



CYCLICAL MONITORING FOR CONTINUOUS IMPROVEMENT (CMCI)

PA Special Education Monitoring System
School District/Charter School Training

August 2017

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Training Agenda



- Welcome and Introduction
- Overview of Pre-Monitor Activities
- Review of LEA Table 8A Data Submission
- Break
- Web Training
- Overview of On-Site Activities
- Post Monitor Activities
- Educational Benefit Review (EBR)
- Questions



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CMCI



- **WHY** – Federal requirement 34 CFR Sec. 300.600 (State Monitoring & Enforcement)
- **WHO** – Bureau of Special Education monitors all school districts and charter schools
- **WHEN** – Every six (6) years
- **TYPES OF MONITORING** – Cyclical, Target, Focused



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Six Year CMCI Cycle – Started 2001-02



- First implementation of the CMCI system began in the 2001-2002 school year.
- In 2008, update of monitoring system and documents were conducted to comply with changes in federal and state regulations.
- CMCI update completed by a committee consisting of BSE staff, SEAP members, PaTTAN staff, LEA representatives, parents, and advocacy group members.
- Review and input was solicited via public forums.

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CMCI and Accountability – SEA/LEA



- Tied to the federally required State Performance Plan and Annual Performance Report (SPP/APR)
- Built around federally mandated indicators of performance and compliance. Each state must collect and report data annually in meeting the established SPP targets.
- Annual Determination
- Results Driven Accountability (RDA) and Differentiated Monitoring System
- SSIP (Indicator 17)

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Monitoring Timeline & Process



- Spring/Summer notification to LEAs that will be monitored – June PennLink.
- August – Training conducted for LEAs selected for CMCI.
- **60 days** prior to date of the on-site visit, the **random sample of student names** for the purpose of conducting the **Educational Benefit Review** is mailed to the LEA.

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Monitoring Timeline & Process



- Following the training in August, each chairperson will contact the LEA to discuss monitoring schedule and provide technical assistance as needed.
- 30 days** prior to on-site visit LEA submits FSA via CMCI website.
- 10 days** prior to the on-site visit the chairperson forwards the list of 10 students selected for the on-site file review, interviews, & classroom observation to the LEA.

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Monitoring Timeline & Process



- On-site visit 2.5 days. Chairperson assigns peers who will conduct the file reviews, classroom observations, interviews for special education teacher, general education teacher, and parent.
- Chairperson will evaluate and verify each section of the FSA to determine compliance/non-compliance, and oversee the on-site monitoring process.

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CMCI Activities



- Pre-Monitor** activities (completion of the FSA/EBR and surveys)
- On-site** activity by the chairperson/peer monitors and LEA staff
- Post Monitor** activities
 - ✓ Issuance of the Monitoring Report
 - ✓ Corrective Action Verification Plan (CAVP)
 - ✓ Individual Corrective Action Plan or (ICAP)
 - ✓ Follow up file reviews to verify implementation of the Corrective Action
 - ✓ Follow up on Improvement Plans, when applicable

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Components of the CMCI



Monitoring Documents

- ✓ Facilitated Self-Assessment (FSA) includes information from Parent, Teacher, and Student (age 14 or older) surveys
- ✓ Administrative Interview
- ✓ File Review
- ✓ Special Education and General Education Teacher Interviews
- ✓ Parent Interview
- ✓ Classroom Observations

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Pre-Monitoring Activities



Facilitated Self-Assessment (FSA)

Purpose

Facilitates discussion between LEA and Chairperson to identify areas of compliance and non-compliance, and areas of needed improvement.

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Pre-Monitoring Activities



Facilitated Self-Assessment (FSA)

- 23 topics/sections must be addressed in the FSA by the LEA.
- The FSA is completed by the LEA personnel prior to the on-site visit and submitted via CMCI website no later than 30 days prior to the on-site visit.

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Facilitated Self-Assessment


All 23 topics/sections include:

- Standard
- Regulatory Base
- LEA Procedure
- BSE Procedure

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Facilitated Self-Assessment


LEA Procedures

- Provide written summary/explanation of student outcomes, policies, procedures, and program operations
- BSE will identify specific items the LEA must have available for BSE on-site review

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Facilitated Self-Assessment


LEA Procedure

- Data and performance for SPP Indicators are pre-populated in the FSA.
- LEA performance on SPP targets are included in the annual Special Education Data Reports (SEDR) and/or Required Federal Reporting Measures on PDE website.

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Facilitated Self-Assessment


LEA Procedure

FSA Items used for SPP Indicators:

- FSA 6 Graduation Rates
- FSA 7 Dropout Rates
- FSA 11 Least Restrictive Environment
- FSA 16 Statewide Assessment Participation
- FSA 21A Transition Services

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Facilitated Self-Assessment


LEA Procedure

Copies of following Policies must be available for BSE review:

- FSA 2 Positive Behavior Support (Board approved)
- FSA 4 Confidentiality (Board approved)
- FSA15 Parent Training
- FSA 17 Public School Enrollment

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Facilitated Self-Assessment


LEA Procedure

Copies of following Notices/Procedures must be available for BSE review:

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

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Facilitated Self-Assessment


LEA Procedure

List of students and student records must be available for BSE review during on-site:

- FSA 1 Assistive Technology
- FSA 2 Positive Behavior Support
- FSA 4 Confidentiality
- FSA 5 Dispute Resolution (if applicable)
- FSA 8 Exclusions--Suspension

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Facilitated Self-Assessment


LEA Procedure

List of students and student records must be available for BSE review:

- FSA 10 IEE
- FSA 12 ESY
- FSA 17 Public School Enrollment/AEDY
- FSA 20 Intensive Interagency
- FSA 21 Summary of Academic Achievement

FSA 21A 10 Students (16 or older)

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Facilitated Self-Assessment


LEA Procedure

Must be available for BSE review:

- FSA 14 Caseload and Age Range (Teacher's Class Reports)
- FSA 23 EBR (Worksheets & Student Files including three years of IEPs)

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Pre-Monitoring Activities



Parent, Teacher, and Student Surveys

- Cyclical monitoring includes student, parent, and teacher surveys.
- Student survey was recommended by the Special Education Advisory Panel (SEAP).
- Copies of a letter distributed to parents by the LEA will be available as part of the FSA.
- All surveys are accessed via the website and must be completed **45 days** prior to the week the LEA is being monitored. The specific due date is indicated on the CMCI website.

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Pre-Monitoring Activities



Parent, Teacher, and Student Surveys (Cont'd)

- It is mandatory that the LEA disseminate the information (Letter) to parents and teachers regarding completion of surveys.
- Survey summary report will be posted on the CMCI website 5 days after the survey due date.
- LEA will review the results of the surveys and provide written comments in the FSA.

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Pre-Monitoring Activities



LEA Table 8A Data Submission

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Pre-Monitoring Activities



BREAK

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Pre-Monitoring Activities



Review of Web-based CMCI System

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On-Site Activities



Administrative Interview

- Monitoring Team will interview LEA Administrative staff.
- The LEA Administrative staff will include Superintendent/Chief Executive Officer, at least one principal from each elementary, middle, and secondary level, special education director, and others as deemed appropriate by the LEA.
- Purpose of the administrative interview* is to offer the LEA the opportunity to provide to the monitoring team an overview of the LEA programs.

**Interview is anticipated to be not more than 30 minutes.*

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On-Site Activities



File Review

- The student sample will be a minimum of ten (10) student records and if appropriate, an additional minimum of 3 students with disabilities attending AEDY.

- If deemed necessary and approved by the Division Chief, the chairperson may request a larger student sample. The LEA would be notified prior to the on-site visit.

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On-Site Activities



Classroom Observation

- A member of the Monitoring Team will observe classroom of students selected from the random sample.

- Peer Monitors will attempt to observe the student in the regular or special education classes, with an emphasis on the location where the student receives the majority of their special education services.

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On-Site Activities



Parent Interview, Special Education and General Education Teacher Interviews

- Interviews are conducted during the on-site visit by peer monitors and/or the chairperson.

- Interviews are conducted with the parents and special education/general education teachers of the students selected from the random sample.

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On-Site Activities



Exit Interview

- Chairperson will conduct the exit interview giving an **overview** of what may be anticipated in the monitoring report, and a brief description of the subsequent scheduling of the CAVP meeting.

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Post Monitoring Activities



Monitoring Report and Corrective Action Verification Plan (CAVP)

- Monitoring report is issued to the LEA following completion of all required components of CMCI review.
- Within 60 days following the issuance of the monitoring report, the chairperson and PaTTAN consultant will meet with the LEA personnel to develop the CAVP. The LEA is encouraged to invite IU staff to participate in the planning & development of the CAVP.

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Post Monitoring Activities



Corrective Action Verification Plan and Process

- Within 15 days following the issuance of the monitoring report the chairperson will contact the LEA and PaTTAN consultant to arrange for the on-site CAVP meeting. This meeting must be conducted within 60 days of the issuance of the monitoring report.

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Post Monitoring Activities



Corrective Action Verification Plan and Process (Cont'd)

- The Chairperson and PaTTAN consultant will work with the LEA to develop a specific plan of corrective action to bring into compliance those areas cited in noncompliance.
- BSE, PaTTAN, and IU staff are available to assist in the development and implementation of the corrective action verification plan activities.

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Post Monitoring Activities



Corrective Action Requirements

- In August 2010, OSEP issued clarification requiring states to ensure that LEAs correct systemic noncompliance **AND** all individual student corrective action where noncompliance was found within one year.

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Post Monitoring Activities



Corrective Action Requirements (Cont'd)

- Beginning in 2010-11, BSE developed and implemented the Individual Corrective Action Plan or ICAP.
- The BSE will confirm that the ICAP has been completed for each student, and will verify correction through *review of ICAP student files* developed after the monitoring report was issued.
- The closing of the systemic out of compliance items will be verified through a *review of student records* that have been developed after the implementation of the corrective action.

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Post Monitoring Activities



Corrective Action Verification Plan and Process

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

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Post Monitoring Activities



Corrective Action

- All findings of noncompliance must be corrected no later than one year from the date of the monitoring report.

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CMCI



QUESTIONS

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