



## Student Specific Corrective Action

### Meeting Procedures for Parents & Guardians

Presented by: Chicago Public Schools & the Illinois State Board of Education (ISBE)



SY 2020-2021



# Agenda

- Acronyms
- What is Student Specific Corrective Action
- Universal Enrichment Remedy (UER)
- UER Conference Call
- SSCA Meeting
- SSCA Appeals and Procedural Safeguards



# Acronyms to Know

- ODLSS- Office of Diverse Learner Supports and Services
- ISBE- Illinois State Board of Education
- SLD- Specific Learning Disability
- ESY- Extended School Year
- SSCA- Student Specific Corrective Action
- UER- Universal Enrichment Remedy
- SDS/TDS - Separate/Therapeutic Day School



# The Purpose

The purpose of Student Specific Corrective Action (SSCA) was & is to identify & provide remedies for students with disabilities who were adversely impacted during the 2016-17 & 2017-18 school years by special education procedural changes



# SSCA Areas

The ISBE Public Inquiry found during the 2016-17 & 2017-18 that IEP teams may have been prevented from making determinations in the following “SSCA Areas”:

- transportation,
- extended school year (ESY),
- paraprofessional support,
- identification of a student with a specific learning disability (SLD), and
- placement in a therapeutic day school setting.

The Public Inquiry Report also concluded that some students may have been delayed or denied services of a paraprofessional or special education teacher due to the position funding and budget appeals processes in the 2016-17 and 2017-18 school years.



# SSCA Parent Notices



# Notice UER Conference Call

- Notice Conference UER Call
- ISBE Procedural Safeguards
- UER Guidelines

## UER Notice of Conference

Chicago Public Schools Parent/Guardian Notification of Conference									
Date: 03/12/2020	Student's Name: John Doe Birth Date: 07/12/2001								
Dear John Doe,									
In order to discuss your educational needs, you are invited to attend a conference to be held at:									
Date & Time: 03/27/2020, 09:30 AM	Location: The Office of Diverse Learner Supports and Services								
You are a participant on the IEP Team which will meet to address the purpose as indicated in the next section. You have the right to bring other individuals who have knowledge of special expertise regarding your needs. If you plan to bring other individuals, please notify the individual indicated below prior to the meeting so arrangements and accommodations for participants can be made. If these meeting arrangements are not agreeable and/or you require an interpreter or translator, please contact the individual indicated below.									
The purpose of this conference is:									
• Student Specific Corrective Action for School Year 2016-2017 and/or 2017-2018									
The invited individuals and their titles are listed below. If one of the individuals listed below is unable to attend due to unforeseen circumstances, the district will designate an appropriate and suitable replacement to attend the IEP meeting. Any student, age 14 ½ and older, must be invited to any meeting if the purpose of the meeting is to consider transition service needs.									
<table border="1"><thead><tr><th>Title</th><th>Name</th></tr></thead><tbody><tr><td>Parent/Guardian:</td><td>Jane Doe</td></tr><tr><td>Student:</td><td>John Doe</td></tr><tr><td>ODLSS District Representative:</td><td></td></tr></tbody></table>	Title	Name	Parent/Guardian:	Jane Doe	Student:	John Doe	ODLSS District Representative:		
Title	Name								
Parent/Guardian:	Jane Doe								
Student:	John Doe								
ODLSS District Representative:									
Data has been or will be collected regarding the following services:									
<input type="checkbox"/> Paraprofessional Support									
<input type="checkbox"/> Extended School Year									
<input type="checkbox"/> Transportation									
<input type="checkbox"/> Therapeutic Day School									
<input type="checkbox"/> Specific Learning Disabilities									
If data has not been collected in one of the above areas and you wish to have the data collected, send a written request to your school's case manager as soon as possible.									
The IEP Team will discuss whether your child requires Assistive Technology (AT) to receive a Free Appropriate Public Education. The State's AT phone number is 866-262-6663. The State's AT internet address is: <a href="https://www.isbe.net/Pages/Special-Education-Assistive-Technology.aspx">https://www.isbe.net/Pages/Special-Education-Assistive-Technology.aspx</a> .									
If you would like the ISBE Monitor to be at your SSCA meeting, please contact <a href="mailto:isbemonitor@isbe.net">isbemonitor@isbe.net</a> .									
Attached are the ISBE Student Specific Corrective Action Procedural Safeguards that describe your rights in relation to this process.									

# Notice of Conference - UER Call

## Chicago Public Schools Student Specific Corrective Action Universal Enrichment Remedy Notice of Conference Call

**Student Name:** John Doe  
**School:** The Office of Diverse Learner Supports and Services

**Student ID:** 12345678  
**Birth Date:** 07/04/2011

Date: 03/12/2020

Chicago Public Schools (CPS), in response to the Illinois State Board of Education (ISBE) Corrective Action Plan, is offering your child a Student Specific Corrective Action (SSCA) Universal Enrichment Remedy without conducting a SSCA IEP meeting. You are invited to participate in a conference call to discuss Universal Enrichment Remedies that are available for your child. Upon review of the universal remedy options, if you do not believe that any of the options will meet your child's needs, you have the right to decline the Universal Enrichment Remedy Conference Call and request an in-person SSCA meeting.

The SSCA conference call has been scheduled for:

**Date and Time:** 03/27/2020, 01:30 PM

Area of Support to discuss during the conference call:

- Paraprofessional Support 2016/2017
- Transportation 2016/2017
- Transportation 2017/2018

If this conference call date/time is not agreeable and/or you require an interpreter, please contact CPS via email at [SSCA@cps.edu](mailto:SSCA@cps.edu).

The phone number we have on file for you is 773-799-5787. If this is not the best number to reach you, please email your phone number, child's name, and student ID 12345678 to [SSCA@cps.edu](mailto:SSCA@cps.edu).

Attached to this notice is a list of vendors who will be available to provide your child enrichment opportunities, along with guidelines that will assist you in this process.

The invited individuals on the SSCA conference call and their titles are listed below.

Title	Name
Parent/Guardian or Adult Student:	Richard Doe
ODLSS SSCA Representative:	Sarah Briggs

If you would rather have an in-person meeting to discuss Student Specific Corrective Action Universal Enrichment Remedies, you may contact [SSCA@cps.edu](mailto:SSCA@cps.edu). You must request a meeting if you are requesting an alternative remedy to those outlined on the attached vendor list.

Attached are the ISBE Student Specific Corrective Action Procedural Safeguards that describe your rights in relation to this process.



# The UER Phone Conference



- Parents of identified students will receive a Notice from an SSCA team member with a proposed date and time for the UER phone conference.
  - A link of CPS-approved vendors who are providing UER services is provided in the Notice of Conference
  - A copy of the UER Guidelines will also be included with the Notice.
- During the UER phone conference, the SSCA team member will explain the UER menu of options and types of services that the parent will have an opportunity to choose from.

# How was the Amount of UER Determined?

## The guidelines include:

- Area student was identified:
  - Extended School Year
  - Transportation,
  - Paraprofessional
  - Student Specific Learning Disability
- Remedy
- Examples of remedy justification

## SSCA UER Parent Guidelines

### SSCA Universal Enrichment Remedy (UER) Guidelines for Parents

- The amount of the remedy is based on the area identified by CPS in which the student was potentially impacted. If a student is identified by CPS as potentially impacted in more than one area, the amounts will be added together, up to a maximum of \$4000.00 per school year.
  - If a parent believes the UER is inadequate to meet their child's needs or that their child was impacted in another area or year identified in the ISBE Public Inquiry Report, the parent should request an SSCA meeting.
- Parents may select a provider from the District Approved List of Vendors or request a vendor of their choice.
  - If a parent seeks to use a different provider, the provider can complete the CPS vendor application process and be reimbursed upon approval. Alternatively, the parent can become a parent vendor, pay the provider, and be reimbursed by CPS. See the Reimbursement Guidance for additional details.
- Parents may use a portion of their UER amount for transportation costs to and from the UER. Transportation costs will be reimbursed upon proof of CTA, cab, or ride share expenditure and/or proof of mileage, which will be reimbursed using the IRS 2020 mileage approved rate of 57.5 cents.

CPS Identified Area	Remedy	Examples
Extended School Year (ESY)	Parent is entitled to a maximum of \$800.00 of UER per academic school year the student was impacted.	Choosing a vendor who charges \$80.00 per hour would result in the student receiving 10 hours of services. Choosing a vendor who charges \$20.00 per hour would result in the student receiving 40 hours of services.
Transportation - student attended school	A. Mileage Reimbursement at the IRS approved rate 2017 = 53.5 cents 2018 = 54.5 cents B. CTA Reimbursement C. Cab or Ride Share Reimbursement	Parent drove student to/from school for 20 days in the 2016-17 school year and family lives 1.5 miles from school: $20 \times 1.5 \times 4 \times .535 = \$64.20$ Parent is required to submit the <i>Transportation Affidavit</i> reflecting the mileage that was driven or the expenses incurred during the impacted school year.
Transportation - student missed 10 or more consecutive days due to a lack of transportation	\$22.50 of UER for each day of school missed. At a minimum, parent is entitled to \$225 of UER (10 days). The maximum is \$337.50 of UER per academic school year the student was impacted.	A student who missed 12 consecutive days of school would receive \$270 of UER. Choosing a vendor who charges \$80.00 per hour would result in the student receiving 3.3 hours of services. Choosing a vendor who charges \$20.00 per hour would result in the student receiving 13.5 hours of services.
Paraprofessional	Parent is entitled to a maximum of \$2000.00 of UER per academic school year the student was impacted	Choosing a vendor who charges \$80.00 per hour would result in the student receiving 25 hours of services. Choosing a vendor who charges \$20.00 per hour would result in the student receiving 100 hours of services.
Specific Learning Disability (LD)	Parent is entitled to a maximum of \$4000.00 of UER per academic school year the student was impacted	Choosing a vendor who charges \$80.00 per hour would result in the student receiving 50 hours of UER. Choosing a vendor who charges \$20.00 per hour would result in the student receiving 200 hours of EUR.

Parents/Guardians can also receive a Chromebook if they did not receive a Chromebook through the District's remote learning technology rollout.

# UER Remedy Options for Parents



- Board Approved Vendor
- Parent Vendor
- Parent Requested Vendor



# Board Approved Vendors

## Vendor Service List

- Subscription Services
- Academic Support/Tutoring
- Social Emotional Learning & Skill Building
- Group Counseling/Individual Counseling
- Transition Services

## Board Approved Vendor List

[www.cps.edu/ssca](http://www.cps.edu/ssca)

Representative or Special Education Administrator assigned to your school, Parent Involvement Specialists are also available.

### Contact Information

School Assignment Services  
773-553-1847

Student Transportation  
773-553-2860

Nursing Information  
773-553-4589

SSCA Helpline  
773-553-1843

### Vendors- Universal Enrichment Remedy (UER)

- Universal Enrichment Remedy Vendors [ [ENGLISH](#) ]

### Advocacy Resources

- View Advocacy Resources for Parents in the Chicago area [ [ENGLISH](#) ]
- For the Equip for Equality Hotline, call 312-895-7231
- Student Specific Correction Action (SSCA) Referral List [ [ENGLISH](#) ]
- ISBE List Free and Flex Cost SPED Law Referrals [ [ENGLISH](#) ]

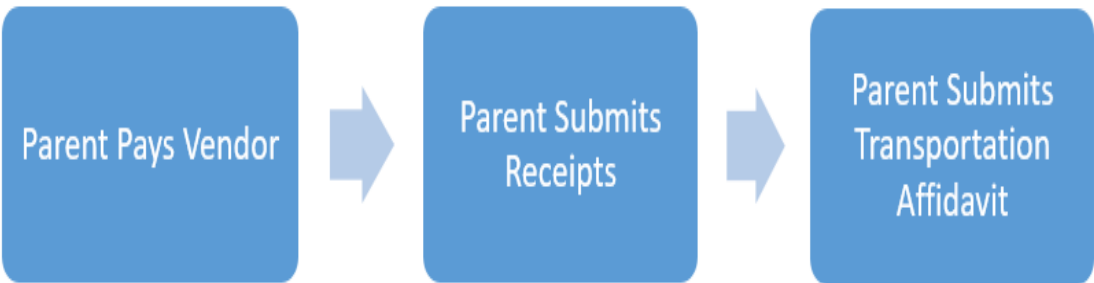
### Archived Documents

- SSCA Important Parent Notice of Special Education Service - February 2020 [ [ENGLISH](#) | [SPANISH](#) ]
- ISBE Letter to Parents - November 2018 [ [ENGLISH](#) | [SPANISH](#) ]



# Parent Vendor

## Parent as Vendor



## Reimbursement Affidavit

\*\*\*GUIDANCE\*\*\*

If I supplemented my child's area of need by paying for services that were delayed or denied, how do I request reimbursement as part of SSCA?

Step 1: Download the reimbursement affidavit from [cps.edu/ssca](https://cps.edu/ssca)

Step 2: Fill out the affidavit. Save or take a picture of the completed affidavit.

Step 3: Collect the proof of payment. This can be a receipt for the services your child received, a bank or credit card statement, or some other documentation of payment for services provided to your child. Redact any account numbers or other private information and then scan or take a picture of your proof of payment.

Step 4: Email the reimbursement affidavit and the proof of payment to [ssca@cps.edu](mailto:ssca@cps.edu).

\*\*\*AFFIDAVIT\*\*\*

Parent/Guardian: Jane Doe

I affirm that I hired \_\_\_\_\_ [vendor of parent's choice] to provide \_\_\_\_\_ [type of services] services to \_\_\_\_\_ [child's name]. \_\_\_\_\_ [vendor of parent's choice] provided services from [date] to [date]. The total cost I paid for these services amounted to \_\_\_\_\_ [cost].

My receipt for payment for services rendered, bank or credit card statement reflecting payment, or other proof of payment for services rendered is attached to this affidavit.

Parent/Guardian signature \_\_\_\_\_

Date \_\_\_\_\_

After this request is processed, payment by check should be mailed to:

Street address \_\_\_\_\_

City, State \_\_\_\_\_

Zip code \_\_\_\_\_

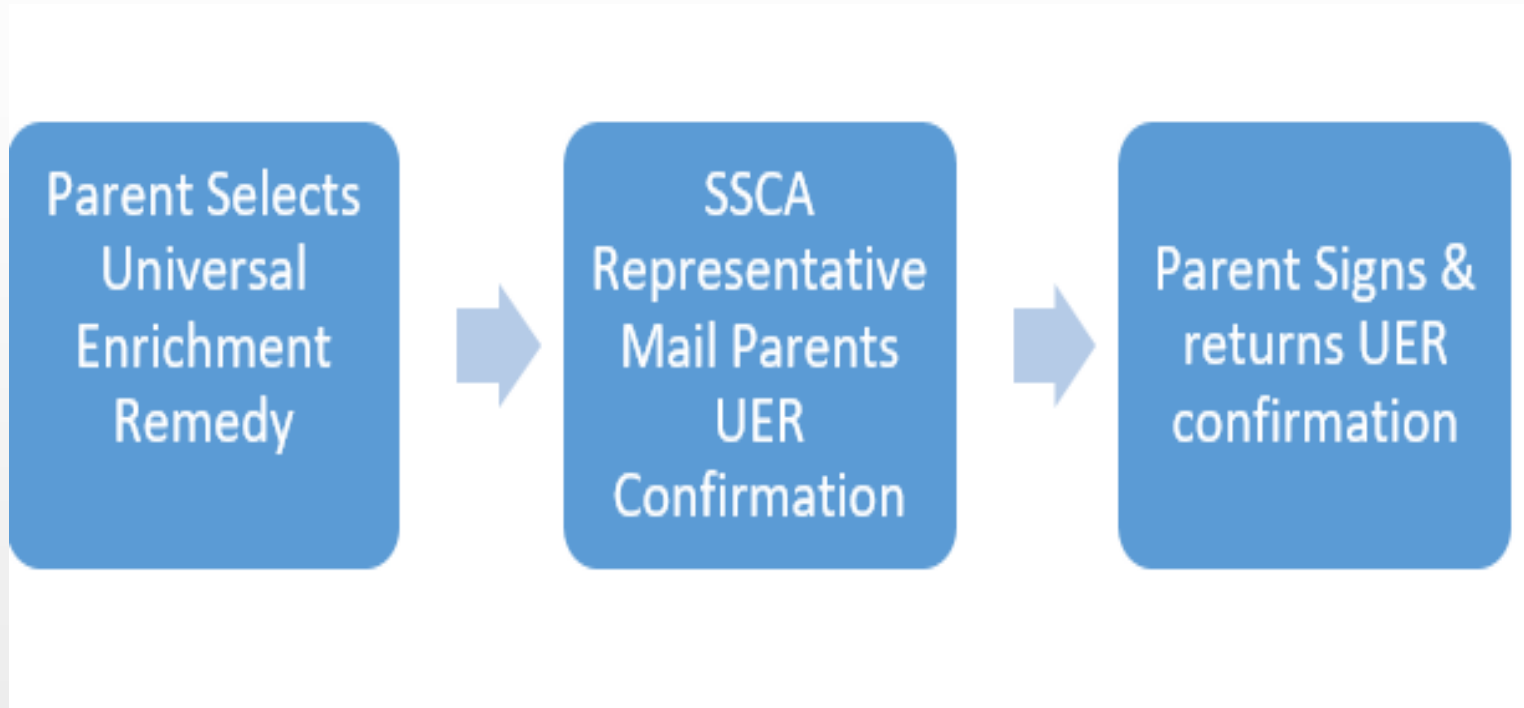


# Parent Requested Vendor





# Finalizing the UER



# After the UER Phone Conference



## UER CHOSEN

- If the parent selects a UER during the UER phone conference, a document will be sent to the parent summarizing the UER option(s) chosen.
  - A waiver of claims will be part of the document, which parent will sign and return to CPS before UER services begin.

## UER NOT CHOSEN

- If the parent is not in agreement with the UER options presented, they should request an SSCA meeting.



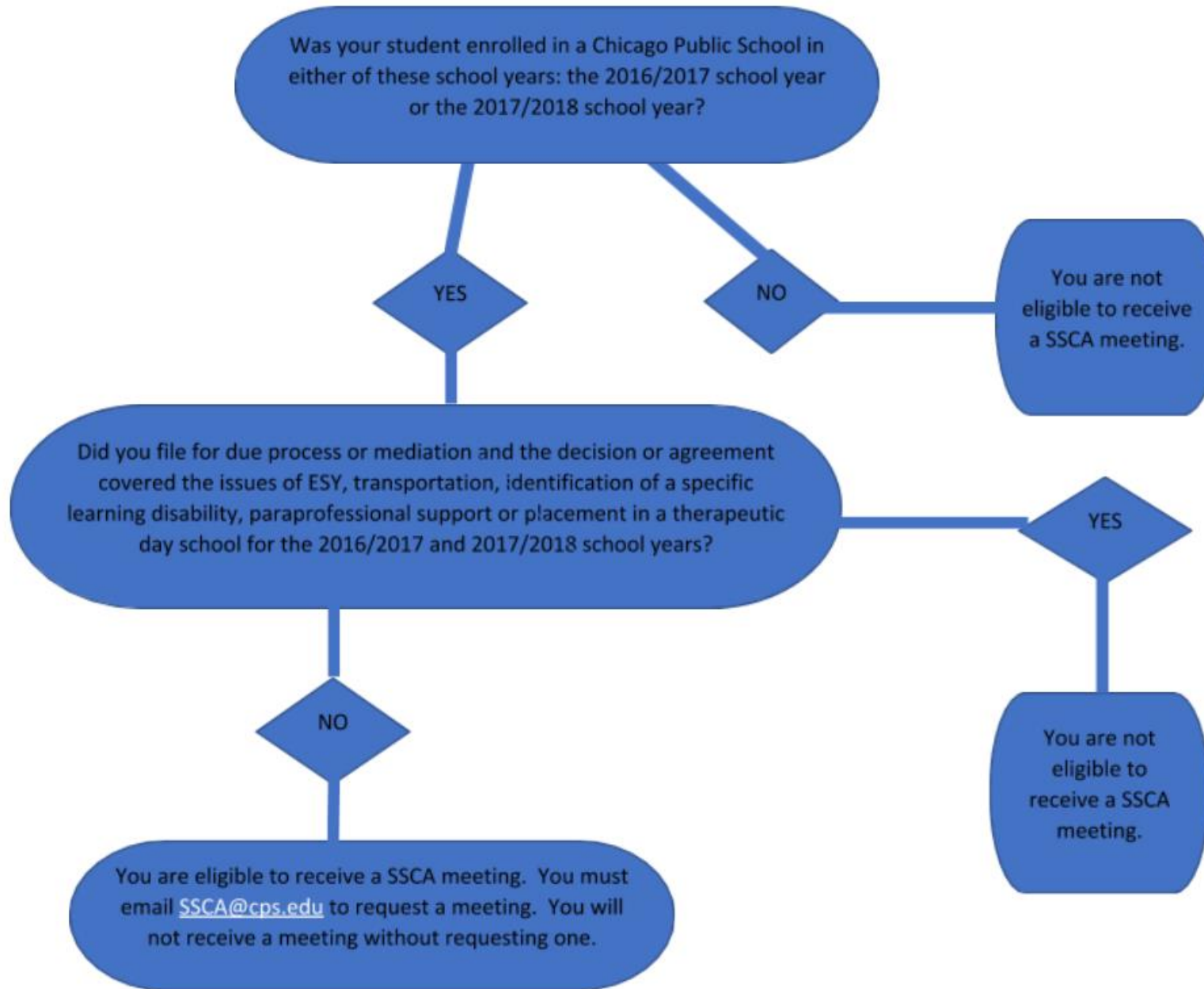
# The SSCA Meeting



SSCA Meetings occur in four circumstances:

- When parents/guardians who have been offered a UER are seeking a remedy or amount of remedy beyond the menu of UER options;
- For parents/guardians of students who were not part of the UER group and who received the September 2019 letter indicating that an SSCA meeting would be held;
- For parents/guardians of students who have been identified by the District for an automatic SSCA meeting based on a possible delay or denial of dedicated paraprofessional services due to the budget position funding and budget appeals processes in the 2016-17 and/or 2017-18 school year(s).
- For parents/guardians whose child was enrolled during the 2016-17 and/or 2017-18 SY, & meet other eligibility criteria who request a meeting

## CAN I GET A MEETING FOR MY STUDENT?



# Who Will Be Present at SSCA Meetings?



- Parent(s)/Guardian(s)/Student - must be present to discuss SSCA
- A special education teacher
- A general education teacher

# How Will the SSCA Team Make a Decision?



- Team must first gather qualitative & quantitative data from the 2016-17 and/or 2017-18 school years
  - The SSCA team must reach out to staff from the school(s) the student attended at that time for information and data
  - The team will review electronic (ASPEN and SSM) data prior to SSCA IEP meeting, as well as all other relevant data and information
  - Parents can & should also provide any relevant information
  - SSM - Student Specific Corrective Action document



# Qualitative & Quantitative Data

- Academic/School History
- School Attendance/Mobility
- Record Review
- Work Samples
- Report Card Grades & IEP Report Cards
- Outside Evaluation Data
- Previously Attempted Interventions
- Professional Judgement
- Progress Notes
- Transcripts

# How Will the SSCA Team Make a Decision?



**First question** – Was the student denied or delayed services in the area(s) identified by ISBE during the 2016-17 and/or 2017-18 school years?

- Was there a “lock & block” or a policy/procedure (identified by the Public Inquiry) that prevented the 2016-17 and/or 2017-18 IEP Team from making a decision during the IEP meeting?
- Did the position funding and budget appeals processes in 2016-17 and/or 2017-18 delay or deny the paraprofessional or special education services on the student’s IEP?

# How Will the SSCA Team Make a Decision?

- SSCA Meeting requests related to the budget appeal process, if the SSCA Team (including the parent/guardian) is unable to gather any evidence showing a delay or denial related to the position funding and budget appeals processes, then the SSCA Team will choose a “No” response.

# If there Was a Delay/Denial - What Next?



If the SSCA team determines there **was** a delay or denial due to requirements identified in the ISBE Public Inquiry Report that did not allow the IEP team to make a decision or reach consensus, or due to the position funding and budget appeal processes, the SSCA team must then consider the *impact* that the delay/denial had on the student and whether the student is entitled to a remedy.



# Standard for Determining Progress



## Second question:

Did the student make expected progress in the 2016-17 and/or 2017-18 school year(s) ***in light of the student's unique circumstances?***

- This must be determined on a case-by-case basis
- Focus on relevant school year(s) - not current one
- This should be a robust, comprehensive discussion

# Data Sources for Determining Progress



- **SSM electronic IEP system**
  - IEP
    - Section 7 – General Considerations
    - Section 11 – Goals
    - Section 13 – Grading and Promotion
    - Other sections as appropriate
  - IEP Report Cards
  - Evaluations
- **ASPEN electronic system**
  - Transcripts - Reports for the appropriate time period
  - Assessments - informal & formal; classroom and district-wide
- **Parent Information - data and documents**
- **Information from 2016-17 and/or 2017-18 Teams**

# Standard for Determining Progress



Did the student make expected progress in the 2016-17 and/or 2017-18 school year(s) *in light of the student's unique circumstances?*



# Standard for Determining Progress

- If **yes**, with requisite supporting data, then there was not an adverse effect on the student and s/he is NOT eligible for student specific corrective action
- If **no**, the student is eligible for SSCA, and the SSCA IEP team will determine the appropriate remedy based on the lack of progress as related to the specific denial/delay

# SSCA Procedural Safeguards



“What if I disagree with the SSCA decision?”

## Four Options:

- Submit an appeal to the ISBE Monitors
- Request State-sponsored mediation
- Submit a State Complaint
- Request a Due Process hearing

# SSCA Appeals to the ISBE Monitors

## How do I submit an appeal to the ISBE Monitors?

Send an email to [isbemonitor@isbe.net](mailto:isbemonitor@isbe.net) with the word APPEAL in the subject line; the email must have the following information:

1. Name of person filing the complaint
2. Name of the student
3. Contact information for the way you prefer to be contacted
4. Date of the denial of your request for an SSCA meeting or the date of the SSCA meeting Note: Appeals to the ISBE Monitors must be submitted within 30 days of the SSCA Meeting.



# Dispute Resolution Options

Detailed information found on each option can be found on ISBE's website ([isbe.net](http://isbe.net)) within the “Special Education” section, under “[Effective Dispute Resolution](#).”

- **State-sponsored Mediation**

A process to resolve disagreements, guided by a neutral, third-party mediator

- **ISBE State Complaint**

Submit a written, signed complaint to request a formal ISBE investigation

- **Due Process**

Submit a request for a formal hearing that typically involves attorneys



# Dispute Resolution Options

If a parent chooses to submit an appeal with the ISBE Monitors, the parent will still have the option of submitting an ISBE State Complaint, requesting State-sponsored mediation, or requesting an impartial due process hearing.

A State Complaint regarding SSCA may be submitted through **September 30, 2021**





# SSCA Contact

SSCA email:

[SSCA@CPS.EDU](mailto:SSCA@CPS.EDU)

SSCA helpline:

**773-553-1843**

SSCA website

[www.cps.edu/SSCA](http://www.cps.edu/SSCA)

