



ISBE Site Visits: What to Expect

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Introduction

Sherry Bochenek

- Principal consultant with ISBE for two years
- ISBE alternate representative for Community Residential and Service Authority
- Member of Illinois Elevating Special Educators Network Advisory Council
- Employed 11 years at a nonpublic special education school

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Agenda



Introduction



Regulatory authority



Types and purposes of ISBE nonpublic special education facility site visits



Common noncompliance findings



Post-visit expectations



Available resources

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Learning Outcomes

- Identify different types of ISBE site visits and explain their purpose.
- Identify the activities that will/may occur during each type of visit.
- Define common areas of noncompliance found during site visits.
- Describe what happens after a site visit, including action steps by ISBE and the program.



Regulatory Authority

- **23 Illinois Administrative Code 401.10 (c)** – Review and evaluate facility and program to recommend approval or disapproval.
- **23 Illinois Administrative Code 401.10(f)** – Application approval process may involve onsite reviews per discretion of state superintendent.
- **23 Illinois Administrative Code 401.30** – Periodic evaluations of approved programs may involve onsite review with or without prior notice.
- **23 Illinois Administrative Code 401.210(c)** – Facilities, programs, and records shall be made available for inspection and evaluation by ISBE with or without prior notice.

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Nonpublic Special Education Facility Site Visits

- Initial Evaluation
- One-Year Review
- Onsite Review
- Relocation Evaluation
- Facility Evaluation/Request for Review
- Focused Visit/Technical Assistance

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INITIAL EVALUATION



Initial Evaluation

What is the purpose:

- Part of initial application pursuant to 23 IAC 401.10(c).
- Verify initial application information.
- Recommend approval or disapproval of program.
- Review notification requirements for approved programs.
- Review final approval process steps.
- Answer any questions.



Initial Evaluation

What to expect during the visit:

Facility tour

- Environment (safe, clean)
 - Classrooms
 - Other student spaces (therapy rooms, gym, relaxation room)
 - Bathrooms
 - Bus entrance
- Space allocation
 - Alignment to floorplan
 - Specific dedicated spaces (student records, testing materials)
- Isolated time out/time out spaces per 23 IAC 1.285(a)(4)

Construction must be completed, and a passing fire inspection submitted before scheduling the visit.



Initial Evaluation

What to expect during the visit:

Principal consultants will review with program administrators the 401 regulations related to documentation and notification requirements.

Documentation requirements

- Classroom records
- Student records
- Staff records
- Staff training record

Notification requirements review

- Five business days
- Forty business days
- Placement termination

Site administrator signs Initial Evaluation Orientation Assurance Statement



ONE-YEAR REVIEW



One-Year Review

What is the purpose:

- Occurs one year after the initial program approval.
- Ensure program implementation aligns with initial application.
- Review program documentation for compliance.
- Evaluate compliance with initial application policies.
- Review notification requirements.



One-Year Review

What to expect during the visit:

Facility tour

- Environment (safe, clean)
 - Classrooms
 - Other student spaces (therapy rooms, gym, relaxation room)
 - Bathrooms
 - Bus entrance
- Space allocation
 - Alignment to floorplan
 - Dedicated spaces (student records, testing materials)
- Isolated time out/time out spaces per 23 IAC 1.285(a)(4)



One-Year Review

What to expect during the visit:

Program documentation review

- Classroom records
 - Students' IEPs and BIPs
 - Necessary student medical information
 - Progress monitoring documentation
 - Schedules (daily classroom, related services)
- Five student records
 - Most recent evaluation, including domain reports and eligibility determination
 - Student's IEP, Transition Plan (if applicable)
 - Progress reports (quarterly IEP, report cards)
 - Attendance records
 - Copy of 19.83 contract
 - Chronological order



One-Year Review

What to expect during the visit:

Program documentation review

- Five staff records
 - Job description
 - Initial physical exam
 - » TB test – Preschool
 - License, certification, and/or transcripts valid for position
 - Fingerprint-based criminal background check
 - Results of Statewide Sex Offender Database (or similar for out-of-state facility)
 - Results of Illinois Murderer and Violent Offender Against Youth Registry (or similar for out-of-state facility)
 - Record of background check results submitted to placing districts



One-Year Review

Illinois State Police website:

<https://isp.illinois.gov/>





One-Year Review

What to expect during the visit:

Program documentation review

- Staff training records
 - Annual in-service training plan
 - Minimum staff training:
 - » Privacy and dignity
 - » Disposal of hazardous materials
 - » Transmission of bloodborne pathogens
 - » Use of Isolated time out and/or physical restraint
per 23 IAC 1.280 and 1.285
 - » Behavioral intervention strategies
 - » Administration of medication (if applicable)
 - Initial training for paraprofessionals
 - Accurate, written, and dated records for all trainings
 - » Agenda
 - » Staff signature



One-Year Review

What to expect during the visit:

Classroom observations

- Student – Teacher ratio
- Disabilities served
- Data collection procedures
- Positive behavior interventions
- Lesson appropriateness and connection to standards
- Accommodations and modifications

Staff interviews

- Paraprofessionals
- Classroom teachers
- Related service personnel
- Administrators



One-Year Review

What to expect during the visit:

Policy, procedure, and licensure review

- Current fire inspection report
- Residential license (if applicable)
- Bloodborne pathogen kit
- Infection control practices
- Medication administration policy
- Behavior management policy
- Privacy and dignity policy
- Visitation policy
- Nonsmoking policy
- Reintegration policy



One-Year Review

Notification Requirements

Five business days after

- Fire inspection compliance
- Residential license (if applicable)
- Change to the number/type/duties of staff impacting compliance

Placement termination

- Twenty business days prior to placing district
- Unless endangering health and safety
- Recommend copying principal consultant



One-Year Review

No less than
40 business days *prior*

- Ceasing operations
- Relocating
- Discontinuing a program

*Placing districts must also
be notified.*

Within 40 business
days *after*

- Changes in administration and organization as described in application
- Changes to the number/type/duties or licensure of staff not impacting compliance



ONSITE REVIEW



Onsite Review

What is the purpose:

- A means for principal consultants to become more familiar with their programs.
- Ensure program implementation aligns with approved application.
- Review program documentation for compliance.
- Evaluate compliance with approved application policies.
- Review notification requirements.



Onsite Review

What to expect during the visit:

Facility tour

- Environment (safe, clean)
 - Classrooms
 - Other student spaces (therapy rooms, gym, relaxation room)
 - Bathrooms
 - Bus entrance
- Space allocation
 - Alignment to floorplan
 - Specific dedicated spaces (student records, testing materials)
- Isolated time out/time out spaces per 23 IAC 1.285(a)(4)



Onsite Review

What to expect during the visit:

Program documentation review

- Classroom records
 - Students' IEPs and BIPs
 - Necessary student medical information
 - Progress monitoring documentation
 - Schedules (daily classroom, related services)
- Two student records
 - Most recent evaluation including domain reports and eligibility determination
 - Student's IEP, Transition Plan (if applicable)
 - Progress reports (quarterly IEP, report cards)
 - Attendance records
 - Copy of 19.83 contract
 - Chronological order



Onsite Review

What to expect during the visit:

Program documentation review

- Two staff records
 - Job description
 - Initial physical exam
 - » TB test – Preschool
 - License, certification, and/or transcripts valid for position
 - Fingerprint-based criminal background check (or similar for out-of-state facility)
 - Results of Illinois Murderer and Violent Offender Against Youth Registry (or similar for out-of-state facility)
 - Record of background check results submitted to placing districts



Onsite Review

What to expect during the visit:

Classroom observations (1-2)

- Student – Teacher ratio
- Disabilities served
- Data collection procedures
- Lesson appropriateness and connection to standards
- Accommodations and modifications

Staff interviews (1-2)

- Paraprofessional
- Classroom teacher
- Related service personnel
- Administrator



Onsite Review

What to expect during the visit:

Policy, procedure, and licensure review

- Current fire inspection report
- Residential license (if applicable)
- Bloodborne pathogen kit
- Infection control practices
- Medication administration policy
- Behavior management policy
- Privacy and dignity policy
- Visitation policy
- Nonsmoking policy
- Reintegration policy



Onsite Review

Notification Requirements

Five business days prior

- Fire inspection compliance
- Residential license (if applicable)
- Change to the number/type/duties of staff impacting compliance

Placement termination

- Twenty business days prior to placing district
- Unless endangering health and safety
- Recommend copying principal consultant



Onsite Review

No less than
40 business days *prior*

- Ceasing operations
- Relocating
- Discontinuing a program

Placing districts must also be notified.

Within 40 business
days *after*

- Changes in administration and organization as described in application
- Changes to the number/type/duties or licensure of staff not impacting compliance



RELOCATION EVALUATION



Relocation Evaluation

What is the purpose:

- Evaluate new location for health and safety and how program will be implemented in new location.
- Verify updated application information.
- Review notification requirements for approved programs.
- Review program documentation requirements.
- Answer any questions.



Relocation Evaluation

What to expect during the visit:

Facility tour

- Environment (safe, clean)
 - Classrooms
 - Other student spaces (therapy rooms, gym, relaxation room)
 - Bathrooms
 - Bus entrance
- Space allocation
 - Alignment to floorplan
 - Dedicated spaces (student records, testing materials)
- Isolated time out/time out spaces per 23 IAC 1.285(a)(4)

Construction must be completed, and a fire inspection submitted before scheduling the visit.



Relocation Evaluation

What to expect during the visit:

Application Review

- Any revisions required
- Intended programmatic outcomes
- Data collection procedures

Notification requirement review

- Five business day
- Forty business day
- Placement termination

Program documentation (review requirements with program)

- Classroom records
- Student records
- Staff records
- Staff training records

Site administrator signs visit acknowledgement.



Facility Evaluation/Request for Review

What is the purpose:

- Gather information to evaluate Request for Review allegations.
- Visit may be announced or unannounced based on allegations.

What to expect during the visit:

One or more will occur depending on the nature of the Request for Review.

- Facility tour
- Program documentation review
- Classroom observations
- Staff interviews



Focused Visit/Technical Assistance

What is the purpose:

- Provide support to a program related to specific issues or topics (e.g., student records).
- Initiated by principal consultant or requested by program.

What to expect during the visit:

Activities can include any of those included in other types of visits and are dependent on the nature of support needed by the program.



Site Visit Activities

X - occurs

X – may occur

	Initial Evaluation	One-Year Review	Onsite Review	Relocation Evaluation	Evaluation Review	Focused Visit/ Technical Assistance
Facility tour	X	X	X	X	X	X
Program document review		X	X		X	X
Classroom observation		X	X		X	X
Staff interviews		X	X		X	X
Policy, procedure, license review		X	X		X	X
Review notification requirements	X	X	X	X		



Noncompliance Findings

Student Records

- Missing behavior intervention plans
- Missing evaluation domain reports and eligibility determination

Classroom Records

- Student medical information
- Progress monitoring
 - Academic
 - Behavior
 - IEP goal



Post-Visit

Written reports from ISBE:

- One Year Review
- On-Site Visit

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- List of documents reviewed
 - Summary of observations
 - Program strengths
 - Corrective action (if applicable)

- Facility Evaluation/Request for Review
 - Same as One Year Review and On-Site Visit

If findings, a corrective action plan
will be included.



Post-Visit

Program actions after visit:

Initial Evaluation

- Tuition rate set by Illinois Purchase Care Review Board (IPCRB)
- Submit program calendar in IWAS

Corrective action plan (if applicable)



Available Resources

- 23 Illinois Administrative Code 401
- 23 Illinois Administrative Code 226
- 23 Illinois Administrative Code 1.285
- Nonpublic Special Education Programs webpage on ISBE website:

<https://www.isbe.net/Pages/Nonpublic-Special-Education-Programs.aspx>

All the regulatory documents can be found here along with other resources.

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Available Resources

Principal consultants are available to address questions and concerns.

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