



THE TO DO LIST

Part B Compliance: **AUGUST 2015**

- The **COMPLIANCE TEAM** looks forward to working with LEA staff during the 2015-16 school year to provide technical assistance and guidance for achieving compliance with the requirements of the IDEA. Our DESE team includes: Karen Allan, Betty McKenzie, Nancy Thomas, Dana Welch, Rick Lewis, Cheryl Stock, Cheryl Thompson, Jim Hatfield, Jennifer Moreland, Sam Marsicovetere, and Sandy Kliethermes. Our regional team includes these Compliance Consultants: Jeanne Rothermel, Tiffney Smith, Lynn Wapelhorst, Joetta Walter, and Susan Borgmeyer. Be sure to call if you have questions, comments or concerns. . .
- Be sure you know your LEA's six-digit **COUNTY DISTRICT CODE** (CD code) as this is used to identify your LEA in multiple reports. In addition, the majority of data is tied to the CD code for reporting purposes. Your CD code can be found at:
[http://mcids.dese.mo.gov/quickfacts/Missouri%20School%20Directory/2015/School%20Directory%20\(All%20Districts\).pdf](http://mcids.dese.mo.gov/quickfacts/Missouri%20School%20Directory/2015/School%20Directory%20(All%20Districts).pdf)
- Check to verify which **MONITORING Cohort** your LEA is assigned to for the 2015-16 school year. This information can be found at: <http://dese.mo.gov/sites/default/files/ls-tmp-cohort-lists.pdf> LEAs in Cohort 1 are correcting any identified noncompliance through a CAP; LEAs in Cohort 2 are conducting their self-assessment; and LEAs in Cohort 3 will be maintaining and retraining this school year.
- THE LOCAL COMPLIANCE PLAN** for every LEA must be updated to match the Revised Missouri State Plan for Special Education. Note that local decisions must be made regarding whether to use RTI for LD eligibility; whether to use the YCDD eligibility category for children ages 3-5; and how to provide materials in accessible formats. The Local Compliance Plan must be approved by the LEA's board and the Certification Statement submitted to the Department no later than 10/1/15. Contact Sandy Kliethermes at 573-751-3520 for questions and refer to the guidance at: http://dese.mo.gov/sites/default/files/11MCPLetterInstructions_4.pdf
- SPEECH IMPLEMENTER APPLICATIONS FOR APPROVAL** 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.
- SPECIAL EDUCATION AND RELATED SERVICES** must start on the first day of school unless the IEP allows for a later implementation date. Work with staff to schedule their students so specialized instruction as well as related services can begin immediately.
- UPDATED MODEL FORMS** are available on the webpage at: <http://dese.mo.gov/special-education/compliance/special-education-forms> along with a chart detailing the updates and rationale. These forms are updated based on data to assist LEAs to be both efficient and effective in meeting compliance requirements. Make sure your LEA forms are current and updated as well.
- Update your copy of the **STANDARDS & INDICATORS MANUAL** to the July 2015 version.
- PUBLIC NOTICE** requirements now allow for posting the Public Notice on the LEA's website instead of publishing a newspaper notice. Note no change was made to the radio/TV notice requirement. Be sure public notices are provided prior to November 1, 2015.

- Prepare for back to school **TRANSFER STUDENTS** by confirming usage of correct forms, reminding staff of (or establishing) the transfer student process, and training staff for key words to listen/look for upon student enrollment. Refer to the Transfer Student webinar at: <http://dese.mo.gov/communications/webinar/transfer-process-students-disabilities>
- CONFIDENTIALITY** training should be provided to ALL NEW staff. Ensure Records of Access sheets are in all student files and a listing of persons having access to student files is posted.
- PARAPROFESSIONAL** assignments and credentials should be reviewed to be sure personnel standards are met. Hold new paraprofessional orientation prior to school starting and plan for additional training for all new/returning paraprofessionals to meet minimum requirements. Refer to pages 100-101 of the Missouri State Plan for Special Education for more specific guidance.
- Map out **CALENDAR** to anticipate re-evaluations and annual IEP reviews and plan for when to provide meeting notifications and/or prior written notice.
- Check to see if you are signed up for the **SELS** messages and/or see which of your staff have access to SELs messages (Process Coordinators, Superintendents, Administrators, etc). Information about how to subscribe as well as an archive of SELs messages can be found at: <http://dese.mo.gov/special-education-listserv>
- Locate your **IMACS** username/password and check to see if you have necessary access.
- Ensure **ASSURANCE STATEMENT** is submitted in ePeGS through the special education budget process. Please note this is NOT the same as the Certification Statement required for the Local Compliance Plan.
- Identify your **DUTIES AND RESPONSIBILITIES** within your district (i.e. budget, data entry, data coordination, supervisory duties, etc.) and make a contact list of key contacts within the district and at DESE whom you can call when questions arise.
- Be watching for your **DETERMINATION LETTER** being sent during the month of August. These letters notify the LEA of their special education program's status as either "Meets Expectations" or "Needs Assistance" based upon last school year's compliance and performance.
- Be sure that IEPs are being implemented as written for all your students. The beginning of the school year is a good time to double check the accuracy of services minutes with teacher, therapist and building schedules. If changes are needed use the IEP amendment process or re-convene the IEP team to discuss. Tip: Use the **WEEKLY SPED SERVICES SCHEDULE** located at: <http://dese.mo.gov/sites/default/files/se-com-weekly-sped-services-schedule.doc> to document that services are being provided as required by the IEP.
- Make plans to attend the **SPECIAL EDUCATION ADMINISTRATORS' CONFERENCE** sponsored by MO-CASE on September 27 – 29, 2015 at Tan-Tara Resort at the Lake of the Ozarks. This is an excellent opportunity to network and learn new information.
- Be working on the final expenditure reports. The Part B Final Expenditure Report for school year 2014-15 is due in ePeGs by September 30, 2015. The ECSE Final Expenditure Report for school year 2014-15 is due in ePeGs no later than October 17, 2015.

Contact Information for the Special Education Compliance Section

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