

## AUGUST 2019 TO DO LIST-PART B COMPLIANCE

1. Revisions to the *Missouri State Plan for Special Education* went into effect July 30, 2019. LEAs must comply with the revised State Plan even though revisions to the Standards and Indicators manual have not yet been completed and released. Forms will follow the standards and indicators updates.
2. Due to revision of the *Missouri State Plan for Special Education*, LEAs are required to adopt a local Compliance Plan. LEAs are required 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.
3. If you are in a district utilizing the speech implementer model, the application must be submitted and approved prior to the provision of services using this model. Refer to the webinar [Speech Implementer Webinar 2014](#) and the guidance at [Speech Implementer](#) webpage or contact Lori Abercrombie at 573-751-3520 for questions. Please be aware of the following criteria for using the SI model:
  - Continuous (ongoing over the course of the school year) advertisement of the vacant SLP position.
  - SI are required to have appropriate teacher certification.
4. The transfer process is one of the first tasks to be completed at the beginning of the school year for students eligible for special services enrolling in your district. Be sure your building level staff are trained on what to look and listen for related to Individualized Education Programs (IEPs) and/or suspecting whether a newly enrolled student is a student with a disability. The transfer process is outlined in the Standards and Indicators Manual under the 500 section (In-State) & 550 section (Out-of-State). A key point to remember is that there are no interim IEPs and no amendments to IEPs received at transfer. DESE has model forms that will lead you through the transfer process. They are found at [In-State Transfer form](#) and [Out-of-State Transfer form](#) . Additionally, a Myth of the Month on transfers provides additional clarification at [Transfer Myth of the Month - August 2015](#) .
5. 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, [Move Quickly to Prevent Gap in Services when Students Transfer](#), is an example of resources you can access through Special Ed Connections. If you need assistance accessing your Special Connections account please contact Shawna Coles at LRP either via email [scoles@lrp.com](mailto:scoles@lrp.com) or by phone 800-515-4577, ext 6415.
6. 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.

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7. The Annual Determination letter showing the overall rating for the special education program in your district arrived in late July. This determination, using a rubric of both compliance and accountability measures, rates your district's special education program as "meets requirements," "needs assistance" or "needs intervention."
8. The annual private/parochial/homeschool planning meeting for proportionate share decisions must be conducted in consultation with appropriate representatives from private, parochial and home school parents within your district. Written affirmation signed by these representatives must be obtained. Proportionate share services are expected to be provided beginning on the first day of school. Helpful information can be found at [Special Education Finance Proportionate Share Guidance](#) webpage.
9. 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>. Contact the Improvement Consultant at your RPDC or sign up for trainings at *My Learning Plan*.
10. 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 11 – St. Louis
- October 17 – Cape Girardeau
- October 21 – Kansas City
- October 29 – Jefferson City

**Year 2, Corrective Action:** LEAs will be receiving the results of their review in 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.

11. Update the special education contact information in core data. The Department of Elementary and Secondary Education (DESE) uses this contact for correspondence. Any IMACS 2.0 users must remember to update their contact information as well.
12. Special Education Compliance (Part B) has a new Director, Beverly Luetkemeyer, and a new Assistant Director, Dana Welch. We wish Karen Allan and Betty McKinzie much happiness in retirement.