



***SPECIAL EDUCATION COMPLIANCE  
TIERED MONITORING***

***SELF-ASSESSMENT YEAR  
IMACS TRAINING & GUIDANCE***

Fall 2019

Missouri Department  
of Elementary and Secondary Education

# Major Differences in IMACS 2.0

1. All communication between DESE and LEAs regarding compliance monitoring or containing student Personally Identifiable Information (PII) will be housed in IMACS 2.0.
2. Districts will receive email notifications from IMACS 2.0 when information has been sent from DESE (and vice versa).
3. Districts will have the ability in IMACS 2.0 to upload requested documentation to the individual student record at any time in the process.
4. Districts will answer significantly fewer indicators than in previous years and DESE has the ability to target file reviews according to each LEA's Special Education Performance Data.
5. IMACS 2.0 automatically saves each answer in the file review as it is entered.

# How to Find IMACS 2.0

From DESE homepage:

The screenshot shows the homepage of the Missouri Department of Elementary & Secondary Education (DESE). The URL in the browser is [dese.mo.gov](http://dese.mo.gov). The page includes a navigation menu with the following items: Home, About, Administrators, Adults & Community, Educators, Parents & Students, and School Data. A red circle highlights the 'Web Applications' link in the bottom navigation bar. A large banner on the page reads 'Check out DESE's STRATEGIC MANAGEMENT INITIATIVES'. Below the banner, there are sections for 'Educator Certification', 'Report Card', and 'News'. The 'News' section lists two items: 'Eight Missouri Schools Earn Blue Ribbon Accolades' and 'Fordland R-III Educator Named 2020 Missouri Teacher'.

# Gaining Web Applications Access

If you have not had previous access to Web Applications you will need to request it before you can use IMACS 2.0.



## DESE Secured Web Application Logon

- ▶ Reset Password
- ▶ DESE Homepage
- ▶ **Login Request Forms**
- ▶ Browser Technical Notes
- ▶ Web Accessibility
- ▶ Logon/Logoff

### **IMPORTANT NOTICE:**

- Inactive Account** - Received an email concerning your inactive account? If so, please click [HERE](#) for more information.
- Food and Nutrition Services** - USER MANAGERS – The Food and Nutrition Services applications are only allowed one Authorized Representative.

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

User Name:

Password:

LogIn

# Access to IMACS 2.0

There are two access levels for IMACS 2.0:

- Administrator and
- User

Administrator access includes permissions to all functionality in IMACS 2.0, including the ability to grant access to Users

User access includes permission to view only or update specific modules in IMACS 2.0

# Logging into IMACS 2.0

Once you have been granted user access then you can log into IMACS 2.0.



## DESE Secured Web Application Logon

- ▶ Reset Password
- ▶ DESE Homepage
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### **IMPORTANT NOTICE:**

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

User Name:

Password:

LogIn

# After Logging In: Menu

LEA will be taken to the DESE Web Applications menu page.  
Click on Special Education IMACS 2.0.



## ▼ User Applications

### ▼ DESE Web Applications

- ▷ Annual Report of the County Clerk
- ▷ ARRA
- ▷ Educator Certification System
- ▷ ePeGS
- ▷ Missouri Comprehensive Data System (MCDS)
- ▷ School Finance
- ▷ Special Education IMACS 2.0

### ▼ Report

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

### ▼ User Information

- ▷ Change Password
- ▷ Edit User Profile
- ▷ Edit Security Question/Answer
- ▷ Logon/Logoff

# LEA Home Page in IMACS 2.0

Search Assignments			
School Year:	2019-20 <input type="button" value="v"/>	Cohort:	All <input type="button" value="v"/>
Monitoring Type:	All Monitoring Types <input type="button" value="v"/>	Review Type:	All Review Types <input type="button" value="v"/>
Assignment Status:	All Assignment Statuses <input type="button" value="v"/>	Needs Attention From:	Any <input type="button" value="v"/>
Review Follow-Ups	All <input type="button" value="v"/>	Assignments with No Access:	Don't Show <input type="button" value="v"/>
<input type="button" value="Search"/> <input type="button" value="Reset"/>			

Task Menu
• <a href="#">Correspondence</a> (0)

Show Cohort
  Show Dispro Cycle/Year
  Show Both

Assignments List					
School Year	Cohort or Cycle/Year	Monitoring Type	Review Type	Assignment Status	Needs Attention From
2019-20	1	Tiered Monitoring	<a href="#">Monitoring Module</a>	Not Finalized	---
2019-20	1	Tiered Monitoring	<a href="#">↳ Student File Review</a>	In Progress	LEA
2019-20	1	Tiered Monitoring	<a href="#">↳ Initial Evaluation Timelines</a>	Assigned - Not Started	LEA
2019-20	1	Tiered Monitoring	<a href="#">↳ C to B Transition</a>	Assigned - Not Started	LEA

# Assignments List

The Part B monitoring process is broken down into different categories by review type.

Review Type	What is it?
Monitoring Module	The over-arching layer of the tiered monitoring process that encompasses the Student File review, Initial Evaluation timelines, and the C to B Transition Timelines. All communication and uploads can be viewed here.
Student File Review	Contains student files selected for monitoring by the LEA and the student file documentation uploaded by the district. Any communication and uploads regarding student files can be viewed here.
Initial Evaluation Timelines	Contains student demographics & important dates for all initial evaluations done between July 1, 2019 and April 30, 2020. Any communication and uploads regarding initial evaluation timelines files can be viewed here.
C to B Transition Timelines	Contains student demographics & important dates for all C to B Transitions done between July 1, 2019 and April 30, 2020. Any communication and uploads regarding C to B transitions timelines files can be viewed here.

# Locating Correspondence

To locate letters, from the LEA home page click on *Correspondence* under *Task Menu*.

Search Assignments			
School Year:	2019-20 <input type="button" value="v"/>	Cohort:	All <input type="button" value="v"/>
Monitoring Type:	All Monitoring Types <input type="button" value="v"/>	Review Type:	All Review Types <input type="button" value="v"/>
Assignment Status:	All Assignment Statuses <input type="button" value="v"/>	Needs Attention From:	Any <input type="button" value="v"/>
Review Follow-Ups	All <input type="button" value="v"/>	Assignments with No Access:	Don't Show <input type="button" value="v"/>
<input type="button" value="Search"/> <input type="button" value="Reset"/>			



Show Cohort
  Show Dispro Cycle/Year
  Show Both

Assignments List					
School Year	Cohort or Cycle/Year	Monitoring Type	Review Type	Assignment Status	Needs Attention From
2019-20	1	Tiered Monitoring	<a href="#">Monitoring Module</a>	Not Finalized	---
2019-20	1	Tiered Monitoring	<a href="#">Student File Review</a>	In Progress	LEA
2019-20	1	Tiered Monitoring	<a href="#">Initial Evaluation Timelines</a>	Assigned - Not Started	LEA
2019-20	1	Tiered Monitoring	<a href="#">C to B Transition</a>	Assigned - Not Started	LEA

# Locating Individual Correspondence

## CORRESPONDENCE

» [LEA Home](#)

Search Correspondences			
School Year:	2019-20 <input type="button" value="v"/>	For (DESE or LEA):	Any <input type="button" value="v"/>
Correspondence Type:	All Correspondence Types <input type="button" value="v"/>	Correspondence Read:	Show All <input type="button" value="v"/>
Monitoring Type:	All Monitoring Types <input type="button" value="v"/>	Review Type:	All Review Types <input type="button" value="v"/>
From Date	mm/dd/yyyy	To Date	mm/dd/yyyy
<input type="button" value="Search"/> <input type="button" value="Reset"/>			

Correspondences										
School Year	Correspondence Type	Monitoring Type	Review Type	Student Record	Date ▼	By (User)	Subject	Emailed	For (DESE or LEA)	View / Viewed?
2019-20	Assignment Message	Tiered Monitoring	Student File Review	n/a	9/30/2019 2:53:49 PM	Tammy Rex		Y	DESE	 N
2019-20	Assignment Status Change Notification	Tiered Monitoring	Student File Review	n/a	9/27/2019 10:57:35 AM	MARY COREY		Y	LEA	 Y
2019-20	Assignment Status Change Notification	Tiered Monitoring	Student File Review	n/a	8/19/2019 9:42:53 AM	Tammy Rex		N	DESE	 N
2019-20	Assignment Status Change Notification	Tiered Monitoring	C to B Transition	n/a	8/19/2019 9:29:28 AM	IMACS2TESTING IMACS2TESTING		N	LEA	 Y

# Student File Review Summary Page

Add the names of students whose files are being selected by the LEA for review by going to the LEA home page and clicking on *Student File Review*.

Search Assignments			
School Year:	2019-20 <input type="button" value="v"/>	Cohort:	All <input type="button" value="v"/>
Monitoring Type:	All Monitoring Types <input type="button" value="v"/>	Review Type:	All Review Types <input type="button" value="v"/>
Assignment Status:	All Assignment Statuses <input type="button" value="v"/>	Needs Attention From:	Any <input type="button" value="v"/>
Review Follow-Ups	All <input type="button" value="v"/>	Assignments with No Access:	Don't Show <input type="button" value="v"/>
<input type="button" value="Search"/> <input type="button" value="Reset"/>			

Task Menu
• <a href="#">Correspondence (0)</a>

Show Cohort
  Show Dispro Cycle/Year
  Show Both

Assignments List					
School Year	Cohort or Cycle/Year	Monitoring Type	Review Type	Assignment Status	Needs Attention From
2019-20	1	Tiered Monitoring	<a href="#">Monitoring Module</a>	Not Finalized	---
2019-20	1	Tiered Monitoring	<a href="#">Student File Review</a>	In Progress	LEA
2019-20	1	Tiered Monitoring	<a href="#">Initial Evaluation Timelines</a>	Assigned - Not Started	LEA
2019-20	1	Tiered Monitoring	<a href="#">C to B Transition</a>	Assigned - Not Started	LEA

# Student File Review Summary Page

The Student File Review Summary page is where LEAs add student names and demographic information.

## TIERED MONITORING: STUDENT FILE REVIEW SUMMARY

» [LEA Home](#) » [Tiered Monitoring Monitoring Summary](#)

Compliance Areas		
Compliance Area	Number of Student Files	No Student Files Available in this Area
Transition Age (15+)	1	<input type="checkbox"/>

Student File Review Summary			
	LEA	DESE	Final
<b>Yes:</b>	0	TBD	TBD
<b>No:</b>	0	TBD	TBD
<b>N/A:</b>	0	TBD	TBD
<b>Percent:</b>	N/A	TBD%	TBD%
Total Student Reviews: <b>1</b>			
Indicators out of compliance: <i>TBD</i>			

 [Import Student Data from CSV file](#)

 [Add New Student File Review](#)

Student File Review List									
MOSIS ID	Student Name	DOB	Primary Disability	Initial Eval	Reeval	Transition Only	Conditional Indicators	Uploads/Corresp./Answers	Action
123456789	Simpson, Bart	05/24/2003	Other Health Impairments	N	Y*	N	---	A : 0 of 3	   

Reevaluation w/ assessment = 'Y \*'  
Reevaluation w/o assessment = 'Y'

# Student File Review Screen

After the LEA has completed filling in the boxes, they need to select either the *Save and Stay*, *Save and Return*, or *Cancel and Return* buttons.

Student Information	
MOSIS ID:	<input type="text"/>
First Name:	<input type="text"/>
Last Name:	<input type="text"/>
DOB:	<input type="text" value="mm/dd/yyyy"/> Age: <input type="text"/> <input type="checkbox"/> ECSE
Case Manager:	<input type="text"/>
Building:	<input type="text"/>
Placement Category:	<input type="text" value="Select..."/> <input type="button" value="v"/>
Disability Category:	<input type="text" value="Select..."/> <input type="button" value="v"/>
Review Type <i>(Must select one)</i>	
Initial Evaluation:	<input type="checkbox"/>
Reevaluation:	<input type="checkbox"/> <input type="radio"/> With Assessment <input type="radio"/> Without Assessment
Transition Only:	<input type="checkbox"/>
<input type="button" value="Save and Stay"/> <input type="button" value="Save and Return"/> <input type="button" value="Cancel and Return"/>	

# Student File Review Screen, cont.

After the district has answered the individual indicators under each individual student on the Student File Review List, the district will need to submit the file reviews. Complete the review and submit no later than **January 31, 2020**.

Student File Review List									
MOSIS ID	Student Name	DOB	Primary Disability	Initial Eval	Reeval	Transition Only	Conditional Indicators	Uploads/Corresp./Answers	Action
123456789	Simpson, Bart	05/24/2003	Other Health Impairments	N	Y*	N	---	A: 3 of 3	   
456789123	Radley, Boo	10/31/2012	Intellectual Disability	Y	N	N	---	A: 3 of 3	   

Reevaluation w/ assessment = 'Y \*'  
Reevaluation w/o assessment = 'Y'

Assignment Completion Tasks
Submit for DESE Verification
<input type="button" value="Submit File Reviews"/>

# Uploading Documentation for the Desk Review

- During late February/early March 2020 time period, districts will be notified via IMACs 2.0 correspondence of the student files chosen for desk review verification and what documents must be uploaded.
- The LEA will upload the documentation requested in IMACS 2.0 for each student record requested.
- This documentation is due in IMACS 2.0 no later than April 1, 2019.

ASSIGNMENT UPLOADS

[New Upload](#) [New Document Request](#) Filter By: All Request Statuses

Review Type	Student Record	Upload Title	DESE Request Type	Request Status	Date Uploaded	Date Updated	Uploaded By	LEA Comment	DESE Comment	Action
Student File Review	Billy Idol	Initial Evaluation SSD	Required		3/29/2020 12:38:14 PM		Jagger, Mick			
Student File Review	Chris Kringle	Reevaluation and Transition	Required		3/29/2020 11:52:00 AM		Jagger, Mick			
Student File Review	Mary Ingalls	Reevaluation and Transition	Required		3/29/2020 11:50:41 AM		Jagger, Mick			

# Uploading Documentation

Once the Assignment Uploads window has opened, the LEA may upload the requested student documents. You will receive one document request per student and will need to merge all documents into one file. An automated email will be generated to the Supervisor overseeing your district to let them know it is uploaded.

ASSIGNMENT UPLOAD FOR Billy Idol

Upload Title	Initial Evaluation-SLD
DESE Request Type	Required
Request Status	Accepted
Indicators	"All indicators relating to Initial Evaluation and IEP Process"
LEA Comment	
DESE Comment	Initial Evaluation: Please upload all documentation, including the Referral, Review of Existing Data, Evaluation Report, IEP, Notifications of Meeting, Notices of Action,
Upload File	Current File On Record: <input type="text"/> Browse...

Save Cancel

# Documentation Request Status

The document status can be found in the Request Status box.

**Submitted** - Uploaded, but not yet looked at by DESE

**Accepted** – DESE has looked over the file and it seems like everything needed is there.

**Rejected** – DESE has looked over the file and something is not right.

▼ ASSIGNMENT UPLOADS

 [New Upload](#)



Filter By:

Assignment Uploads										
Review Type	Student Record	Indicators Addressed	Upload Title	DESE Request Type	Request Status	Date Uploaded ▼	Uploaded By	LEA Comment	DESE Comment	Action
Student File Review	Leader Test	All relevant paperwork	<a href="#">Initial Evaluation and IEP</a>	Required	Submitted	9/25/2018 8:39:43 AM	Testing5, Testing5			
Student File Review	Dinah Mite	Reevaluation and IEP Review Documents	<a href="#">Desk Review Document Request</a>	Required	Accepted	9/19/2018 4:32:40 PM	Testing5, Testing5			

# Timelines Submission

- Timeline submissions due May 15, 2020.
  - 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, 2019 to April 30, 2020.

# Initial Evaluation Timelines Summary Page

Add the Initial Evaluation Timelines information by going to the LEA home page and clicking on the *Initial Evaluation Timelines* review type.

Search Assignments				Task Menu	
School Year:	2019-20	Cohort:	All	• Correspondence (0)	
Monitoring Type:	All Monitoring Types	Review Type:	All Review Types		
Assignment Status:	All Assignment Statuses	Needs Attention From:	Any		
Review Follow-Ups	All	Assignments with No Access:	Don't Show		
<input type="button" value="Search"/> <input type="button" value="Reset"/>					
<input type="radio"/> Show Cohort <input type="radio"/> Show Dispro Cycle/Year <input checked="" type="radio"/> Show Both					
Assignments List					
School Year	Cohort or Cycle/Year	Monitoring Type	Review Type	Assignment Status	Needs Attention From
2019-20	1	Tiered Monitoring	<a href="#">Monitoring Module</a>	Not Finalized	---
2019-20	1	Tiered Monitoring	<a href="#">Student File Review</a>	Submitted for DESE Verification	DESE
2019-20	1	Tiered Monitoring	<a href="#">Initial Evaluation Timelines</a>	Assigned - Not Started	LEA
2019-20	1	Tiered Monitoring	<a href="#">C to B Transition</a>	Assigned - Not Started	LEA

# Initial Evaluation Timelines Summary

## TIERED MONITORING: INITIAL EVALUATION TIMELINES SUMMARY

» [LEA Home](#) » [Tiered Monitoring Monitoring Summary](#)

Assignment Information	
School Year:	2019-20
Assignment Status:	Assigned - Not Started
Needs Attention From:	LEA
Due Date	5/15/2020
DESE Lead Supervisor:	

LEA Contact Information	
LEA Contact:	Please supply LEA Contact Information
	 <a href="#">Edit LEA Contact Information</a>

 [Import Students from C to B Transition](#)

 [Import Initial Evaluation Data from CSV file](#)

 [Add New Initial Evaluation Timelines Review](#)

**Coming Soon!**



Initial Evaluation Timelines Summary Totals			
	Summary of Eligibility Determined within 60 days	Summary based on LEA acceptable Reasons	DESE Final Score
Yes:	0	0	TBD
No:	0	0	TBD
Percent:	N/A	N/A	TBD
Total student records: 0			

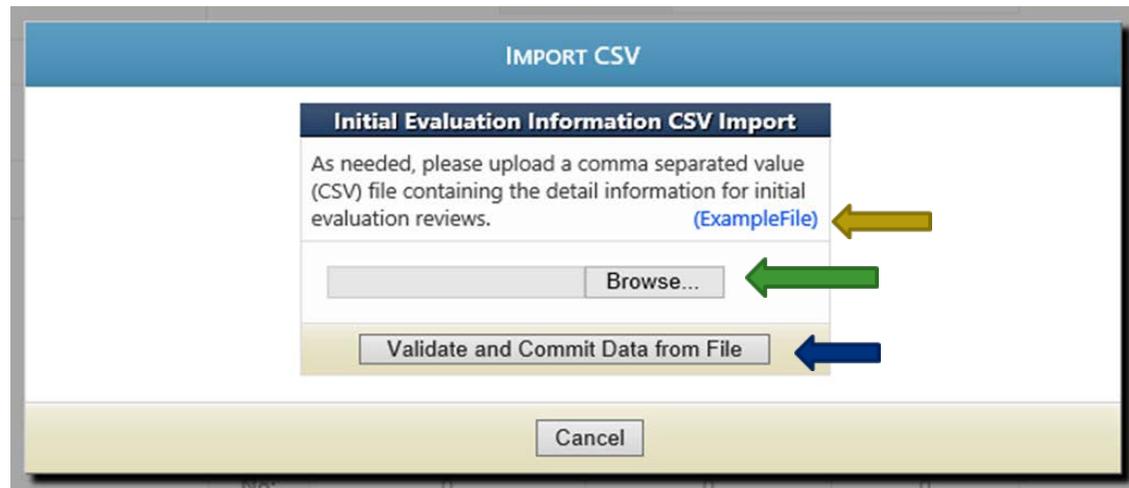
*No Initial Evaluation Timelines Reviews have been found.*

# Adding New Student Timeline Data Individually

If you decide to enter your timeline data one student at a time in IMACS 2.0 by clicking on *Add New Initial Evaluation Timelines Review* then you will see the familiar student demographic screen below.

Initial Evaluation Review	
Student First Name:	<input type="text"/>
Student Last Name:	<input type="text"/>
Date of Parental Consent to Evaluate:	<input type="text" value="mm/dd/yyyy"/> <small>• Must be between 7/1/2017 and 6/30/2018.</small>
Date of Eligibility:	<input type="text" value="mm/dd/yyyy"/>
Is Student Eligible?:	<input type="radio"/> Yes <input type="radio"/> No
Is Eligibility Determined within 60 Days?:	<input type="text"/> <small>• Automatically set by system based on data entered. • If 'Yes' then fields below are N/A.</small>
If NO, give reason:	<input type="text"/>
Acceptable Reason? Y/N:	<input type="radio"/> Yes <input type="radio"/> No
<input type="button" value="Save and Stay"/>   <input type="button" value="Save and Add Another"/>   <input type="button" value="Save and Return"/>   <input type="button" value="Cancel and Return"/>	

# Importing Data from CSV file



Click on the blue (*ExampleFile*) to read the format and directions for preparing the CSV/TXT upload. The directions are also on the next slides in this presentation.

To upload from your computer you will need to click on *Browse* to locate the CSV/TXT document. Once you have done that click on *Validate and Commit Data from File*.



# Importing Student Data for Initial Evaluation Timelines

## IMACS 2.0 Student Information Upload for Initial Evaluation Timeline

The file can have an extension of .csv or .txt.

Upon submitting a file, the website will first validate and if valid will then prompt the user to commit the data.

The file must contain column headings at row 1.

Data rows should contain only information intended for Initial Eval Reviews.

'Parental Consent Date' column must be a Valid Date: MM/DD/YYYY.

'Date of Eligibility' column must be a Valid Date: MM/DD/YYYY and must **not** come before 'Parental Consent Date'.

'Is Student Eligible' column must be a 'Y' or 'N' value.

'Reason 60 Days' column is only required if student eligibility was not determined within 60 days.

If required, 'Is Acceptable Reason' column must be a 'Y' or 'N' value.

'Is Acceptable Reason' is only required if eligibility not determined within 60 days and must be a 'Y' or 'N' value.

	A	B	C	D	E	F	G
1	Fname	Lname	Parental Consent Date	Eligibility Date	Is Student Eligible	Reason 60 days	Is Acceptable Reason
2	Don	Knotts	09/22/2019	12/10/2019	Y	Thanksgiving	Y
3	Homer	Simpson	10/10/2019	11/15/2019	Y		
4	Andy	Reid	12/15/2019	2/1/2020	N		
5							

# Submitting Initial Evaluation Reviews

After the district has entered the individual student information, the district will need to submit the file reviews.

Initial Evaluation Review List								
Student ▲	Date of Parental Consent to Evaluate	Date of Eligibility	Student Eligible?	Eligibility Determined within 60 Days?	Is Acceptable Reason?		Uploads / Correspondence	Action
					LEA	DESE		
Fudd, Elmer	07/01/2017	06/30/2018	Yes	No	Yes	TBD		   
Jerry, Tom	08/02/2017	10/01/2017	Yes	Yes	N/A	TBD		   
Runner, Elmer	07/01/2017	08/05/2017	Yes	Yes	N/A	TBD		   

Assignment Completion Tasks	
Submit for DESE Verification	
<input type="button" value="Submit Initial Eval Reviews"/>	

# C to B Transition Summary Page

Add the C to B Transition Timelines information by going to the LEA home page and clicking on the *C to B Transition* review type.

Search Assignments				Task Menu	
School Year:	2019-20	Cohort:	All	• Correspondence (0)	
Monitoring Type:	All Monitoring Types	Review Type:	All Review Types		
Assignment Status:	All Assignment Statuses	Needs Attention From:	Any		
Review Follow-Ups	All	Assignments with No Access:	Don't Show		
<input type="button" value="Search"/> <input type="button" value="Reset"/>					
<input type="radio"/> Show Cohort <input type="radio"/> Show Dispro Cycle/Year <input checked="" type="radio"/> Show Both					
Assignments List					
School Year	Cohort or Cycle/Year	Monitoring Type	Review Type	Assignment Status	Needs Attention From
2019-20	1	Tiered Monitoring	<a href="#">Monitoring Module</a>	Not Finalized	---
2019-20	1	Tiered Monitoring	<a href="#">Student File Review</a>	Submitted for DESE Verification	DESE
2019-20	1	Tiered Monitoring	<a href="#">Initial Evaluation Timelines</a>	Assigned - Not Started	LEA
2019-20	1	Tiered Monitoring	<a href="#">C to B Transition</a>	Assigned - Not Started	LEA

# C to B Transition Summary

## TIERED MONITORING: C TO B TRANSITION SUMMARY

[» LEA Home](#) » [Tiered Monitoring Monitoring Summary](#)

Assignment Information	
School Year:	2019-20
Assignment Status:	Assigned - Not Started
Needs Attention From:	LEA
Due Date	5/15/2020
DESE Lead Supervisor:	

LEA Contact Information	
LEA Contact:	Please supply LEA Contact Information
	 <a href="#">Edit LEA Contact Information</a>

CtoB Summary Totals			
	Summary of IEP in place	Summary based on LEA acceptable Reasons	DESE Final Score
Yes:	0	0	TBD
No:	0	0	TBD
N/A:	0	0	TBD
Percent:	N/A	N/A	TBD
Total student records: 0			

 [Import C to B Data from CSV file](#)

 [Add New C to B Review](#)

Coming Soon!

*No C to B Reviews found.*

# C to B Transition Review

Once completed, select the “Save and Stay,” “Save and Add Another,” or “Save and Return” button.

C to B Review	
First Name:	<input type="text"/>
Last Name:	<input type="text"/>
DOB:	<input type="text" value="mm/dd/yyyy"/>
Special Ed Referral Date:	<input type="text" value="mm/dd/yyyy"/> <small>• Must be between 7/1/2017 and 6/30/2018. • and must be a date between the child's 2nd and 3rd birthdays.</small>
First Steps Referral Date:	<input type="text" value="mm/dd/yyyy"/>
Is Parental Consent Received?	<input type="radio"/> Yes <input type="radio"/> No <small>• All fields below are N/A if "No" is chosen.</small>
Date of Eligibility:	<input type="text" value="mm/dd/yyyy"/>
Is Student Eligible?:	<input type="radio"/> Yes <input type="radio"/> No <small>• All fields below are N/A if "No" is chosen.</small>
Date of IEP:	<input type="text" value="mm/dd/yyyy"/>
Is IEP in place by 3rd birthday?:	<input type="text"/> <small>• Automatically set by system based on data entered.</small>
If NO, give reason:	<input type="text"/>
Acceptable Reason?:	<input type="radio"/> Yes <input type="radio"/> No
<div style="border: 2px solid red; padding: 5px; display: flex; justify-content: space-between;"><span>Save and Stay</span><span>Save and Add Another</span><span>Save and Return</span><span> </span><span>Cancel and Return</span></div>	

# Importing Data from CSV file



Click on the blue (*ExampleFile*) to read the format and directions for preparing the CSV/TXT upload. The directions are also on the next slides in this presentation.

To upload from your computer you will need to click on *Browse* to locate the CSV/TXT document. Once you have done that click on *Validate and Commit Data from File*.



# Submitting the C to B Transition Review

After the district has entered the individual student information, the district will need to submit the C to B Transition reviews.

If there are no C to B students then the LEA will select the *Submit with No Students to Report* button.

*No C to B Reviews found.*

**Assignment Completion Tasks**

**Submit for DESE Verification**

Submit with No Students to Report

Submit CtoB Reviews

# Self Assessment Completed

Once all the portions of the Self-Assessment are submitted to DESE the LEA's home page will look like the screen shot below. When DESE has completed their portion of the review it will read *Finalized* next to Monitoring Module.

Search Assignments					
School Year:	2019-20	Cohort:	All	Monitoring Type:	All Monitoring Types
Assignment Status:	All Assignment Statuses	Review Type:	All Review Types	Needs Attention From:	Any
Review Follow-Ups	All	Assignments with No Access:	Don't Show		
<input type="button" value="Search"/> <input type="button" value="Reset"/>					

Task Menu
• <a href="#">Correspondence (0)</a>

Show Cohort
  Show Dispro Cycle/Year
  Show Both

Assignments List					
School Year	Cohort or Cycle/Year	Monitoring Type	Review Type	Assignment Status	Needs Attention From
2019-20	1	Tiered Monitoring	<a href="#">Monitoring Module</a>	Not Finalized	---
2019-20	1	Tiered Monitoring	<a href="#">Student File Review</a>	Submitted for DESE Verification	DESE
2019-20	1	Tiered Monitoring	<a href="#">Initial Evaluation Timelines</a>	Submitted for DESE Verification	DESE
2019-20	1	Tiered Monitoring	<a href="#">C to B Transition</a>	Submitted for DESE Verification	DESE

# Reminders

1. All communication between DESE and LEAs regarding compliance monitoring or containing Personally Identifiable Information (PII) will be housed in IMACS 2.0.
2. The system will send an email notification to the SE contact and DESE each time information has been submitted or returned.
3. Districts will have the ability in IMACS 2.0 to upload requested documentation to the individual student record at any time in the process.
4. Districts will answer significantly fewer indicators than in previous years and DESE has the ability to target file reviews according to a LEA's Special Education Performance Data.

# Compliance Consultants

## RPDC Compliance Consultants

### Contact Information

REGION	CONSULTANT	OFFICE PHONE	EMAIL
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# Resources

Office of Special Education

Special Education Compliance (Part B)

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Phone: 573-751-0699

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





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