



DISTRICT OF COLUMBIA  
OFFICE OF THE STATE SUPERINTENDENT OF  
**EDUCATION**

**TO:** Local Education Agency (LEA) Leaders  
LEA Special Education Points of Contact

**FROM:** Nikki Stewart, Assistant Superintendent  
Division of Systems and Supports, K-12 (K12SS)

**DATE:** April 30, 2020

**RE:** Updated IDEA, Part B Monitoring Activities Schedule and LEA Documentation

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This document contains updates on Office of the State Superintendent of Education (OSSE) monitoring activities and procedures under Part B of IDEA relating to the provision of a free and appropriate public education during the District of Columbia Government’s response to coronavirus (COVID-19).

Pursuant to the Individuals with Disabilities Education Act (IDEA) 34 CFR 300.600, OSSE is obligated as the state education agency (SEA) to ensure the delivery of a free and appropriate education (FAPE) to all District students with qualifying disabilities receiving services via an individualized education program (IEP) under the IDEA. The IDEA Part B regulations at 34 CFR 300.600 require that the SEA monitor the implementation of IDEA Part B, make annual determinations about the performance of each LEA, enforce compliance with IDEA Part B, and report annually on the performance of the SEA and each LEA. The primary intent of the SEA’s monitoring activities is to improve educational results for all children with disabilities and ensure that LEAs meet the program requirements under Part B of the IDEA.

### **Updated Monitoring Schedule and Flexibilities**

OSSE recognizes LEAs and schools are operating in a rapidly changing environment with unpredictable timeframes. We remain committed to being flexible and accommodating where possible. Therefore, OSSE will modify its monitoring schedule for the 2019-20 school year for monitoring activities under the IDEA, Part B. Additionally, OSSE will extend LEAs’ correction window from 10 days after the release of initial reports in District of Columbia Corrective Action Tracking System (DCCATS) to 30 days after the release of initial reports in DCCATS until further notice. If LEAs require additional extensions to a correction window, it may be granted upon request.

The following table outlines OSSE’s IDEA monitoring activities for the remainder of the 2019-20 school year.

<b>Estimated Timeline</b>	<b>Monitoring Activity</b>
May 2020	<ul style="list-style-type: none"><li>• Reevaluation Timeliness for FFY 19 Q2 (Oct. 2, 2019 – Dec. 31, 2019)</li><li>• Initial Evaluation Timeliness for FFY 19 Q2 (Oct. 2, 2019 – Dec. 31, 2019) (including focus on students ages 3-5)</li></ul>

June 2020	<ul style="list-style-type: none"> <li>• Reevaluation Timeliness for FFY 19 Q3 (Jan. 1, 2020 – March 31, 2020)</li> <li>• Initial Evaluation Timeliness for FFY 19 Q3 (Jan. 1, 2020 – March 31, 2020) (including focus on students ages 3-5)</li> <li>• Child Find (including focus on students ages 3-5)</li> </ul>
July 2020	<ul style="list-style-type: none"> <li>• Reevaluation Timeliness for FFY 19 Q4 (April 1, 2020 – June 30, 2020)</li> <li>• Initial Evaluation Timeliness for FFY 19 Q4 (April 1, 2020 – June 30, 2020) (including focus on students ages 3-5)</li> <li>• C to B Transition Timeliness for FFY 19 July 1, 2019 – June 30, 2020 (including focus on students ages 3-5)</li> <li>• Significant Disproportionality</li> </ul>
August 2020	<ul style="list-style-type: none"> <li>• Significant Discrepancy and Disproportionate Representation</li> <li>• Secondary Transition Requirements<sup>1</sup></li> </ul>
September 2020	<ul style="list-style-type: none"> <li>• Issuance of IDEA LEA Determinations</li> </ul>

### Documenting Delays, Including Procedural Delays Related to Coronavirus (COVID-19), in DCCATS

When an evaluation is untimely, your LEA will receive an email notification from DCCATS indicating that a monitoring report has been released. Please reference OSSE’s [“Guidance Related to Coronavirus \(COVID-19\): IDEA, Part B Provision of FAPE Frequently Asked Questions”](#) which outlines IDEA procedural timeline flexibilities including initial evaluation, reevaluation and C to B timeliness. Question 6 in this document provides guidance to LEA’s on how to document the use of these flexibilities in the Special Education Data System (SEDS). Once a monitoring report is released, LEAs are expected to verify reason for delay during the 30-day correction window. Please reference the following procedures for documenting reasons for delay in DCCATS:

**1. COVID-related delay with a new mutually agreed upon due date between LEA and parent**

- For cases that meet this condition, LEAs should go to the relevant noncompliance report in DCCATS and select “parental delay” under “corrected – untimely.” With that selection, include in the notes section that the delay is COVID-related and the mutually agreed upon new date the meeting or evaluation will take place. All notes should be documented under “Notes” at the bottom of the noncompliance report in DCCATS.
- LEAs must ensure that the applicable Prior Written Notice (PWN) is uploaded into the documents section of the student file in DCCATS as evidence.
- Please note that future student reporting will be based on new agreed upon due dates after manual review and approval of LEA evidence by OSSE.

**2. COVID-related delay for which the LEA could not complete the evaluation and the parent did not agree to a new due date**

- For cases that meet this condition, LEAs should go to the relevant noncompliance report in DCCATS and select “parental delay” under “corrected – untimely.” With that selection,

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<sup>1</sup> Only LEAs identified as part of Cohort 3 – School Year 2019-20 (Year 3) August Review to be monitored per Nov, 27, 2017 OSSE Secondary Transition Monitoring and TA letter sent to LEA Leaders.

include in the notes section that the delay is COVID-related. All notes should be documented under “Notes” at the bottom of the noncompliance report in DCCATS.

- LEAs must ensure that the applicable PWN is uploaded into the documents section of the student file in DCCATS as evidence. These students will be excluded from reporting if appropriate documentation is provided.
3. **Student transferred between LEAs during the 60-day timeline (120 days for reevaluation)**
- For cases that meet this condition, LEAs should go to the relevant noncompliance report in DCCATS and select “LEA delay: student withdrew and reentered during 60-day timeline” (120-day for reevaluation) under “corrected – untimely.” With that selection, include in the notes section the mutually agreed upon new date (if applicable) the meeting or evaluation will take place. All notes should be documented under “Notes” at the bottom of the noncompliance report in DCCATS.
  - Please note that future student reporting will be based on new agreed upon due dates after manual review and approval of LEA evidence by OSSE.
4. **Routine parental delay**
- For cases that meet this condition, LEAs should go to the relevant noncompliance report in DCCATS and select “parental delay” under “corrected – untimely” in the student noncompliance report in DCCATS. With that selection, LEAs must export a student’s communication log from SEDS and upload it into DCCATS as part of the evidence documents for each student file. Before uploading, LEAs must ensure that the appropriate number and types of contacts under the parental delay protocol are highlighted on the PDF document. OSSE will only review highlighted items.
5. **All other delays**
- For cases that meet this condition, LEAs should go to the relevant noncompliance report in DCCATS and select “LEA delay – other reason” under “corrected – untimely” in the noncompliance report in DCCATS. There are no required next steps for this selection.

For questions related to IDEA, Part B monitoring activities or procedures for documentation, please contact [Karen.Morgan-Donaldson@dc.gov](mailto:Karen.Morgan-Donaldson@dc.gov).

For questions related to data entry in DCCATS, please contact [Megan.Williams@dc.gov](mailto:Megan.Williams@dc.gov).

For resources and information about the District of Columbia Government’s coronavirus (COVID-19) response and recovery efforts, please visit [coronavirus.dc.gov](https://coronavirus.dc.gov).