

Special Education Cyclical Monitoring: *A Deep Dive into the Comprehensive Assessment of Special Education Policies and Procedures*

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Agenda

- Introductions
- Purpose of the Comprehensive Assessment of Special Education Policies and Procedures Review
- Components and Structure of the Comprehensive Assessment of Special Education Policies and Procedures
- Commonly Identified Areas of Noncompliance
- Improvements for Cohort 3
- Questions

Purpose of the Comprehensive Assessment

ISBE has developed the **Comprehensive Assessment of Special Education Policies and Procedures** as part of its cyclical monitoring process. This tool will be completed by each LEA that is identified for the current cohort.

School districts will be required to analyze internal policies and procedures to identify the impact on student outcomes.

Each LEA should identify staff members who will participate in each area of the assessment. The team members may vary to include individuals with expertise and responsibilities in different areas.

Components and Structure of the Comprehensive Assessment of Special Education Policies and Procedures

Components of the Comprehensive Assessment

1. Special Education Personnel
2. Child Find
3. Evaluation Procedures
4. Individualized Education Programs
5. Parentally-Placed Private School Children
6. Behavior Interventions and Discipline Procedures
7. Procedural Safeguards

Structure of the Comprehensive Assessment

- Each component is broken down into the following sections:
 1. Component Title
 2. Regulations related to the component
 3. Documentation reviewed
 4. Detailed information regarding the specific evidence reviewed
 5. Indication if the documentation meets all regulatory requirements

Component Title and Regulations

- The top section for each area lists the regulations related to the specific component.
- There is a hyperlink to the regulation in the box for LEAs to utilize to view the entire regulation.

District Name: _____	Date Completed: Click or tap to enter a date.
Procedural Safeguards	
<u>Notification of Parents Rights-23 IAC 226.510</u>	
<i>A copy of the notice of procedural safeguards available to the parents of a child with a disability shall be given to the parents in accordance with, and shall conform to the requirements of, 34 CFR 300.504.</i>	

Documentation Reviewed

- Each district should review policies and procedures related to each component.
- ISBE has provided a list of additional documents for LEAs to review related to the specific component.
- This list is a suggested list and not meant to be exhaustive.

Documentation Reviewed (check all that apply)
☐ Policies, procedures, and practices to ensure parents receive a copy of the of procedural safeguards available to parents of a child with a disability at least annually and as otherwise required (e.g., initial evaluations, request for evaluation, state complaint filing, due process filing, disciplinary procedures and upon parent request).
☐ Records of parents receiving procedural safeguards at least annually.
☐ Other (specify)

Detailed information regarding the specific evidence reviewed

- LEAs **must** provide information regarding what policy/procedure was reviewed.
- This information should provide a narrative summary of the evidence reviewed.
- A link to the document or the document in PDF form must be provided as part of the document submission process.

Provide detailed information about the specific evidence reviewed.
Provide a link to the evidence or include the evidence reviewed in an attachment upon submission.

Indication if the documentation meets all regulatory requirements

- LEAs should indicate in this section if any policies and procedures related to the component reviewed meet the requirements of the regulations.
- The ISBE monitoring team will also review the policies/procedures and supporting documents to determine if they meet the requirements of the regulations.

Does the documentation meet all the requirements of the regulations?
☐ Yes
☐ No

Description of Identified Noncompliance

- If areas of noncompliance are identified, they need to be documented in the section above.
- Any area of noncompliance identified, will require correction.
- Corrections of policies and procedures must be submitted to ISBE for verification of regulatory requirements.

Describe identified noncompliance:

Commonly Identified Areas of Noncompliance on the Comprehensive Assessment

Commonly Identified Areas of Noncompliance

Policies and procedures are out of date, missing and/or do not meet the current state regulations.

1. Policies and procedures should be reviewed and updated regularly to ensure they meet the current regulatory requirements.
2. Policies and procedures should be shared with staff members, parents and other stakeholders.
3. Policies and Procedures must include components found under [23 IAC 226.710.](#)

Document and Process Improvements for Cohort 3

Improvements for Cohort 3

ISBE will move the current Comprehensive Assessment into a fillable PDF format.

ISBE is working on a companion/standards document for the Comprehensive Assessment.

ISBE will be working on improved document submission directions to help LEAs with the submission process.

Questions?
