their Improvement Plan
 - IP Scoring Guide
 - Training is provided on data analysis and improvement planning (afternoon session)
 - RPDC consultants available to districts in the development and implementation of IPs



Self-Assessment Training Outcomes

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File Review: Preparing

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- **File Review** due March 2, 2012
 - Areas to be reviewed
 - Initial Evaluations
 - Referral, Review of Existing Data and Evaluation Report
 - Reevaluation
 - With additional assessments and without assessments
 - Additional Areas (based on district's SPP indicator results in District Special Education Profile)
 - IEP
 - Placement in LRE
 - Transition
 - Discipline



File Review: Selecting

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- Files should be selected
 - Randomly
 - To represent a cross section of ages, grade levels and buildings within the district including ECSE
 - To represent a variety of disabilities and placements
- Do NOT review files of students that were found ineligible for special education
- Select files from the current and prior school year
- SPP indicators may trigger specific files to review for transition and discipline



File Review: Conducting

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- Read the entire indicator
- Refer often to the Special Education Compliance Program Standard and Indicators Manual for guidance and clarification
- Do not rely only on the brief checklist summary language
- Determinations are: Yes No N/A
- MUST be submitted in IMACS by March 2, 2012



Timeline Submission

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- **Timeline Submission** due May 15, 2012
 - Initial Evaluations
 - Include all students (ineligible and eligible)
 - Part C to Part B Transition
 - Include all students referred from Part C whose referral date and birthday fall within the data collection period
- Data collection for Timelines will cover the period from July 1, 2011 to April 30, 2012



Verification

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- DESE Supervisors will review and approve each district's Improvement Plan
- DESE Supervisors will review and verify each district's self-assessment in IMACS
- After March 2, 2012 districts will be required to submit selected documentation from the files of specific students for the desk review
- This documentation is due to DESE no later than May 15, 2012



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2012-13 School Year



Final Report

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Final Reports will be sent to districts in September 2012



Step 1: Plan for Correction

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- **Step 1: Plan for Correction due in 30 days**
 - Districts develop a corrective action plan for correcting any non-compliance identified through file review
 - Corrective action plan **MUST** include strategies and timelines for achieving compliance



Individual Corrective Action Plan (I-CAP)

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- **I-CAP:** District corrects individual student noncompliance and submits documentation of correction due in 90 days
- Documentation showing correction for each individual student must be mailed or faxed to DESE
- DESE Compliance Supervisors will review the documentation
- Approval will be documented in IMACS and the I-CAP cleared
- ALL I-CAPS **MUST** be cleared within 90 days of the district's Final Report



Corrective Action Plan (CAP)

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- **CAP:** District submits multiple samples of compliant documentation to demonstrate correction of noncompliance to bring district back "in compliance" through May 2013
- Documentation showing examples of compliance for each indicator identified must be mailed or faxed to DESE
- DESE Compliance Supervisors will review the documentation
- Approval will be documented in IMACS and the CAP Indicator cleared



Evidence of Correction

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- I-CAPS must be corrected as soon as possible but no later than 3 months following receipt of Final Report
- ALL noncompliance must be corrected within 12 months of the date of the Final Report
- Enforcement actions may be imposed for any noncompliance not corrected within 12 months of the date of the Final Report



Onsite Focused Monitoring

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- **Onsite Focused Monitoring** (if selected) conducted in Winter 2013
- Selection based on multiple factors
 - District Special Education Profile data
 - Elementary Achievement
 - Dropout rate
 - Graduation rate
 - LRE
 - Child Complaints
 - Noncompliance identified in Final Report



IMACS

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Missouri DEPARTMENT OF ELEMENTARY & SECONDARY EDUCATION

Jay Nixon, Governor
Chris L. Nicastro, Commissioner

Adult Learning & Rehab. Services | College & Career Readiness | Communications & Media | Data Systems Management | Early & Extended Learning | Educator Quality | Financial & Admin. Services | Governmental Affairs | Quality Schools | Special Education

Features

Meet the 2011-12 Missouri Teacher of the Year
Kristen Merrell

News & Updates

- MSIP 5 Public Comment Period Opens Oct. 3
- 2011-12 Missouri School Directory Is Now Online
- MO Team Selected for College Readiness Partnership
- Local Graduate to Contend in World Culinary Contest
- Mason Senior Elected National FBLA Officer

Electronic Mailbag | Web Applications | MOSIS | GLE CLE | MSIP | School Finance

Home | Administrators | Teachers | Families | FAQs | Helpful Links

Quick Links

9/23/11 - New Federal Program Compliance Process
9/15/11 - Double Payment Found (2009) Changes

Gaining Access and Login

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EDUCATION.

Web Application Login

This page allows users to access secured DESE applications. For more detailed information, click [here].

If you already have a User Name, enter it below. Click [Login]

User Name:

Password:

[Login]

To view information available to the general public, Click [View Public Applications]

If you do not have a user name and password, Click [Register]

If you forgot your password, Click [Forgot/Reset Password]

Still having problems logging in to Web Applications? Send your questions to webapphelp@desse.mo.gov or (573) 751-9421 please provide your name, user id, school district name, phone number and county/district code with your request.

Web Application Menu

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Missouri DEPARTMENT OF ELEMENTARY & SECONDARY EDUCATION

User Applications

- Administrative and Financial Services
 - Annual Report of the County Clerk to the State Board of Education
 - School Finance Menu
- Cross-Divisional Systems
 - ARSA
 - MSIP
- Office of Educator Quality
 - Licensure (Educator Certification System)
 - Teacher Certification
- Reports
 - Missouri Comprehensive Data System (MCDS)
- School Improvement
 - Data Collection
- Special Education
 - Special Education IMACS
 - Special Education Profile
 - Special Education: Early Childhood
- User Information
 - User Manager
 - Change Password
 - Edit User Profile
 - Edit Security Question/Answer
- Report
 - Report Menu --- All data and/or reports are now available through the Missouri Comprehensive Data System (MCDS) Portal.
 - Login/Logout

Granting User Access

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IMACS Missouri Department of Elementary, Accountability and Compliance System DESE Division of Special Education

Default: Jefferson School District Year: 2009-2010 Change school/district

Logged in as: District Agency

IMACS Home for Jefferson School District

Self Assessment: Your Agency has a status of Self Assessment for the 2009-2010 school year.

Performance Data

Special Education Performance Report for the 2008-2009 school year

Extracurricular

Assessment Activities	Date	Status
Professional Data	N/A	
Initial Evaluations	03/02/2010	Not Started
Final Evaluations	05/15/2010	Not Started
IEP, IEP & Transition	05/15/2010	Not Started

Required Pathways: Families Collections

Item	All I Not Completed	Date	Status
There are no follow up items for the selected status.			

Logins (0)

Optional Activities

Administrative Services

Maintenance

Agency Maintenance

User List

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IMACS Missouri Department of Elementary, Accountability and Compliance System DESE Division of Special Education

Default: Jefferson School District Year: 2009-2009 Change school/district

Logged in as: District Agency

Manage Agency Users Access

If you change the active status on any of the users listed, click the Submit button. To add or modify the permissions of a user to various IMACS functions, click on the user's name.

Full Name	Active
admin@desse.mo.gov	Yes

[Submit] [Cancel]

Individual User Permissions

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IMACS Missouri Department of Elementary, Accountability and Compliance System DESE Division of Special Education

Default: Jefferson School District Year: 2009-2009 Change school/district

Logged in as: District Agency

Manage Modules for Jefferson School District

Module	Allow Edit	Allow Submit	View Only
Documents	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
File Review	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Search	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Improvement Plan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Routing Rules	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Key Performance Indicators	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Self Details	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Corrective Action Plan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Empowerment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

[Submit] [Cancel]

Student File Review – Save Often

Forty Five (45) day removal - violent/dangerous student: (NA except when ordered by a hearing officer through expedited due process hearings)

3.2.2.200.85.4	3.2.2.200.85.4	Continue to participate in the general education curriculum, although in another setting.	Check
3.2.2.200.85.4	3.2.2.200.85.4	Progress toward meeting goals set out in the IEP.	Check
3.2.2.200.85.4	3.2.2.200.85.4	Review, as appropriate, a functional behavioral assessment (FBA) and behavior intervention services and modifications, that are designed to address the behavior incident so that it does not recur.	Check
3.2.2.200.85.4	3.2.2.200.85.4	Notified the parent of the decision to seek the order on the day the decision is made.	Check
3.2.2.200.85.4	3.2.2.200.85.4	Provided the parent with a copy of the Procedural Safeguards.	Check
3.2.2.200.85.4	3.2.2.200.85.4	Filed a request for expedited hearing with SESE.	Check
3.2.2.200.85.4	3.2.2.200.85.4	Local educational agency, the parent, and relevant members of the IEP team (as determined by the parent and the LSA) conducted a manifestation determination.	Check

Buttons: Save, Save and Stop, Cancel

Navigate to Student List

IMACS Improvement, Accountability and Compliance System
Missouri Department of Elementary and Secondary Education

Home > Compliance Review > File Review > Submit Student > Return to current file review >

File Review Part 2: Upload files

Return to File Review screen

Student information

IMACS ID:	12044
Last Name:	
First Name:	Travis
Date:	3/23/2007 App 9
Quality Category:	Stand System Disorder

Upload file for Q, Name: (Enter Only PDF or Word files may be uploaded.)

Previous uploads for Q, Grade

There are previous uploads for this student.

Printing and Submitting File Review

IMACS Improvement, Accountability and Compliance System
Missouri Department of Elementary and Secondary Education

Home > Compliance Review >

File Review

Document status: Not Started | [Print or Submit](#)

Start report file: Not available

Due date: 4/7/2008

Contact person: Name: CD, Phone: , Email:

Select a section to begin:

- File Review
- File Review Summary

Completing the document

- When you have completed all sections, return to this page (there's a link in the breadcrumb navigation at the top of each page of the document) and print a copy (the PDF generation process creates a printable version of the document).
- When you are satisfied with the document's content, click the [Print or Submit](#) link (above). You must submit the file review process by the due date for required reviewers in order for OES to begin their review process.

Print/Submit Screen

IMACS Improvement, Accountability and Compliance System
Missouri Department of Elementary and Secondary Education

Home > Compliance Review > File Review >

Generate File Review

This process will generate a printable version of the File Review in Adobe Portable Document Format (PDF).

Print File Review Summary | Print Student Review

Submit File Review

Initial Timelines

IMACS Home for Adams School District

Self Assessment: Your Agency has a status of Self Assessment for the 2006-2007 school year.

Performance Data	Imp. Plan Objectives needed
Special Education Performance Report for the 2005-2006 school year	0 / 2

Required activities (key indicators below targets)

Activity	Due
Improvement Plan	4/13/2007
File Review	6/1/2008
Initial Evaluations	6/1/2008
Part C to B Transitions	6/1/2008

Grants

Grant	Date of Disposition
Post-Secondary Transition Grant	9/24/2007
Elementary Achievement	9/24/2007

Optional activities (all key indicators)

You currently have no optional documents available.

Maintenance

Agency Maintenance

Add an Initial Evaluation Record

IMACS Improvement, Accountability and Compliance System
Missouri Department of Elementary and Secondary Education

Home > Compliance Review >

Initial Evaluations

Document status: Not Started | You have not yet started this document.

Start report file: Not available

Due date: 4/7/2008

Contact person: Name: CD, Phone: , Email:

Select a section to begin:

- Add Initial Evaluation record
- Initial Evaluations Summary

If no students will be reported, check the box then click the Submit button.

Submit

Initial Evaluation Timeline Screen

This screenshot shows the 'Initial Evaluations - Initial Evaluation Section: Questions' form. It includes fields for 'Student's Initial', 'Date of Parental Consent to Evaluate', 'Date of Eligibility', 'Student's Eligible' (Yes/No), 'Eligibility Determined within 60 Days', 'If NO, reason', and 'Acceptable Reason (Y/N)'. A 'Save & Add Another' button is at the bottom.

Printing/Submitting Initial Timelines

This screenshot shows the 'Initial Evaluations' summary page. A yellow box highlights the 'Print' and 'Save & Add Another' buttons. Below the box, there are links for 'Add Initial Evaluation record' and 'Initial Evaluations Summary'.

Print/Submit Screen

This screenshot shows the 'Generate Initial Evaluations' screen. It contains a message: 'This process will generate a printable version of the Initial Evaluations in Adobe Portable Document Format (PDF). Note: when you have completed the Initial Evaluation process, you must select your Initial Evaluations. The final submit by:' followed by 'Print Initial Evaluations' and 'Submit Initial Evaluations' buttons.

Part C to B Transition

This screenshot shows the 'IMACS Home for Jefferson School District' dashboard. A table lists various activities with columns for 'Date' and 'Status'. An arrow points to the 'Part C to B Transition' row, which shows a status of 'Not Started'.

Activity	Date	Status
Self Assessment	N/A	
Performance Data		
Annual Education Performance Report for the 2009-2010 school year		
Continuum/IEP 123 school terms		
Reviewed activities		
Implementation Plan	03/02/2010	Not Started
File Results	05/15/2010	Not Started
Initial Evaluations	05/15/2010	Not Started
Part C to B Transition	05/15/2010	Not Started

Add Part C to B Transition Record

This screenshot shows the 'Part C to B Transitions' form. A yellow box highlights the 'Print' and 'Save & Add Another' buttons. Below the box, there are links for 'Add Part C to B Transition record' and 'Part C to B Transitions Summary'. A note states: 'If no students will be reported, check the box then click the Submit button.' A 'Submit' button is at the bottom.

C to B Transition Information

This screenshot shows the 'Part C to B Transitions - Transition Section: Questions' form. It includes fields for 'Student's Initial', 'Date of Birth', 'Date of Referral', 'Date of Eligibility (if not eligible)', 'Date of IEP', 'IEP in place by 3rd birthday', 'If NO, reason', and 'Acceptable Reason (Y/N)'. A 'Save & Add Another' button is at the bottom.

Standard and Indicators Manual

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<http://dese.mo.gov/divspeced/Compliance/StandardsManual>



RPDC Compliance Consultants

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Self-Assessment Training Outcomes

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Questions??

