

Departments of Special Education Cyclical Monitoring

Procedures and Timeline

April 2024

Agenda

- Welcome and Purpose
- Cyclical Monitoring
 - Cohort Placement
 - Risk-Based Assessment Rubric
 - Cyclical Monitoring Process Timeline

Section I: Cyclical Monitoring

- ISBE is required to oversee the performance of school districts to assess and ensure the effectiveness of efforts to educate children with disabilities, in accordance with IDEA and Every Student Succeeds Act (ESSA).
- In July 2023, the U.S. Department of Education Office of Special Education Programs (OSEP) issued the State General Supervision Responsibilities under Parts B and C of the IDEA: Monitoring, Technical Assistance, and Enforcement guidance document, more commonly known as [OSEP QA 23-01](#).
- To ensure all LEAs are comprehensively monitored, ISBE implemented a cyclical monitoring system **in addition to yearly LEA Determinations.**

Section II: Cohort Placement

- ISBE will announce the cohort placements from **2024/2025- 2029/2030**
- Each LEA has been placed into a cohort group as part of a cyclical monitoring process.
- Placement in the cohort groups is based on several risk factors that include components of ISBE's general supervision system.
- LEAs can be moved to another cohort if ISBE identifies additional risks that warrant the LEA to be included in an earlier cycle.
 - These risks could include, but are not limited to, credible allegations, increased number of state complaint findings, fiscal risks, or continued noncompliance with State Performance Plan indicators.

Risk-Based Assessment Rubric

Indicator findings (11, 12, and/or 13) for the last 3 years

Complaints with findings (2021-23)

% Special ed students (2023)

Single audit fiscal findings (2021-23)

% of students in 5c (2023)

LEA has been identified for significant disproportionality during the last 3 years

LEA has schools identified as Targeted/Comprehensive for children with disabilities or Intensive for all students under ESSA (2023)

Section III: Cyclical Monitoring Process Timeline

Monitoring Year Activities	Person Responsible	Timeline
<p>Notification of Special Education Cyclical Monitoring Requirements</p> <p>A letter of notification will be sent to an LEA regarding the cyclical monitoring process and required activities to be completed during the cyclical monitoring cycle year. The letter will be sent to the district superintendent and state-approved director of special education.</p> <p>The letter of notification sent to the district will include the following:</p> <ul style="list-style-type: none">• Comprehensive Assessment of Special Education• Name of monitoring team lead and contact information	<p>ISBE Department of Special Education Programmatic Support</p>	<p>October 1, 2024</p>

Section III: Cyclical Monitoring Process Timeline

Monitoring Year Activities	Person Responsible	Timeline
<p>Introductory Webinar Prior to completing the Comprehensive Assessment of Special Education, districts are required to watch an introductory webinar.</p> <p>The purpose of the webinar is to:</p> <ul style="list-style-type: none"><input type="checkbox"/> Provide an overview regarding the completion of the Comprehensive Assessment of Special Education.<input type="checkbox"/> Review the monitoring process and due dates.	District	<p>View and complete October 1-November 1, 2024</p>

Section III: Cyclical Monitoring Process Timeline

Monitoring Year Activities	Person Responsible	Timeline
Completion of Comprehensive Assessment of Special Education <ul style="list-style-type: none">Each district must complete the Comprehensive Assessment of Special Education as part of the monitoring cycle.Each district will also complete file reviews for the assigned students during the review. (Students will be assigned based on school year 2023-24 Child Count data.)The district will submit the assessment to the assigned monitoring team member for review.	Districts	Return to ISBE by December 20, 2024

Section III: Cyclical Monitoring Process Timeline

Monitoring Year Activities	Person Responsible	Timeline
<p>IEP File Review</p> <ul style="list-style-type: none"><input type="checkbox"/> ISBE monitoring team will review a sample set of Individualized Education Programs (IEPs) from each district. (Approximately five IEPs will be reviewed for each district.)<input type="checkbox"/> The IEP reviews completed by ISBE monitoring staff will serve as a validation of the review completed by each district.	<p>ISBE Monitoring Team</p>	<p>Completed by December 20, 2024</p>

Section III: Cyclical Monitoring Process Timeline

Monitoring Year Activities	Person Responsible	Timeline
<p>Review of Comprehensive Assessment of Special Education</p> <ul style="list-style-type: none"><input type="checkbox"/> ISBE monitoring team will review each district's Comprehensive Assessment of Special Education.<input type="checkbox"/> ISBE monitoring team will complete a report regarding the findings during the review.<input type="checkbox"/> ISBE monitoring team will issue the final report or any findings of noncompliance to each district.	ISBE Monitoring Team	Completed by March 1, 2025

Section III: Cyclical Monitoring Process Timeline

Monitoring Year Activities	Person Responsible	Timeline
<p>Submission of Corrective Action Plan (if there are findings of noncompliance)</p> <ul style="list-style-type: none"><input type="checkbox"/> Each district must submit a Corrective Action Plan (CAP) if findings of noncompliance are issued.<input type="checkbox"/> Districts must create a plan to identify the root cause of the noncompliance and action steps to correct the noncompliance.<input type="checkbox"/> The CAP must be submitted to the assigned monitor and approved prior to implementation.<input type="checkbox"/> The district must implement the CAP after it has been approved.	<p>Submission by District</p> <p>Approval by Assigned ISBE Monitor</p>	<p>Submitted by April 15, 2025</p>

Section III: Cyclical Monitoring Process Timeline

Monitoring Year Activities	Person Responsible	Timeline
<p>Correction of Noncompliance</p> <ul style="list-style-type: none"><input type="checkbox"/> In order to verify correction of noncompliance, ISBE may utilize data collections, additional file reviews, onsite visits, staff interview, etc. to verify noncompliance has been adequately addressed.<input type="checkbox"/> Once ISBE verifies correction of noncompliance, a letter will be issued to the district closing out the finding.<input type="checkbox"/> All findings of noncompliance must be corrected within one year after the district was notified of the noncompliance.	<p>ISBE Monitoring Team</p>	<p>Findings must be closed out prior to March 1, 2026</p>



Questions?

Thank you