

FY25 IEP Monitoring: Punching Your Ticket for Compliant IEP Monitoring

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BESTALL

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

200 20 20 20 X 5 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

STUDENT READINESS

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



Agenda:

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

IEP Monitoring Overview



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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



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.





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- 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



• 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**.

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



• 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.

 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.



 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.



- 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



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





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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

Prior Written Notice: Reevaluation 34 C.F.R. § 300.305 34 C.F.R. § 300.503 TN SBE Rule 0520-01-0915(4)	 Prior written notice was provided and specified one of the determination choices: Additional Data is needed to determine if this student continues to have an educational disability or is suspected of having other educational disabilities. Additional Data is needed to determine the student's continued need for special education and/or related services. Additional Data is needed to determine present levels of academic achievement and related educational needs of this student. 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. Team agreed that no additional assessments are necessary. 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 EADE to the child 		
---	---	--	--

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 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."



Accessing the IEP Monitoring Platform





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

User Last Name:	Test		Exact Match
User First Name:	Laura		Exact Match
Title:			🗆 Exact Match
School:	All Schools* (* Limited to those S	chools you have access to)]
		CHECK ALL CHECK NONE	
	Permission Grou	up 1	
	Permission Grou	IP 2 Permission Group 11 (add on)	

• 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	nents _ents

Users Compliance Monitoring Role:

LEA Monitor

¥

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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





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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 <u>Laura.Dunn@tn.gov</u> for assistance before beginning the review/upload process.



Replacing a Student

Monitor Cycle Period		Stand	r Protocol Jard						
Status	Replace	Student	State ID	Assigned Monitor	SEA Findings	LEA Findings	Submit	Return	Details
Director in Process		Jack Test	8693759	Teacher Test	♥ 0/37	2/35			1
Director in Process		Luther Test	00937452	Teacher Test	♥ 0/39	0/39			1
Not Started		Rose Test	39378409	Teacher Test	♥ 0/37	0/37			1
		Total Findings			0/113	2/111			

Replacing a Student

Request Student Repla	cement	×
The following students have be to approve the replacement rec	een flagged to request replacement. Confirming below will send the student(s) to the SEA IDEA quest.	Director
Student	Reason for Replacement Request	
Rose Test	Dropped Out	~
	SUBMI	T REQUEST


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 <u>Laura.Dunn@tn.gov</u> 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 <u>Laura.Dunn@tn.gov</u> for assistance before beginning the review/upload process.

Indicator Responses LEA Monitor



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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

✓ Area: IEP

Additional Required Documents

Documents	Document Link	Upload Document	Link Existing Document	Delete Document
Invitation to Meeting	Invitation to Meeting (inactive)	<u>±</u>	1	Î
Current IEP (annual or addendum)	IEP (inactive)	±	1	Î
Current IEP signature pages (includes parenta consent)	al	<u>±</u>	1	
Previous IEP (first page only)		<u>±</u>	1	
Tennessee Alt Assessment documentation (with signature)		±	1	
Homebound Placement Review (if applicable))	<u></u>	1	
Prior Written Notice for IEP		<u>±</u>	1	
Progress Report (Most Recent)		<u>±</u>	1	
10 day waiver (if applicable)		<u>±</u>	1	
Other Documentation (If Applicable)		<u>±</u>	1	

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

LEA Monitor Indicator Response

Response Unteria				
The most recent meeting invitation the meeting, and who will be in at least 10 calendar days prior to the	on includes the purpose (a tendance. There is docur e meeting date, or there is	all reasons for nentation that s documentatio	neeting must be listed and/or checked), tin he most recent meeting invitation sent to p n of a signed 10- calendar day waiver.	ne and locatio arents* was a
LEA Response	💽 Yes	⊖ No	○ N/A	

 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 the meeting, and who will be in att least 10 calendar days prior to the	n includes the purpose (endance. There is docur meeting date, or there is	all reasons for nentation that s documentati	meeting must be listed and/or check the most recent meeting invitation se on of a signed 10- calendar day waive	ed), time and location of ent to parents* was at er.
LEA Response	⊖ Yes	No No	○ N/A	
LEA Official Comments				

 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

LEA Response) Yes	⊖ No	◯ N/A	
LEA Official Co	nments				//
Agree (Required) Disagree (Required)	Internal Note				1

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

Indicator Responses LEA Administrator



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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

Yes No N/A LEA Official Comments Agree (Required) Disagree (Required) Disagree (Required) Response Criteria No more than one calendar year has passed since reviewing and revising, as appropriate, the most recent IEP. LEA Response Yes No N/A LEA Official Comments 10 day waiver not found. Agree Internal Note			-			
LEA Official Comments Agree (Required) Disagree (Required) Response Criteria No more than one calendar year has passed since reviewing and revising, as appropriate, the most recent IEP. LEA Response Yes Yes No N/A LEA Official Comments 10 day notice not given, 10 day waiver not found.]	LLA Response		Yes	⊖ No	() N/A	
Agree Internal Note Disagree Disagree (Required) Presson and the second sec	LEA Official Com	ments				
Agree Internal Note Disagree Disagree (Required) Response Criteria No more than one calendar year has passed since reviewing and revising, as appropriate, the most recent IEP. LEA Response Yes Yes No No N/A LEA Official Comments 10 day notice not given, 10 day waiver not found.] Agree Internal Note						
Disagree (Required) Response Criteria No more than one calendar year has passed since reviewing and revising, as appropriate, the most recent IEP. LEA Response Yes No N/A LEA Official Comments 10 day notice not given, 10 day waiver not found.] Agree Internal Note	Agree	Internal Note				
Response Criteria No more than one calendar year has passed since reviewing and revising, as appropriate, the most recent IEP. LEA Response Yes No N/A LEA Official Comments 10 day notice not given, 10 day waiver not found.] Agree Internal Note	Disagree					
Response Criteria No more than one calendar year has passed since reviewing and revising, as appropriate, the most recent IEP. LEA Response Yes No N/A LEA Official Comments 10 day notice not given, 10 day waiver not found. Agree Internal Note	(Required)					
LEA Response Yes No N/A LEA Official Comments 10 day notice not given, 10 day waiver not found.] Agree Internal Note						
LEA Official Comments 10 day notice not given, 10 day waiver not found.	Response Criteria No more than one c	a alendar year has pass	ed since review	ing and revising	as appropriate, the most recent IEP.	
Agree Internal Note	Response Criteria No more than one c LEA Response	a alendar year has pass	ed since review	ing and revising	as appropriate, the most recent IEP.	
Agree Internal Note	Response Criteria No more than one c LEA Response LEA Official Commen 10 day notice no	a alendar year has pass ts ot given, 10 day waiv	ed since review Yes ver not found.	ing and revising No	as appropriate, the most recent IEP.	
(Required)	Response Criteria No more than one c LEA Response LEA Official Commen 10 day notice no	a alendar year has pass ts ot given, 10 day waiv	ed since review O Yes ver not found.	ing and revising	as appropriate, the most recent IEP.	



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

	SEA Findings	LEA Findings	Submit	Return	Details
*	0/37	0 / 37		\checkmark	/
~	0/39	0 / 39			1
~	0/39	0 / 39			1
	0/115	0/115			
		REQUEST EXTENSION	UPDATE	MONITORS	SUBMIT

 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.



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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 <u>Laura.Dunn@tn.gov</u> 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.



Monitor Cycle - Period		Monitor Protocol Standard								
Status	Student		State ID	Assigned Monitor		SEA Findings	LEA Findings	Submit	Return	Detai
Director in Process					*	0/37	3/37			1
Director in Process					*	0/39	0/39			1
Director in Process					•	0/39	0/39			1
	Total Finding	S				0/115	3/115			

• Status shows as "Director in Process"

Monitor Cycle - Period		Monitor Protocol Standard		-						
Status	Student		State ID	Assigned Monitor		SEA Findings	LEA Findings	Submit	Return	Deta
Director in Process					•	0/37	3/37			1
Director in Process					*	0/39	0/39			1
Director in Process					•	0/39	0/39			1
	Total Finding	js				0/115	3/115			

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

Monitor Cycle - Period		Monitor Protocol Standard								
Status	Student		State ID	Assigned Monitor		SEA Findings	LEA Findings	Submit	Return	Deta
Director in Process					*	0/37	3/37			1
Director in Process					*	0/39	0/39			1
Director in Process					~	0/39	0/39			1
	Total Finding	js				0/115	3/115			

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

The LEA Review has b vill indicate your appr SEA Monitor.	een completed for all student oval as the LEA IDEA Director	s in your cohort. Cor and send the respor	ifirming be ises to the
Student	LEA Findings	SEA Findings	Errors
	3 / 37	0	
	0 / 39	0	
	0/39	0	
Students wireview the s	th issues will not be submitted tudent record.	f or prevent submiss	ion. Pleas

- 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".

N	Ionitoring Coh	ort 🔵
	Monitor Cycle	od
	Status	
	Submitted to SEA	
	Submitted to SEA	
	Submitted to SEA	
		1

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

IEP Monitoring Results Report



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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.

Monitoring Results Report			SELECT PREVIOUS Y
Receipt and Signature Corrective A	ctions Documents		
Reports			
Monitoring Year	Monitoring Cycle Period	Monitoring Protocol Standard	
Compliance Monitor F	leport		
Confirm receipt of IEP Monitoring R	esults Report		
Signatures			ADD SIGNATURE
i All staff must sign below. C	nce all signatures have been collected, the signed-copy can be	submitted to the TDOE.	

 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.



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

Monitoring Year	Monitoring Cycle Period	Monitoring Protocol Standard	
Compliance Monitor Rep	ort		
Confirm receipt of IEP Monitoring Resu	ults Report		
Signatures			
Dir. of Special Education			
Dir. of Special Education			

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

Accessing the Report

Monitoring Results Report				
Receipt and Signature	Corrective Actions	Documents		
eports				
Monitoring Year			Monitoring Cycle Period	Monitoring Protocol Standard
ر Complian	nce Monitor Report			

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

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 0520-01-0904	Not correctable at the student level	Parental Consent for Initial Assessment
	State ID: 5318497	SEA Comment: A parent signature was not present of	n 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 pres	ent 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



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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

eceipt and Signature	Corrective Actions	Documents			
eports					
Monitoring Year			Monitoring Cycle Period	Monitorin Standa	ng Protocol ard
Complia	nce Monitor Report				

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

Receipt and Signature Corre Response Status Response Status Incomplete	ctive Actions Documents					
Response Status Response Status Incomplete						
Response Status Incomplete						
Findings and Reponses						
Expand StateID	Last Name	First Name	Findings	Findings Completed	Date Completed	Status
>			8	0		Incomplete
Expand StateID	Last Name	First Name	Findings	Findings Completed	Date Completed	Status
>			7	0		Incomplete
					s	UBMIT

- "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

Find	lings	and	Reponses
	J		

Expand	StateID	Last Name	First Name	Findings	Findings Completed	Date Cor	nplete	d Status
~				8	0			Incomplete
Atta	ched Evid	lence			UPLOAD DOC	UMENTS	LI	IK DOCUMENTS
Fil	e Name	Date Upload	ed			[Delete	
Mon	itoring Fi	ndings and Corrective Actions						
Fir	nding Catego	ry	Action Steps				Edit	Status
1.3	3 Parent	Input: Evaluation 34 C.F.R. § 300.305(a)(1)(i)	Convene the evaluation/eligibilit correct the finding of non-comp	ty team and c liance.	omplete the missing compo	nents to		Incomplete
	SEA C	omments: Parent input was not included in the evaluation	report and/or a separate parent inpu	t form was no	ot included in evaluation doc	umentation.		
	LEA C	omments:						
	Requir	ed Documentation: Parent Input Form or Documentation	of Input in Evaluation Report					
	Ev	idence Attached	Response is complete					
1.6	Evalua	tion Followed IDEA Requirements 34 C.F.R. § 300.304	Convene the evaluation/eligibilit correct the finding of non-comp	ty team and c liance.	omplete the missing compo	nents to	/	Incomplete
	SEA C	omments: The evaluation did not follow IDEA requirement	S.					
	LEA C	omments:						
	Requir	ed Documentation: Evaluation Report						
	Ev	idence Attached	Response is complete					

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

Corrective Actions by Student

lings and Reponse	28					
Expand StateID	Last Name	First Name	Findings	Findings Completed	Date Completed	Status
\checkmark			8	3		Incomple
Attached Evidence	e			UPLOAD DO	CUMENTS LINK	DOCUMENTS
File Name				Date Uploaded		Delete
Initial Consent for Eli	igibility Evaluation (inactive)			Test		Î
Eligibility Report- Elig	gible (inactive)			Test		Î
IEP (inactive)				Test		Î

• 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 Incomplete
	SEA Comments: The Adverse Impact Statement did not describe s	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

	X
SEA Comments: The Adverse Impact Statement did not describe specifically how student's disability(ies) affect participation and progress in the general curriculum.	
Required Documentation: Current IEP	
LEA Comments	
Evidence has been attached Response is complete	
	VF

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

Corrective Actions Submission

	Signature Co	prrective Actions Documents					
Response	Status						
Response	Status						
Complet	te						
Findings a	and Reponses	f.					
Expand	StateID	Last Name	First Name	Findings	Findings Completed	Date Completed	Status
>				8	8		Completed
	er an er	Last Name	First Name	Findings	Findings Completed	Date Completed	Status
Expand	StatelD			-	7		Completed
Expand >	StateID			(1		Completes

- 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

[•] Monitoring Resu	ts Report	SELECT PREVIOUS
Receipt and Signature	Corrective Actions Documents	
Response Status		

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

Corrective Actions Submission Return

Receipt and Signa	ture Corrective Actions	Documents					
Response Sta	lus						
Deserves of the							
Returned							
Returned Rea	son						
No documents	provided for student.						
indings and I	Reponses						
Expand State	D Last Nar	ne	First Name	Findings	Findings Completed	Date Completed	Status
>				8	8		Completed
	D Last Nar	ne	First Name	Findings	Findings Completed	Date Completed	Status
Expand State	C 600711901						

- 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 <u>Stanley.Cook@tn.gov</u> (615) 772-3252
- LaTrese Watson | West IEP Monitoring Specialist LaTrese.Watson@tn.gov (615) 486-8022
- Vacant | East IEP Monitoring Specialist



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

<u>NOTICE:</u> 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!

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