

LEA Monitor Manual

EDPlan Monitoring Tool

Version 1.2

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PUBLIC
CONSULTING GROUP

TABLE OF CONTENTS

ACCESSING THE IEP MONITORING TOOL.....	2
COMPLETING MONITORING FOR A STUDENT	3
Step 1: Required Supporting Documents	3
Step 2: Completing Indicator Questions	6
SUBMITTING FINDINGS TO THE LEA IDEA DIRECTOR	9
GLOSSARY	10

ACCESSING THE IEP MONITORING TOOL

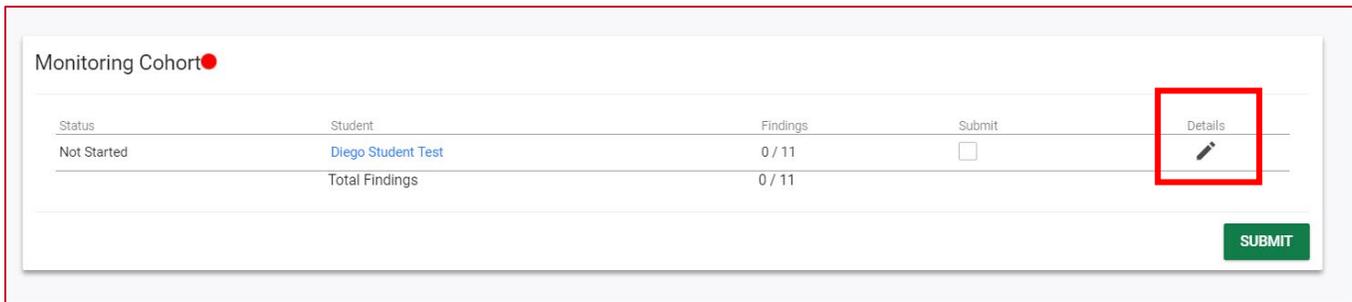
1. To access the Compliance Monitoring Tool, select Tools > **Compliance Monitoring** from your Main Menu page in EDPlan.

Main Menu view:



This will take you to your home screen for Compliance Monitoring, which displays a list of students you are responsible to complete the monitoring for.

2. To start monitoring for a student, select the Details button (pencil icon).



COMPLETING MONITORING FOR A STUDENT

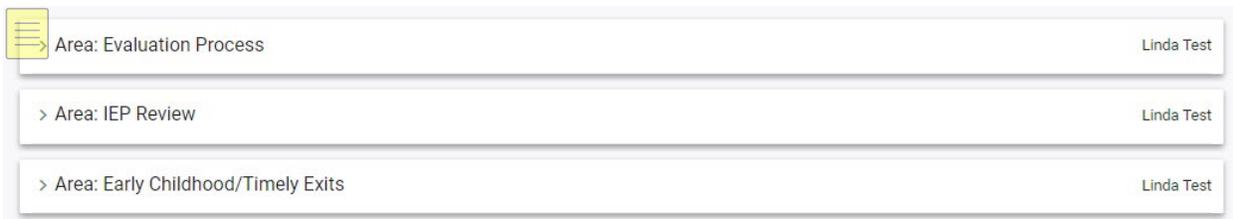
On an individual student's Monitoring page, you will see the areas applicable for the student being monitored. The areas are Initial, IEP, Transition, and Reevaluation.

Evaluation Process: This area will be listed for students who are being monitored for Eligibility Process, and items will pertain to the current eligibility and eligibility timeline.

IEP Review: This section will show for all students and obtain items pertaining to the IEP.

Early Childhood Outcomes and Timely Exits: This section will show for students who are between the ages of 3 to 5 and items will pertain to timely entry and exit scores to demonstrate student progress.

The areas applicable for the student will appear as collapsible menu's as shown below.

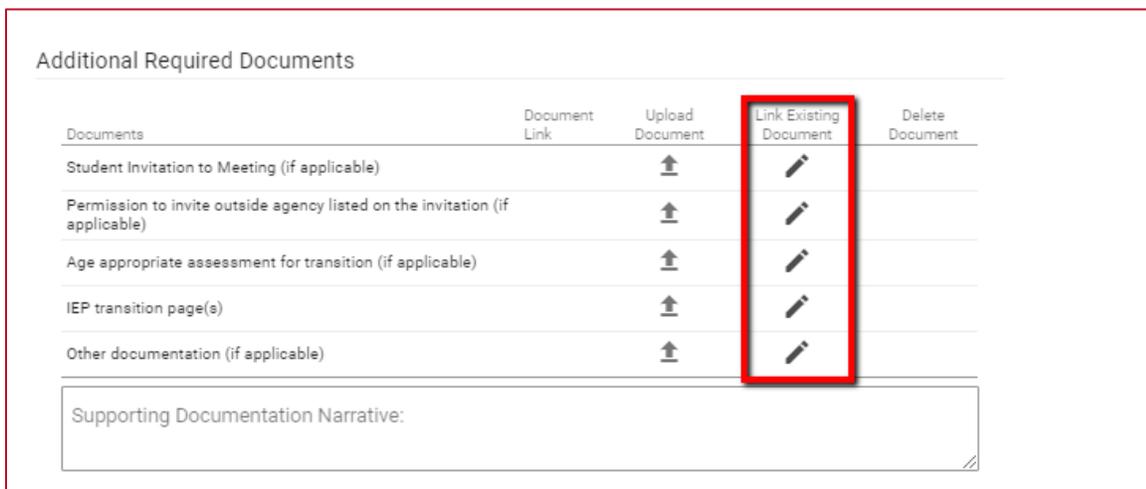


STEP 1: REQUIRED SUPPORTING DOCUMENTS

To supplement your monitoring with the required supporting documents, you have two options. The first is to link existing documents from the student's documents page in EDPlan, and the second is to upload documents from an external source.

You **MUST** upload the most current eligibility documents (RED, parent consent if appropriate, and MEEGS) and the IEP with signatures. If your signatures are in a separate file, you may upload them separately. If they are one completed document, then you do not have to separate the documents. If your documents have the signatures attached as one document, you do not have to upload anything to the signature section.

1. To link a document from the student's EDPlan file, select the **LINK EXISTING DOCUMENT** button next to the name of the document you would like to link.



2. Select the appropriate radio button next to the document you would like to attach and select **LINK**.

The screenshot shows a modal window titled "Link existing Notice and Consent for Initial Assessment." with a close button (X) in the top right corner. The modal contains a table with columns for "Date Generated" and "Document". A "Select" dropdown is visible at the top left of the table. The first row is highlighted with a red box around the radio button. At the bottom right of the modal, a green "LINK" button is highlighted with a red box. The background shows a sidebar with "Area: Initial" and "Supporting Documents" section, and a main content area with "Diego Student Test" and "Response" table.

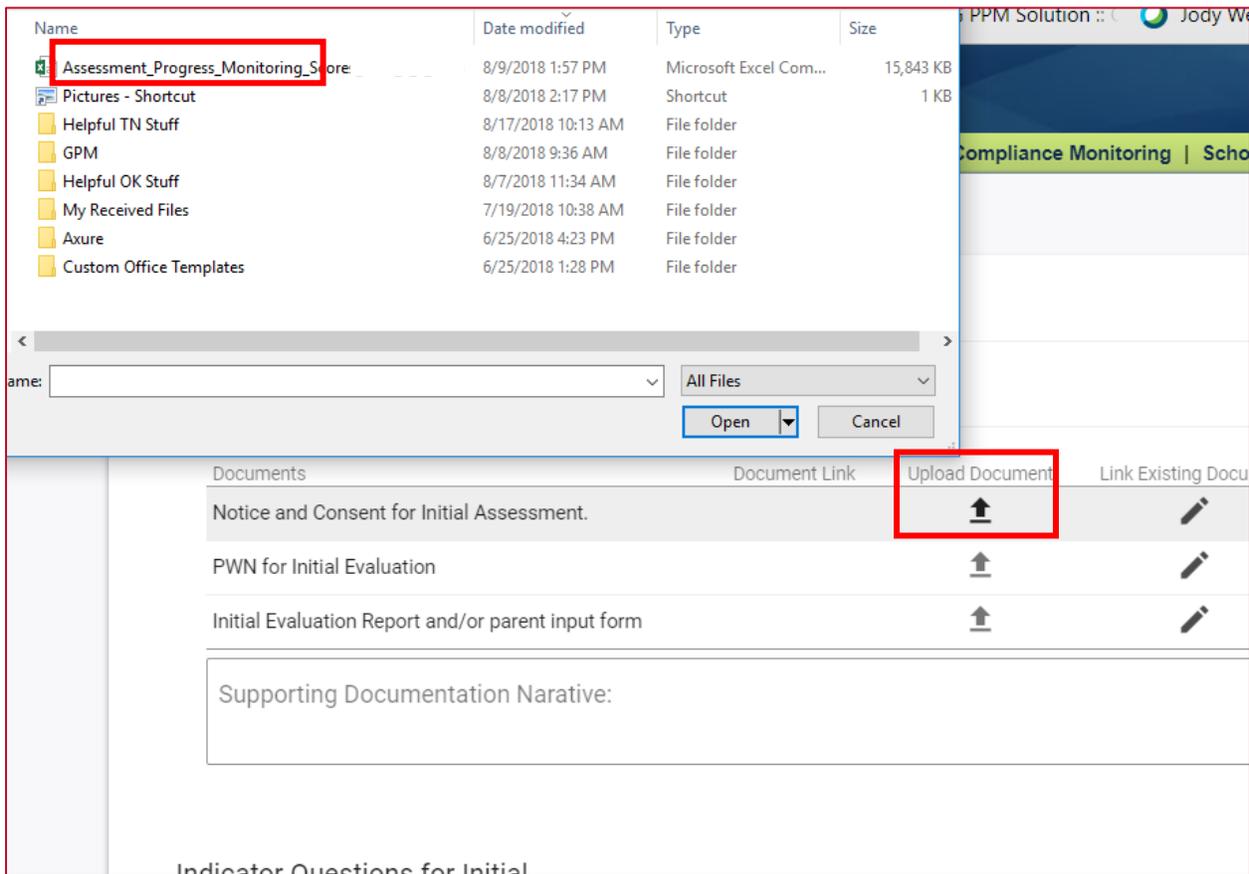
Select	Date Generated	Document
<input type="radio"/>	12/16/2014	Invitation for a Meeting
<input type="radio"/>	10/27/2016	Progress Report
<input type="radio"/>	10/27/2014	Progress Report
<input type="radio"/>	10/16/2015	Progress Report
<input type="radio"/>	08/09/2016	IEP At-a-Glance
<input type="radio"/>	08/07/2015	IEP At-a-Glance
<input type="radio"/>	05/25/2016	Progress Report
<input type="radio"/>	05/18/2015	EasyFax Cover Sheet
<input type="radio"/>	05/15/2014	Progress Report
<input type="radio"/>	05/14/2015	Progress Report

Showing 1 to 10 of 33 entries

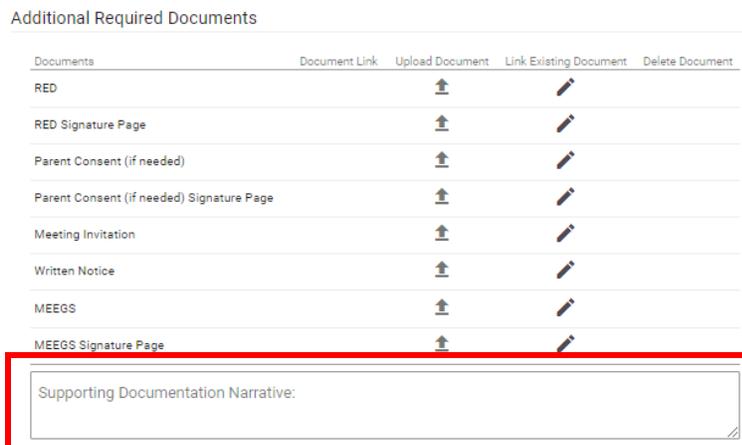
Previous 1 2 3 4 Next

LINK

- To upload documents from your computer, select the up arrow under UPLOAD DOCUMENT next to the appropriate document name. Select the document you need from your computer's folder and select Open. (picture on next page)



- If needed, you can enter a narrative regarding the documents. This is not required but allows you to notate any information that might be useful for the LEA Director or SEA Monitor.



STEP 2: COMPLETING INDICATOR QUESTIONS

1. To respond to the indicator questions, you will select Details (pencil icon).

Area: Initial Diego Student Test

Supporting Documents

Documents	Document Link	Upload Document	Link Existing Document
Notice and Consent for Initial Assessment.		↑	✎
PWN for Initial Evaluation		↑	✎
Initial Evaluation Report and/or parent input form		↑	✎

Supporting Documentation Narrative:

Indicator Questions for Initial

Position	Indicator	Response	Details
1	"Consent for initial evaluation (34 CFR §300.300, 34 CFR §300.503)"	No Response	✎
2	"Prior written notice for initial evaluation (34 CFR §300.504)"	No Response	✎
3	"Parent input for initial evaluation (34 CFR 300.305(a))"	No Response	✎

BACK
SAVE & RETURN

2. Next to LEA Response, select Yes, No, or N/A for the indicator.

Area: Initial
Diego Student Test

Supporting Documents

Indicator Questions

Indicator Details ✕

Response Criteria

There is evidence of the signed informed parental notice & consent for initial evaluation documented in the student's file.

LEA Response

Yes
(Required)
 No
(Required)
 N/A
(Required)

LEA Official Comments

Internal Note

SAVE & NEXT

Indicator Questions

Position	Indicator	Response	Details
1	"Consent for initial evaluation (34 CFR §300.300, 34 CFR §300.503)"	No Response	✎
2	"Prior written notice for initial evaluation (34 CFR §300.504)"	No Response	✎
3	"Parent input for initial evaluation (34 CFR 300.305(a))"	No Response	✎

BACK
SAVE & RETURN

- If you select No, the LEA Official Comments narrative will be required. This narrative is sent to the state.

The screenshot shows a modal window titled "Indicator Details" with a close button (X) in the top right corner. The "Response Criteria" section contains the text: "There is evidence of the signed informed parental notice & consent for initial evaluation documented in the student's file." Below this, the "LEA Response" section has three radio buttons: "Yes", "No" (which is selected), and "N/A". Underneath the radio buttons are two text input fields: "LEA Official Comments" (with a red "(Required)" label below it) and "Internal Note". A green "SAVE & NEXT" button is located at the bottom right of the modal. In the background, a table lists indicator questions with their respective responses.

Position	Indicator Question	Response	Details
1	"Prior written notice for initial evaluation (34 CFR §300.504)"	No Response	
2	"Parent input for initial evaluation (34 CFR 300.305(a))"	No Response	

- Any text entered in the Internal Note field goes to the LEA IDEA Director. This provides a mechanism to send notes back and forth before submitting the findings to the state.
3. The SAVE & NEXT button is actionable after you complete the required fields.

This is a close-up view of the "Indicator Details" modal. The "LEA Response" section now has the "Yes" radio button selected. The "LEA Official Comments" and "Internal Note" text input fields are visible. The green "SAVE & NEXT" button at the bottom right is highlighted with a red rectangular box. The background table from the previous screenshot is partially visible.

After you complete the answers and select **SAVE & NEXT**, you will be taken automatically to the next indicator in that section.

- After completing responses for all indicators in this area, the responses will show on the page under the 'Response' column. You can still edit the response with the Details (pencil icon) button next to the indicator before you submit the findings.

Area: Initial Diego Student Test

Supporting Documents

Documents	Document Link	Upload Document	Link Existing Document
Notice and Consent for Initial Assessment.		📄	✎
PWN for Initial Evaluation	Prior Written Notice	📄	✎
Initial Evaluation Report and/or parent input form		📄	✎

Supporting Documentation Narrative:

Indicator Questions for Initial

Position	Indicator	Response	Details
1	"Consent for initial evaluation (34 CFR §300.300, 34 CFR §300.503)"	No	✎
2	"Prior written notice for initial evaluation (34 CFR §300.504)"	Yes	✎
3	"Parent input for initial evaluation (34 CFR 300.305(a)) "	Yes	✎

BACK
SAVE & RETURN

- Proceed through the remaining indicators for each area. All indicators must be addressed before you can submit findings for this student.

SUBMITTING FINDINGS TO THE LEA IDEA DIRECTOR

Once all indicators have been addressed, when you return to the Compliance Monitoring landing page, you will see that a Submit check box is available for the student.

Status	Student	Findings	Submit	Details
In Process	Diego Student Test	1 / 6	<input type="checkbox"/>	
Total Findings		1 / 6		

SUBMIT

1. When you are ready to submit, select the 'Submit' box and select **SUBMIT** for these responses to be sent to your LEA IDEA Director.

Status	Student	Findings	Submit	Details
In Process	Diego Student Test	1 / 6	<input checked="" type="checkbox"/>	
Total Findings		1 / 6		

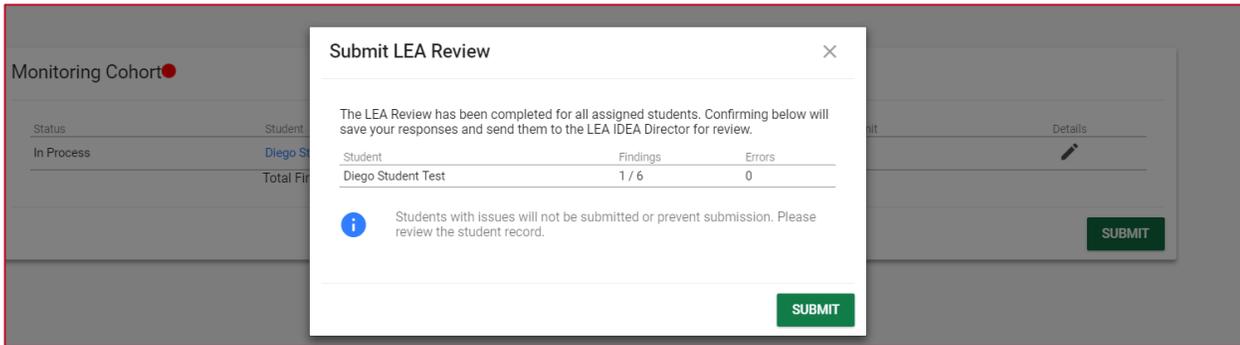
SUBMIT

If you have multiple students, you will see separate Submit check boxes so that you do not have to submit all students at the same time.

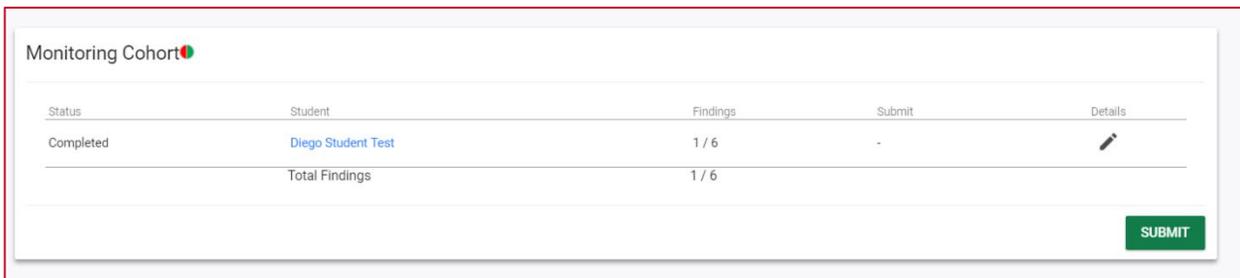
Status	Student	Findings	Submit	Details
In Process	Diego Student Test	1 / 6	<input checked="" type="checkbox"/>	
Not Started	Austin Student Test	0 / 11	<input type="checkbox"/>	
Total Findings		1 / 17		

SUBMIT

2. Confirm the Student and Findings you are about to submit and select **SUBMIT**.



3. After submitting, the student Status will say Completed.



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 reports to the protocols.