BEST for **ALL**
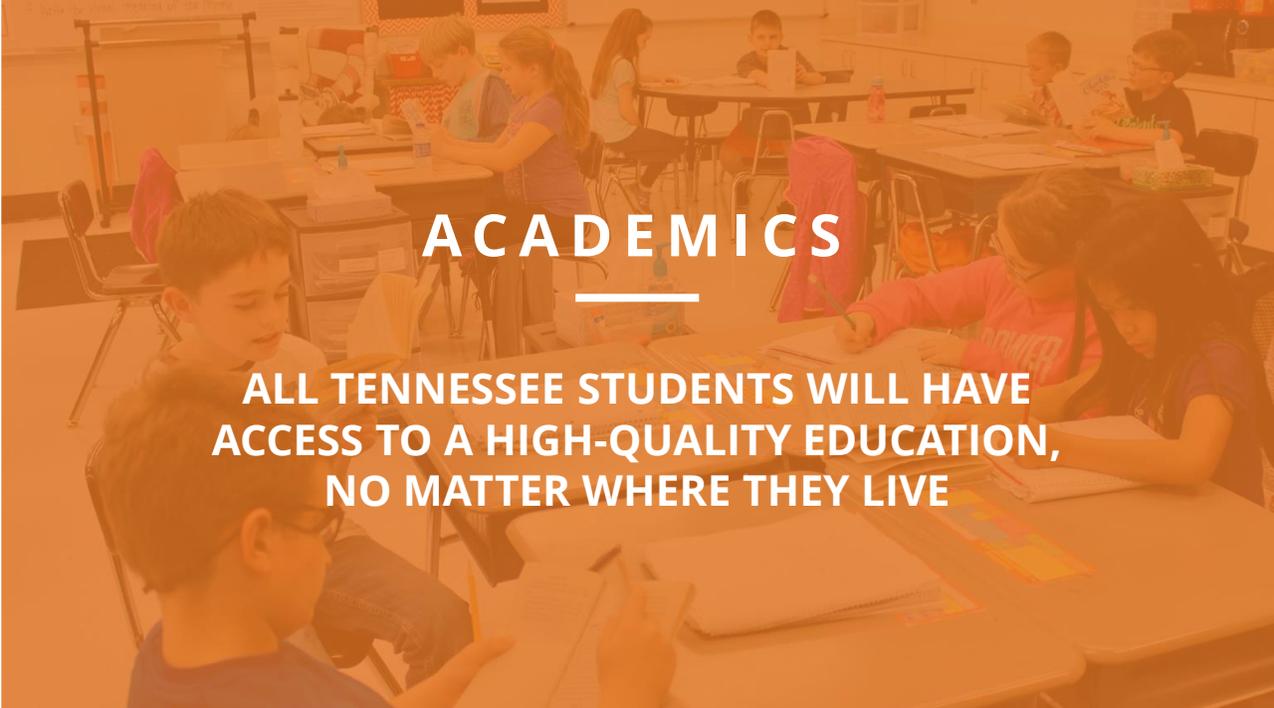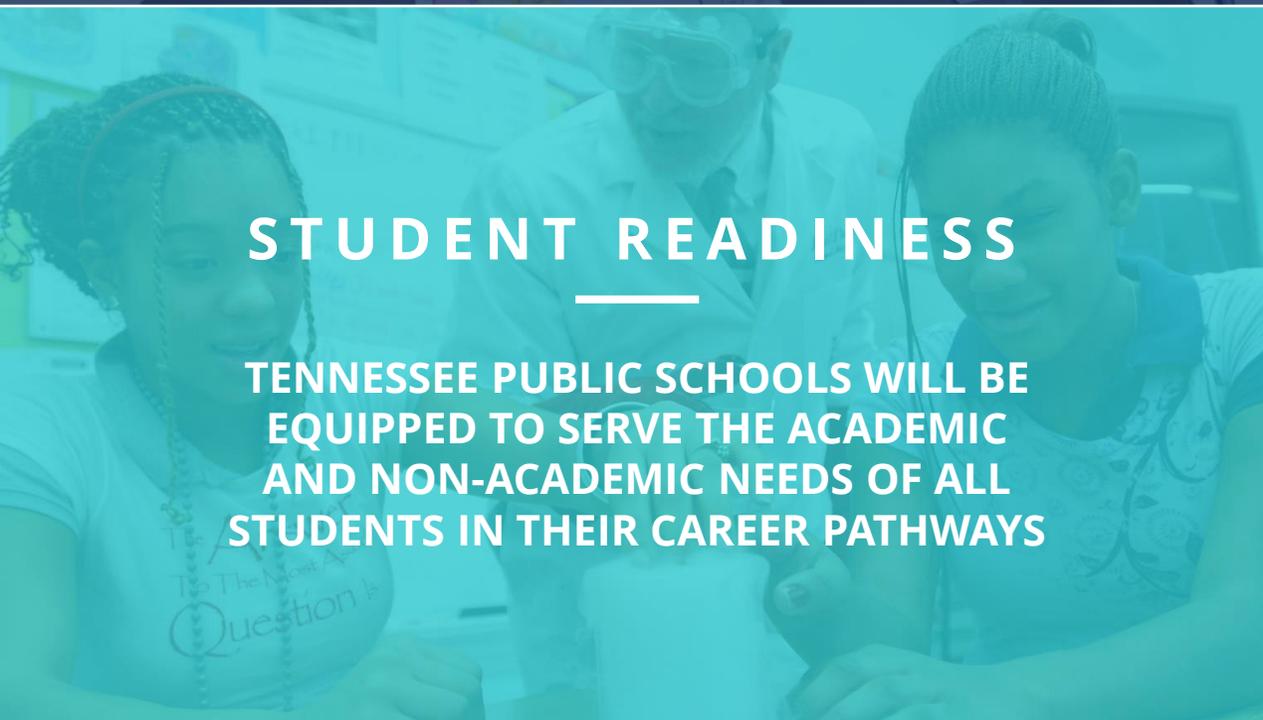
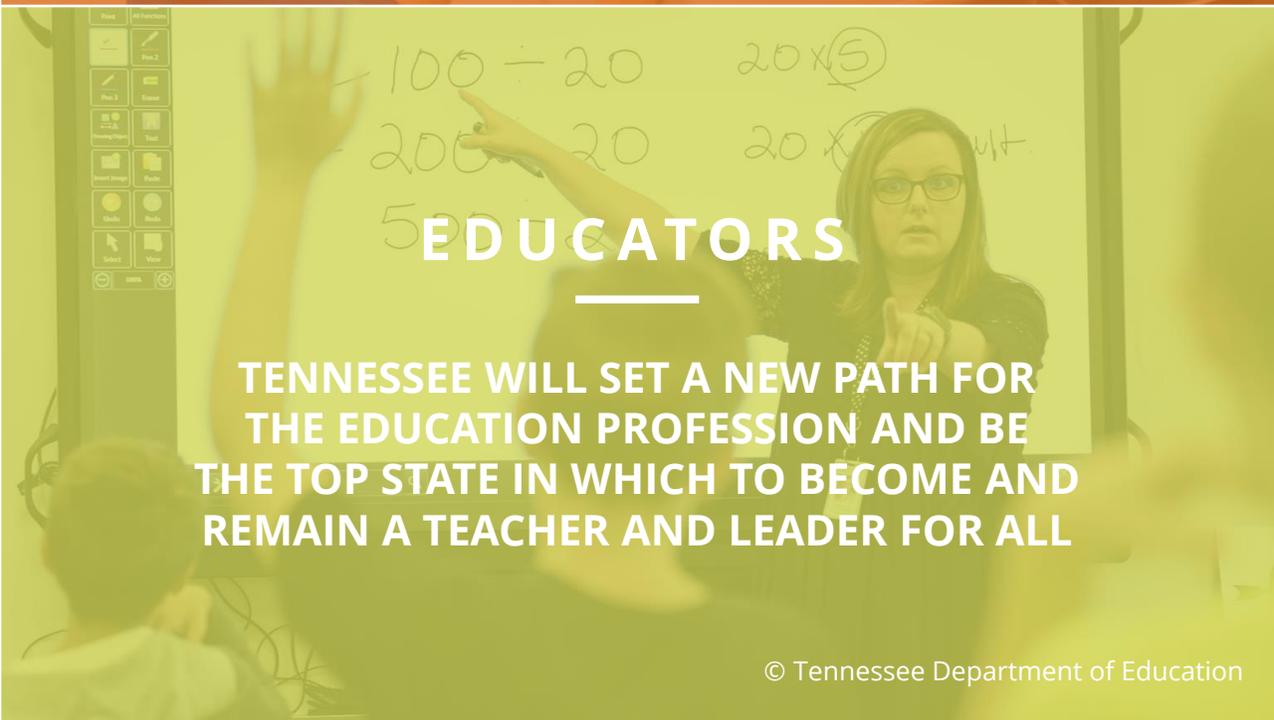We will set all students on a path to success.

ACADEMICS

ALL TENNESSEE STUDENTS WILL HAVE ACCESS TO A HIGH-QUALITY EDUCATION, NO MATTER WHERE THEY LIVE

STUDENT READINESS

TENNESSEE PUBLIC SCHOOLS WILL BE EQUIPPED TO SERVE THE ACADEMIC AND NON-ACADEMIC NEEDS OF ALL STUDENTS IN THEIR CAREER PATHWAYS

EDUCATORS

TENNESSEE WILL SET A NEW PATH FOR THE EDUCATION PROFESSION AND BE THE TOP STATE IN WHICH TO BECOME AND REMAIN A TEACHER AND LEADER FOR ALL

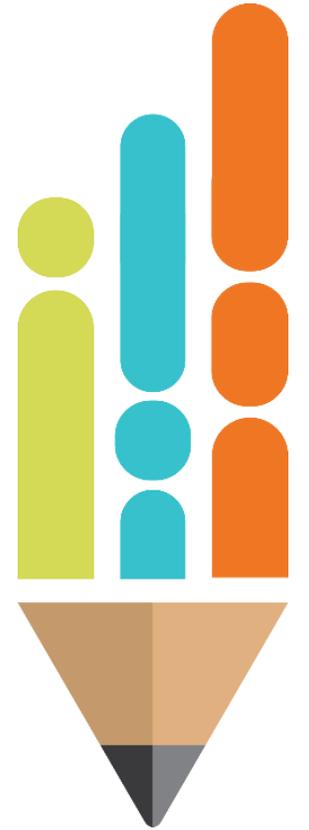© Tennessee Department of Education

Agenda:

- IEP Monitoring Overview
- IEP Monitoring Protocol
- IEP Monitoring Tips
- Role and Responsibilities of LEA Admin
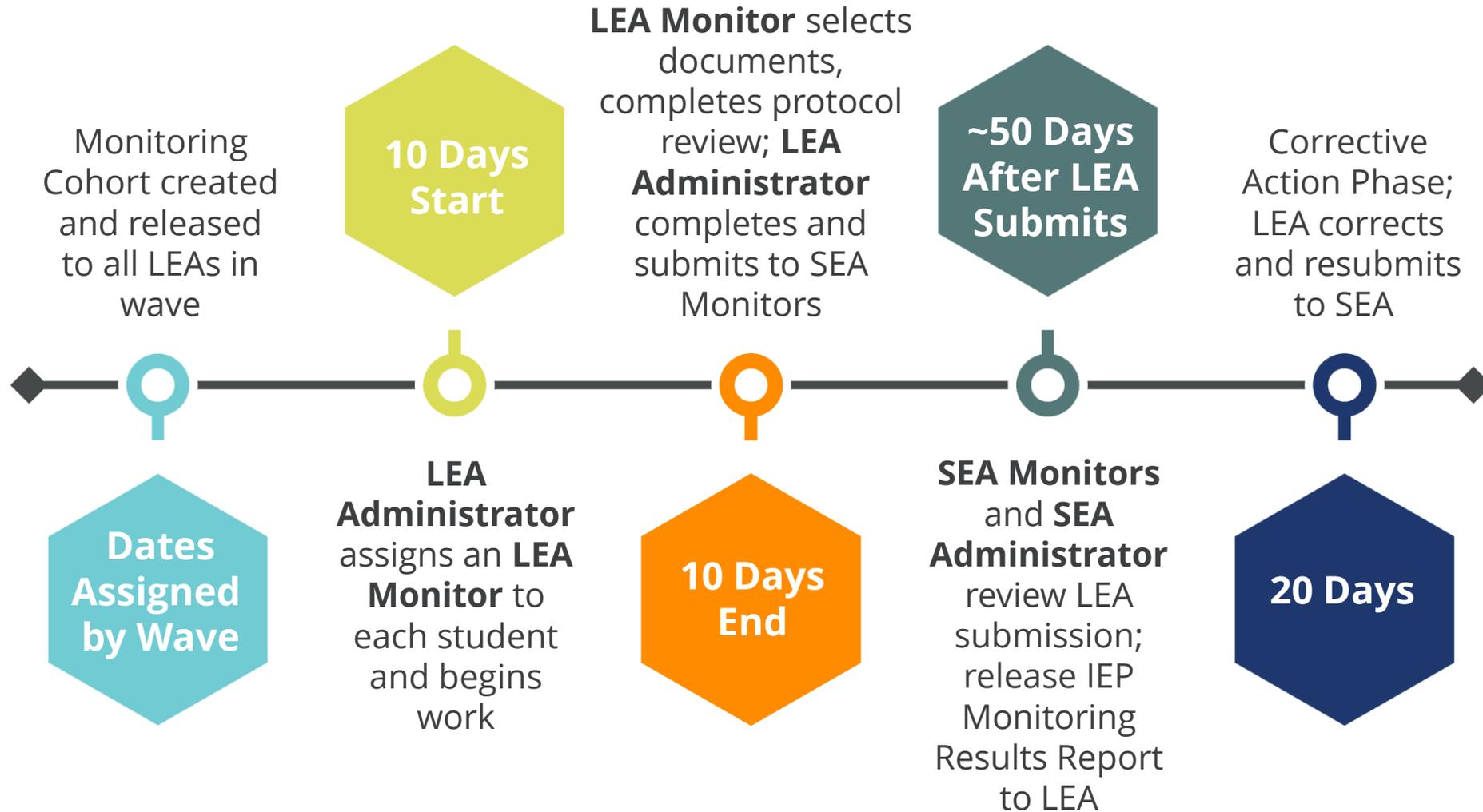- Submitting the Cohort
- Corrective Actions

IEP Monitoring Overview

TN Department of Education

FY25 IEP Monitoring Wave Assignment

- LEAs will be assigned to one of four "waves" throughout the year 2024-25.

- The number of files reviewed in each LEA is based on the IEP monitoring risk analysis data from 2023-24.

- A notification of LEA "wave" assignment and number of files to be reviewed will be released soon and sent to the IDEA Director shown in ePlan contacts.

IEP Monitoring Timeline

Monitoring Cohort created and released to all LEAs in wave

10 Days Start

LEA Monitor selects documents, completes protocol review; **LEA Administrator** completes and submits to SEA Monitors

~50 Days After LEA Submits

Corrective Action Phase; LEA corrects and resubmits to SEA

Dates Assigned by Wave

LEA Administrator assigns an **LEA Monitor** to each student and begins work

10 Days End

SEA Monitors and **SEA Administrator** review LEA submission; release IEP Monitoring Results Report to LEA

20 Days

IEP Monitoring Process Roles

LEA Monitor

- SPED Teacher
- School Psychologist
- SLP
- Secretary
- Case Manager

LEA Administrator

- IDEA Director
- SPED Supervisor

SEA Monitor

- Stanley Cook
- LaTrese Watson
- TBD

SEA Administrator

- Laura Dunn

IEP Monitoring: Required Documents

- Current IEP
  - Invitation
  - Prior Written Notice
  - Age-Appropriate Transition Assessment (if applicable).
  - Signature Pages
- Current Initial/Re-Evaluation Summary Report
  - Invitations
  - Prior Written Notices
  - General Education and Special Education Observations
  - Signature Pages
- Current Eligibility
  - Invitations
  - Prior Written Notices
  - Signature Pages

IEP Monitoring: Mitigating Risk

- The "initial review" phase is designed to identify areas of compliance/noncompliance before submitting for SEA review.
- This time period is not to be used to reconvene meetings or fix LEA (self) identified errors.
- Data gathered through the "initial review" process should be used in conjunction with the IEP Monitoring Results Review Report to develop staff training and professional development to guide corrective actions.
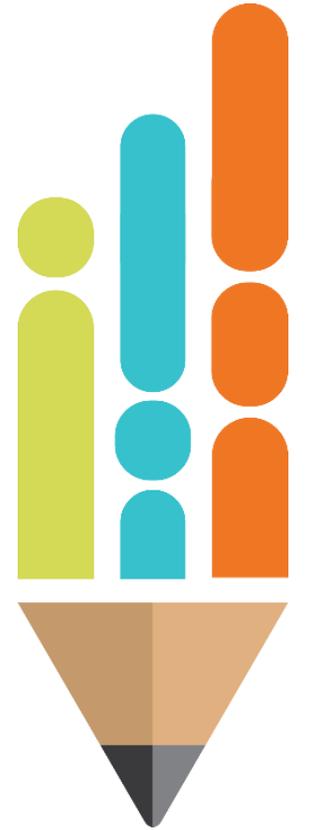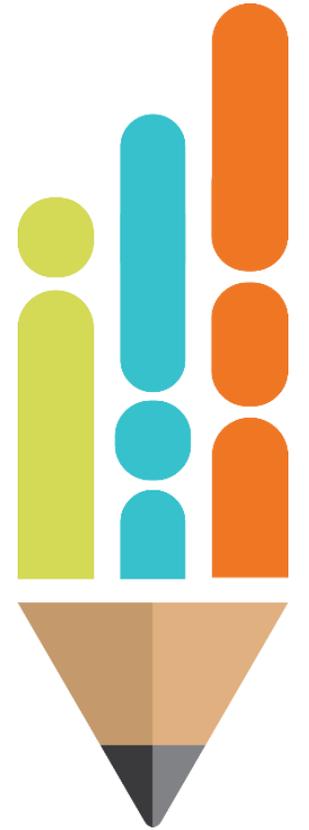
IEP Monitoring Protocol

FY25 IEP Monitoring Protocol

- **FY25 IEP Monitoring Protocol *Version 1* is now available:**

- **TN PULSE>Resource Library>TDOE IEP Monitoring Tools**
- **ePlan>TDOE Resources>2024-25>FY25 IEP Monitoring**

FY25 IEP Monitoring Protocol

- **Version 1** will be applicable *until* requirements for Individualized Education Program (IEP) transition plans under State Board of Education (SBE) Rule 0520-01-09-.12: go into effect on **Oct. 16, 2024**.

    o *All IEPs selected for IEP Monitoring in **Waves 1 and 2** will be monitored with Version1.*

FY25 IEP Monitoring Protocol

- **Version 2** will be applicable *once* requirements for Individualized Education Program (IEP) transition plans under State Board of Education (SBE) Rule 0520-01-09-.12: go into effect on **Oct. 16, 2024**.

  o *All IEPs selected for IEP Monitoring in **Waves 3 and 4** will be monitored with either Version 1 or 2 based on the start date of the IEP.*
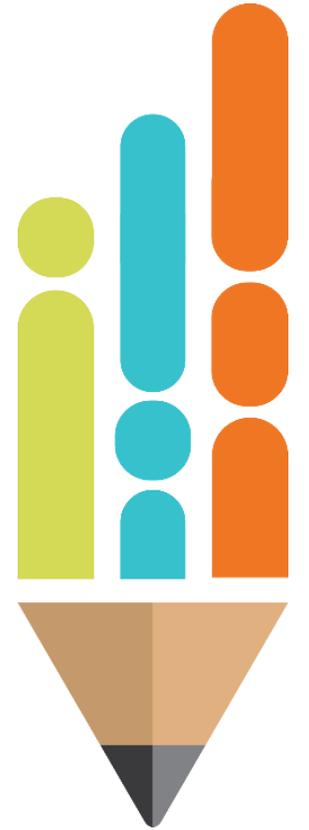
FY25 IEP Monitoring Protocol

o *All IEPs selected for IEP Monitoring in Waves 3 and 4 will be monitored with either Version 1 or 2 based on the start date of the IEP.*

- If the IEP start date is **before** Oct. 16, 2024, **Version 1** will be used to monitor that selected IEP.

- If the IEP start date is **after** Oct. 16, 2024, **Version 2** will be used to monitor the selected IEP.
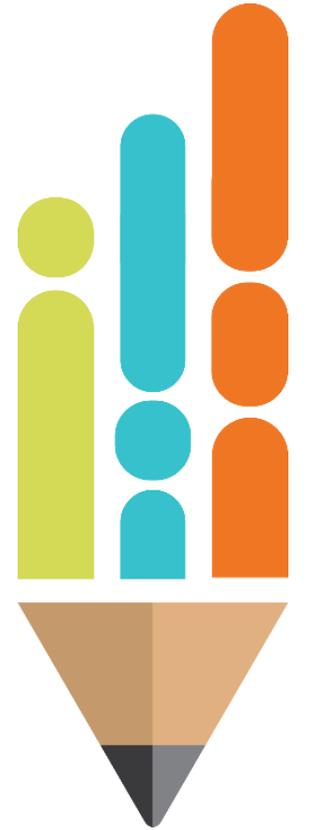
FY25 IEP Monitoring Protocol

- The FY25 IEP Monitoring Protocol will be used to determine compliance of the IEP file(s) selected at both the LEA and SEA levels of review.

- To determine compliance, LEAs must upload all documentation identified within the protocol into the IEP Monitoring platform for review. Documents not uploaded to the monitoring platform or documents that are blank or are missing signatures will be considered noncompliant.

- The narrative for each category found under response criteria gives information allowing clarification for each indicator.
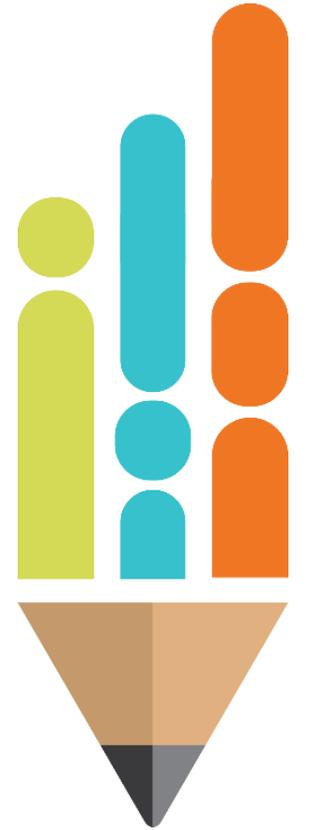
Trends from FY24 IEP Monitoring

- Adverse Impact Statements do not address all eligibility categories

- Invitations missing date sent and/or meeting date; unable to determine 10-day timeline

- Evaluation Summary Reports missing Formative and Summative assessment data

FY25 IEP Monitoring Protocol

Version 1 Domains and Indicators:

- **Initial Evaluation:** 16 indicators
- **Reevaluation:** 14 indicators
- **IEP:** 24 indicators
- **Transition (age 14):** 3 indicators
- **Secondary Transition (age 16):** 6 indicators

*Each indicator is evaluated on its own merits

IEP Monitoring Tips

Department of **Education**
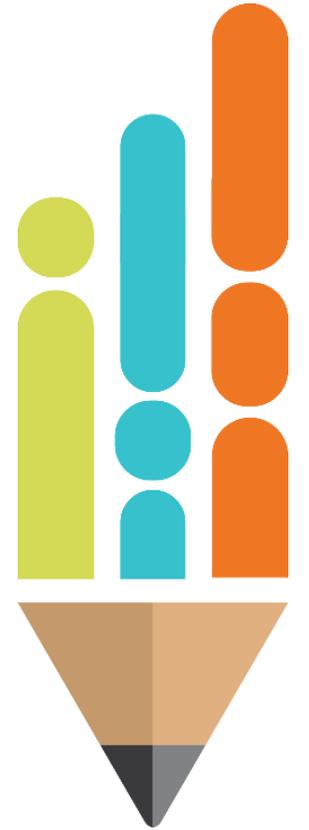
Tips

- Double check to make sure each indicator has a response.
- Link or upload **only** the document applicable to that indicator.
- Be as accurate as possible with responses based on evidence the LEA monitor provided in the platform.
- If the platform **does not** match the student file contact the IDEA Compliance Manager (*Laura Dunn*) before beginning the monitoring process.
- As the designated LEA Admin ensure that you are clicking on and viewing each uploaded document before submitting for SEA review.
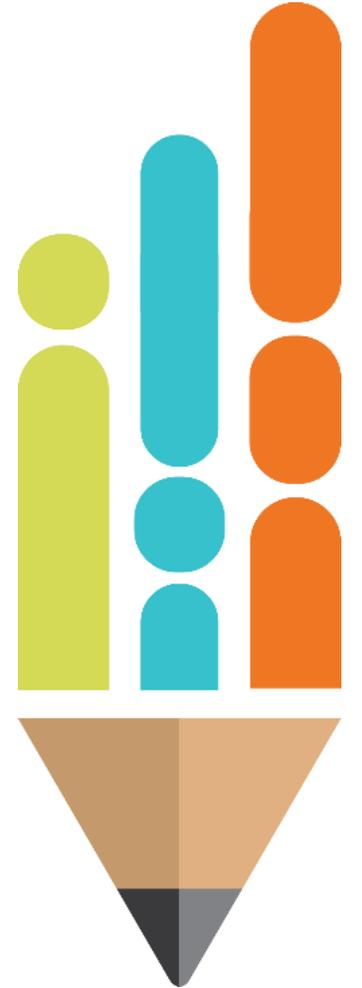
The Stranger Test

- **When reviewing student documents, remember:**
  - The student documentation is viewed through the lens of a "stranger."
  - Compliance decision-making is based on each required document and the information contained within that document individually and not cumulatively.
  - No inference can be made from the information and no prior knowledge of the student or circumstances is available.
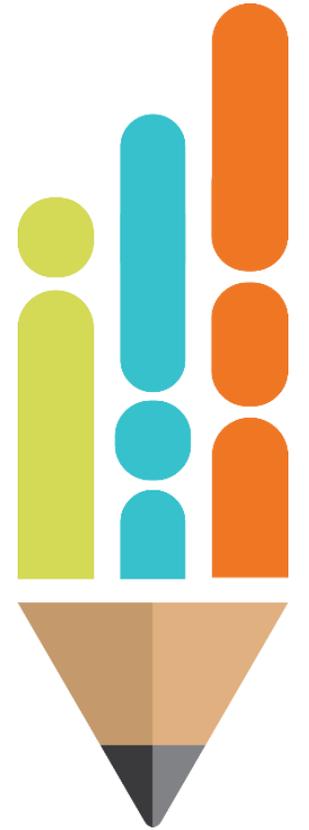
Reevaluation Change in Verbiage

- **R.7 Prior Written Notice: Reevaluation**

- Due to character limits within the IEP Monitoring Platform, the determination choices will not be listed, but will refer the user to indicator R.5 for the four possible team decisions/determinations.

- The PWN must document the team decision/determination and be dated within 10 days of the meeting.

Reevaluation Change in Verbiage

| R.7 | Prior Written Notice: Reevaluation
_34 C.F.R. § 300.305_
_34 C.F.R. § 300.503_
TN SBE Rule 0520-01-09-.15(4) | Prior written notice was provided and specified one of the determination choices:
1. Additional Data is needed to determine if this student continues to have an educational disability or is suspected of having other educational disabilities.
2. Additional Data is needed to determine the student's continued need for special education and/or related services.
3. Additional Data is needed to determine present levels of academic achievement and related educational needs of this student.
4. Additional Data is necessary to determine whether any additions or modifications to the special education services and/or related services are needed to enable the child to meet the measurable annual goals set out in the IEP of the child and to participate, as appropriate, in the general education curriculum.
5. Team agreed that no additional assessments are necessary.
If an evaluation is needed, documentation verifies that prior written notice was sent _before_ the evaluation was conducted. Written notice must be given to the parents* of a child suspected to have a disability or a child with a disability at least ten (10) school days prior to an LEA implementation of a proposal or refusal to initiate or change the identification, evaluation, or educational placement of the child or the provision of FAPE to the child. | Reevaluation Prior Written Notice |

Reevaluation Change in Verbiage

- The R.7 indicator in the IEP Monitoring platform will state:

- *"Prior written notice was provided and specified one of the determination choices listed in Item R.5. If an evaluation is needed, documentation verifies that prior written notice was sent <u>before</u> the evaluation was conducted. Written notice must be given to the parents* of a child suspected to have a disability or a child with a disability at least ten (10) school days prior to an LEA implementation of a proposal or refusal to initiate or change the identification, evaluation, or educational placement of the child or the provision of FAPE to the child."*

Accessing the IEP Monitoring Platform

TN Department of **Education**
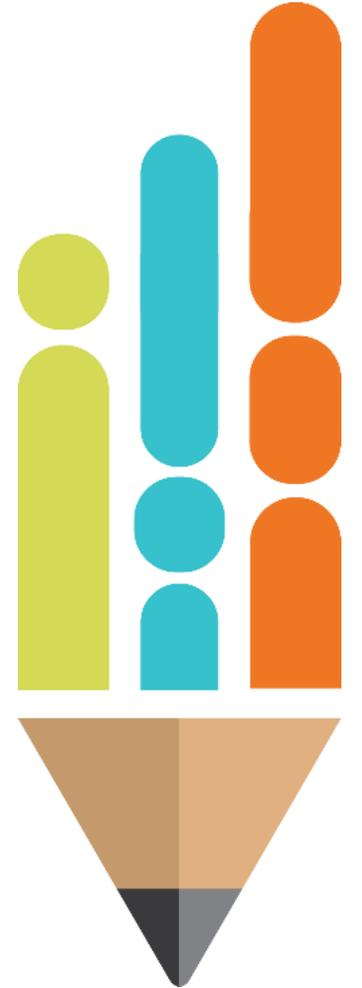
FY25 IEP Monitoring: Accessing the Platform

- Notifications will be sent to each LEA with wave assignments and dates of cohort release. The IEP Monitoring platform in TN PULSE will not be available until the cohort release for each assigned wave.
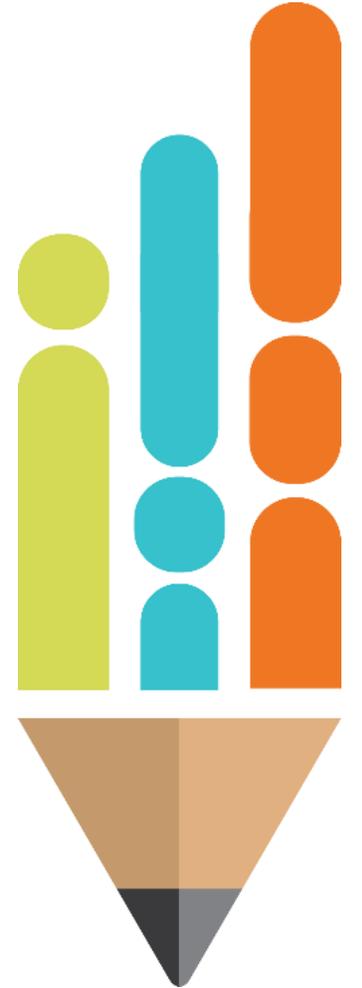
Accessing the Platform

- Log into TN PULSE.
- From the LEA home page, use the ADMIN/SCHOOL SYSTEM drop down to access the COMPLIANCE MONITORING page.
  - This leads to the LEA assigned cohort.

Accessing the Platform

- View of the page where the LEA views the assigned cohort.

Changing User Roles and Assigning LEA Monitors

Changing User Roles and Assigning LEA Monitors

▪ The **LEA Administrator** role is set by the TN PULSE vendor;

  – **Do not attempt to alter or change the role, including adding a monitoring user role.**

▪ The **LEA Administrator** is responsible for the assignment of an LEA Monitor for each student in the cohort.

▪ The **LEA Administrator** may change *LEA Monitor* assignments.

  – Select *Update and Save* after any change is made.

▪ Every student in the cohort must have an *LEA Monitor* assigned before the details page can be accessed.

Changing User Roles

- Scroll to bottom of page
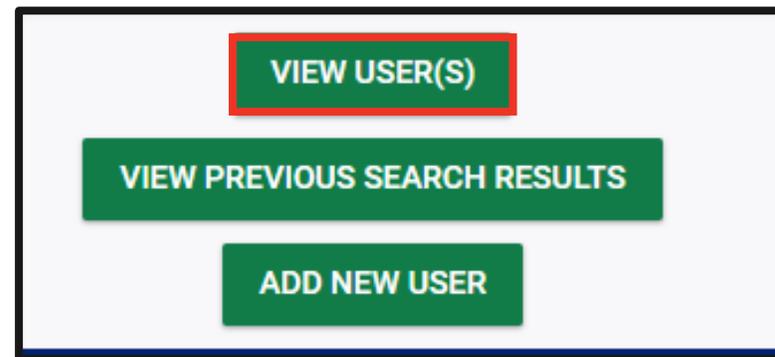
Changing User Roles

- In user profile page scroll down to User Compliance Monitoring Role.
- Using the dropdown menu assign the user the LEA Monitor role.

Users Compliance Monitoring Role:

LEA Monitor
LEA IDEA Director

Users Compliance Monitoring Role: LEA Monitor

Assigning LEA Monitors

- Once LEA monitoring user roles are assigned the names will appear in the dropdown. Choose the LEA Monitor name to assign and click "UPDATE MONITORS".

Replacing a Student

LEA Administrator: Replacing a Student

- A student must be shown to be inactive and/or ineligible before a replacement can be requested.
- Once this status is confirmed, a checkbox to request a replacement will be available.
- Once a student in the cohort is replaced, the LEA Administrator must assign an LEA Monitor before the details pencil will reappear.

- *Note: If the areas showing for a student in the cohort do not match what the LEA expects (initial evaluation vs. reevaluation) OR the student is an out of state transfer please contact Laura.Dunn@tn.gov for assistance before beginning the review/upload process.*

Replacing a Student

Replacing a Student

LEA Administrator: Replacing a Student

- Once a student in the cohort is replaced, the LEA Administrator must assign an LEA Monitor before the details pencil will reappear.

LEA Administrator: Replacing a Student

- If this process does not replace the student immediately, or a replacement due to unusual circumstances is needed please contact the SEA Administrator *Laura.Dunn@tn.gov for assistance.*

- *Note:* **If the areas showing for a student in the cohort do not match what the LEA expects (initial evaluation vs. reevaluation) OR the student is an out of state transfer please contact Laura.Dunn@tn.gov for assistance before beginning the review/upload process.**

Indicator Responses
LEA Monitor

TN Department of **Education**

LEA Monitor: Indicator Responses

- The LEA Monitor must upload all required documents for each section.
- The LEA Monitor must respond to each indicator based on the information in each required document.
- If the response is "yes" (compliant) no additional comments are required.
- If the response is "no" (non-compliant) the LEA is required to add a comment.
- Internal comments are viewable only to the LEA Monitor and LEA Administrator.

Providing Required Documents

Note: Ensure that all linked or uploaded documents are finalized and signed if appropriate.

LEA Monitor Indicator Response

Indicator Details   ✕

Response Criteria

The most recent meeting invitation includes the purpose (all reasons for meeting must be listed and/or checked), time and location of the meeting, and who will be in attendance. There is documentation that the most recent meeting invitation sent to parents* was at least 10 calendar days prior to the meeting date, or there is documentation of a signed 10-calendar day waiver.

LEA Response   ● Yes   ○ No   ○ N/A

LEA Official Comments

- If the response is *"yes" (compliant)*, the provided document *does* meet the response criteria; no additional comments are required.

LEA Monitor Indicator Response

Indicator Details

Response Criteria

The most recent meeting invitation includes the purpose (all reasons for meeting must be listed and/or checked), time and location of the meeting, and who will be in attendance. There is documentation that the most recent meeting invitation sent to parents* was at least 10 calendar days prior to the meeting date, or there is documentation of a signed 10- calendar day waiver.

LEA Response ◯ Yes ● No ◯ N/A

LEA Official Comments

(Required)

- If the response is *"no" (non-compliant)*, the provided document *does not* meet the response criteria; the LEA must provide an official comment.

LEA Monitor Indicator Response

- Internal comments can be made at either the monitor or administrator level and are viewable only by the LEA.

Indicator Responses

LEA Administrator

LEA Administrator: Indicator Responses

- The LEA Administrator must review all provided required documents for each section.

- The LEA Administrator must respond to each indicator based on the information in each required document and the LEA Monitor response.

- The LEA Administrator must respond either "agree" or "disagree" to the LEA Monitor response.

LEA Administrator Indicator Response

LEA Administrator: Indicator Responses

- If the LEA Administrator disagrees with the LEA Monitor response, the student can be returned to the LEA Monitor for revision.

- The LEA Administrator can also change the LEA Monitor Response rather than marking "disagree" if not returning the file for revision.

- Internal comments are viewable only to the LEA Monitor and LEA Administrator.

Returning to the LEA Monitor

- To return the student to the LEA Monitor, the LEA Administrator will check the return box and "submit" which will return access to the LEA Monitor for needed revisions.

Submitting the Cohort

LEA Submission and Timeline

- During the *initial review phase* once the cohort is released, the LEA has ten (**10**) business days to complete the review files, upload documents, respond to all indicators, and submit to the SEA.

- Review and upload are based on current documents at the time of cohort release during the initial review phase.

- Extensions may be requested through the SEA Administrator via email to Laura.Dunn@tn.gov for either phase of the monitoring process.

LEA Submitting the Cohort

- The **LEA Administrator** must submit the cohort to the SEA as a group, individual students cannot be submitted.

- Once the cohort is submitted to the SEA for review, no changes can be made.

Submitting the Cohort

- Status shows as "Director in Process"

Submitting the Cohort

- Submit boxes fill automatically as each student review is completed.

Submitting the Cohort

- Once "SUBMIT" in right corner is clicked, no changes can be made.

Submitting the Cohort

- A confirmation box appears.
  - If any errors are shown, the cohort will not submit, and the record must be reviewed.
  - If no errors are showing, click "SUBMIT".

Submitting the Cohort

- Once the cohort is submitted the status will change from "Director in Process" to **"Submitted to SEA".**

IEP Monitoring Results Report

IEP Monitoring Results Report

- Once the SEA Monitor and Administrator review is complete, the **IEP Monitoring Results Report** will be released.

- The LEA Administrator will receive notification from the SEA Administrator the day the report is released and will be able to access the report within the IEP monitoring system.

Accessing the Report

- Upon notification that the LEA IEP Monitoring Results Report has been released click on "COMPLIANCE MONITORING REPORT" to access the information.

Signature of Receipt

- When accessing the IEP Monitoring Results Report tab, the receipt and Signature screen will appear first. Click "ADD SIGNATURE" which will allow you to electronically sign for the report as received.

Signature of Receipt

- Sign using a mouse or touch screen and click "SAVE".

Signature of Receipt

- Once signature is saved, check the confirm receipt box and click "SUBMIT REPORT RECEIPT".

Accessing the Report

IEP Monitoring Results Report

Receipt and Signature   Corrective Actions   Documents

Reports

Monitoring Year   Monitoring Cycle   Monitoring Protocol
                             Period   Standard

Compliance Monitor Report

☑ Confirm receipt of IEP Monitoring Results Report

- Once the receipt of signature has been confirmed, click "Compliance Monitor Report" to receive a copy of the report.

Signature of Receipt

FY24 (2023-24) Individualized Education Program (IEP) Monitoring Results Report

The IEP Monitoring Results Report process included multiple levels of review of randomly selected IEPs and related records. The list below Includes items that were less than 100% compliant. The signature of receipt of this report must be completed before viewing and will be stored within TN PULSE.

Agendas and sign in sheets for required training and subsequent corrective actions must be completed and provided in TN PULSE by MM/DD/YYYY.

For assistance within the platform please see the **TN PULSE: IEP Monitoring Manual for Users and Administrators.** Please reach out to the following Tennessee Department of Education (department) staff members for additional assistance.

- **Ashley Colbert | East TN IDEA and Perkins Monitoring Specialist**
- **Stan Cook | Middle TN IDEA and Perkins Monitoring Specialist**
- **LaTrese Watson | West TN IDEA and Perkins Monitoring Specialist**
- **Laura Dunn | IDEA Compliance Manager**
- **Geneva Taylor | Senior Director of Compliance**

Item	Category	Action Steps	Required Documentation
I.1	Parental Consent for Initial Assessment 34 C.F.R. § 300.300(a) TN SBE Rule 0520-01-09-.04	Not correctable at the student level	Parental Consent for Initial Assessment
	State ID: 5318497	**SEA Comment:** A parent signature was not present on the provided document.	
I.10	Ruled Out Lack of: Reading, Math, or LEP as Determinant Factor for Disability Determination 34 C.F.R. § 300.306(b)(1) 34 C.F.R. § 300.308	Convene the evaluation/eligibility team and complete the missing components to correct the finding of non-compliance.	Signed/Completed Eligibility Form
	State ID: 5300366	**SEA Comment:** All required signatures were not present on the provided form.	

- Report is organized by item number.
- Due date for corrective actions will be calculated based on release of report (20 business days).

Corrective Actions

Corrective Action Phase

- The LEA Administrator must sign the report as a "signature of receipt" and provide that documentation within the system within ten (10) days of the release of the IEP Monitoring Results Report.

- The LEA Administrator is responsible for ensuring that all corrective actions are completed.

Corrective Action Phase

- **New Feature!**

- Students who exit the LEA during the SEA review phase or corrective action phase will show as "exited" in the platform once "reason" information has been entered into PULSE. No additional action will be needed by the LEA.

Corrective Action Phase

- During the ***corrective action review phase***, once the IEP Monitoring Results Report is released, the LEA has **20** business days to complete the corrective actions and upload the corrected documents.

- During the **corrective action phase**, the LEA Administrator is also **required to provide training** based on the IEP Monitoring Results Report.

  - This documentation must be provided within the system within **20** business days.

- Extensions may be requested through the SEA Administrator for either phase of the monitoring process.

Corrective Actions Process Change

- TN PULSE IEP Monitoring Platform will allow LEA Monitors to access the corrective actions page if:

- The LEA monitor is in permission group 15 or 16.

- the LEA monitor is assigned to a student in the cohort.

- the LEA monitor is showing as **LEA Monitor** in the *"User Compliance Role"*.

- Under the heading of *"Advanced Access"* the checkbox needs to be marked next to "**Can access Compliance Monitoring CAP report process"**.

Corrective Actions Process Change

- TN PULSE IEP Monitoring Platform will allow LEA Monitors to upload and/or link corrective actions.
- LEA Monitors will be able to view students and findings assigned to them during the initial review phase.
- The LEA Administrator is still responsible for reviewing all uploaded and/or linked documents for corrective actions before submitting.

Accessing Corrective Actions

- In the IEP Monitoring Results Report Tab, click "Corrective Actions" to access the information.

Accessing Corrective Actions

- "Response Status" is the status of the cohort overall.
- Use the "Expand" arrow to see corrective action details for each student.
- "Status" is the status of a specific student.

Corrective Actions by Student

- Once expanded all corrective actions for a specific student will be viewable to the LEA.

Corrective Actions by Student

- Page allows the LEA to upload and/or link required documents. It also allows documents provided in error to be deleted.

Corrective Actions by Student

| 21 | Adverse Impact Statement 34 C.F.R. § 300.320(a)(1)(iv) | Convene an IEP team to develop an addendum or new IEP to correct the finding of non-compliance. | ✏️ | Incomplete |

SEA Comments: The Adverse Impact Statement did not describe specifically how student's disability(ies) affect participation and progress in the general curriculum.

LEA Comments:

Required Documentation: Current IEP

☐ Evidence Attached   ☐ Response is complete

- Clicking the pencil icon allows the LEA to document that required evidence is attached and the response is complete.

Corrective Actions by Student

- Each statement will be verified with a check mark and then "SAVE".
- LEA Comments are available if needed but not required.

Corrective Actions Submission

- Once verification is made and saved, the overall response status and individual student response will show as "Completed".
- Click "SUBMIT" to submit LEA corrective actions for review.

Corrective Action Submission

IEP Monitoring Results Report

SELECT PREVIOUS YEAR

Receipt and Signature   Corrective Actions   Documents

Response Status

Response Status
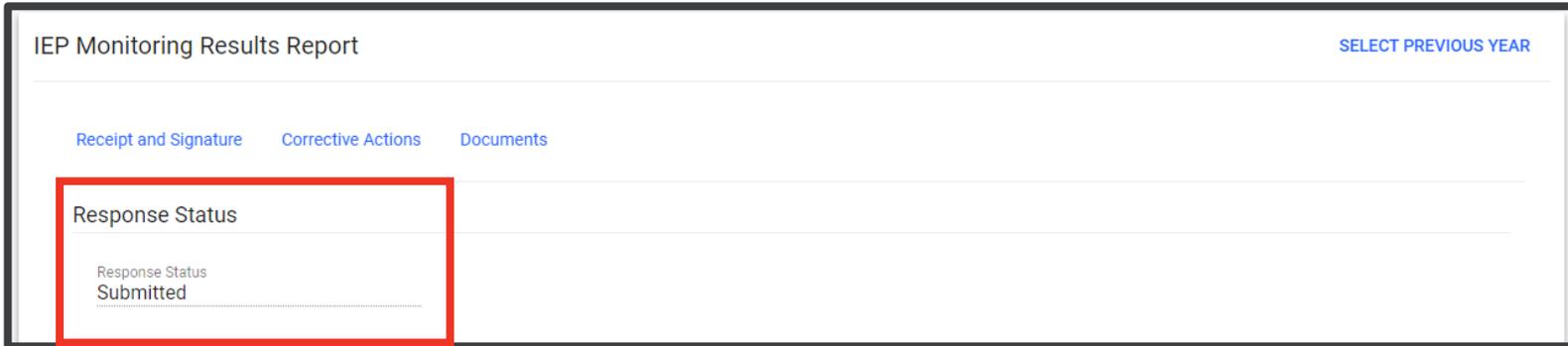Submitted

- Once the LEA cohort is submitted the overall response status will change to "Submitted".

Corrective Actions Submission Return

- If required documents or evidence of corrective action steps being completed, the LEA corrective action submission will be returned for the process to be completed.
- The LEA administrator receives an alert from TN PULSE if returned.

Resources

- FPO Monitoring Office Hours
  - Announcements and invites coming soon!
  - IEP Monitoring Hours: Mondays 11-12 CT (12-1 ET)
  - RBM Office Hours: Fridays, 12-1 CT (1-2 ET)

- **FY25 IEP Monitoring Protocol Version 1**
- ***TN PULSE*** *> Resource Library > TDOE IEP Monitoring Tool*
- ***ePlan*** *> TDOE Resources > Monitoring > 2024-25 > FY25 IEP Monitoring*

- ***Version 2 will be released on or before Oct. 16, 2024***

Contacts

- **Laura Dunn** | IDEA Compliance Manager
  Laura.Dunn@tn.gov
  (615) 961-1331
- **Stan Cook** | Middle IEP Monitoring Specialist
  Stanley.Cook@tn.gov
  (615) 772-3252
- **LaTrese Watson** | West IEP Monitoring Specialist
  LaTrese.Watson@tn.gov
  (615) 486-8022
- **Vacant** | East IEP Monitoring Specialist
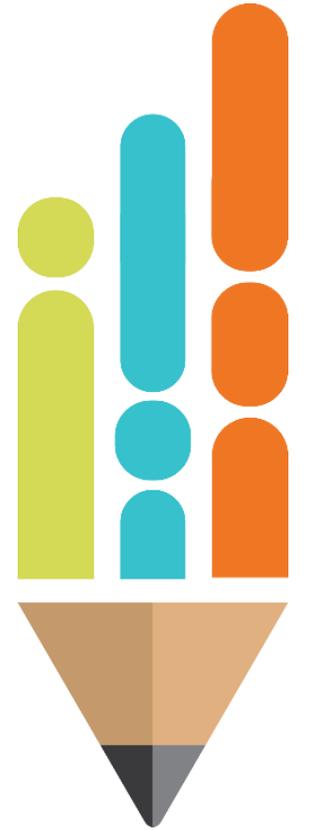
Fraud, Waste or Abuse

Citizens and agencies are encouraged to report fraud, waste, or abuse in State and Local government.

NOTICE: This agency is a recipient of taxpayer funding. If you observe an agency director or employee engaging in any activity which you consider to be illegal, improper or wasteful, please call the state Comptroller's toll-free Hotline:

1-800-232-5454

Notifications can also be submitted electronically at:

http://www.comptroller.tn.gov/hotline

Evaluation

- Please use your phone to complete an evaluation.

- Selections:
  - Today's date
  - Laura Dunn

- In Q10, please put "IEP Monitoring" to differentiate this session from others.

Thank You!