

AUGUST 2020 TO DO LIST  
DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION  
OFFICE OF SPECIAL EDUCATION - PART B COMPLIANCE

- 1) Revisions to the [Missouri State Plan for Special Education](#) went into effect July 30, 2020. The DESE Model Local Compliance Plan was updated to reflect changes made in the Missouri State Plan for Special Education. As a result, LEAs are required to adopt a new **Local Compliance Plan**. More information about this process can be found at the [Local Compliance Plan instructions](#) webpage. The due date for completing this process is October 1, 2020.
- 2) Updates to the [Missouri Office of Special Education Compliance Standards and Indicators](#) for 2020 will be released before the end of August. There will be minor changes in the 100s, 1400s, 1500s, and 1700s that reflect the changes in the State Plan.
- 3) Updates have been made to some of the [Missouri sample special education forms](#), including:
  - [Discipline Documentation Form](#)
  - [Individualized Education Program \(IEP\)](#) – special considerations page
  - [Form D](#) (State Assessments)
  - [Form G](#) (Distance Learning Plan)
  - [IEP Amendment](#)
  - [Prior Written Notice](#)
- 4) If an LEA would like training or assistance regarding any of the updates or revisions they can reach out to their local [RPDC Compliance Consultant](#) or to a Compliance Supervisor at DESE Special Education Compliance section via phone (573-751-0699) or email ([secompliance@dese.mo.gov](mailto:secompliance@dese.mo.gov)).
- 5) 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. The transfer process is outlined in the Standards and Indicators Manual under the 500 section (In-State) & 550 section (Out-of-State).

Key Points:

  - Be sure your building level staff are trained to review incoming paperwork and to listen for key phrases or comments related to suspecting whether a newly enrolled student is a student with a disability.
  - There are NO interim IEPs.
  - There are 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](#) .
- 6) 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. Details about using the service model can be found at the [Speech Implementer](#) webpage or by contacting Lori Abercrombie at 573-751-3520 for questions. Please be aware that there must be continuous (ongoing over the course of the school year) advertisement of the vacant SLP/SLP-A position and that Speech Implementers are required to have appropriate teacher certification.
- 7) LEAs must 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 [Administrator's Checklist](#) (100s section) of the Standards and Indicators manual. The US Department of Education has [online training modules](#) for FERPA training for school districts.

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- 8) 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 from LRP entitled, [Weigh pros, cons of reevaluation at start of school year](#), offers tips for district staff to consider when trying to determine whether to reevaluate at the beginning of the school year in a Covid-19 world. 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.
- 9) In mid-August the **Annual Determination** letters were mailed out to all school district. This letter shows the overall rating for the special education program for your district. This determination, using a rubric of both compliance and accountability measures. The rating is a scale of one to four with four being the highest (meets requirements) three the second highest (needs assistance), two is third highest (needs intervention) and one is lowest (needs substantial intervention.)
- 10) **MAP-A Training:** Due to COVID-19 and Dynamic Learning Map (DLM) updates, the *New to MAP-A* and *Experienced MAP-A* webinars will be combined into a single training module this year. It is anticipated that material will be posted to the DESE website by mid to late September. Anyone who administers the MAP-A is strongly encouraged to review the webinar and/or enroll in a training through your local RPDC to become familiar with the updates. Please contact Cheryl Stock at [Cheryl.Stock@dese.mo.gov](mailto:Cheryl.Stock@dese.mo.gov) or 573-751-0285 if you need further assistance.
- 11) The annual **Private/Parochial/Homeschool Consultation** meeting to decide services provided through proportionate share funding must be conducted with parents of students attending private, parochial or home school who reside in your district in consultation with appropriate district representatives. Written affirmation signed by these representatives must be obtained. Services provided through Proportionate Share must be provided beginning on the first day of school. Helpful information can be found at [Special Education Finance Proportionate Share Guidance](#) webpage.
- 12) A new [five-part webinar series](#) on information paraprofessionals need to know is available on the DESE website. This series includes information on roles and responsibilities, family educational rights and privacy act, confidentiality, mandated reporting, communication, teamwork, group structure, overview of the special education process, and behavior management. It is recommended that paraprofessionals view all parts of the series.
- 13) **Tiered Monitoring, Year 1** – Cohort 1 LEAs will be using the new IMACS.2.0 system for the first time beginning in October. Self-assessment trainings will be hosted virtually by the RPDCs in September and October. Dates will be announced soon.
- 14) **Tiered Monitoring, Year 2** – Cohort 3 LEAs will be receiving their Tiered Monitoring Report letter mid-late September. Any LEAs that have noncompliance identified for either their initial evaluation, their C to B Transition timelines, or their file review should watch for the CAP webinar in October to explain the next steps in the process.
- 15) **Tiered Monitoring, Year 3** – Cohort 2 LEAs should be providing professional development to maintain compliance and improve outcomes for students with disabilities. Please be sure to review procedures and practices within your LEA to increase efficiency and effectiveness in order to support continued compliance. No IMACS activities for Cohort 2 LEAs this year.