LEA IDEA Director Manual

EDPlan Monitoring Tool

Version 1.2

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PUBLIC
CONSULTING GROUP

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ACCESSING THE IEP MONITORING DASHBOARD

1. To access the Compliance Monitoring Tool, select **Tools** > **Monitoring** from the Main Menu in EDPlan.

Main Menu view:

This will bring you to the list of students that have been randomly selected for the monitoring cohort. From this page you will be able to assign the monitor, review the findings, and once all students have been monitored, submit findings to the state for review.
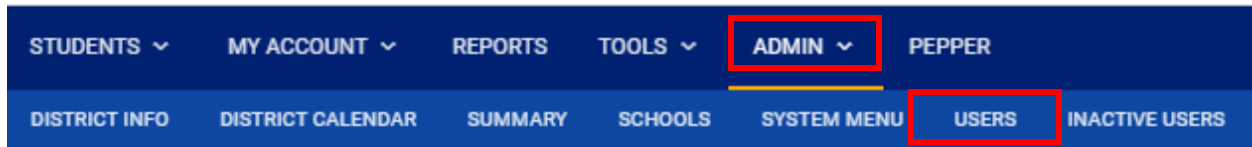

ADDING MONITORING PERMISSIONS

Users must have monitoring permissions to complete the monitoring for a student. Users will not be able to be assigned to a student for monitoring until these permissions are set. The LEA IDEA Director or Administration is responsible for adding permissions to users.

1. To add monitoring permissions, select **Users** from the Admin Menu in EDPlan.

2. Type in the user's information and select **View User(s).**

3. Select the user's name to pull up the profile page.
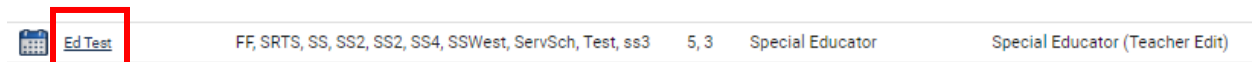
4. Select **LEA Monitor** from the Users Compliance Monitoring Role drop down.

5. Scroll to the bottom of the page and select **Update the Database**.
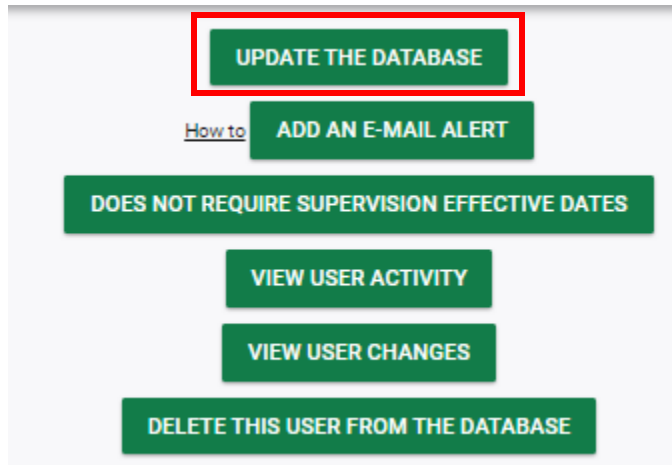
ASSIGNING MONITORS TO STUDENTS

You are responsible for assigning a monitor for each student. Each student must have a monitor assigned before pencil icon is available to view the protocol.

1. From your Monitoring Dashboard, select the monitor from the Assigned Monitor dropdown list and select **Update Monitors**. *Only users who have both permissions to view students and who are set up for monitoring, will be listed in the drop-down menu under Assigned Monitor.*

Once submitted, the assigned monitor will receive a notification advising that they have been assigned a student for monitoring.

REVIEW LEA MONITOR FINDINGS

After LEA Monitors have completed their work, students' Status columns will be marked 'Completed' on the Cohort list.

1. Select the Details button (pencil icon) for each student to review and agree/disagree with the findings of the LEA Monitor.

2. On the individual student's Findings page, select Details to address each indicator.

3.   You are required to select either Agree or Disagree for each indicator response.
   •   The Internal Note section is available to write a response or explanation for the LEA Monitor if you need to return the indicators to them for some reason.

Note that the SAVE & NEXT button is not actionable until you make a selection for the indicator. Selecting SAVE & NEXT takes you to the next indicator in that area.

4.   After you have responded to each indicator, the Agreement column will be populated with your responses. Selecting SAVE & RETURN checks for errors and/or missing fields. When all fields are completed, it returns you to the cohort list or selecting BACK returns you to the cohort list.

After you have reviewed the protocol items and answers submitted by the monitor, instead of selecting through the items individually, you have the option to **Set Agreements** per area.

Once you select Set Agreements, you can either select **Agree with Yes Response** or **Agree with All**. This will set the agreement for all items in the protocol.
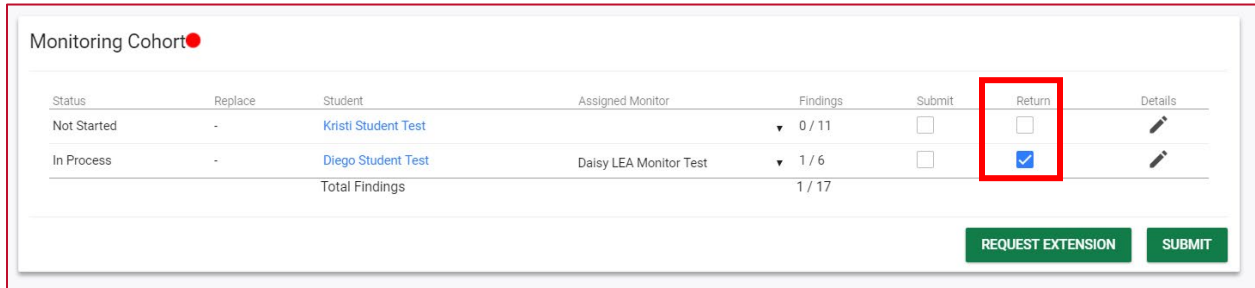
6. If you select RETURN and select SUBMIT, the student will be marked as 'In Process' again and will be sent back to the LEA Monitor to make corrections.

7. After corrections have been made and you have agreed with all Indicator responses, the student's 'Submit' check box will be checked, and you are ready to submit this student's findings to the state.

8. When all students are ready, select **SUBMIT**.
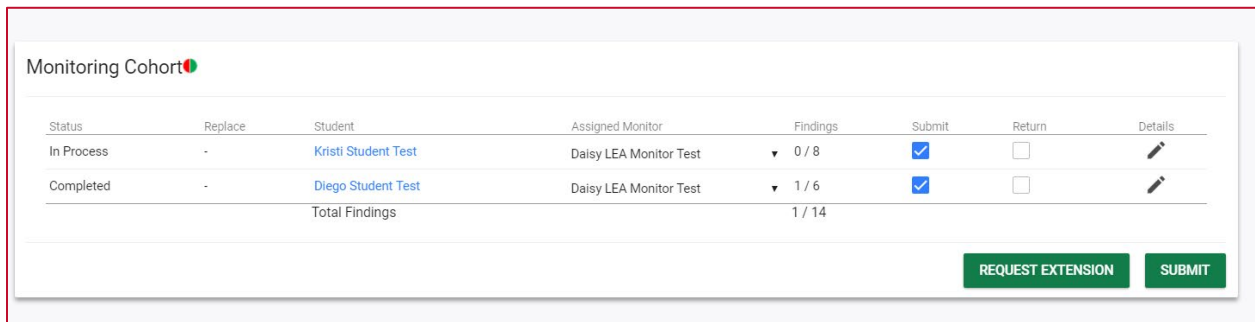
9. Confirm the Student(s) and findings and select **SUBMIT**.
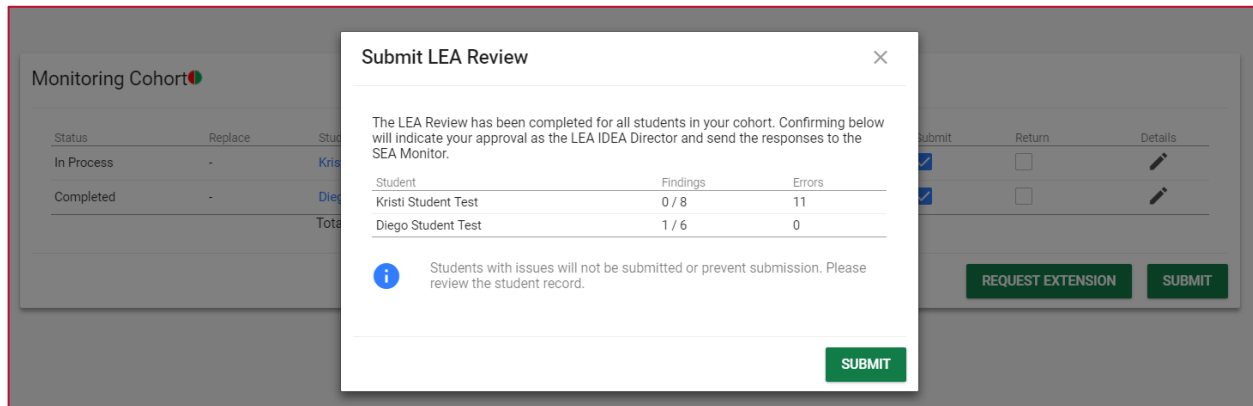
After submitting the student, the Submit and Return columns will no longer be actionable, and the findings have now been sent to the state for review.

REPLACING A STUDENT IN THE COHORT

If a student is made no longer SPED Eligible, a Replace check box will appear to the left of their name on the cohort list.

1. To replace the student in the monitoring cohort, check the Replace box and select **REQUEST REPLACEMENT.**

2. Select the reason the student needs to be replaced in the cohort and select **SUBMIT REQUEST**.

This will replace the existing student.

3. Assign a monitor for the replacement student.

REQUESTING A TIMELINE EXTENSION

If your district will not be able to complete the monitoring within the specified monitoring cycle timeframe, you have the ability to submit a Timeline Extension Request.

1. Request an extension by selecting **REQUEST EXTENSION**.
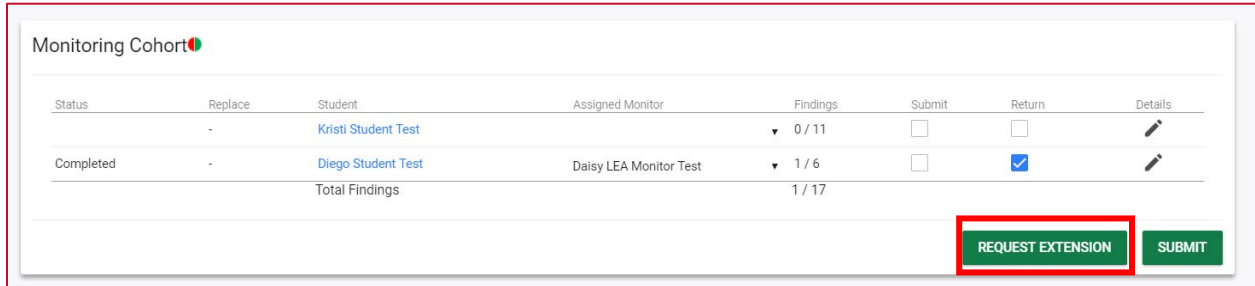
2. Enter the justification for the extension and submit the request.
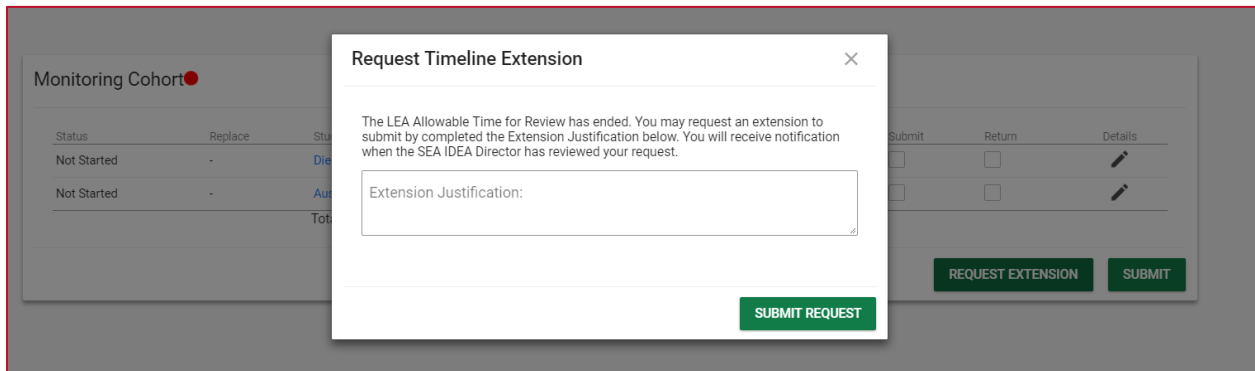
GLOSSARY

LEA Monitor – School district special education teachers that are the IEP teacher of record for a student that has been selected for monitoring.

LEA IDEA Director – School district special education director or administrative representative that will be responsible to assign the LEA monitors to the student level confidential files and review the LEA Monitor's reposes to the protocols.

Protocols – are the IDEA regulations that the State has identified requiring LEA review.