



AUGUST 2018 TO DO LIST PART B COMPLIANCE

1. The annual determination letter showing the overall rating for the special education program in your district arrived in July. This determination, using a rubric of both compliance and accountability measures, rate your district's special education program as "meets requirements," "needs assistance" or "needs intervention."
2. The Office of Special Education Programs (OSEP) has rated Missouri's overall special education program as "meets requirements" for the fifth year in a row.
3. The transfer process is one of the first tasks to be completed at the beginning of the school year for students enrolling in your district with special services. Be sure your building level staff are trained on what to look and listen for related to Individualized Education Programs (IEPs) and/or suspecting whether a newly enrolled student is a student with a disability. The transfer process is outlined in the standards and indicators at 500.00. Additionally, a Myth of the Month on transfers provides additional clarification at <https://dese.mo.gov/sites/default/files/Myth%20of%20the%20Month-%20August%202015.pdf>
4. Cohort 2 during the 2018-19 school year will participate in the self-assessment process. Additionally, you will be using the new IMACS.2.0 system for the first time. Self-assessment trainings will be on the following dates and locations. Please use My Learning Plan for enrollment, times and specific locations.
 - October 1 - Jefferson City
 - October 5 - Jefferson City
 - October 11 - Cape Girardeau
 - October 12 - St. Louis
 - October 17 - Springfield
 - October 30 – Maryville
5. The annual private/parochial/homeschool planning meeting for proportionate share decisions must be conducted in consultation with appropriate representatives from private, parochial and home school parents within your district. Written affirmation signed by these representatives must be obtained. Proportionate share services are expected to be provided beginning on the first day of school.
6. Review practices and procedures related to referrals. If you are a new director, you might consider compiling a process and procedures manual for how business is conducted within the special education department and train appropriately. This document will always be in revision status as requirements and staffing change.

7. If you are in a district utilizing the speech implementer model, the application must be submitted and approved prior to the provision of services using this model. Refer to the webinar and webpage guidance at <http://dese.mo.gov/special-education/compliance/speech-implementer> or contact Sandy Kliethermes at 573-751-3520 for questions.
8. Speech Implementer requirements are a part of the self-assessment review for Cohort 2 this year. Read the requirements in the standards and indicators and prepare your documentation accordingly if you use the speech implementer model.
9. Cohort 1 will be receiving the results of their desk review in September. Cohort 1 will be using IMACs (the original) to complete their corrective actions (CAP) and individual corrective action plans (ICAPS). ICAPS are due by December 31, 2018. We will select on-site districts from Cohort 1. The selected districts will receive a letter explaining the process. Watch for the CAP webinar in October.
10. Cohort 3 will be in maintain and retrain year. This is the opportunity to make sure staff understand the issues your district was out of compliance with and your corrected procedures. Recall your Regional Professional Development Center (RPDC) has many trainings available.
11. The local Compliance Plan is not required at this time. There have been no revisions to the State Plan for Special Education; therefore, the existing compliance plan is valid. Also, the Standards and Indicators manual will be revised following any State Plan revision. Forms will follow the standards and indicators updates. Currently there is no projected schedule for revisions.
12. Begin planning for MAP-A training for staff, enrollment of identified students, and administration of the Dynamic Learning Maps (DLM). The following link has resources as well as a calendar of the testing windows dates <http://dese.mo.gov/college-career-readiness/assessment/map-a>. The DLM is the statewide alternate assessment for English language arts and mathematics for grades 3-8 and grade 11, as well as science for grades 5, 8 and 11. Participation in the MAP-A is documented on Form D (Statewide Assessments) of the model IEP. Because the DLM is not used for statewide accountability in grades 9, 10, and 12, Form E (Districtwide Assessments) would be used to document participation in the assessment if the district requires participation in the DLM at those grade levels and includes the DLM in the district assessment plan.
13. Complete the requirements of the Family Education Rights and Privacy Act (FERPA) and confidentiality training. All staff must be trained and have documentation of the participants.
14. Update the special education contact information in core data. The Department of Elementary and Secondary Education (DESE) uses this contact for correspondence. Every district must update the IMACS Users List to reflect current employees and the accessing of the data network and DESE Web applications.