

SEPTEMBER 2019 TO DO LIST  
PART B COMPLIANCE

1. **Annual Public Awareness Activities** must be conducted prior to November 1. These include four separate required methods: 1) either a radio or TV announcement, 2) either a newspaper notice or LEA website posting of the notice, 3) patron notification through a newsletter, student handbook, or flyers, and 4) posters or notices located in all administrative offices. Please refer to the Missouri Standards and Indicators Manual, Indicators 100.10-100.40.
2. Work with your district's DESE Web Applications User Manager to make sure new special education employees responsible for data reporting or compliance monitoring have access to web applications and access for former employees is removed. **Update Special Education Contact Information** in Core Data Screen 3 in Web Applications. DESE sends all pertinent special education correspondence via email. Correspondence will be delayed if we don't have correct email addresses. To ensure student confidentiality, every LEA must also update the **IMACS 2.0 USERS LIST** so current employees who need to use IMACS 2.0 will have access.
3. 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 for any subjects for grades 9, 10, and 12, and is not used for science for grades 3, 4, 6 or 7, 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 subject areas and include the DLM in the district assessment plan.
4. Review procedures and practices related to **Parent Referrals**. Remember the first step in the process is to consider the parent request for a special education evaluation and make a decision regarding whether or not a disability is suspected. If a disability is not suspected, provide the parent with a Prior Written Notice – Refused; if a disability is suspected, proceed to the first step in the evaluation process by conducting a Review of Existing Data (RED) and then follow the evaluation process to its conclusion. Whenever a RED is conducted for an initial evaluation, the only way to conclude the evaluation process is to provide the parent an Evaluation Report and a Prior Written Notice.
5. **SPEECH IMPLEMENTER APPLICATIONS FOR APPROVAL** must be submitted and approved prior to the provision of services using this model. Remember that if your district is using the SI model your district must continuously advertise for either a SLP or SLP-A. Refer to the webpage guidance at <http://dese.mo.gov/special-education/compliance/speech-implementer> or contact Lori Abercrombie at 573-751-3520 for questions.
6. Special Education Compliance monitoring is a cyclical monitoring process that is broken in to 3 years. See the information below for your required 2019-2020 activities.

**Year 1, Self-Assessment:** LEAs 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 2 - Jefferson City
- October 3 – Springfield
- October 8 – Maryville (**new**)
- October 11 – St. Louis
- October 17 – Cape Girardeau
- October 21 – Kansas City
- October 25 – Kirksville (**new**)
- October 29 – Jefferson City

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**Year 2, Corrective Action:** LEAs will be receiving the results of their review in the last half of September. LEAs entering into their Corrective Action Year will use IMACS 2.0 to complete the corrective action plans (CAP) and individual corrective action plans (ICAPS) for any identified non-compliance. Watch for the CAP webinar in October.

**Year 3, Maintain and Retrain:** LEAs will have the opportunity to make sure staff understand the compliance procedures and processes set forth in the Missouri State Plan for Special Education. Your Regional Professional Development Center (RPDC) has many trainings available to assist you in this effort.

7. Remember, when you have a student who is being **Homeschooled** and the parent would like to have the student receive his/her services at the school, the student is still a **Homeschooled** student and will need an Individualized Service Plan (ISP). If the student reenrolls back into your district, the IEP team would need to meet to develop an IEP rather than an ISP.
8. As helpful resources to districts, remember that **PROJECT ACCESS** is Missouri's state education and resource agency for autism and has many resources available. Please check out their Project Access [services webpage](#).
9. DESE has provided each LEA in Missouri with a complimentary subscription to LRP's Special Ed Connection. [Special Ed Connections](#) is an online resource that provides instant access to Special Education topics such as federal regulations or case law as well as guidance documents to assist districts with IDEA compliance. The guidance document, *SmartStart: IEPs -- Parental Participation (Generally)*, is one example of the resources you can access through Special Ed Connections. This document provides clarification about meaningful parental participation and IEP meeting notification. If you need assistance accessing your Special Ed Connections account please contact Cori Reines at LRP either via email [creines@lrp.com](mailto:creines@lrp.com) or by phone 800-515-4577, ext. 6439.
10. Due to revision of the *Missouri State Plan for Special Education*, LEAs are required to adopt a local Compliance Plan. Local Compliance Plan assurance statements are required to be submitted to DESE by October 1<sup>st</sup>, 2019. More information about this process can be found at the [Local Compliance Plan instructions](#) webpage.
11. Complete the requirements of the Family Education Rights and Privacy Act (FERPA) confidentiality training. All staff must be trained and LEAs must maintain the proper documentation in accordance to Standards and Indicators manual 100.220.
12. Next month, October, is **DISABILITY AWARENESS MONTH**. Now is a great time to start planning activities to raise awareness in your schools. A resource titled *Disability History and Awareness: A Resource Guide for Missouri* contains information about disability etiquette, laws and history, as well as promotional ideas and resources. The Guide can be found at <https://disability.mo.gov/files/HistoryAwareness.pdf>