

Cyclical Monitoring for Continuous Improvement (CMCI) 2023-2024

PA Special Education Monitoring System
School District/Charter School Training
July 2023

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Cyclical Monitoring for Continuous Improvement

Overview

Timelines & Process

Pre-Monitoring Activities

During Monitoring Activities

Post Monitoring Activities



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 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

CMCI Process

CMCI Training is web-based

- PaTTAN and CMCI websites
- Report to BSE Chair by **September 11, 2023**, when critical members of the LEA team completed the trainings.

CMCI Monitoring includes web uploads, virtual and onsite/in-person components

▶ Guiding Principles

The hybrid monitoring process continues 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 is 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

▶ LEA Capacity

LEA capacity to complete monitoring activities:

- Administrators/critical personnel are available for BSE Chair to contact during 2-week window of monitoring
- LEA to upload all relevant FSA documents and Student files to CMCI web-based system or provide BSE Chair access to the Student Information System (SIS)
 - Student files are considered complete when they include required signatures
 - LEAs are encouraged to scan/digitize signed student files as they create them.

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.pdeims.com/>

LEAs: Training Modules for 23-24

- Modules on CMCI, Educational Benefit Review, Table 8A submission, CMCI Web System

Peers: Training Webinar for 23-24

- Released in August
- Completion required by **September 30, 2023**
- Peer survey returned to BSE by September 30, 2023

▶ CMCI Training – LEA Timeline

- **July/August 2023:**
 - Penn Link Notification to LEAs to be monitored, with “Week of Monitoring “ date:
 - Notification Letter emailed to LEA.
- **By September 11, 2023:**
 - Report to BSE Chair date when LEAs completed the CMCI Training webinars on CMCI website.
- **Following the training:**
 - Each BSE Chair will contact the LEA to discuss monitoring schedule and provide technical assistance as needed.



Cyclical Monitoring for Continuous Improvement

Timelines & Process

Monitoring Timeline – Pre Monitoring

Start of school year

- Student names for the Educational Benefit Review emailed to LEA.
- Parent, Teacher, and Student Survey letters and links available on LEA CMCI page to disseminate.

45 days prior

- Parent, Teacher, and Student Surveys close. A summary is available on the CMCI website after 5 days for LEA review, to respond to FSA items.

30 days prior

- Local Task Force Chair notified that LEA is being monitored.
- LEA submits FSA and supporting documents via CMCI website.

10 days prior

- BSE Chair provides list of 10 students selected for Student File Review to the LEA.



▶ Monitoring Timeline – During Monitoring

Monitoring process is conducted over 2 weeks

| When | Who | What |
|---|--------------------|---|
| Prior to Day 1 of Monitoring | LEA | All documents uploaded/ access to SIS |
| Day 1 | Adviser | Virtual Administrative Interview Prep for onsite activities |
| Day 2, 3 ONSITE | Adviser & Peers | Adviser and LEA Administration: <ul style="list-style-type: none">• Coordinate monitoring activities,• Facilities walk-through Peers: <ul style="list-style-type: none">• Review student files,• Classroom observations |

▶ Monitoring Timeline – During Monitoring

| When | Who | What |
|-------------------|---|---|
| Day 2-5 | Peers | Complete parent, teacher interviews (phone and/or virtually) |
| Day 4 - 10 | Adviser (With LEA Administration, as needed) | Complete Monitoring Activities <ul style="list-style-type: none"> • FSA Review, EBR review, Federal Child Count Verification, Federal Interest Form, Teacher Class Report, etc. Check Peer paperwork |

Monitoring Process

| CMCI TASK | METHOD | WHO/WHEN |
|---|------------------------------|--|
| STUDENT FILE REVIEWS (Per Random Sampling) | Onsite Paper files | Peers/BSE Chair 1.5-2 days |
| CLASSROOM OBSERVATIONS (of Student Sample) | Onsite | Peers/BSE Chair/LEA Admin 1.5-2 days |
| TEACHER INTERVIEWS (of Student Sample) | Virtual/Phone | Peers/BSE Chair/LEA Admin Across 1-week span |
| PARENT INTERVIEWS (of Student Sample) | Virtual/Phone | Peers/BSE Chair/LEA Admin Across 1-week span |
| ADMINISTRATIVE INTERVIEW/ EXIT CONFERENCE | Virtual | BSE Chair/LEA Team |

▶ Monitoring Process – BSE Chair Tasks

| CMCI TASK | Method |
|---|---|
| EBR REVIEW (Note: LEA receives EBR student list at beginning of school year) | Student Information System (SIS) /eFiles uploaded to CMCI website |
| FSA POLICIES/PROCEDURES | eDOCs upload/LEA website |
| FSA FILE REVIEWS | SIS/eFiles upload |
| TEACHER CLASS REPORT | Interactive eDOC |
| FEDERAL CHILDCOUNT REPORT VERIFICATION | SIS/eFiles upload |
| FEDERAL INTEREST EARNED FORM | Interactive eDOC |

▶ Post Monitoring - Timeline Review

Corrective Action Verification (CAV) Report Issued - Emailed to LEA when all CMCI components reviewed.

| Date CAV Report Issued | Task Completed |
|------------------------|--|
| Within 15 days | <ul style="list-style-type: none"> • BSE Chair contacts LEA and PaTTAN consultant, to schedule Corrective Action Verification Plan (CAVP) meeting |
| Within 30 days | <ul style="list-style-type: none"> • If cited, LEA submits evidence of IEP revision for students whose EBR reviews were non-compliant. |
| Within 60 days | <ul style="list-style-type: none"> • BSE Chair, PaTTAN consultant, LEA team meet to develop CAVP. |
| Within 90 days | <ul style="list-style-type: none"> • If cited, LEA submits evidence of corrected Caseload and Age Range requirements, IEP team reconvening to review need for compensatory education. |
| Within 180 days | <ul style="list-style-type: none"> • If needed, LEA submits Improvement Plan(s) IPs. |
| Within 365 days | <ul style="list-style-type: none"> • All non-compliant items in Monitoring Report are corrected and verified. • Improvement Plan benchmarks completed. |



Cyclical Monitoring for Continuous Improvement

Pre - Monitoring Activities

▶ Parent, Teacher, and Student Surveys

All surveys are accessed via CMCI website

- Survey letters and links available at the beginning of school year on LEA CMCI webpage
- Submitted **45 days prior** to the week of monitoring.
- Specific due date indicated on LEA's CMCI webpage

LEA distributes survey completion letter to parents and teachers

- Provides proof of distribution for BSE verification.

Survey summary report posted on the CMCI website 5 days after the survey due date.

LEA reviews the results of the surveys and submits written comments in the FSA

Educational Benefit Review

- Review Educational Benefit Review (EBR) training module on CMCI website.
- Students selected for EBR available to LEA at the beginning of school year.
- Complete Educational Benefit Review of identified students
- Upload relevant information and files to FSA #23

Facilitated Self-Assessment

Purpose: Facilitates discussion between LEA and BSE Chair to identify areas of compliance, non-compliance, and areas of needed improvement.

FSA contains 23 sections. Each section includes:

- Standards
- Regulatory Base
- LEA Procedure
- BSE Procedure

Facilitated Self-Assessment

30 days prior: Submit complete FSA via CMCI web-based system

- Answer all narrative questions
- Upload document or link for policies, written procedures and practices, for evaluation and verification of FSA components
- Upload FSA Topical area Student Files to CMCI web-based system; OR Provide BSE Chair access to SIS for a direct review.
 - BSE will review a maximum of 10 files per FSA area, unless indicated otherwise by the BSE Chair.

FSA -LEA Procedures

- Provide written summary/explanation of student outcomes, policies, procedures, and program operations
- SPP Indicators: Data and LEA performance are pre-populated. (Dashboard)
- SPP targets: LEA performance is included in the annual Special Education Data Reports (SEDR) and/or on PDE website.
- BSE Chair will identify specific items the LEA must provide digitally for BSE review.

FSA - SPP Indicators

Note: Questions need responses, even if LEA meets SPP requirements

| Item # | Topic | SPP Indicator |
|---------|--|---------------|
| FSA 6 | Graduation Rates | SPP 1 |
| FSA 7 | Dropout Rates | SPP 2 |
| FSA 8 | Exclusions, Suspensions and Expulsions | SPP 8 |
| FSA 11 | Least Restrictive Environment | SPP 5 |
| FSA 16 | Statewide Assessment Participation | SPP 3 |
| FSA 21A | Transition Services | SPP 13 |
| FSA 22 | Disproportionate Representation | SPP 9-10 |

FSA -LEA Policies & Procedures

School Board Policies: uploaded to CMCI system

- FSA 2 Positive Behavior Support
- FSA 4 Confidentiality
- FSA15 Parent Training
 - School Visitor's Policy
- FSA 17 Public School Enrollment

Notices/Procedures to be uploaded to CMCI system:

- FSA 3 Child Find
- FSA 10 Independent Educational Evaluation
- FSA 13 Provision of Related Services
(Psychological Counseling)



FSA – Student Files

List of students and student files for BSE review (via upload to CMCI system OR access to SIS):

- FSA 1 Assistive Technology
- FSA 2 Positive Behavior Support
- FSA 4 Confidentiality
- FSA 5 Dispute Resolution (if applicable)
- FSA 8 Exclusions—Suspension
- FSA 10 IEE
- FSA 12 ESY
- FSA 17 Public School Enrollment
- FSA 20 Intensive Interagency
- FSA 21 Summary of Academic Achievement
- FSA 21A 10 Students (16 or older)
- FSA 23 Educational Benefit Review



▶ Additional Reports

For BSE review

(Upload to CMCI system or provide directly to BSE Chair)

- FSA 14 - Caseload and Age Range (Teacher's Class Reports)
- Federal Financial Interest Earned Form

▶ Pre- Monitoring – LEA Tasks

Prior to Day 1 of Monitoring:

- Upload all relevant student files to CMCI website OR provide BSE Chair access to SIS.
- Identify protocol for peer to complete parent and teacher interviews:
 - Identify mode of contact for parents and teachers – (phone or virtual)
 - Identify time slots convenient for both parties
- Coordinate the logistics of a virtual Administrative Interview with BSE Chair.



Cyclical Monitoring for Continuous Improvement During Monitoring Activities

▶ Monitoring Process

During Monitoring time frame, LEA point person will be available for BSE Chair to contact for:

- Logistical support
- Interview process support
- Paperwork clarification
- Ongoing questions that may arise

Administrative Interview - Virtual

Purpose: LEA opportunity to provide program overview.

- Coordinate date, time and logistics with BSE Chair
 - Anticipated duration: 30 minutes
- Review of items listed in Administrative Interview document.
- LEA attendees:
 - Superintendent/Chief Executive Officer,
 - Special Education Director,
 - Building Principal (at least one each) elementary, middle, and secondary level,
 - Others as deemed appropriate by the LEA.

File Review - Onsite

A minimum of ten (10) student files will be reviewed by Peers onsite.

- The list of students will be provided to the LEA **10 days prior** to Day 1 of monitoring.
- If deemed necessary, and approved by the Division Chief, the BSE Chair may request a larger student sample. The LEA would be notified prior to date of monitoring.

▶ Observations - Onsite

Classroom Observation

- Peer or BSE chair will observe the 10 selected students, in their classrooms.
- Observations will be conducted in the students' regular or special education class, with an emphasis on the location where the student receives most of their special education services.

Facilities Check

- BSE Chair will conduct a walkthrough of relevant classrooms, as needed.

Interviews – Preparation/Scheduling

- Interviews of parents and special education/ general education teachers of the selected students.
- Peers conduct interviews during Days 2-5:
Phone/virtually
- LEA identifies protocol for peer to complete interviews:
 - Identify mode of contact for parents and teachers – (phone, virtual platform etc.)
 - Identify time slots convenient for both parties
 - Phone numbers can be hidden by caller using: *67 then typing the phone number

▶ Federal Child Count

- The list of students will be provided to the LEA **10 days prior** to Day 1 of monitoring.
- BSE Chair will verify that students listed on Dec. 1 Child Count had valid IEPs during that time.
- If cited, LEA may have to return some funds to IU for specific student(s).

Exit Interview - Virtual

BSE Chair will conduct the exit interview.

Purpose:

Overview of what may be anticipated in the monitoring report (CAV report), and a brief description of the subsequent Corrective Action Verification Process (CAVP)



Cyclical Monitoring for Continuous Improvement

Post Monitoring Activities

Monitoring Report and Corrective Action Verification Plan (CAVP)

First Monitoring Meeting:

- Within **60 days** of date of CAV report, the BSE Chair and PaTTAN consultant meet with LEA team to develop the CAVP.
- BSE, PaTTAN, and IU staff are available to assist in the development and implementation of the CAVP activities.
 - The LEA is encouraged to invite IU staff participation in CAVP planning and development.
 - IU TAC and PaTTAN consultants provide resources to help create the improvement plan and address systemic noncompliance
- The BSE Chair and PaTTAN consultant will work with the LEA to develop a specific CAVP to address areas cited as noncompliant.

▶ Corrective Action Requirements

OSEP requires states to ensure that LEAs correct systemic noncompliance *and* all individual student corrective action plans (ICAPs) **within one year**.

- The BSE reviews ICAP student files developed ***after*** the CAV report was issued, to verify that ICAPs for each student are completed
- Systemic out of compliance items are verified by reviewing student files developed ***after*** the corrective action plan was implemented.
- If needed, Improvement plan(s) (IPs) are developed during the CAVP meeting. IP due date is **180 days** from CAV report.

▶ Monitoring Complete

When the LEA completes all corrective action, BSE will issue a closure letter to the Superintendent/CEO.


Note: The LEA may continue to have open Improvement Plans after the monitoring has been closed out.

▶ Additional resources

- [Cyclical Monitoring And Special Education Programmatic Improvement: A Comprehensive Resource Guide For Educational Leaders](#)
- [Education Leader: Educational Benefit Review](#)

▶ Monitoring Resources – PA CMCI home page

<https://www.pdeims.com/>

 Office Of Elementary And Secondary Education, Integrated Monitoring System



Username:

Password:

Login

Monitoring Resources

Information

If you are receiving email notifications from Leader Services, you have access to IMS. If this is the first time that you are logging in to IMS, click [here](#) to reset your user and password to meet the current specifications.

[Forgot Username/Password](#) [Contact Us](#) [Request a Login](#)



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Contact

For additional information, please contact the Special Education Adviser assigned to your LEA.



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