

SELF-ASSESSMENT PROCEDURES FOR DISTRICTS WHO HAVE SPECIAL EDUCATION MONITORING IN THE 2016-2017 SCHOOL YEAR

SPECIAL EDUCATION SELF-ASSESSMENT MONITORING PROCESS

- The district will conduct a File Review by reviewing districts own files. Questions answered correlate with the districts SSP and APR pulled through core data.
- The district will submit related file review documents to the Department through IMACS.
- The district will submit data that includes initial evaluation timelines and Part C to B timelines.
 - *Part C to B transition timelines will be reported in both timeline collections in IMACS.
- The district will provide Parent Surveys to all parents of students with disabilities served by the district.

Dates for Self-assessment:

- The district's desk review must be completed & submitted to DESE by **February 1, 2017**.
- The Department of Special Education Compliance Section will request documentation from the files submitted from the district's desk review.
 - *Documentation can be mailed or uploaded to the Department by **April 1, 2017**.
- Data on timelines will cover the period from **July 1, 2016 to April 30, 2017**.
- Timelines must be completed in IMACS by **May 15, 2017**.

Logging on to Improvement Monitoring, Accountability and Compliance System (IMACS)

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.

Districts will 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 IMACS

Second, when access has been granted, the administrator will need to enter into IMACS again to designate the type of access each individual may have. Choices are; edit, submit, and view.

*** Please, be aware that if "view" is chosen, the person can ONLY view activity in IMACS.**

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.

Individuals must request a Login ID for IMACS, unless user already has a log in and password. 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.

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

Conducting the desk 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 school year.**
- Do **not** review files of students who are ineligible.
- It is preferable not to use transfer students.
- Files should be selected randomly and should represent a cross section of the agency’s buildings as well, ages, grades, the disability categories of LD, Autism, ID, SSD, LI, YCDD, and placements, including ECSE.
- Transition indicators apply only to files for students age 16+ unless you have checked the box for transition on the demographics screen for specific student.
- Some SPP indicators will trigger indicators for discipline documentation. 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 for review:

Based on the December 1, 2015 child count for the agency, the following numbers of files are used as a guideline for conducting file reviews:

LEA Child Count	Number of Files to be Reviewed*
10 or less	All files
11-99	10
100-199	15
200-999	25
1000 +	40

* For Transition (ages 16+) 5 files (or all available up to 5) will be reviewed
For Discipline (OSS) 5 files (or all available up to 5) will be reviewed

The district will need to select a portion of files of children who have had an initial evaluation or reevaluation in the present 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, the reevaluation process, LRE placement and discipline, if applicable.)

If you have not had enough initial evaluation or reevaluation to meet your minimum requirement, please contact your assigned supervisor.

