

Office of the
State Superintendent of Education

Division of Special Education
Quality Assurance & Monitoring Unit

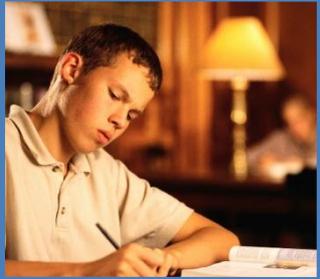
The Monitoring Process

LEA Monitoring Training
September 9, 2011

Melanie Byrd Chisholm
Director, Quality Assurance & Monitoring Unit

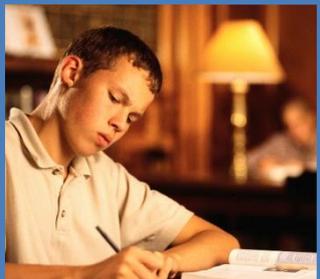
Agenda

- Welcome
- State Performance Plan/Annual Performance Report
- Determinations
- Monitoring Activities
- On-site Monitoring
- Correction of Noncompliance
- LEA Self-Assessment
- Questions



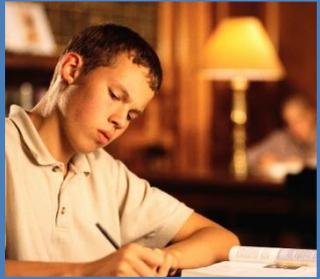
SPP/APR

- 20 Indicators
 - Compliance Indicators
 - Results/Performance Indicators
- Due February 1
- Why is this important to LEAs?



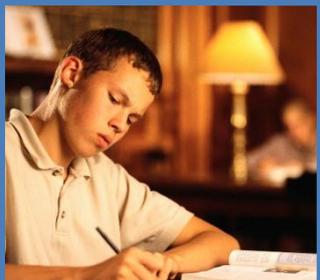
Determinations

- OSSE required to make annual determinations
- Required to review compliance in multiple areas
- Four determination levels
- Monitoring activities included in 4 of 7 areas reviewed



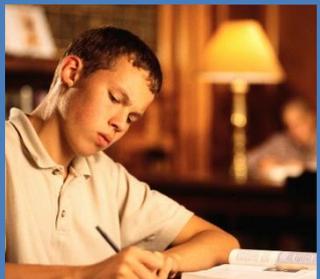
Monitoring Activities

- CAP monitoring
- Database reviews
- On-site monitoring
- Nonpublic monitoring
- Record reviews
- Focused monitoring



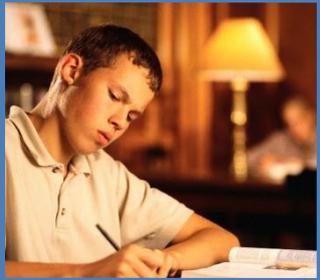
Monitoring Activities (cont.)

- Dispute resolution activities
- LEA self-assessments
- Phase I and Phase II grant applications
- Audit findings review
- Other findings
 - Placement Unit monitoring tool



Monitoring Activities (cont.)

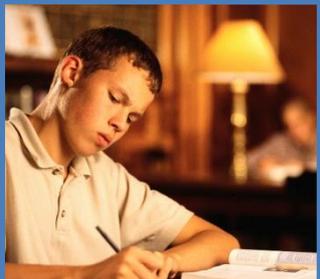
- How are LEAs notified of monitoring activities?
 - Quarterly reviews (secondary transition, early childhood transition, evaluation timelines, IEP timeliness, resolution meeting timelines)
 - Annual reviews (APR indicators)
 - Cyclical reviews (on-site monitoring, nonpublic monitoring)
- How are LEAs notified of the results of monitoring activities?
- What actions must LEAs take after receiving a monitoring report?



Monitoring Reports

Nonpublic Sample:

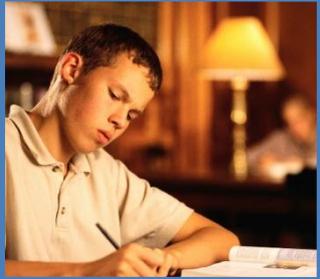
“Kids Are Great” LEA



Monitoring Areas

FAPE in the LRE

- Students educated in the least restrictive environment
- IEPs appropriately developed and implemented
- Evaluations completed within timelines
- IEPs implemented by child's 3rd birthday
- Secondary transition steps and services in IEP
- Appropriate discipline utilized
- Use of safeguards against disproportionate representation
- Instructional materials provided to blind students and students with print disabilities



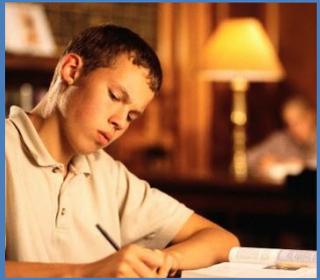
Monitoring Areas (cont.)

Dispute Resolution

- Due process requirements timely implemented
- State complaint requirements timely implemented
- Mediation procedures followed

Data

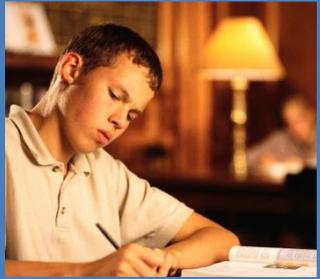
- Timely, valid and reliable data submitted
- Data used to inform decision making



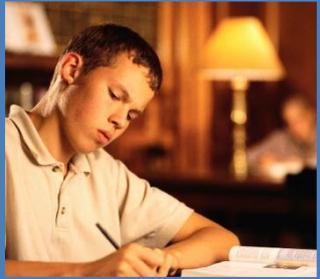
Monitoring Areas (cont.)

Fiscal

- IDEA funds expended in accordance with federal and local laws
- IDEA funds used only to pay excess costs of special education
- Maintenance of effort requirement met
- CEIS funds properly calculated and expended (if applicable)
- Funds not co-mingled
- Proportionate share expended (DCPS only)
- Equal allocation of funds to charter schools (DCPS only)



On-site Monitoring



- Step 1: Identification of LEAs for Monitoring
- Step 2: Notification of Selection
- Step 3: Pre-site Visit
- Step 4: Pre-visit Data Collection
- Step 5: On-site Monitoring

On-site Monitoring (cont.)



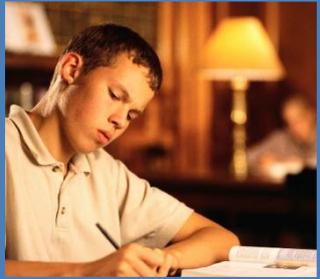
Step 6: Desk Review

Step 7: Monitoring Report

Step 8: Corrective Action Plans

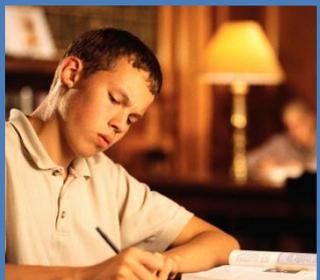
Step 9: Verification of Correction of Noncompliance

Step 10: Closure of Findings



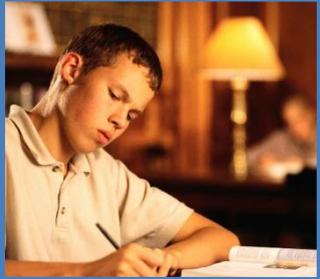
On-site Monitoring Activities

- File reviews
- Classroom observations
- Staff interviews
- Student and family interviews
- Fiscal monitoring activities
- Focused monitoring
- Individual student monitoring



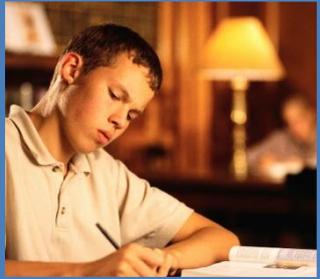
Compliance Monitoring Tools

- LEA Compliance Monitoring Tool
- Secondary Transition Monitoring Tool
- Placement Unit Monitoring Tool



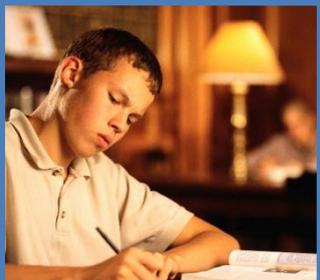
Correction of Noncompliance

- OSEP Memo 09-02
- 2 prongs
 - Individual finding corrected
 - Correctly implementing regulatory requirement
- 100% compliance



Self-Assessment

- Full self-assessment
 - LEA compliance monitoring tool
 - Identification of area for improvement plan
- Focused self-assessment
 - Specific area of noncompliance
 - Root cause analysis
 - Benchmarks to compliance



Questions/Discussion

