

NOVEMBER 2018 TO DO LIST  
DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION  
OFFICE OF SPECIAL EDUCATION

1. Make plans to gather and verify the data needed to complete the **DECEMBER 1 CHILD COUNT**.
2. If your LEA will have any students with disabilities graduating at the end of the first semester, be aware of the number of students that graduate and how it is reported in for graduation data.
3. Interest in facilitating IEP meetings continues to increase in Missouri. The effective communication skills and efficient organizational strategies used in IEP meeting facilitation are win-win for all parties. Contact the Office of Special Education at 573-751-0699 if you are interested in participating. Facilitation is provided at no cost to either the district or parent, but both parties must agree to participate.
4. If your LEA is using the **SPEECH IMPLEMENTER MODEL** during the current school year, you must have an approved application on file with DESE. Without an approved application, the LEA would be found out of compliance. Also, please remember that approved private agencies cannot use the speech implementer model. The speech implementer model guidelines makes it clear that only public agencies (LEAs) can request approval to use the speech implementer model to provide services to students as required by the IEP. If a student is placed at an approved private agency, the LEA is still responsible for providing any related services by appropriately licensed related services providers either through the approved private agency personnel, LEA personnel, or other contracted personnel. Contact Sandy Kliethermes at 573-751-3520 if you have questions.
5. **COHORT 2** Self-assessment Tutorial Year webinar is available on the Compliance webpage at <https://dese.mo.gov/special-education/compliance/tiered-monitoring-imacs-fags>. LEAs should watch this webinar to obtain directions regarding entering data in to IMACS. The window to conduct the Self-assessment file reviews and enter the data into IMACS is November 1, 2018, until February 1, 2019. Please call if you have questions. Develop a plan to complete this project including the file reviews, the initial evaluation timelines, and the C to B Transition timelines.
6. **Cohort 3** should be planning for professional development to maintain compliance and improve outcomes for students with disabilities. Also, please be sure to review procedures and practices within your LEA to increase efficiency and effectiveness in order to support continued compliance at the 100% level.
7. **COHORT 1** The CAP Tutorial Year webinar were posted during the week of October 29, 2018. Cohort 1 LEAs should be completing Plans for Correction in IMACS. The assigned Compliance Supervisor will review each plan in relation to the rubric and either approve or not approve. If a plan is not approved, the Compliance Supervisor will contact the Sped Contact to discuss the rationale for the determination and ideas for re-submission. Documentation of individual correction of noncompliance (the I-CAP) for identified students is due no later than December 31, 2018.
8. Have a great **THANKSGIVING HOLIDAY BREAK!** Just remember the weekend of November 24-25 counts towards the first 30-day and next 60-day evaluation timeline.