

## OCTOBER 2020 TO DO LIST PART B COMPLIANCE

1. This month marks not only the 75th observance of **National Disability Employment Awareness month**, but also the 30th anniversary of the Americans with Disabilities Act (ADA). Both milestones are being commemorated with a range of events and activities centered on the theme "Increasing Access and Opportunity." Ideas and activities for educators can be found at the [Office of Disability Employment Policy](#) webpage and in the [Disability History and Awareness: A Resource Guide for Missouri](#) .
2. **Top 10 Indicators Found "Out" of Compliance** presentation shared at 2020 MO-CASE Special Education Administrators virtual conference has been posted online at [Compliance Top Ten](#). This information is designed to provide technical assistance to LEAs on the common causes of noncompliance and tips for staying in compliance.
3. Parent/teacher conferences time is right around the corner. This usually signals an increase in **Parent 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. If you have questions about logging in to Web Applications you may email [webappsloginassistance@dese.mo.gov](mailto:webappsloginassistance@dese.mo.gov) providing your name, user ID, school district name, phone number, and county-district code with your request or call 573-522-3207.
6. Complete **MAP-A training** for staff, enrollment of identified students, and administration of the Dynamic Learning Maps (DLM). The [Map-A Assessment](#) webpage hosted by the Office of College and Career Readiness has resources as well as a calendar of the testing windows dates. Be sure to check out their new [Best Practices Timeline for MAP-A District Test Coordinators](#) and [Best Practices Timeline for MAP-A Teachers](#).

In late September, a five-part MAP-A/DLM Training webinar series was posted on both the Special Education Effective Practices [Student Assessment](#) webpage and the Special Education Compliance [Statewide Assessments](#) webpage. It is recommended that anyone who administers the MAP-A review the webinars and enroll in a training through your local [Regional Professional Development Center](#) (RPDC) to become familiar with the updates.

7. 2020-2021 Special Education Compliance Cyclical Monitoring Process:

**Cohort 1, Self-Assessment:** LEAs will be using the new IMACS.2.0 system for the first time. The virtual Self-Assessment trainings will inform agencies of the requirements related to special education monitoring with

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specific emphasis on the self-assessment and file review process. Cohort 1 LEAs are invited to attend any of the trainings that fit into their schedule. Please use [My Learning Plan](#) for enrollment.

- ~~October 6, 8:30am – 10:30am with the Southwest & Central RPDC Compliance Consultants~~
- ~~October 9, 9am – 11am with Heart of Missouri & Northeast RPDC Compliance Consultants~~
- October 13, 9am – 11am with the Kansas City & Northwest RPDC Compliance Consultants
- October 14, 9am – 11am with the Southeast & South Central RPDC Compliance Consultants
- October 16, 8:30am – 10:30am with the St. Louis RPDC Compliance Consultant

**Cohort 3, 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. The 2020 [Corrective Action Plan Year Training and Guidance](#) has been posted on OSE Compliance’s Tiered Monitoring web page along with the [Cohort 3 LEA Monitoring Checklist](#).

**Cohort 2, Maintain and Retrain:** LEAs 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.

8. **Evaluation Timelines** clarifications: Patterns of instruction (virtual, hybrid, in-person, etc.) do not extend an evaluation timeline. For example, schools resuming virtually are counting students as in attendance for reporting and funding purposes. It is self-contradictory to count a child as attending school but then say the child is unavailable for testing. LEAs can still use days when a child is not available because of illness or quarantine or because parents refuse to make the child available to extend timelines. Such unavailability is not due to the pattern of instruction. Districts must document all good faith efforts to work with parent to set-up, perform, and complete assessments needed for an evaluation.
9. 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](#).
10. 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. Each month LRP spotlights important special education topics. This month it is [Addressing student behavior during COVID-19](#) and earlier this year it was [Prior Written Notice](#). These are two examples of a resources you can access through Special Ed Connections. These topical web pages provide practical guidance, sample forms and tools, quick tips, and legal cases over the topic. If you need assistance accessing your Special Ed Connection account please contact Shawna Coles at LRP either via email at [scoles@lrp.com](mailto:scoles@lrp.com) or by calling 800-515-4577 extension 6415.
11. Please review the recent SELS message regarding [Educational Surrogates](#). It is a good reminder of the LEA’s responsibility to recruit and assign educational surrogates, and to identify students with disabilities in need of an educational surrogate assignment.