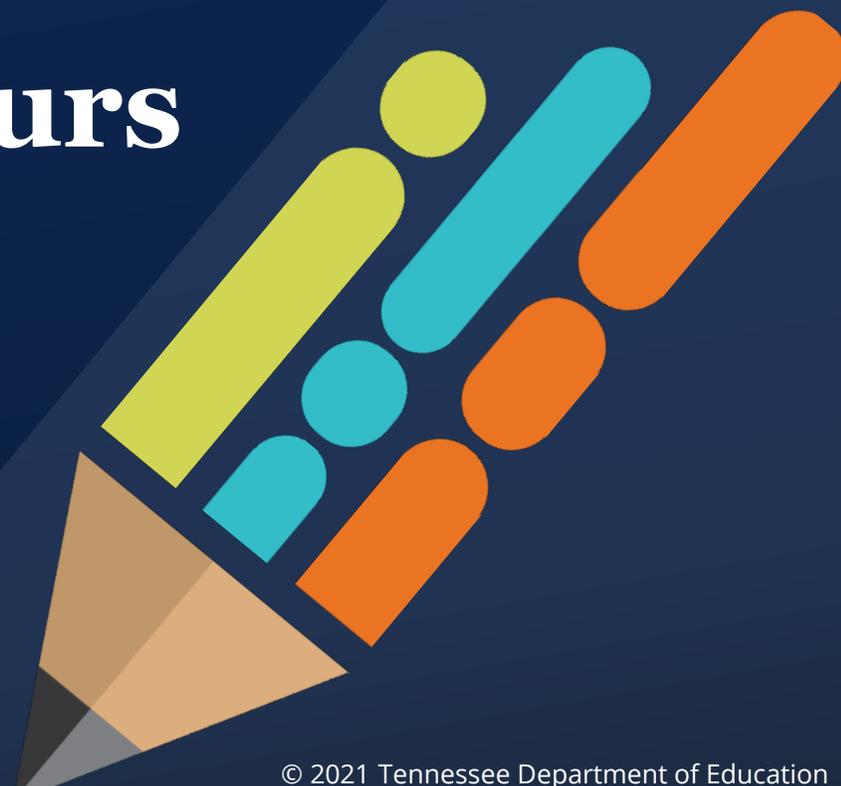


# IEP Monitoring Office Hours

Division of Federal Programs and Oversight





# Agenda:

- IEP Monitoring Files Based on Wave Assignment
- IEP Monitoring Wave Schedule
- Accessing the Platform
- Changing User Roles and Assigning LEA Monitors



# IEP Monitoring



Wave	Possible Number of IEP Files
Wave 1	5-8
Wave 2	12, 15, 20, 35
Wave 3	10
Wave 4	8-10

# IEP Monitoring



Wave	Cohort Release to LEAs	Cohort Due from LEAs
Wave 1	Sept. 9, 2024	Sept. 23, 2024
Wave 2	Oct. 14, 2024	Oct. 28, 2024
Wave 3	Jan. 13, 2025	Jan. 27, 2025
Wave 4	Mar. 3, 2025	Mar. 17, 2025

# Accessing the IEP Monitoring Platform



# 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

Monitoring Cohort ●

Monitor Cycle: [Redacted] - Period  
Monitor Protocol Standard

Status	Replace	Student	State ID	Assigned Monitor	SEA Findings	LEA Findings	Submit	Final	Return
	<input type="checkbox"/>	[Redacted]	[Redacted]		0 / 39	0 / 39	+	-	<input type="checkbox"/>
	<input type="checkbox"/>	[Redacted]	[Redacted]		0 / 39	0 / 39	+	-	<input type="checkbox"/>
	<input type="checkbox"/>	[Redacted]	[Redacted]		0 / 39	0 / 39	+	-	<input type="checkbox"/>
	<input type="checkbox"/>	[Redacted]	[Redacted]		0 / 39	0 / 39	+	-	<input type="checkbox"/>
	<input type="checkbox"/>	[Redacted]	[Redacted]		0 / 37	0 / 37	+	-	<input type="checkbox"/>
Total Findings					0 / 193	0 / 193			

BACK REQUEST REPLACEMENT

- 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:   Exact Match

User First Name:   Exact Match

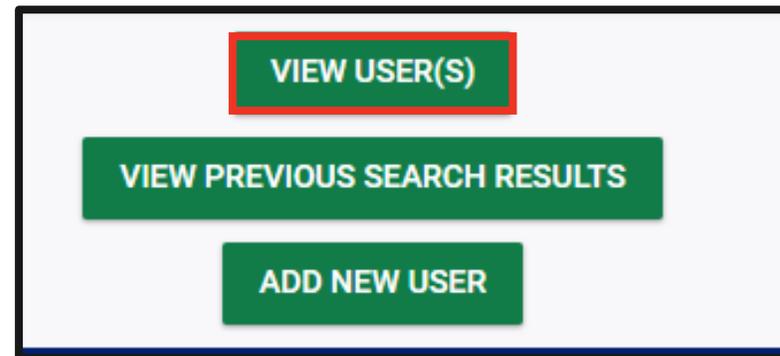
Title:   Exact Match

School:   Exact Match  
(\* Limited to those Schools you have access to)

Permission Group 1       Permission Group 10 (add on)

Permission Group 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

Users Compliance Monitoring Role:  ▼

# Assigning LEA Monitors

Status	Student	State ID	Assigned Monitor	SEA Findings	LEA Findings	Submit	Return
				0 / 39	0 / 39	<input type="checkbox"/>	<input type="checkbox"/>
				0 / 39	0 / 39	<input type="checkbox"/>	<input type="checkbox"/>
				0 / 39	0 / 39	<input type="checkbox"/>	<input type="checkbox"/>
				0 / 39	0 / 39	<input type="checkbox"/>	<input type="checkbox"/>
				0 / 39	0 / 39	<input type="checkbox"/>	<input type="checkbox"/>
Total Findings				0 / 195	0 / 195		

REQUEST EXTENSION UPDATE MONITORS SUBMIT

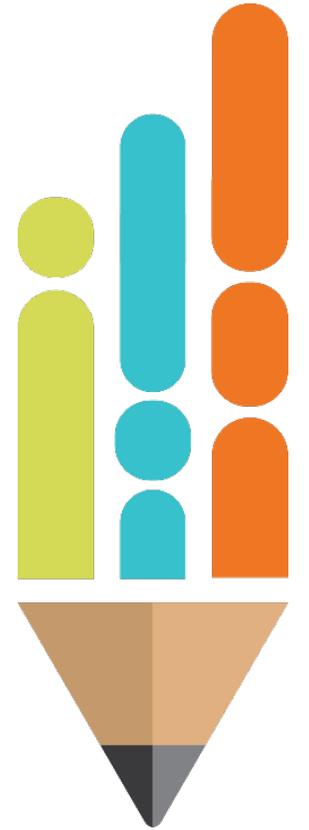
- Once LEA monitoring user roles are assigned the names will appear in the dropdown. Choose the LEA Monitor name to assign and click “UPDATE MONITORS”.

# 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](mailto:Laura.Dunn@tn.gov) for assistance before beginning the review/upload process.***



# Replacing a Student

Monitoring Cohort ●

Monitor Cycle: [Redacted] Period      Monitor Protocol: Standard

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	<input type="checkbox"/>	<input type="checkbox"/>	
Director in Process	<input checked="" type="checkbox"/>	Luther Test	00937452	Teacher Test	0 / 39	0 / 39	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Not Started		Rose Test	39378409	Teacher Test	0 / 37	0 / 37	<input type="checkbox"/>	<input type="checkbox"/>	
Total Findings					0 / 113	2 / 111			

**REQUEST REPLACEMENT**   **REQUEST EXTENSION**   **UPDATE MONITORS**   **SUBMIT**

# Replacing a Student

### Request Student Replacement ✕

The following students have been flagged to request replacement. Confirming below will send the student(s) to the SEA IDEA Director to approve the replacement request.

Student	Reason for Replacement Request
Rose Test	Dropped Out <span>▼</span>

**SUBMIT 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 [Laura.Dunn@tn.gov](mailto: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](mailto:Laura.Dunn@tn.gov) for assistance before beginning the review/upload process.*

