

List of Things to Remember for Self-Assessment

1. Do not attempt to use IMACS 2.0 before your district is notified that IMACS 2.0 is ready for you to use.
2. Complete the “Maintain LEA Contact Information” section on the Tiered Monitoring: Monitoring Module page. Select the checkbox by the “Apply to all sub review assignments” only if one person will be responsible.
3. Complete the demographic information for each child accurately and completely. The demographic information triggers certain checklists such as transition or eligibility areas. Please be sure to select students evaluated or reevaluated in the current school year or the previous school year.
4. Do not submit in IMACS 2.0 until you are ready to release that portion of the Self-Assessment (file review, initial timelines, or C to B timelines) back to the Department.
5. Give your district plenty of time to complete each step in the process. Submitting the information on time will help you receive your reports in a timely manner. Your RPDC Consultants are valuable resources in this process and are very knowledgeable about the Self-Assessment process.
6. Check the print quality of documents that are uploaded. If you can’t read the documents, we won’t be able to read them either.
7. Check to make sure that you are submitting all of the necessary pieces of documentation. If your documents are two-sided then make sure both sides have been copied and uploaded. Make sure to include documents with signatures, not just printed off of your computer. If you used a specific document to make a call in your file review, submit that document as we need to see it to verify that call.
8. Be careful to select the appropriate responses to file review questions. Only use “no” if you are indicating that the document you are reviewing does not meet compliance requirements for that indicator.
9. Do not leave any indicators blank. Be sure to choose either, “Yes, No or NA.”
10. Please call if you think something is not working right in the IMACS system. We are always ready to help you as much as we can. The Compliance Section number is 573-751-0699.