

## SELF-ASSESSMENT PROCEDURES FOR DISTRICTS WHO HAVE SPECIAL EDUCATION MONITORING IN THE 2015-16 SCHOOL YEAR

### **SPECIAL EDUCATION MONITORING SELF-ASSESSMENT PROCESS**

The self-assessment process occurs during the year **prior** to a district's scheduled special education compliance review. The self-assessment consists of these main activities:

- The district will conduct a File Review. Some review items will be triggered by district data and other items will be completed by all districts.
- The district will submit related file review documents to the Department.
- The district will submit a Data report that includes initial evaluation timelines and Part C to B timelines. Part C to B transition timelines will be reported in both the initial timeline and Part C to B timeline sections of IMACS.
- The district will self-monitor all special education staff for HQT requirements
- The district will provide Parent Surveys to all parents of students with disabilities served by the district.

### **Timelines for Self-assessment:**

- File reviews must be completed and results submitted to DESE by **February 1, 2015**.
- The Department Special Education Compliance Section will then request documentation from the files of specific students for the desk review. The requested documentation can be mailed or faxed to the Department by **April 1, 2015**.
- Data on timelines will cover the period from **July 1, 2014 to April 30, 2015**, and will be due by **May 15, 2014** in IMACS.

### **Logging on to IMACS**

Districts must request a Login ID for IMACS (Improvement Monitoring, Accountability and Compliance System) for everyone at the district who needs access. This must be done through the Department's IT department using the "the Department's Web Systems User ID Request Form" which can be found on the Department web site.

Districts will be asked to designate someone as the "Administrator" of the IMACS system. **The administrator designates district level duties for all other users in their district.** This is a two-part process: first, the administrator will designate the names of people in the district allowed to access the IMACS system; second, when those people have been granted access, the administrator will need to enter IMACS again to designate the type of access each individual may have. Those choices are: edit, submit, and view. **Please be aware that if "view" is chosen, that person may ONLY view activity in IMACS.**

**(NOTE: Do not attempt to log onto IMACS until you have received notification from the Department that IMACS is ready for you to use.)**

When using the system for the first time, the "Administrator" will go to the Department's homepage at: <http://dese.mo.gov> Click on "Web Application Login" and follow the login prompts. When the web menu page opens, IMACS will be an option under the Special Education heading.

When IMACS is selected, the user will be directed to the IMACS program. The administrator will use the “Agency Maintenance” screen at the bottom of the IMACS home page to designate duties for other users in the district. From that point, all authorized users will have access to the system based upon the level of security the “Administrator” has deemed appropriate.

### **Conducting the file review:**

- When making determinations, it will be important to read the entire indicator and refer to your Standards and Indicators Manual in order to be sure the compliance call is made correctly. Do not rely only on the brief checklist summary language.
- **Select files from the current and prior school year, either the '13-'14 or '14-'15 school years.**
- Transition indicators apply only to files for students age 16+ unless you have checked the box for transition on the demographics screen for that child.
- Do **not** review files of students that were found ineligible.
- Files should be selected randomly and should represent a cross section of the agency's buildings as well as children with a variety of disabilities and placements. It is preferable to select a variety of ages and grades, including ECSE.
- Some SPP indicators will trigger a checklist for discipline documentation for students. If you have files that include discipline documentation, please include at least one of those students in your file review selection.

### **Numbers of files to select:**

Based on the December 1, 2013 child count for the agency, the following number of files should be used as a guideline for conducting file reviews:

11-100	minimum of 10 files reviewed
100-200	minimum of 15-25 files reviewed
200-1000	minimum of 25-40 files reviewed
1000	minimum of 40-60 files reviewed

The district will need to select a portion of files of children who were initially evaluated and of children who have had a re-evaluation in the present or preceding school year. The district will use each child's file for reviewing as many items as possible. (e.g. If reviewing a child's file for SPP Indicator 13 – post-secondary transition, you can also review that file for IEP content, for re-evaluation process, and for LRE placement.)

## Example of a File Selection

### **Example R-I School District**

December 1, 2013    Child Count = 200

Total File Sample Size = 25 files

Files selected:

#### **Initial Evaluations done in the previous two semesters**

(includes three (3) ECSE files).....8 files

District will review the Referral Process, Review of Existing Data and the Initial Evaluation for all of these files. District will also use these files to review the IEP and Placement.

#### **Reevaluations done in the previous two semesters**

With additional assessments and without assessments.....17 files

Select files for children in elementary school, middle school and high school children ages 16 or older.

For Reevaluation.....17 files will be reviewed

For the IEP.....25 files will be reviewed (8 initials, 17 reevaluations)

Transition (ages 16+).....10 files will be reviewed

For Placement .....25 files will be reviewed (8 initials, 17 reevaluations)

**It is advisable to select a good cross-section of files with regard to eligibility and placement.**

### **Sending self-assessment and supporting documentation to the Department:**

Supporting documentation should be mailed or emailed to the Department.

File review results and timeline data will be recorded in IMACS. IEPs and all other supporting documents used to make decisions about compliance on any indicators will be submitted to the Department after the Department has notified the district of which sample files they need to send.

**Bypass any uploading requests in IMACS. The Department is not currently using the uploading process.**

The completed file review must be submitted to the Department by February 1, 2015. Data on timelines will be submitted by May 15, 2015 in order to include data through the end of April 2015.

**Individual student noncompliance** must be corrected (as appropriate) within three months. If only one student's file out of 10 reviewed was found out of compliance on an indicator, the district will need to correct that non-compliance. Not all indicators that are called "NO" for a particular student can be corrected but the Report of Individual Student Noncompliance will indicate which indicators should be corrected. When conducting follow up for compliance within the year following the program review report, the Department will request documentation on a sampling of these cases

where individual child noncompliance was identified and will verify that noncompliance was corrected.

**CAP Process:**

If a Corrective Action Plan (CAP) is required, the district will submit the CAP to the Department via IMACS. Within 30 days of the date on the letter from the Department notifying the district of identified noncompliance and a required CAP, the CAP must be submitted to the Department. Compliance Supervisors will review the CAP and approve it or send it back to the district with comments for revision. Districts may begin submitting documentation verifying the correction of non-compliance any time after their CAP has been approved. All identified noncompliance must be corrected within 12 months of the date on the letter from the Department notifying the district of identified non-compliance.

**The Department Contact Information:**

Phone: 573-751-0699

Fax: 573-526-5946

Mailing Address: Office of Special Education, Compliance Section, P.O. Box 480, Jefferson City, MO 65102-0480