



HOW TO PREPARE FOR A FOCUSED MONITORING VISIT

2016

For Local Districts

Meet the CIMS Team

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- Office of Special Education (OSE)
 - Jessica Brady, Supervisor
 - Jeanne Anderson Tippet, Coordinator
 - Shawan Dortch, Consultant
 - Kathleen Hoehne, Consultant
 - Charles Thomas, Consultant

- Public Sector Consultants (PSC)
 - Lynne Clark
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Agenda

- Focused Monitoring in Michigan
- What to expect and how to prepare
- On-site activities
- Post-visit activities and timelines
- Where to get help
- What happens next?

Focused Monitoring in Michigan

State Responsibility

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- Each state is responsible for a system of general supervision that monitors the implementation of the Individuals with Disabilities Education Act (IDEA) of 2004.
- Through general supervision activities the state supervises the special education (SE) programs that directly provide services and supports.

Main Goals

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- IDEA 2004 emphasizes that monitoring activities should focus primarily on two goals:
 - (1) Improving educational results and functional outcomes for all children with disabilities
 - (2) Ensuring compliance with the IDEA Part B and Part C, with particular emphasis on those requirements that are most closely related to improving educational results for children with disabilities.

Part B Focused Monitoring Priorities

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- Disproportionate Representation (B-9 & B-10)
- Suspension and Expulsion (B-4A & B-4B)
- Educational Environments (B-5)
- Significant Disproportionality
 - Identification
 - Discipline
 - Educational Environments
- General Supervision Monitoring (GSM)

What to Expect and How to Prepare

Notification Letter

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- Review your notification letter from MDE
 - What is the monitoring priority area?
 - Why was the district selected for this monitoring activity?
 - What data sources were used?
 - What data years were considered?
 - When is the visit scheduled?
 - Who is the lead monitor?
 - What questions do you have about the visit?
- **Important: Hold visit dates on your calendar!**

What to Expect During the Visit

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- Review of district's policies, procedures, and practices related to the monitoring priority area
- Student Record Reviews (SRRs)
- Interviews – staff (faculty and administrators)
- Exit summary meeting with superintendent, SE administrator, others

How to Prepare

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- Reserve dates of the visit on your calendar
- Monitoring team lead will contact you
- Prepare materials for visit as outlined by lead monitor

Team Lead Contact

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- Lead monitor from MDE will call or e-mail approximately two weeks prior to scheduled visit
- Items to discuss:
 - Tentative agenda for the visit
 - Secure meeting room space and internet access for monitoring team for the duration of the visit
 - Copies of policies and procedures related to monitoring priority
 - Scheduling of interviews
 - Student Record Review process
 - Exit summary meeting with superintendent, SE administrator, others
 - Other

After Team Lead Contact

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- Review tentative visit agenda with superintendent and other appropriate staff
- Confirm availability of superintendent for exit summary meeting
- Schedule secure meeting room - Is there internet access? If not, will a mobile broadband card work? Avoid windowless areas.
- Identify and procure all documents related to the priority area
- Pull student records prior to visit
- Arrange for substitutes (as needed) to cover staff interviews

Visit the FM Tab in CIMS

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- ❑ Districts have access to the Focused Monitoring tab in the CIMS Workbook
- ❑ Use the FM tab to find:
 - ❑ Student lists — to pull student records
 - ❑ Indicator data reports — to more fully understand the data behind the visit
 - ❑ Other data — to review additional local data that is relevant to the indicator
- ❑ For help accessing the Focused Monitoring tab, visit the [CIMS Training site](http://cims.cenmi.org) (http://cims.cenmi.org) and click on the FM tab for a how-to document

On-site Activities

On-site Team Activities

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1. Arrival, setup, and organization of monitoring materials
2. Introductory interview with SE administrator
3. Review of written policies and procedures
4. Interviews
5. Review of student records and issuance of student-level corrective action plans (SLCAPs) if noncompliance is found
6. Development of Preliminary Summary
7. Exit meeting with superintendent, SE administrator, and others

Review of Policies and Procedures

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- Team reviews all available documents regarding the priority area
- Team determines if they are compliant
- If no documents are available, staff interviews reflecting common understandings and current practices will be considered as evidence

Interviews

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- Who is interviewed?
 - Special education director
 - Other staff, depending on the priority area and staff roles
 - Other individuals (community partners, parents) depending upon the priority area
- Interview list and schedule is determined collaboratively by focused monitoring lead/team and local SE administrator

Student Record Reviews (SRRs)

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- ❑ Student names are selected from the district's data submitted to the Michigan Student Data System (MSDS).
- ❑ The selected student names appear on the Student List under the FM Tab in the CIMS Workbook.
- ❑ The district pulls all records for the students on the list and has them available on the day(s) of the visit
- ❑ The FM team reviews these records to gather information regarding the district's practices and ensure that students are receiving identified services and programs
- ❑ The team focuses on information related to the priority area, but unrelated noncompliance is also noted

Student-Level Corrective Action Plans (SLCAPs)

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- ❑ SLCAPs indicate areas of noncompliance identified in SRRs
- ❑ SLCAPs are available to the local district under the Data tab in the CIMS Workbook
- ❑ SLCAPs require correction and submission within 30 school days
- ❑ Once submitted, the ISD Monitor reviews evidence of correction by their established due date
- ❑ MDE will conduct an initial review and a final review to ensure correction before verifying and closing the SLCAP.

Preliminary Summary

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- Monitoring team reviews and analyzes data collected during the visit and develops a Preliminary Summary
- Team needs privacy to conduct this activity
- The Preliminary Summary is presented to the superintendent and SE administrator at the exit meeting
- The Preliminary Summary is also available in CIMS under the focused monitoring tab after the on-site visit

Exit Summary Meeting

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- Typically scheduled at end of last day
- Local representatives
 - Superintendent
 - SE administrator
 - Others
- MDE Team
 - Lead monitor and team members
 - Technical assistance (TA) provider
 - ISD Monitor

Exit Summary Meeting (2)

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- Lead monitor reviews
 - Reason for the visit
 - List of staff members interviewed
 - District's strengths related to the priority area
 - Correction procedures and timeline for SLCAPs
 - Areas of consideration which may result in Report of Findings/No Findings
 - Corrective Action Plan (CAP) development process and timelines
- District is provided with:
 - Preliminary Summary
 - Summary of SLCAPs and timeline
 - Opportunity to begin preliminary planning with TA provider

Post-visit Activities and Timelines

Access your Report in CIMS

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<https://cimsmichigan.org>

Continuous Improvement & Monitoring System (CIMS)

CIMS Workbook

CIMS Login Page

Welcome to CIMS...

Welcome to the Continuous Improvement & Monitoring System of the Michigan Department of Education, Office of Special Education and Office of Early Childhood Education & Family Services.

CIMS requires authorization for access. If you do not have a username and password and would like to use CIMS, please click on the New User? link. If you already have a username and password, please enter them now.

Login

Username

Password




LOGIN

[New User?](#)

[Forgot Password?](#)

CIMS Help Desk
help@cimsmichigan.org
877-474-9023 (Toll Free)
M - F 8:00 AM to 5:00 PM EST

Early On® Training & Technical Assistance
eotweb@edzone.net
866-334-5437 (Toll Free)
M - F 8:00 AM to 4:00 PM EST



The Continuous Improvement and Monitoring System (CIMS) is an IDEA Grant Funded Initiative through the Michigan Department of Education, Office of Special Education.

Corrective Action Plans (CAPs)

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- If you receive a Report of Findings
 - Convene a Review and Analysis Process (RAP) team
 - RAP team reviews Report and required corrective actions
 - Develop and submit a CAP
- Review resources on the CIMS training site (<http://cims.cenmi.org/>)
- District is assisted in CAP development by TA provider and/or ISD Monitor

Helpful hints: CAPs

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- Ensure that root cause analysis has depth
- Activities must align with the required evidence of correction
- Activities must be completed early enough to have impact on a change in practice
- Evaluation of the impact of the identified activities must be front-loaded and frequent enough (i.e. at least monthly) to achieve compliance as soon as possible
- Contact your ISD Monitor or TA provider if you need assistance
- CAPs are due within 45 days of receipt of Report of Findings

Resources

Available Resources

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- Contact TA Provider
- Contact ISD Monitor
- Visit CIMS Training site
- Email or call CIMS Help Desk
- Contact the Monitoring and Technical Assistance Team

CIMS Training Site

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<http://cims.cenmi.org>



The screenshot shows the homepage of the Continuous Improvement and Monitoring System (CIMS). At the top, the title "Continuous Improvement and Monitoring System (CIMS)" is displayed in a dark blue font. Below the title is a navigation menu with buttons for "Home", "Events", "Compliance", "Results", "FM", "Workbook", "Data", and "Contact". The main content area features a large photograph of five diverse children smiling. Below the photo, there is a yellow "CIMS Alert" box on the left and a "Welcome to CIMS!" section on the right. The alert box contains text about system unavailability on February 15, 2016. The welcome section includes a paragraph about the system's goal and the Michigan Department of Education's role.

Continuous Improvement and Monitoring System (CIMS)

Home Events Compliance Results FM Workbook Data Contact



CIMS Alert

In anticipation of the February 2016 Parts B and C Workbooks, the CIMS system will be **unavailable** from 8:00 am on Monday, February 8 to 8:00 am on Monday, February 15, 2016.

Welcome to CIMS!

Ensuring that students and children with disabilities are prepared to live independent and productive lives is the ultimate goal of all the activities monitored by the Michigan Department of Education Offices of Special Education (OSE) and the Early Childhood Development and Family Education.

Resources on Training Site

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- How-to documents
 - How to Use FM Module
 - How to Complete and Submit SLCAPs
 - How to Complete a CAP
 - And more!
- Sample forms
 - Sample CAP
- Past webinars

CIMS Help Desk

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- Need help completing a task in CIMS? Having trouble with your username and password?
- Contact the CIMS Help Desk
 - E-mail: help@cimsmichigan.org
 - Phone: 877-474-9023

What Happens Next?

Now what?

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- MDE will review all submitted CAPs
- CAPs may be:
 - ▣ Approved
 - ▣ Returned for modifications
- If CAPs are not approved, review MDE comments, revise as requested, and re-submit

□ Office of Special Education

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Contact Information