Compliance Monitoring for Continuous Improvement (CMCI) Process

**LEA attends mandatory training in August of year of monitoring to receive password/log on information for Leader Services, copies of web-based surveys and codes,
FSA training.**

**SPOC calls/emails to set up appointment to set date for monitoring.**

**LEA receives letter (or email) stating district is due for CMCI**



|  |
| --- |
| **Timelines** |
| **60 days prior** | **45 days prior** | **30 days prior** | **10 days prior** |
| Sixty (60) days prior to the week of the monitoring, the Superintendent or CEO will receive a letter and names for students selected for the EBR. | Parent and Teacher surveys must also be completed forty five (45) days prior to the monitoring. | The LEA will have thirty (30) days to complete the EBR and FSA. It must be submitted 30 days prior to the monitoring date. | Ten (10) days prior to the actual monitoring date, the LEA will receive the names of the students whose files will be monitored.  |
| **Process** |

**Once the report is issued, the SPOC has 60 days to set up the first post monitoring visit to review the monitoring documents, review any corrective action that needs to be completed.**

**Closing letter is issued after all corrective actions are complete.**

**SPOC submits data to Leader Services and sends report to PDE and LEA**.

**District has 6 months to schedule and complete corrective action tasks**



LEA – Local Education Agency Representative

SPOC – Special Education Point of Contact

FSA – Facilitated Self-Assessment

EBR – Educational Benefit Review