



Cyclical Monitoring for Continuous Improvement (CMCI)

Peer Monitor Training
PA Special Education Monitoring System

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Agenda

Cyclical Monitoring for Continuous Improvement

Overview

Roles and Responsibilities

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Cyclical Monitoring for Continuous Improvement

Overview

Cyclical Monitoring for Continuous Improvement

- WHY:** Federal requirement 34CFR Sec.300.600 (State Monitoring & Enforcement)
- WHO:** Bureau of Special Education monitors all school districts and charter schools
- WHEN:** Once in every 6-year cycle, system in place since 2001-2002.
- HOW:** Cyclical, Target or Focused Monitorings

▶ CMCI: SEA/LEA Accountability

- CMCI Data used for federally required State Performance Plan and Annual Performance Report (SPP/APR)
- Every state is required to collect and report annual data on
 - Federally mandated compliance and performance indicators
 - Meeting established SPP targets.
- LEA Annual Determination
- Results Driven Accountability (RDA)
- SSIP (Indicator 17) Reporting

▶ For 21-22: BSE implemented hybrid CMCI

- Incorporated salient features from onsite and virtual processes in previous years to
 - Respond to stakeholder feedback
 - Improve efficiencies
- CMCI Training is web-based – on PaTTAN and CMCI websites
- Complete this training by and note the date on your Availability Survey.
- Return Survey to BSE by **September 30th**.

▶ Guiding Principles

The hybrid monitoring process will continue to provide:

- Consistency, by maintaining the integrity of the CMCI process.
- Lead time, so LEAs can collect relevant documentation in a digital format.
- Technical assistance and supports, by regular communication with LEAs.

CMCI – Salient Features

Monitoring will be a 2-week process

- Onsite for 2 days, with 3 peers
 - Student Sample File Reviews
 - Classroom Observations
- Peers conduct Parent and Teacher Interviews by phone/virtually
- Administrative Interview and Exit Conference - virtual
- Post Monitoring activities - virtual

CMCI Components

- Facilitated Self-Assessment (FSA)
 - Information from Parent, Teacher, and Student (age 14 or older) surveys
 - Educational Benefit Review
- Administrative Interview
- File Review: Random Sample of Students
- Interviews
 - Special Education Teacher
 - General Education Teacher
 - Parents
- Classroom Observations
- Exit Interview

▶ CMCI Training

All trainings and resource documents available at:
https://www.leaderservices.com/_pde_comp_mon/documents.aspx

Peers: Training Webinar for 22-23

- Released in August
- Completion required by **September 30th**
- Peer survey returned to BSE by September 30, 2022

LEAs: Training Modules for 22-23

- Released in July.



Cyclical Monitoring for Continuous Improvement

Peer Roles and Responsibilities

▶ CMCI – Becoming a Peer Monitor

Current cohort of Peer Monitors have signed contracts.

- BSE contact emails contracted Peer Monitors:
 - Link to Peer trainings
 - List of LEAs and dates of monitoring
 - Availability Survey
- Complete all trainings, Availability Survey, and sign all documents.
 - Indicate the monitorings you are interested in serving on as a Peer Monitor.
- Return by deadline to BSE contact.
 - ***Only Peer Monitors whose signed documents are on file with BSE will receive invitation to participate in monitorings.***

▶ •CMCI – Becoming a Peer Monitor

- Peer monitors will be notified by their BSE Chair of their selection to participate in a monitoring.
 - Peer monitors should not assume they will serve on a monitoring unless they have received confirmation from BSE Chair – peer monitors should **not** contact the LEA.
- Agendas of monitoring, accommodations, and any needed specifics will be forwarded to the peer monitors prior to the on-site visit.

▶ Peer Monitor: Roles and Responsibilities

- BSE Chair has final authority/oversight for all aspects of monitoring.
- Peer monitors serve as a BSE representative while monitoring.
- Any questions/opinions/concerns raised to the peer monitor during the monitoring are deferred to the BSE Chair.
- Any monitor found violating the confidentiality requirements before, during, or after the monitoring visit will not be invited to future monitorings.

▶ Peer Monitor: Roles and Responsibilities

Interaction with LEA Staff/Personnel

- Peer monitors do not evaluate performance of LEA staff/personnel even if asked by LEA administrative personnel.
 - Refer these types of questions to the BSE Chair.
- If there are any issues/concerns regarding statements made to you by LEA staff/personnel, please notify the BSE Chair ASAP.
 - The BSE Chair will discuss/refer the issue with/to the appropriate administrative staff.

Peer Monitor: Roles and Responsibilities

Confidentiality

- All student records reviewed are protected under the Family Educational Rights and Privacy Act (FERPA) confidentiality requirements and cannot be shared with anyone other than the BSE Chair.
- All documents utilized during the file review are to be returned to the BSE Chair in the manner in which they were provided.
- Records must remain at the school. Removal of any documents violates the confidentiality clause in the contract and removal from future monitorings.
- All monitoring activities are to be discussed only with the BSE Chair.

Peer Monitor: Roles and Responsibilities

- **Onsite File Review:** A sample of a minimum of 10 students records will be reviewed.
 - If approved by the Division Chief, a chairperson may request a larger record review sample.
 - Each Peer will be assigned 3-4 student records
- **Onsite Classroom Observations**
 - Peer may need own transportation.
- **Interviews**
 - Special Education Teacher
 - General Education Teacher
 - Parents



Cyclical Monitoring for Continuous Improvement

File Review and Classroom Observation

File Reviews and Classroom Observations

- Peer monitors are expected to complete the assigned file reviews and classroom observations prior to the end of their assigned visits.
- Peer monitors are not a member of the IEP team and **may not** make recommendations or evaluations of student's disability identification, educational programs, or Free Appropriate Public Education (FAPE) for a student.
 - Monitoring teams do not have authority over the IEP team.
- During the file review any item scored “No” must have the item photocopied and attached to the file review score sheet of that student.

File Review - Peer Monitor Activity

Peer monitors will review 3 or 4 students records each.

Records will be one of three types:

- Initial Evaluation
- Reevaluation
- Reevaluation Waiver

File Review: Initial Evaluation

Records to verify

- Permission to Evaluate (PTE) - Evaluation Request Form
- Evaluation Report (ER)
- Invitation to Participate in the IEP Team Meeting or Other Meeting
- Parent Consent to Excuse Members From Attending the IEP Team Meeting
- IEP
- Notice of Recommended Educational Placement/Prior Written Notice (NOREP/PWN)

File Review: Reevaluation

Records to verify

- Permission to Reevaluate (PTR) - Reevaluation Request Form
- Reevaluation Report (RR)
- Invitation to Participate in the IEP Team Meeting or Other Meeting
- Parent Consent to Excuse Members From Attending the IEP Team Meeting
- IEP
- NOREP/PWN

File Review: Reevaluation Waiver

Records to verify

- Agreement to Waive Reevaluation
- Invitation to Participate in the IEP Team Meeting or Other Meeting
- Parent Consent to Excuse Members From Attending the IEP Team Meeting
- IEP
- NOREP/PWN

▶ Classroom Observation

- Peer monitors will observe classroom(s) of students selected by the BSE file review.
- Peer monitors will conduct observations in the students' regular or special education class, with an emphasis on the location where the student receives most of their special education services.
- Observation is generally 20-30 minutes.

▶ Classroom Observation

- Review IEP prior to observation
- Verify student name and presence prior to entering the classroom
- Verify and document
 - teacher name, type of class, grade
 - regular or special education class
- Remember Confidentiality responsibilities.



Cyclical Monitoring for Continuous Improvement

Interviews

General Education Teacher

Special Education Teacher

Parent



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Interviews

- Conducted with the parents, special education and regular education teachers of the students in the file review sample.
- Conducted by peer monitors and the chairperson, if needed.
- Conducted after the onsite visit, via phone or a virtual platform.

Interviews: Things to Remember

- Interviews include general and student specific questions
- You may only ask questions as written
- Record all responses
- “No” responses - follow up required with BSE Chair
- Have Scripts and Prompts on hand (available from BSE Chair)
- Confidentiality responsibilities

Teacher Interviews

- Report any concerns/issues ASAP to the BSE Chair.
- Any questions/issues raised by staff are to be deferred to the BSE Chair.
- It is not the role of Peer Monitors or BSE Chair to evaluate staff performance.

▶ Parent Interview

- Make a minimum of three (3) attempts to contact parent - Document dates and times on form
- Follow the scripted interview prompts as closely as possible
- “No” responses - follow up required with BSE Chair
- Avoid personally identifiable information
- Remember confidentiality responsibilities.
- If parents are seeking additional information regarding child specific concerns, notify the BSE Chair.
 - You may also provide the ConsultLine telephone number as a resource. **1-800-879-2301.**



Cyclical Monitoring for Continuous Improvement

Peer Data Entry on CMCI System

CMCI Website – Peer Data Entry

CMCI Website:

<https://www.leaderservices.com/pacmci>

Log on using UserID and password issued by BSE Chair for the specific monitoring.

Peers will have access to

- LEA List
- Student List
- Data Entry Section

▶ CMC Website – Peer Data Entry

- Enter data for each student
 - File Review,
 - Classroom Observation,
 - Interviews – General Education Teacher, Special Education Teacher, and Parent
- Provide BSE Chair with “No” Sheets
- Before submission, review data for
 - Accuracy
 - Personally Identifiable Information





Cyclical Monitoring for Continuous Improvement

Peer Compensation

▶ CMCI – Peer Monitor: Compensation

- **Must** have a vendor number to be reimbursed. Current address and email address must be on file with BSE.
- Compensation includes honorarium (voluntary) and reimbursement for travel, lodging and subsistence, where applicable.
 - Reimbursement rates are predetermined by Comptroller's office.
- Total compensation (reimbursement and honorarium), shall not exceed \$5,000 per year. Any expenses above this amount will not be reimbursed.
- Reimbursement is provided after accurately completed reimbursement forms and travel vouchers are submitted.
 - Vouchers must be complete and legible.

CMCI – Peer Monitor: Reimbursemen

Please Note

- Travel mileage beyond 500 miles (round trip) will not be reimbursed by the state except, on rare circumstances where previously approved by Division Chief.
- LEA must be at least 50 miles, one way, from residence to be eligible for hotel reimbursement.
- Use the same hotel as the BSE Chair.
 - If the hotel cost exceeds the allowable state rate, a justification is required on the travel expense voucher as to why that specific hotel was chosen. The Comptroller's Office determines whether costs that exceed the allowable state rate will be reimbursed. Please discuss this issue with the BSE Chair.
- Hotel receipt **must** show a zero balance.



Summary

- Remember to copy back up documents to verify any item cited “No” and provide to BSE Chair.
- Professionalism is expected in work products, conduct, attire, and interactions with Parents, LEA Personnel and BSE Team.
- Individual, unique situations will arise - defer any questions/concerns to the BSE Chair.
- ALL final decisions reside with the BSE Chair.

Monitoring Resources – PA CMCI home page

https://www.leaderservices.com/_pde_comp_mon/



Not logged in

- Login
- System requirements
- PDE Home
- Leader Services Home




Welcome to the Pennsylvania Department of Education's web application for the Cyclical Monitoring for Continuous Improvement (CMCI) program. For security reasons, all communication with this site is protected through 256-bit SSL encryption after you log in. Use your Accounting Unit Number (AUN) without hyphens as your username.

Login here:

Username:

Password:

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[View or download CMCI Monitoring Resources without logging into the website.](#)



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Contact

For additional information, please contact the BSE Chair for monitoring assigned to you.



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Eric Hagarty**

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**Bureau of Special Education
Carole L. Clancy, Director**

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