Bureau of Special Education
2021-2022 MONITORING AT – A- GLANCE

Activity	Participants
Beginning of School Year	
• Selected LEAs informed that they will be monitored.	• Email from BSE to SD Superintendent/ CS Chief Executive Officer and Special Education Director
August 13, 2021	
• Password to access CMCI website is issued. • Educational Benefit Review – list of students issued	• Email from BSE to SD Superintendent/ CS Chief Executive Officer, and Special Education Director
By September 10, 2021	
• CMCI web-based training is completed – report to Chairperson	• Critical members of LEA Team
60 days Prior to Week of Monitoring	
• LTF Chair is informed of scheduled monitoring	• BSE Staff
45 days Prior to Week of Monitoring	
• Parent and Teacher Surveys are completed	• Critical members of LEA Team
30 days Prior to Week of Monitoring	
• LEA submits complete FSA to Leader Services CMCI website.	• Critical members of LEA Team
Prior to Day 1 of Monitoring	
Upload • FSA related documents, policies, procedures to Leader Services CMCI website • FSA related student files to Leader Services CMCI website/OR provide BSE Chair access to Student Information System	• Critical members of LEA Team
Day 1 of Monitoring	
• Virtual Administrative Interview	• Superintendent/CEO • Special Education Director • Representative Building Principals • School Psychologists • Other designated personnel
Day 2 -3 of Monitoring - ONSITE	
• Student File Reviews (In-depth student case studies) • Classroom Observation • Provide any requested documents to BSE Chair.	• BSE Chair (Manage monitoring process, support peers) • Peers (Student File Reviews, classroom observation) • SD/CS point person (Support BSE Chair, schedule parent and teacher interviews)
Day 2-5 of Monitoring	
• Phone/virtual Interviews of Parents, General Education and Special Education Teachers	• Peers • Special Education teacher, General Education teacher, Parent (as needed) • BSE Chair, as needed
Day 4 - Day 10 of Monitoring	
• Complete FSA Review, EBR review, Federal Child Count Verification, Federal Interest Form, Teacher Class Report, etc. • Check Peer paperwork	• BSE Chair • SD/CS point person, as needed
• Virtual Exit Conference	• BSE Chair • Superintendent/CEO • Director of Special Education • Other designated personnel

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Activity	Participants
Within 15 days of Date of Monitoring Report	
• Contact the LEA to arrange a virtual CAVP meeting.	• BSE Chairperson • PaTTAN consultant.
Within 30 days of Date of Monitoring Report	
• BSE review ○ IEP revision for students whose EBR reviews were non-compliant.	• BSE Chairperson • Director of Special Education • Other designated personnel
Within 60 days of Date of Monitoring Report	
• First meeting to develop the CAVP to address areas cited as noncompliant.	• BSE Chairperson • Superintendent/CEO • Director of Special Education • Other designated personnel • PaTTAN consultant • IU staff, as needed
Within 90 days of Date of Monitoring Report	
• BSE review ○ Teacher Caseload and Age Range requirements, if found non-compliant.	• BSE Chairperson • Director of Special Education • Other designated personnel
Within ONE year of Date of Monitoring Report	
• BSE review ○ Improvement plan benchmarks completed, as needed. ○ ICAP student files to verify that the ICAP has been completed for each student. ○ Student files to verify systemic out of compliance items were addressed.	• BSE Chairperson • Director of Special Education • Other designated personnel