



***SPECIAL EDUCATION  
COMPLIANCE MONITORING  
TRAINING***  
*for the*  
***2013 – 2014***  
***FEDERAL TIERED MONITORING COHORT***  
***(COHORT 2)***

Fall 2012

Missouri Department  
of Elementary and Secondary Education



# WELCOME COHORT 2!

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- Introductions
- Housekeeping Items
- Overview of Materials



THANKS in advance  
for turning off your cell phones!





# Year 1 Learning Objectives

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Participants will know:

1. The steps in the special education monitoring process for federal tiered monitoring
2. The due dates for submission of documentation for each step in the special education monitoring process
3. The process to gain access to IMACS
4. How to enter information into IMACS
5. Resources for questions and assistance



# Why Monitor Compliance?

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Compliance is the **FOUNDATION**  
of your district's  
Special Education Program

## Process

Following all the steps  
In the correct order  
Within the timelines

## Content

Implementing the IEP  
as written and  
documenting correctly  
(Implementation and Evidence)

# General Supervision

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## Program Evaluation

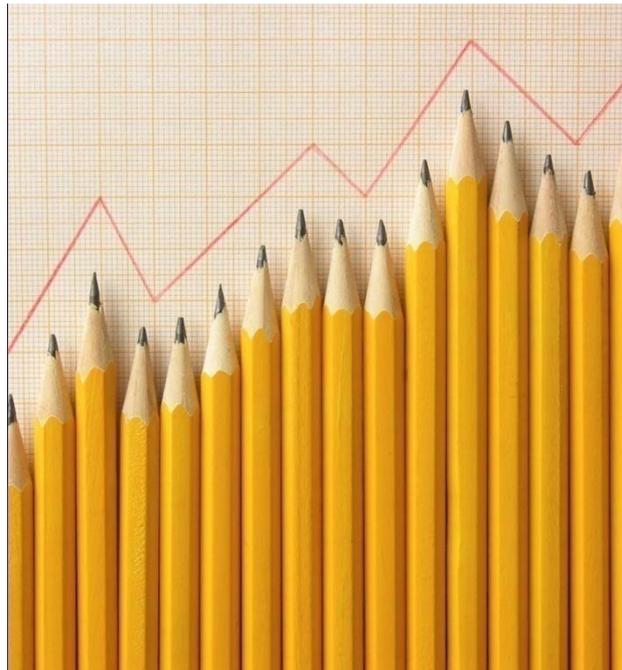
### State Performance Plan (SPP)

- Graduation and Dropout rates
- State Assessments
- Discipline
- Least Restrictive Environment
- ECSE
- Disproportionate Representation
- Evaluation timelines
- Part C to B timelines
- Transition
- Post-high school Outcomes

## Program Monitoring

### Annual and Cyclical Reviews

- Disproportionality
- Discipline
- Annual Determinations
- SPED Profiles
- HQT
- Cohort Monitoring





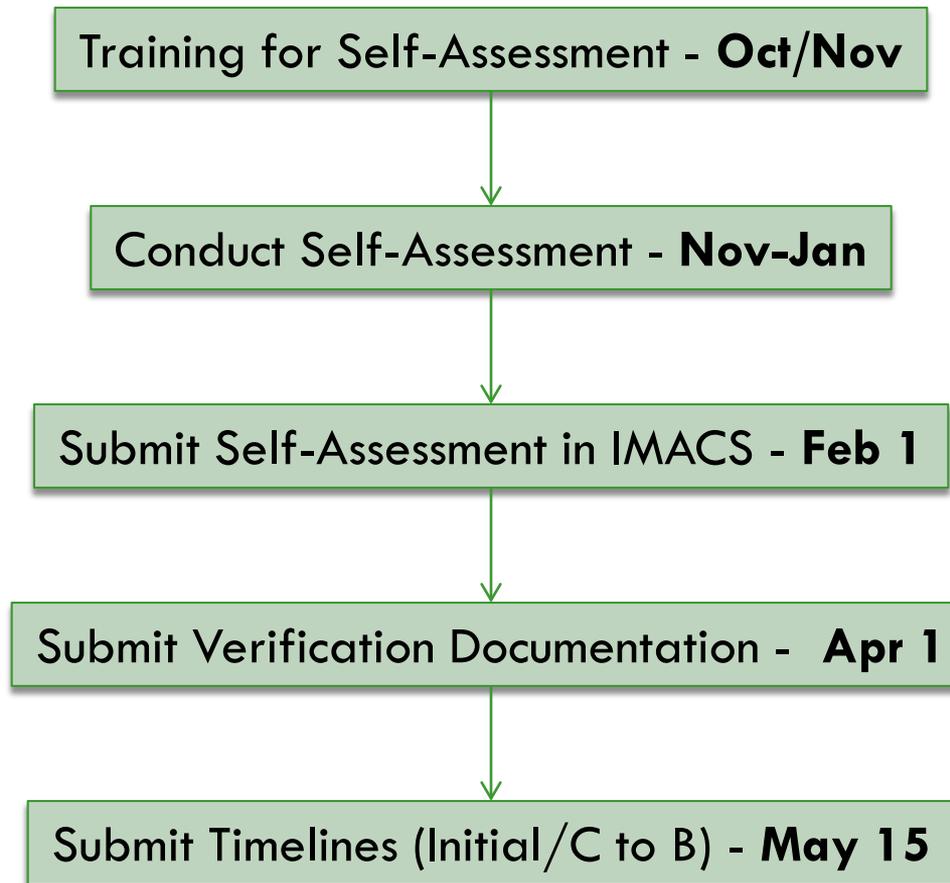
6

# Special Education Tiered Monitoring

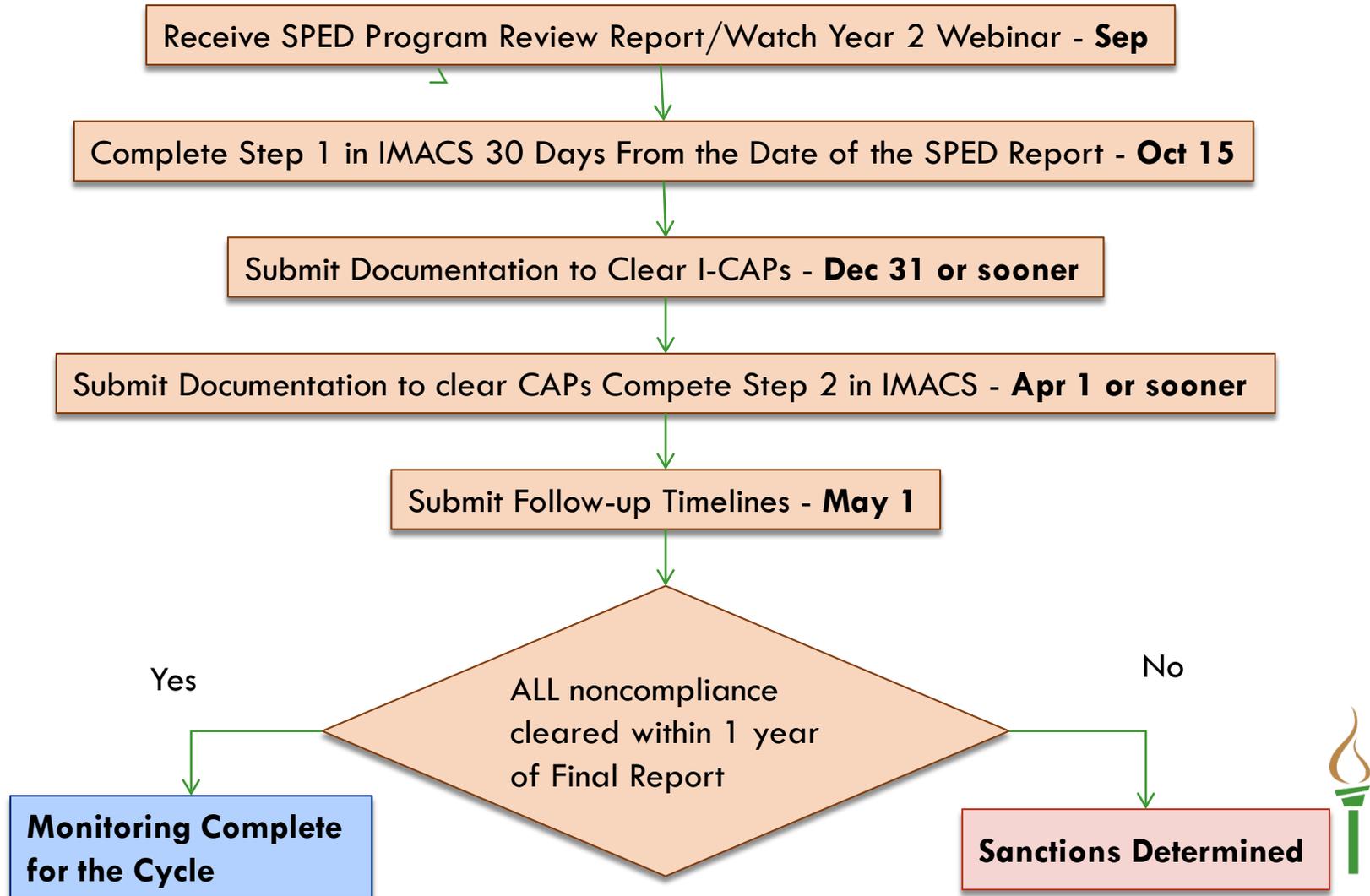


# Tiered Monitoring Timeline: Year 1

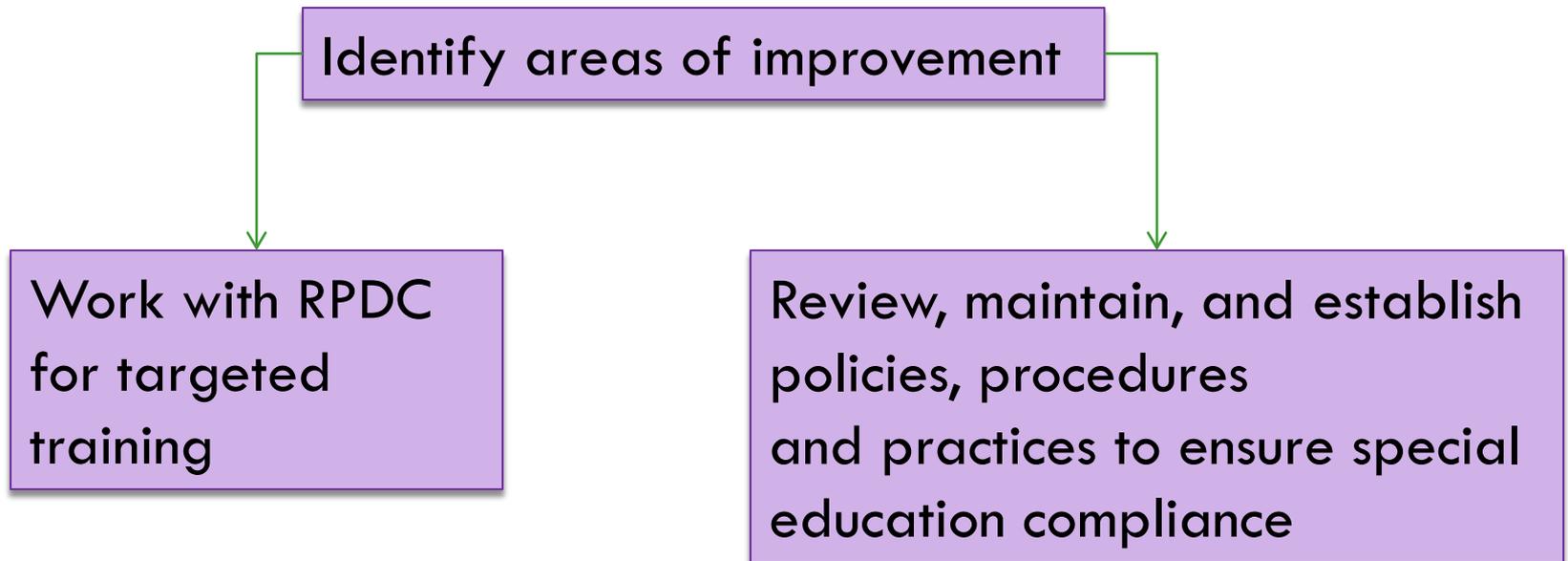
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# Tiered Monitoring Timeline: Year 2



# Tiered Monitoring Timeline: Year 3



# Involve Both the LEA & OSE

## School Year 1

### District's Self-Assessment

- Targeted Compliance Indicators in File Review
- Compliance Timelines
  - Initial Evaluations
  - C to B Transitions

## School Year 2

### District's Correction of Noncompliance

- Plan for systemic change
- Individual student noncompliance
- Evidence of systemic change for compliance
- On-site monitoring (if selected)





# Year 1: During 2012-13 School Year

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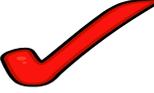
- **Self Assessment Training** in Fall 2012
- **File Review** due February 1, 2013
- **Provide requested documents** by April 1, 2013
- **Timeline Submission** due May 15, 2013
  - Initial Evaluations
  - Part C to Part B
- **Verification** by Office of Special Education staff during summer 2013 of requested documents





# Year 1: During 2012-13 School Year

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- **Self Assessment Training** in Fall 2012 
- **File Review** due February 1, 2013
- **Provide requested documents** by April 1, 2013
- **Timeline Submission** due May 15, 2013
  - Initial Evaluations
  - Part C to Part B
- **Verification** by Office of Special Education staff during summer 2013 of requested documents



# Year 2: During 2013-14 School Year

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- **SPED Report** sent to districts in September 2013
  - **Step 1:** Plan for Correction due in 30 days
  - **I-CAP:** District corrects individual student noncompliance and submits documentation of correction (due by Dec 31, 2013 or sooner)
  - **CAP:** District submits multiple samples of compliant documentation to demonstrate correction of noncompliance to bring district back “in compliance” (due by April 1, 2014 or sooner)
  - **Onsite Monitoring** (if selected)  
conducted in November 2013 – May 2014





# Year 1 Learning Objectives

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Participants will know:



1. The steps in the special education monitoring process
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4. How to enter information into IMACS
5. Your resources for questions and assistance





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# 2012-13 School Year





# File Review: Preparing

16

- **File Review** due February 1, 2013
  - Areas to be reviewed
    - Initial Evaluations
      - Referral, Review of Existing Data and Evaluation Report
    - Reevaluation
      - With additional assessments and without assessments
    - Additional Areas (based on district's SPP indicator results in District Special Education Profile)
      - IEP
      - Placement in LRE
      - Transition
      - Discipline





# File Review: Selecting

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- Files should be selected
  - Randomly
  - To represent a cross section of ages, grade levels and buildings within the district including ECSE
  - To represent a variety of disabilities and placements
- Do NOT review files of students that were found ineligible for special education
- Select files from the current and prior school year
- SPP indicators may trigger specific files to review for transition and discipline





# File Review: Conducting

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- Read the entire indicator
- Refer often to the Special Education Compliance Program Standard and Indicators Manual for guidance and clarification
- Do not rely only on the brief checklist summary language
- Determinations are:      Yes      No      N/A
- MUST be submitted in IMACS by February 1, 2013





# Timeline Submission

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- **Timeline Submission** due May 15, 2013
  - Initial Evaluations
    - Include all students (ineligible and eligible)
  - Part C to Part B Transition
    - Include all students referred from Part C whose referral date and birthday fall within the data collection period
  
- Data collection for Timelines will cover the period from July 1, 2012 to April 30, 2013





# Verification

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- DESE Supervisors will review and verify each district's self-assessment in IMACS
- After March 1, 2013 districts will be required to submit selected documentation from the files of specific students for the desk review
- This documentation is due to DESE no later than April 1, 2013





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# 2013-14 School Year





# SPED Program Review Report

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SPED Program  
Review Reports will  
be sent to districts  
in September 2013



# Webinar Training for Year 2

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Webinar Training will be held in early September 2013 for all Cohort 2 LEAs

## Topics:

- How to Read the Program Review Report
- What it Means
- Required Activities for Correction of Noncompliance
- Timelines
- On-site Monitoring





# Year 1 Learning Objectives

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Participants will know:

-  1. The steps in the special education monitoring process
-  2. The due dates for submission of documentation for each step in the special education monitoring process
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5. Your resources for questions and assistance





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# IMACS



# Where to Access IMACS

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Jay Nixon, Governor  
Chris L. Nicastro, Commissioner

[A-Z Index](#) | [Site Map](#)

- Adult Learning & Rehab. Services
- College & Career Readiness
- Communications & Media
- Data System Management
- Early & Extended Learning
- Educator Quality
- Financial & Admin. Services
- Governmental Affairs
- Quality Schools
- Special Education

## Features



- 1
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- 8

## News & Updates

- ▶ Finalists Named for Math and Science Teaching Award
- ▶ Missouri's ESEA Flexibility Waiver Approved
- ▶ Board Affirms Healthy Missouri Initiative Petition
- ▶ Board Approves Pilot of Educator Evaluation System

[more news...](#)

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- [Memos](#)
- [Administrators](#)
- [Teachers](#)
- [Families](#)
- [FAQs](#)
- [Helpful Links](#)
- [Social Media](#)

- ▶ 07-24-12 - Clarification on Impact of Sequestration for 2012-13 School Year
- ▶ 07-13-12 - Model Curriculum

## Quick Links

- ▶ [A-Z Index](#)
- ▶ [About Us](#)

# Where to Access IMACS

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Contact Us | Site Map | Jobs | missouri.gov

**Missouri**  
DEPARTMENT OF ELEMENTARY & SECONDARY  
**EDUCATION**

Home >> Special Education >> Compliance

Google Search    
Advanced Search

- About Compliance
- Approved Private Agency
- Complaint System
- Forms
- General Guidance
- Laws and Regulations
- Post-Secondary Transition
- Private and Home School
- Program Monitoring & Improvement Planning
- DESE Web Applications**

**Special Education Compliance**

**News and Updates**

**Tiered Monitoring and IMACS**  
Frequently Asked Questions

**Registration: Cohort 2 Special Education Monitoring Training**

**New Directors Training, July 2012**  
Presentations from Compliance 101, 102 and both Focus Sessions.

**Assurance Statement Procedures for FY 2013**

**SELS message se-ls04.18.12.htm**

**IDEA/State Imposed Requirements Under the Individuals with Disabilities Education Act (IDEA) 2004**

**How Do I Find?**

- Coordinated Early Intervening Services (CEIS)
- Discipline Monitoring
- Disproportionality Monitoring
- Educational Surrogate
- Frequently Asked Questions**
- Juvenile Justice System
- MAP-A Eligibility Criteria
- Monthly Webstreams
- MoVIP and Special Education FAQ
- Notice of Action
- OT/PT Guidelines
- On-site Monitoring Manual
- Parents' Bill of Rights**



# Gaining Access and Login

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## DESE Secured Web Application Logon

### IMPORTANT NOTICE:

- All Systems** - Due to general maintenance, all applications will be unavailable every Monday morning from 12:30 am to 3:30 am.
- Inactive Account** - Received an email concerning your inactive account? If so, please click [HERE](#) for more information.

If you already have a User Name, enter it below. Click [LogIn]

User Name:

Password :

LogIn

To view information available to the general public, Click [View Public Applications]

View Public Applications

If you do not have a user name and password, Click [Register]

Register



If you forgot your Username/Password, Click [Forgot Username/Password?]

Forgot Username/Password?

Still having problems logging in to Web Applications? Please send your questions to [webapphelp@dese.mo.gov](mailto:webapphelp@dese.mo.gov) or (573) 751-9821 providing your name, user id, school district name, phone number, and county-district code with your request.

[Privacy Statement](#)

# Web Application Menu

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## ▼ User Applications

### ▼ Administrative and Financial Services

- Annual Report of the County Clerk to the State Board of Education
- School Finance Menu

### ▼ Cross-Divisional Systems

- ARRA
- ePeGS

### ▼ Office of Educator Quality

- Licensure (Educator Certification System)
- Teacher Certification

### ▼ Reports

- Missouri Comprehensive Data System (MCDS)

### ▼ School Improvement

- Data Collection

### ▼ Special Education

- Special Education IMACS
- Special Education Profile
- Special Education: Early Childhood



### ▼ User Information

- User Manager
- Change Password
- Edit User Profile
- Edit Security Question/Answer

### ▼ Report

- Report Menu -- All data and/or reports are now available through the Missouri Comprehensive Data System (MCDS) Portal.
- Logon/Logoff

# Granting User Access

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## IMACS Home for Jefferson School District

Self Assessment: Your Agency has a status of Self Assessment for the 2011-2012 school year.

### Performance Data

[Special Education Performance Report for the 2010-2011 school year](#)

### Correspondence

[Correspondence](#) (13 unread items)

### Required activities

### Due

### Status

<a href="#">File Review</a>	03/02/2012	Not Started
<a href="#">Initial Evaluations</a>	05/15/2012	Not Started
<a href="#">Part C to B Transitions</a>	05/15/2012	Not Started
<a href="#">Corrective Action Plan (CAP)</a>	02/07/2013	
<a href="#">Discipline Review</a>	02/15/2013	Not Started

### Grant(s)

### Date of Invitation

You currently have no grants assigned.

### Optional Activities

[Improvement Plan](#)  
[Administrative Review](#)

### Maintenance

[Agency Maintenance](#)  
[Document Uploads](#)





# User List

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[Home](#) >

## Manage Agency Users Access

If you change the active status on any of the users listed, click the Submit button. To add or modify the permissions of a user to various IMACS functions, click on the user's name.

Full Name	Active
<a href="#">DESMOND, DANA</a>	<input checked="" type="checkbox"/>



# Individual User Permissions

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[Home](#) > [Users Access](#) >

## Manage Modules for DANA DESMOND

Module	Allow Edit	Allow Submit	Allow View
Administrative Review	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Corrective Action Plan	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Correspondence	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
ePeGS Improvement Plan	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
File Review	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Grants	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Improvement Plan	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Key Performance Indicators	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Maintenance	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Timelines (C to B Transition,Initial Eval)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Submit

Cancel

# Special Education Performance Report

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## IMACS Home for Jefferson School District

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### Correspondence

[Correspondence](#) (13 unread items)

Required activities	Due	Status
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<a href="#">Initial Evaluations</a>	05/15/2012	Not Started
<a href="#">Part C to B Transitions</a>	05/15/2012	Not Started
<a href="#">Corrective Action Plan (CAP)</a>	02/07/2013	
<a href="#">Discipline Review</a>	02/15/2013	Not Started

### Grant(s)

### Date of Invitation

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### Optional Activities

[Improvement Plan](#)

[Administrative Review](#)

### Maintenance

[Agency Maintenance](#)

[Document Uploads](#)

# File Review

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## IMACS Home for Jefferson School District

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[Improvement Plan](#)  
[Administrative Review](#)

### Maintenance

[Agency Maintenance](#)  
[Document Uploads](#)

# Initial Timelines

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## IMACS Home for Jefferson School District

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<a href="#">Part C to B Transitions</a>	05/15/2012	Not Started
<a href="#">Corrective Action Plan (CAP)</a>	02/07/2013	
<a href="#">Discipline Review</a>	02/15/2013	Not Started



### Grant(s)

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You currently have no grants assigned.

### Optional Activities

[Improvement Plan](#)  
[Administrative Review](#)

### Maintenance

[Agency Maintenance](#)  
[Document Uploads](#)

# Part C to B Transition

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## IMACS Home for Jefferson School District

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### Correspondence

[Correspondence \(13 unread items\)](#)

### Required activities

	Due	Status
<a href="#">File Review</a>	03/02/2012	Not Started
<a href="#">Initial Evaluations</a>	05/15/2012	Not Started
<a href="#">Part C to B Transitions</a>	05/15/2012	Not Started
<a href="#">Corrective Action Plan (CAP)</a>	02/07/2013	
<a href="#">Discipline Review</a>	02/15/2013	Not Started



### Grant(s)

### Date of Invitation

You currently have no grants assigned.

### Optional Activities

[Improvement Plan](#)  
[Administrative Review](#)

### Maintenance

[Agency Maintenance](#)  
[Document Uploads](#)

# Things to Keep in Mind

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## IMACS Home for Jefferson School District

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### Status

[File Review](#)

03/02/2012

Not Started

[Initial Evaluations](#)

05/15/2012

Not Started

[Part C to B Transitions](#)

05/15/2012

Not Started

[Corrective Action Plan \(CAP\)](#)

02/07/2013

[Discipline Review](#)

02/15/2013

Not Started

### Grant(s)

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[Improvement Plan](#)

[Administrative Review](#)

### Maintenance

[Agency Maintenance](#)

[Document Uploads](#)



# Year 1 Learning Objectives

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Participants will know:

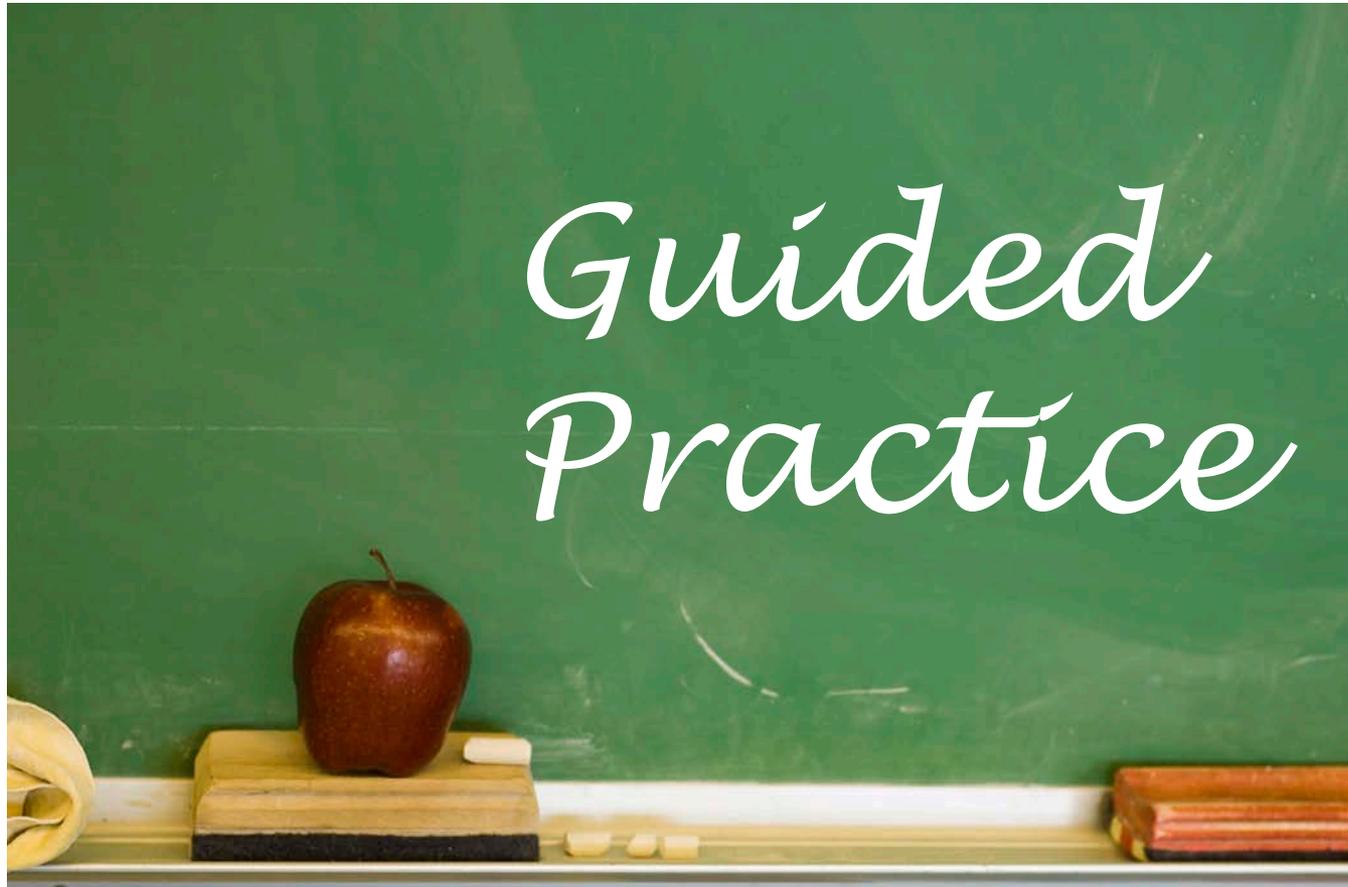
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# Guided Practice

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Menu

Monday, September 24, 2012

Info

District: **Jefferson School District**  
Logged in as: **Demo Agency**  
User ID: **JKING7**

Functions

Year: 2012-2013 (Change)

Navigation

- IMACS Home
- IMACS Help
- Web Application Menu
- Logon/Logoff

Modules

- WebSurrogate
- Federal Monitor

## IMACS Home for Jefferson School District

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### Correspondence

[Correspondence](#) (14 unread items)

### Required activities

### Due

### Status

Required activities	Due	Status
<a href="#">Improvement Plan</a>		
<a href="#">File Review</a>	03/02/2013	Not Started
<a href="#">Initial Evaluations</a>	05/15/2013	Not Started
<a href="#">Part C to B Transitions</a>	05/15/2013	Not Started
<a href="#">Corrective Action Plan (CAP)</a>	02/07/2013	
<a href="#">Discipline Review</a>	09/06/2013	Completed

### Grant(s)

### Date of Invitation

You currently have no grants assigned.

### Optional Activities



[Home >](#)

## File Review

Document status:	<b>Not Started</b>   You have not yet started this document.
Due date:	<b>03/02/2013</b> You have 158 days until this document is due.
Contact person:	<b>Name:</b>  <b>Phone:</b> <b>Email:</b>
Lead supervisor:	<b>None Assigned</b>
	<b>Most Recent Files</b>
File Review:	<b>N/A</b>
Student Non-Compliance:	<b>N/A</b>
Individual Student Reviews:	<b>N/A</b>

Select a section to begin:

- [File review](#)
- [File review summary](#)

### Completing the document

- Click on the File Review link to begin/continue entering student file review information. When you've entered all file review information, return to this

### Info

District: **Jefferson School District**

Logged in as: **Demo Agency**

User ID: **JKING7**

### Functions

Year: 2012-2013 ([Change](#))

### Navigation

- [IMACS Home](#)
- [IMACS Help](#)
- [Web Application Menu](#)
- [Logon/Logoff](#)

### Modules

- [WebSurrogate](#)
- [Federal Monitor](#)



[Home](#) > [File Review](#) >

## File Review: Select Student

Each student file review consists of a series of Yes/No/NA questions, along with a text box for explanation, if needed. For required file reviews, all questions MUST be answered for every student before you're allowed to submit your file review process.

- [Add a new student file review](#)

\* A file has been uploaded for this student.

\*\* A file review cannot be deleted once the file review has been submitted to DESE.

**You do not currently have any file reviews entered. Click the link above to add one.**

### Info

District: **Jefferson School District**

Logged in as: **Demo Agency**

User ID: **JKING7**

### Functions

Year: **2012-2013** ([Change](#))

### Navigation

- [IMACS Home](#)
- [IMACS Help](#)
- [Web Application Menu](#)
- [Logon/Logoff](#)

### Modules

- [WebSurrogate](#)
- [Federal Monitor](#)



**Info**

District: **Jefferson School District**  
Logged in as: **Demo Agency**  
User ID: **JKING7**

**Functions**

Year: **2012-2013 (Change)**

**Navigation**

- IMACS Home
- IMACS Help
- Web Application Menu
- Logon/Logoff

**Modules**

- WebSurrogate
- Federal Monitor

[Home](#) > [File Reviews](#) > [Select Student](#) >

## File Review Part 1: Questions

### Student information:

MOSIS ID:	<input type="text" value="1234567890"/>
First Name:	<input type="text" value="Johnnie"/>
Last Name:	<input type="text" value="Doe"/>
DOB:	<input type="text" value="09/22/2001"/> Age: <input type="text" value="11"/> <input type="checkbox"/> ECSE
Case Manager:	<input type="text" value="Susie Speakeasy"/>
Building:	<input type="text" value="Elementary"/>
Placement Category:	<input type="text" value="(K-12)-Inside regular class at least 80% of time"/>
Disability Category:	<input type="text" value="Sound System Disorder"/>
Initial Evaluation:	<input checked="" type="checkbox"/>
Reevaluation:	<input type="checkbox"/>
Transition:	<input type="checkbox"/>
Transition Only:	<input type="checkbox"/>



**REFERRAL PROCESS:**

**Referral is present for an initial evaluation or a reevaluation at parent request:**

10, 15, 9	200.10.a	Name(s) and role(s) of individual(s) making the referral.	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A	<input type="text"/>
10, 15, 9	200.10.b	Reason(s) for the referral and description of concern(s) which address information that describes why the child is suspected of having a disability and in need of evaluation.	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A	<input type="text"/>
10, 15, 9	200.10.c	Date of referral (m/d/y).	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A	<input type="text"/>

**Full explanation of all Procedural Safeguards:**

10, 15, 9	200.20.a	The Procedural Safeguards statement was provided within 5 school days of the date of the referral.	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A	<input type="text"/>
-----------	----------	--	--	----------------------

**INITIAL EVALUATION/ELIGIBILITY DETERMINATION:**

**Existing evaluation data on the child is reviewed:**

10, 15, 9	200.30.a	A description of all data reviewed and a summary of the information gained from the review of the data.	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A	<input type="text"/>
10, 15, 9	200.30.b	The date conclusions and decisions are finalized.	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A	<input type="text"/>
10, 15, 9	200.30.c	The name(s) and role(s) of each individual conducting the review. If an individual is serving in more than one (1) role, all parties must be aware of each role in which the individual is serving and each role must be documented.	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A	<input type="text"/>

**Identify what additional data, if any, are needed:**

10, 15, 9	200.40.a	Documentation is present that on the basis of the review of existing evaluation data, and input from the child's parent, the team made a determination of what additional data, if any, is needed to determine: 1) whether the child is a child with a disability	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A	<input type="text"/>
10, 15, 9	200.40.b	The conclusions and decisions resulting from the review must be documented.	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A	<input type="text"/>

**Written Notice, no additional data needed, no consent required:**

10, 15, 9	200.50.a	Date of Notice (m/d/y) is not more than thirty (30) calendar days from date of the referral.	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A	<input type="text"/>
10, 15, 9	200.50.b	Date of Notice (m/d/y) is prior to eligibility determination.	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A	<input type="text"/>

**Written Notice, additional data needed, no consent required:**

10, 15, 9	200.60.a	Date of Notice (m/d/y) is not more than thirty 30 calendar days from date of agency referral or parent request to evaluate.	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A	<input type="text"/>
10, 15, 9	200.60.b	Date of Notice (m/d/y) is prior to eligibility determination.	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A	<input type="text"/>

**Written Notice, consent required for initial evaluation:**

10, 15, 9	200.70.a	Date of the Notice (m/d/y) is not more than 30 calendar days from date of referral.	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A	<input type="text"/>
10, 15, 9	200.70.b	Consent is obtained prior to administration of any tests or assessment instruments.	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A	<input type="text"/>
10.	200.70.c	Parent signature and date (m/d/y):	<input type="radio"/> N/A	<input type="text"/>

**Content of Notice, when additional data is collected:**[Set Section to NA](#)

10, 15, 9	200.80	Description and explanation of action proposed:	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A	<input type="text"/>
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**Area(s) to be evaluated and methods or tests/assessments to be used, if additional data required:**

10, 15, 9	200.90.a	Name(s) and description(s) of area(s) of functioning to be assessed.	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A	<input type="text"/>
10, 15, 9	200.90.b	Names(s) of test(s)/assessment(s) to be used, if known.	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A	<input type="text"/>

**Options considered and why rejected**

10, 15, 9	200.100.a	Specific other options considered by the IEP team prior to the decision to propose or refuse the action.	<input type="radio"/> Yes <input type="radio"/> No	<input type="text"/>
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10, 15, 9	200.100.b	Why each option was rejected	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A	<input type="text"/>
10, 15, 9	200.110	Information used as a basis for the action:	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A	<input type="text"/>
10, 15, 9	200.120	Other relevant factors to the action:	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A	<input type="text"/>
10, 15, 9	200.130	Statement of protection for parents and children under Procedural Safeguards:	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A	<input type="text"/>
10, 15, 9	200.140	Means to obtain a copy of Procedural Safeguards for Children and Parents statement:	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A	<input type="text"/>
10, 15, 9	200.150	Sources to obtain assistance in understanding Procedural Safeguards:	<input type="radio"/> Yes <input type="radio"/> No	<input type="text"/>
10, 15, 9	200.160	Parent is notified of the eligibility staffing:	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A	<input type="text"/>



**Notification (verbal or written) includes:**

10, 15, 9	200.170.a	The purpose of the meeting is to review evaluation information to determine whether the child is a child with a disability as defined by Missouri eligibility criteria, and the educational needs of the child.	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A	
10, 15, 9	200.170.b	The time, date and location of the meeting.	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A	
10, 15, 9	200.170.c	A listing of individuals invited to attend the meeting. Individuals attending the meeting are listed by their name and/or role(s) at the meeting.	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A	
10, 15, 9	200.170.d	The parent's and the agency's right to invite other individuals who have knowledge or special expertise regarding the child and that the inviting party makes the determination of whether or not the individual has knowledge or special expertise.	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A	

10, 15, 9	200.190	An evaluation report is present:	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A	
10, 15, 9	200.200	Parent is provided a copy of the evaluation report:	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A	

<b>A synthesis of information from the evaluation is present:</b>				
10, 15, 9	200.210.a	The evaluation report addresses the results of all assessed areas generally related to the suspected disability.	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A	<input type="text"/>
10, 15, 9	200.230	Description of any variations from standard assessment conditions:	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A	<input type="text"/>
10, 15, 9	200.240	Statement of the existence and nature of the categorical disability(ies):	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A	<input type="text"/>
10, 15, 9	200.250	For Initial Eligibility: Basis for the determination of eligibility and need for special education and related services for initial evaluation:	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A	<input type="text"/>
<b>A statement that the disability is not a result of lack of appropriate instruction in reading or math, or limited English proficiency:</b>				
10, 15, 9	200.260.a	A lack of appropriate instruction in reading including the essential components of reading instruction (as defined in Section 1208(3) of the ESEA): (1) Phonemic Awareness; (2) Phonics; (3) Vocabulary Development; (4) Reading Fluency including oral reading	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A	<input type="text"/>
10, 15, 9	200.260.b	A lack of appropriate instruction in math	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A	<input type="text"/>



10, 15, 9	200.260.c	Limited English proficiency	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A	<input type="text"/>
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**Names and roles of the individuals making the eligibility determination.**

10, 15, 9	200.270.a	The names and roles of the individuals attending the eligibility determination meeting.	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A	<input type="text"/>
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**CONTENT OF NOTICE IS PRESENT AS FOLLOWS:**

Set Section to NA

15	200.420.a	If the parent fails to respond, documentation of two (2) attempts to obtain parental consent is present.	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A	<input type="text"/>
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15	200.430.a	The parent is notified early enough to ensure an opportunity to participate.	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A	<input type="text"/>
----	-----------	--	--	----------------------

**PLACEMENT:**

Set Section to NA

**Notice and Consent for Initial Services is provided/ obtained**

15	200.1050.a	A written notice is provided to the parent prior to provision of services.	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A	<input type="text"/>
15	200.1050.b	Signed parental consent for the initial services is obtained prior to provision of services.	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A	<input type="text"/>



**ELIGIBILITY DETERMINATION - SOUND SYSTEM DISORDER**

Set Section to NA

**Delay in correct sound production in one (1) or more of the following:**

15	1600.10.a	Substitution(s):	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A	<input type="text"/>
15	1600.10.b	Omission(s):	<input type="radio"/> Yes <input type="radio"/> No	<input type="text"/>
15	1600.10.c	Distortion(s) :	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A	<input type="text"/>
15	1600.10.d	Addition(s) :	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A	<input type="text"/>
15	1600.10.e	Phonological Pattern(s) :	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A	<input type="text"/>
15	1600.20	Extent sound production is outside normal development:	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A	<input type="text"/>



Sound system evaluations:				
15	1600.30.a	Specific sound production errors identified using a single word test and/or a sentence/phrase repetition task/connected speech sample	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A	<input type="text"/>
15	1600.30.b	Speech sampling procedure, Method of elicitation, Setting for the activity, Analysis procedures used, Identification of sound errors, Degree of intelligibility and/or impact on listener perception	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A	<input type="text"/>
15	1600.40	Professional judgment:	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A	<input type="text"/>
15	1600.50	Adverse educational impact:	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A	<input type="text"/>
15	1600.60	Dialectal differences and second language influence:	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A	<input type="text"/>

MO Department of Elementary and Secondary Education - Send questions to [webreplies@desd.mo.gov](mailto:webreplies@desd.mo.gov)  
 Audit ID: Demo Agency Last modified userid: NA Last modified date: NA  
 "Making a positive difference through education and service."



Menu

**Info**

District: **Jefferson School District**  
 Logged in as: **Demo Agency**  
 User ID: **JKING7**

**Functions**

Year: 2012-2013 **(Change)**

**Navigation**

- IMACS Home
- IMACS Help
- Web Application Menu
- Logon/Logoff

**Modules**

- WebSurrogate
- Federal Monitor

[Home](#) > [File Review](#) >

**File Review: Select Student**

Each student file review consists of a series of Yes/No/NA questions, along with a text box for explanation, if needed. For required file reviews, all questions MUST be answered for every student before you're allowed to submit your file review process.

- [Add a new student file review](#)

MOSIS ID	Student Name	DOB	Primary Disability	Initial Eval	Reeval	Transition	Transition Only	ECSE	Maintain Uploads	Delete
1234567890	<a href="#">Doe, Johnnie</a>	9/22/2001	Sound System Disorder	<input checked="" type="checkbox"/>					<a href="#">Maintain Uploads</a>	<a href="#">X</a>

\* A file has been uploaded for this student.

\*\* A file review cannot be deleted once the file review has been submitted to DESE.

MO Department of Elementary and Secondary Education - Send questions to [webreplies@de.se.mo.gov](mailto:webreplies@de.se.mo.gov)  
 Audit ID: Demo Agency Last modified userid: NA Last modified date: NA  
 "Making a positive difference through education and service."

Done

Internet | Protected Mode: On

115%





**Info**

District: **Jefferson School District**  
 Logged in as: **Demo Agency**  
 User ID: **JKING7**

**Functions**

Year: **2012-2013 (Change)**

**Navigation**

- IMACS Home
- IMACS Help
- Web Application Menu
- Logon/Logoff

**Modules**

- WebSurrogate
- Federal Monitor

[Home >](#)

**Initial Evaluations**

Document status:	<b>Not Started  </b>
Most recent file:	N/A
LEA Due date:	<b>05/15/2013</b>
Contact person:	<b>Name:</b> <b>Phone:</b> <b>Email:</b>
Lead supervisor:	<b>None Assigned</b>

<b>Totals</b>		
	Summary of Eligibility Determined within 60 days	Summary based on LEA acceptable Reasons
Yes:	0	0
No:	0	0
NA:	0	0
Percent:	<b>N/A</b>	<b>N/A</b>
Total student records: 0		

- [Add a new Initial Evaluation record](#)
- [No Students to Report](#)

**There are no Initial Evaluation records entered for the current year.**





Menu

**Info**

District: Jefferson School District  
 Logged in as: Demo Agency  
 User ID: JKING7

**Functions**

Year: 2012-2013 (Change)

**Navigation**

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- IMACS Help
- Web Application Menu
- Logon/Logoff

**Modules**

- WebSurrogate
- Federal Monitor

Home >

**Initial**

Document

Most rece

LEA Due c

Contact p

Lead sup

• Add

• No

**Initial Evaluation**

Student's Initials:

Date of Parental Consent to Evaluate:  (mm/dd/yyyy)

Date of Eligibility:  (mm/dd/yyyy)

Student Eligible?:  
 Yes  
 No

Eligibility Determined within 60 Days?:

If NO, reason::

Acceptable Reason?:  
 Yes  
 No

Save Save and Add Another Cancel

**Totals**

Eligibility Determined days	Summary based on LEA acceptable Reasons
	0
	0
	0
	N/A
Total student records: 0	

year.





Menu

Monday, September 24, 2012

Info

District: Jefferson School District
Logged in as: Demo Agency
User ID: JKING7

Functions

Year: 2012-2013 (Change)

Navigation

- IMACS Home
IMACS Help
Web Application Menu
Logon/Logoff

Modules

- WebSurrogate
Federal Monitor

Home >

C to B Transitions

Table with 2 columns: Field Name, Value. Fields include Document status (Not Started), Most recent file (N/A), LEA Due date (05/15/2013), Contact person (Name, Phone, Email), Lead supervisor (None Assigned).

- Add a new C to B Transition record
No Students to Report

Totals

Summary table with 2 columns: Summary of IEP in place, Summary based on LEA acceptable Reasons. Rows include Yes, No, NA, Percent, and Total student records: 0.

There are no C to B Transition records entered for the current year.





- Menu
- Info**  
 District: Jefferson School District  
 Logged in as: Demo Agency  
 User ID: JKING7
- Functions**  
 Year: 2012-2013 (Change)
- Navigation**
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- Modules**
- WebSurrogate
  - Federal Monitor

- Home >
- C to E**
- Document
  - Most rec
  - LEA Due
  - Contact p
  - Lead sup
  - Add
  - No

Student's Initials:

Date of Birth:  (mm/dd/yyyy)

Date of Referral:  (mm/dd/yyyy)

Parental Consent Received:

Yes

No

Date of Eligibility (NA if no parental consent received):  (mm/dd/yyyy)

Student Eligible?:

Yes

No

Date of IEP:  (mm/dd/yyyy)

IEP in place by 3rd birthday?:

If NO, reason:

Acceptable Reason? Y/N:

Yes

No



Monday, September 24, 2012

**Totals**

Summary based on LEA acceptable Reasons

0
0
0
N/A

al student records: 0

t year.

MO Departm  
 Audit ID: Dep

"Making a positive difference through education and service."





# Year 1 Learning Objectives

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Participants will know:

-  1. The steps in the special education monitoring process
-  2. The due dates for submission of documentation for each step in the special education monitoring process
-  3. The process to gain access to IMACS
-  4. How to enter information into IMACS
5. Your resources for questions and assistance



# Resources

Office of Special Education

Special Education Compliance (Part B)

P.O. Box 480, Jefferson City, MO 65102-0480

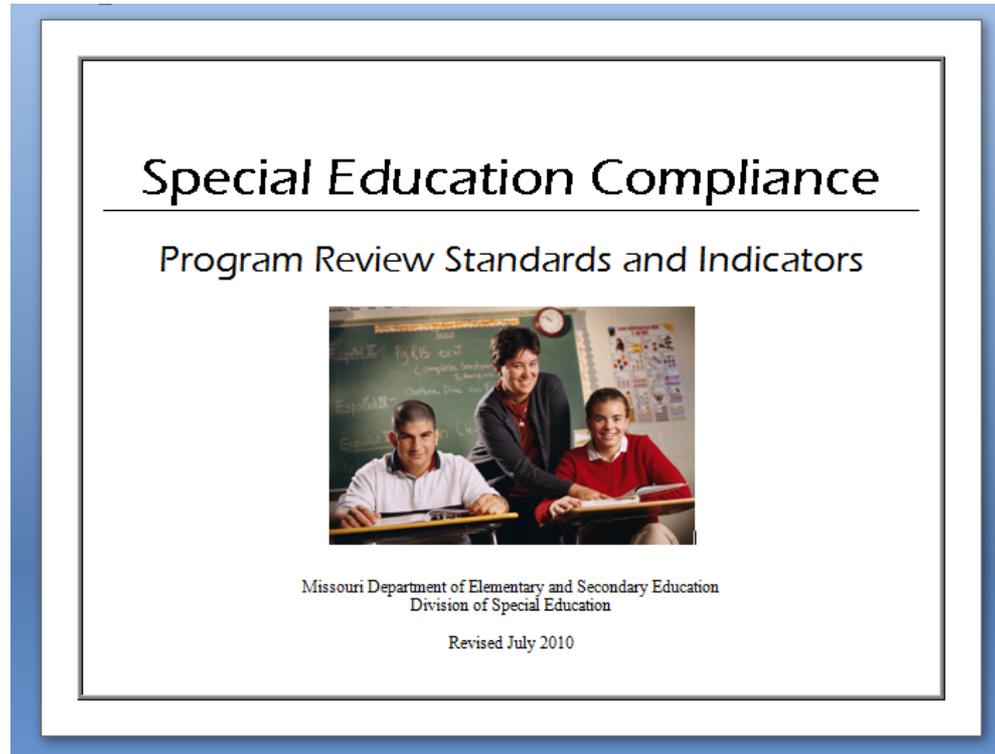
Phone: 573-751-0699

Email: [secompliance@dese.mo.gov](mailto:secompliance@dese.mo.gov)



# Standard and Indicators Manual

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<http://www.dese.mo.gov/divspeced/documents/SpeEdMonManual.pdf>





# RPDC Compliance Consultants

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- Denis Moore [dmmoore@semo.edu](mailto:dmmoore@semo.edu) 573-651-2894
- Jennifer Mckenzie [mckenziej@missouri.edu](mailto:mckenziej@missouri.edu) 573-882-7553
- Susan Borgmeyer [borgmeyersk@umkc.edu](mailto:borgmeyersk@umkc.edu) 816-235-5957
- Joetta Walter [jwalter@truman.edu](mailto:jwalter@truman.edu) 660-785-6080
- Lois Jones [loisjones@missouristate.edu](mailto:loisjones@missouristate.edu) 417-836-4082
- Rodney Cook [rcook@csd.org](mailto:rcook@csd.org) 314-692-1239



# DESE Compliance Supervisors

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- Samantha Boucher, [samatha.boucher@dese.mo.gov](mailto:samatha.boucher@dese.mo.gov)  
573-522-3489
- Julie Bower, [julie.bower@dese.mo.gov](mailto:julie.bower@dese.mo.gov)  
573-751-0727
- Bev Luetkemeyer, [beverly.luetkemeyer@dese.mo.gov](mailto:beverly.luetkemeyer@dese.mo.gov)  
573-526-1539
- Rick Lewis, [rick.lewis@dese.mo.gov](mailto:rick.lewis@dese.mo.gov)  
573-751-7953
- Donna Raines, [donna.raines@dese.mo.gov](mailto:donna.raines@dese.mo.gov)  
573-751-1541



# Where to Access IMACS / Resources

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Contact Us | Site Map | Jobs | missouri.gov

**Missouri**  
DEPARTMENT OF ELEMENTARY & SECONDARY  
**EDUCATION**

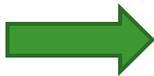
Home >> Special Education >> Compliance

Google Search    
Advanced Search

- About Compliance
- Approved Private Agency
- Complaint System
- Forms
- General Guidance
- Laws and Regulations
- Post-Secondary Transition
- Private and Home School
- Program Monitoring & Improvement Planning
- DESE Web Applications

**Special Education Compliance**

**News and Updates**

 **Tiered Monitoring and IMACS**  
Frequently Asked Questions

- ▶ **Registration: Cohort 2 Special Education Monitoring Training**
- ▶ **New Directors Training, July 2012**  
Presentations from Compliance 101, 102 and both Focus Sessions.
- ▶ **Assurance Statement Procedures for FY 2013**
  - ▶ SELS message se-ls04.18.12.htm
- ▶ **IDEA/State Imposed Requirements Under the Individuals with Disabilities Education Act (IDEA) 2004**
  - ▶ SELS Message se-ls04.16.12.htm
- ▶ **UPDATE to Technical Assistance Bulletin - Focus on Issues in Special Education: State & District-wide Assessments of School Achievement**
  - ▶ SELS Message se-ls03.27.12-2.htm
- ▶ **Private Schools/Parent Placements/Requirement for Consultation with Representatives of Private Schools**

**How Do I Find?**

- ▶ Coordinated Early Intervening Services (CEIS)
- ▶ Discipline Monitoring
- ▶ Disproportionality Monitoring
- ▶ Educational Surrogate
- ▶ **Frequently Asked Questions**
- ▶ Juvenile Justice System
- ▶ MAP-A Eligibility Criteria 
- ▶ Monthly Webstreams
- ▶ MoVIP and Special Education FAQ
- ▶ Notice of Action
- ▶ OT/PT Guidelines
- ▶ On-site Monitoring Manual 
- ▶ **Parents' Bill of Rights**
- ▶ Parent's Guide to Special Education
- ▶ Procedural Safeguards
- ▶ Professional Development Series
- ▶ Program Monitoring Manual 
- ▶ Referral Process 
- ▶ Section 504:



# Department Communication

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Be sure your  
EMAIL  
AND  
PHONE NUMBERS  
are UP-TO-DATE  
in CORE DATA...

YOU DON'T WANT TO  
MISS OUT  
ON REMINDERS AND UPDATES!!





# Year 1 Learning Objectives

65

Participants will know:

-  1. The steps in the special education monitoring process
-  2. The due dates for submission of documentation for each step in the special education monitoring process
-  3. The process to gain access to IMACS
-  4. How to enter information into IMACS
-  5. Your resources for questions and assistance





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# Questions??

