

**OCTOBER 2019 TO DO LIST
PART B COMPLIANCE**

1. October, is **DISABILITY AWARENESS MONTH**. Now is a great time to start planning activities to raise awareness in your schools. A resource titled *Disability History and Awareness: A Resource Guide for Missouri* contains information about disability etiquette, laws and history, as well as promotional ideas and resources. The Guide can be found at <https://disability.mo.gov/files/HistoryAwareness.pdf> More information can be found on the OSEP website at <https://sites.ed.gov/osers/category/events/disability-awareness-month/>
2. **Top 10 Indicators Found “Out” of Compliance** presentation given at MO-CASE Special Education Administrators has been posted online at <https://dese.mo.gov/sites/default/files/se-compliance-top-10-powerpoint-for-MOCASE-2019-Cohort-2-2019.pdf> . This information is designed to provide technical assistance to LEAs on the common causes of noncompliance.
3. Parent/teacher conferences time is right around the corner. This usually signals an increase in referrals for consideration of an initial special education evaluation. Be sure to review your LEA’s procedures and practices for this process. Reference: [Evaluation Flowcharts on DESE website](#)
4. **Annual Public Awareness Activities** must be conducted prior to November 1. These include four separate required methods: 1) either a radio or TV announcement, 2) either a newspaper notice or LEA website posting of the notice, 3) patron notification through a newsletter, student handbook, or flyers, and 4) posters or notices located in all administrative offices. Please refer to the Missouri Standards and Indicators Manual, Indicators 100.10-100.40.
5. Work with your district’s DESE Web Applications User Manager to make sure new special education employees responsible for data reporting or compliance monitoring have access to web applications and access for former employees is removed. **Update Special Education Contact Information** in Core Data Screen 3 in Web Applications. DESE sends all pertinent special education correspondence via email. Correspondence will be delayed if we don’t have correct email addresses. To ensure student confidentiality, every LEA must also update the **IMACS 2.0 USERS LIST** so current employees who need to use IMACS 2.0 will have access.
6. 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.

MAP-A Test Windows 2018-2019	Start Date	End Date
Instructionally Embedded Window (required for ELA/math and encouraged for science)	September 9, 2019	December 20, 2019
Instruction and Assessment Planner in EP is Closed	December 21, 2019	February 2, 2020
Instructionally Embedded Window (required for ELA/math/science)	February 3, 2020	May 15, 2020

7. **SPEECH IMPLEMENTER APPLICATIONS FOR APPROVAL** must be submitted and approved prior to the provision of services using this model. Remember that if your district is using the SI model your district must continuously advertise for either a SLP or SLP-A. Refer to the webpage guidance at <http://dese.mo.gov/special-education/compliance/speech-implementer> or contact Lori Abercrombie at 573-751-3520 for questions.

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8. 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 21 – Kansas City
- October 25 – Kirksville
- October 29 – Jefferson City

Year 2, Corrective Action: LEAs received the results of their review in the last half of 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.

9. Remember, when you have a student who is being **Homeschooled** and the parent would like to have the student receive his/her proportionate share services at the school, the student is still a **Homeschooled** student and will have an Individualized Service Plan (ISP). If the student enrolls full-time at your district, the IEP team would convene to develop an IEP rather than an ISP.
10. As helpful resources to districts, remember that **Missouri Assistive Technology** is Missouri's resource to increase access to assistive technology for Missourians with all types of disabilities, of all ages. They have many resources available including an assistive technology equipment loan program, a device demo program, and financial options to help schools and low-income Missourians access the assistive technology that they need. Please check out their Missouri Assistive Technology [services webpage](#).
11. 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 documents, [SmartStart: IEPs -- Mandatory Meeting Participants](#) and [SmartStart: IEPs -- Discretionary Meeting Participants](#), are two examples of the resources you can access through Special Ed Connections. These documents provides clarification regarding who is a required IEP Team Members and who is not. If you need assistance accessing your Special Ed Connections account please contact Cori Reines at LRP either via email creines@lrp.com or by phone 800-515-4577, ext. 6439.
12. The end of the first quarter is quickly approaching. **Reports of student progress** towards meeting IEP goals should be completed as indicated in the IEP. This is an educational record that can be asked for upon request.