

**SELF-ASSESSMENT PROCEDURES FOR SPECIAL EDUCATION MONITORING
2020-21 SCHOOL YEAR**

Special Education Self-Assessment Monitoring Process:

- The district will conduct a compliance file review using the district's own files.
- The district will submit related file review documents to DESE through IMACS 2.0.
- The district will submit data that includes initial evaluation timelines and Part C to B timelines.
 - Students transitioning from Part C to B will be reported in both the C to B timeline collection and the Initial Evaluation timeline collection in IMACS 2.0.
- The district will provide Parent Surveys to all parents of students with disabilities served by the district.

Dates for Self-Assessment:

- The district's file review must be completed in IMACS 2.0 and submitted to DESE by Feb. 1, 2021.
- The DESE Office of Special Education Compliance Section will request documentation from the student records reviewed during the district's compliance file review.
 - Documentation must be uploaded in IMACS 2.0 by April 1, 2021.
- Data on timelines will cover the period from July 1, 2020 to April 30, 2021.
- Timelines must be entered and submitted in IMACS 2.0 by May 15, 2021.

Logging on to Improvement Monitoring, Accountability and Compliance System (IMACS 2.0):

- If a user does not already have access to DESE Web Applications, he or she must request a User ID by clicking the link for requesting a User ID near the bottom of the Web Apps login page.
- When the user has a User ID the agency's web applications user manager must assign 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 through the following steps:

- User Manager: Grants User access to IMACS 2.0
- IMACS User: Logs in to DESE Web Applications and selects Special Education IMACS 2 from the menu. At this point the User will not have access to anything within IMACS 2.0.
- IMACS Admin: Logs in to DESE Web Applications and selects Special Education IMACS 2 from the menu. Go to System Maintenance, then User Info and Permissions. Edit the User Permissions for the IMACS User. At a minimum, the User will need Update or Submit access to the Tiered Monitoring: Monitoring Module and View Only or Update access for Correspondence.
- IMACS User: Upon logging in to IMACS 2.0 again, the User will have access to areas granted by the IMACS Admin.

(NOTE: Do not attempt to log onto IMACS 2.0 until you have received notification from DESE that IMACS 2.0 is ready for you to use.)

Key Points to Remember when Conducting the Self-Assessment File Review:

- When making determinations, it is important to read the entire indicator and refer to your *Standards and Indicators Manual* in order to be sure the compliance call is made correctly.
- Do not rely only on the brief checklist summary language found in IMACS 2.0.

- Select files from the current or prior school year.
- It is preferable not to use files for transfer students.
- Files should be selected randomly and should represent a cross-section of the agency’s buildings as well as ages, grades, the disability categories, and placements.
- Transition indicators apply only to files for students age 15+ unless you have checked the box for transition on the demographics screen for a younger student (each districts must review 5 or more transition files).
- Selected districts will be asked to submit files that meet conditional indicators such as: SLD, ID, OHI, discipline, or MAP-A.

Numbers of files to select for review

Based on the most recent December 1 child count for the agency, the following number of files are used as a guideline for conducting file reviews:

LEA December 1 Child Count	Number of Files to be Reviewed
10 or less	All files
11-99	10
100-199	15
200-599	20
600 - 999	25
1000 +	30

The district will need to select a portion of files of students who have had an initial evaluation or reevaluation or are Transition only IEPs only in the present or prior school year. The district will use each student’s file for reviewing as many items as possible. (e.g. If reviewing a student’s file for SPP Indicator 13 – post- secondary transition, you can also review that file for IEP content, the reevaluation process and LRE placement, if applicable.)

If you have not had enough initial evaluations, reevaluations or transition files to meet your minimum requirement, please contact your assigned supervisor.

Example of a district file selection:

December 1 Child Count = 850

Total file sample size = 25

10 Initial Evaluations Files (Can include ECSE files)

Indicators reviewed in IMACS for compliance include: Referral Process, Review of Existing Data, Notice of Action, Initial Evaluation, Postsecondary Transition, Placement, and IEP.

Conditional indicators that may be in IMACS: Initial indicators for SLD, ID, OHI; discipline, MAP-A

14 Reevaluations Files, 4 with transition indicators

Indicators reviewed in IMACS for compliance may include: Reevaluation with Assessments, Reevaluation without Assessments, Review of Existing Data, Notice of Actions, Evaluation, Transition, Placement, IEP and Discipline (Long-Term).

1 Transition only IEP (for a total of 5 transition files)

25 total files selected for file review

It is advisable to select a good cross-section of files with regard to eligibility and placement.

Sending self-assessment and supporting documentation to the department:

- Requested supporting documentation will be uploaded to DESE through IMACS 2.0 in the individual student’s file review. Do not send any supporting documentation until requested from DESE.
- IEPs and all other supporting documents used to make decisions for compliance will be submitted to DESE.
- All timelines are recorded in IMACS.2.0

The completed file review must be submitted to the DESE by January 31, 2021.

Data on timelines will be submitted by May 15, 2021 and will include data from July 1, 2020 through the end of April 2021.

If you have any concerns or question regarding the compliance file review you can reach out to your Compliance Consultant or your DESE Supervisor.

Office of Special Education – Compliance

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Region	Compliance Consultant	Phone Number	Email
1. Southeast	Tiffiney Smith	573-651-2621	tdsmith@semo.edu
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4. Northeast	Joetta Walter	660-785-6080	jwalter@truman.edu
5. Northwest	Lauren Struthers	660-562-1995	laurens@nwmissouri.edu
6. South Central	Winona Anderson	800-667-0665	awinona@mst.edu
7. Southwest	Amy Phipps	417-836-4082	amyphipps@missouristate.edu
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