

THE TO DO LIST



Part B Compliance: FEBRUARY 2018

- If your LEA is considering the use of the **SPEECH IMPLEMENTER MODEL** for providing speech and language therapy services to students with IEPs during the 2018-19 school year, please refer to the DESE guidance at <https://dese.mo.gov/special-education/compliance/speech-implementer>. Documentation of advertising for a speech language pathologist and a speech language pathology assistant are required when submitting an application for approval for the use of this model. We would not expect to see applications for the use of this model until closer to the end of the 2017-18 school year in order to allow for LEAs to make a good faith effort to employ a speech language pathologist. Requirements of the standards and indicators implementing IDEA and the Missouri Speech Implementer Model can be found in section 400 which includes documentation, training and supervision responsibilities.

- It is time to start preparing for the end of year **MAP** testing which will be occurring in April and May of the 2017-18 school year. Be sure to review model *Form D* of each student's IEP for state-wide testing accommodations and compare those selected with the accommodations/modifications shown on model *Form F* that the student has used regularly during the school year. Update as necessary and make plans to follow your district's procedures for coordinating the provision of accommodations/modification with the building-level and district-level test coordinators.
 - MAP A NOTES:
 - Districts should immediately upload their student, teacher and roster information to Educator Portal if they have not already.
 - Teachers should immediately complete the Required Test Administration Training if they have not already.
 - Testing during the Instructional Window should be happening now.
 - The Instructional Window closes on February 28th.

- Requests for **SPECIAL EDUCATION EVALUATIONS** often increase during third and fourth quarters of each school year. Be sure your LEA has procedures and practices in place to accept and process these requests from agency personnel and parents up until the last day of the school year. LEAS cannot have an arbitrary cut-off date for accepting requests for an evaluation; however, it is important to keep in mind that there are acceptable extensions to the first 30 and 60 days in the evaluation timeline including school holidays and summer vacation.

- A consultation meeting must be held at least annually with representatives and parents of private, parochial, and homeschool students within each LEA's boundaries to determine a plan for providing services through **PROPORTIONATE SHARE FUNDS**. At this consultation meeting, the following issues must be addressed: 1) how child find activities will be implemented, 2) which private/parochial/homeschool children will receive services, 3) what services will be provided, 4) how and where the services will be provided, including time and location of services, and 5) how the services will be evaluated. Helpful guidance and worksheets to assist your LEA to complete this process can be found at <https://dese.mo.gov/financial-admin-services/special-education-finance/part-b-proportionate-share>

- Begin planning for procedures to ensure that all **EXTENDED SCHOOL YEAR (ESY)** decisions are made prior to the end of the regular school year. ESY must be considered for all students at least annually and, if the decision is to determine at a later date, be sure that a data-based decision is actually made prior to the end of the regular school year. Remember that ESY is NOT summer school. Summer school is beneficial to all students while ESY is required to provide FAPE to students with disabilities as determined by their IEP teams. **Notice of Action required IF you determined at later date the student requires ESY.**

- POST-SECONDARY GOALS FOR EMPLOYMENT** can be based on the skills the student has or is developing. For example, "I will be employed in business and industry on a production line" or "I will be employed in a business that does packaging of materials" would be appropriate for students working with Pre-Employment Transition Specialists) <https://dese.mo.gov/files/pre-etsoverviewpdf> who likely will not work in competitive employment.

PARENT SURVEY FOR COHORT 1 PUBLIC AGENCIES-SHOULD BE AVAILABLE Week of Jan 1-5-2018. Return NLT March 1, 2018.

Missouri State Plan for Special Education reorganized version (no content changes) is scheduled to be available January 30, 2018.

GRADUATE FOLLOW-UP: Be sure to work with your high school staff to ensure the accurate reporting of the educational/vocational outcomes for your LEA's graduates with IEPs during the February MOSIS reporting cycle.

Contact the Special Education Data section at 573-751-7848 if you have any questions or need assistance.

PRIOR WRITTEN NOTICE: Graduation from secondary school is considered a change of placement because graduation results in the student with a disability no longer being eligible for special education and related services under IDEA. This change is an IEP team decision and requires the parent or eligible student to be provided prior written notice of the proposed graduation. The Notice of Action proposing a change of placement due to graduation must be provided at least ten (10) days prior to the student's graduation from high school. Note that the parent cannot waive the ten (10) days to initiate the action in the case of graduation. See indicator 200.1180 in the Standards & Indicator's Manual for additional information.

SUMMARY OF PERFORMANCE (SOP): Graduation from secondary school with a regular diploma requires that the student be provided with summary of the student's academic achievement and functional performance as well as include recommendations on how to assist the student in meeting his or her post-secondary goals. The SOP cannot be provided more than 60 days prior to graduation or more than 30 days after graduating with a regular diploma.

COHORT 2: LEAs should be planning for professional development to maintain compliance and improve outcomes for students with disabilities. Also 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.

COHORT 3: If your LEA had a follow-up timeline submission, these are due in IMACS no later than March 20, 2018.

Cohort 3 LEAs should be working on providing documentation to show that systemic compliance has been achieved no later than April 1, 2018.

COHORT 1: All Self-assessment file reviews should have been submitted into IMACS at this time. Compliance Supervisors will be sending an email requesting a random sample of files for a more thorough desk review around 3/1/2018. The requested documentation is due in IMACS no later than 4/1/2018. Remember that the initial evaluation timelines and the C to B Transition timelines are both due in IMACS no later than 5/15/ 2018.

Be sure to contact your compliance team of DESE Compliance Supervisors and RPDC Compliance Consultants for support or if you have any questions.