

# **Cyclical Monitoring for Continuous Improvement (CMCI) 2024-2025**

PA Special Education Monitoring System  
School District/Charter School Training  
July 2024

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# Cyclical Monitoring for Continuous Improvement

Overview

Timelines & Process

Pre-Monitoring Activities

During Monitoring Activities

Post Monitoring Activities





# **Cyclical Monitoring for Continuous Improvement**

## **Overview**

# Cyclical Monitoring for Continuous Improvement

- WHY:** Federal requirement 34CFR Sec.300.600 (State Monitoring & Enforcement)
- WHO:** Bureau of Special Education monitors all school districts and charter schools
- WHEN:** Once in every 6-year cycle, system in place since 2001-2002.
- HOW:** Cyclical, Target or Focused Monitorings

# CMCI: SEA/LEA Accountability

- CMCI Data used for federally required State Performance Plan and Annual Performance Report (SPP/APR)
- Every state required to collect and report annual data on
  - Federally mandated compliance and performance indicators
  - Meeting established SPP targets.
- LEA Annual Determination
- Results Driven Accountability (RDA)
- SSIP (Indicator 17) Reporting

# CMCI Process

## CMCI Training is web-based

- PaTTAN and CMCI websites
- Report to BSE Chair by **September 9, 2024**, when critical members of the LEA team completed the trainings.

CMCI Monitoring includes web uploads, virtual and onsite/in-person components

## ▶ Guiding Principles

### **The hybrid monitoring process continues to provide:**

- Consistency, by maintaining the integrity of the CMCI process.
- Lead time, so LEAs can collect relevant documentation in a digital format.
- Technical assistance and supports, by regular communication with LEAs.

# ▶ CMCI – Salient Features

## **Monitoring is a 2-week process**

- Onsite for 2 days, with 3 peers
  - Student Sample File Reviews
  - Classroom Observations
- Peers conduct Parent and Teacher Interviews by phone/virtually
- Administrative Interview and Exit Conference - virtual
- Post Monitoring activities - virtual



# ▶ LEA Capacity

## **LEA capacity to complete monitoring activities:**

- Administrators/critical personnel are available for BSE Chair to contact during 2-week window of monitoring
- LEA to upload all relevant FSA documents and Student files to CMCI web-based system or provide BSE Chair access to the Student Information System (SIS)
  - Student files are considered complete when they include required signatures
  - LEAs are encouraged to scan/digitize signed student files as they create them.

# CMCI Components

- Facilitated Self-Assessment (FSA)
  - Information from Parent, Teacher, and Student (age 14 or older) surveys
  - Educational Benefit Review
- Administrative Interview
- File Review: Random Sample of Students
- Interviews
  - Special Education Teacher
  - General Education Teacher
  - Parents
- Classroom Observations
- Exit Interview

# CMCI Training

All trainings and resource documents available at:

<https://www.pdeims.com/>

## **LEAs:** Training Modules for 24-25

- Modules on CMCI, Educational Benefit Review, Table 8A submission, CMCI Web System
- Complete review by **September 9, 2024**.

## **Peers:** Training Materials for review

- Released in August
- Completion required by **September 30, 2024**
- Peer survey returned to BSE by September 30, 2024

# ▶ CMCI Training – LEA Timeline

- **July 2024:**
  - Penn Link Notification to LEAs to be monitored, with “Week of Monitoring “ date:
  - Notification Letter emailed to LEA.
- **By September 9, 2024:**
  - Report to BSE Chair date when LEAs completed the CMCI Training webinars on CMCI website.
- **Following the training:**
  - Each BSE Chair will contact the LEA to discuss monitoring schedule and provide technical assistance as needed.



# **Cyclical Monitoring for Continuous Improvement**

## **Timelines & Process**

# Monitoring Timeline – Pre Monitoring

## Start of school year

- Student names for the Educational Benefit Review emailed to LEA.
- Parent, Teacher, and Student Survey letters and links available on LEA CMCI page to disseminate.

## 45 days prior

- Parent, Teacher, and Student Surveys close. A summary is available on the CMCI website after 5 days for LEA review, to respond to FSA items.

## 30 days prior

- Local Task Force Chair notified that LEA is being monitored.
- LEA submits FSA and supporting documents via CMCI website.

## 10 days prior

- BSE Chair provides list of 10 students selected for Student File Review to the LEA.

# ▶ Monitoring Timeline – During Monitoring

Monitoring process is conducted over 2 weeks

When	Who	What
<b>Prior to Day 1 of Monitoring</b>	LEA	All documents uploaded/ access to SIS
<b>Day 1</b>	Adviser	Virtual Administrative Interview Prep for onsite activities
<b>Day 2, 3 ONSITE</b>	Adviser & Peers	Adviser and LEA Administration: <ul style="list-style-type: none"><li>• Coordinate monitoring activities,</li><li>• Facilities walk-through</li></ul> Peers: <ul style="list-style-type: none"><li>• Review student files,</li><li>• Classroom observations</li></ul>

# ▶ Monitoring Timeline – During Monitoring

When	Who	What
<b>Day 2-5</b>	Peers	Complete parent, teacher interviews (phone and/or virtually)
<b>Day 4 - 10</b>	Adviser (With LEA Administration, as needed)	Complete Monitoring Activities <ul style="list-style-type: none"> <li>• FSA Review, EBR review, Federal Child Count Verification, Federal Interest Form, Teacher Class Report, etc.</li> </ul> Check Peer paperwork



# Monitoring Process

CMCI TASK	METHOD	WHO/WHEN
STUDENT FILE REVIEWS (Per Random Sampling)	<b>Onsite</b> Paper files/e-Files	Peers/BSE Chair <b>1.5-2 days</b>
CLASSROOM OBSERVATIONS (of Student Sample)	<b>Onsite</b>	Peers/BSE Chair/LEA Admin <b>1.5-2 days</b>
TEACHER INTERVIEWS (of Student Sample)	Virtual/Phone	Peers/BSE Chair/LEA Admin Across <b>1-week span</b>
PARENT INTERVIEWS (of Student Sample)	Virtual/Phone	Peers/BSE Chair/LEA Admin Across <b>1-week span</b>
ADMINISTRATIVE INTERVIEW/ EXIT CONFERENCE	Virtual	BSE Chair/LEA Team

# ▶ Monitoring Process – BSE Chair Tasks

CMCI TASK	Method
EBR REVIEW (Note: LEA receives EBR student list at beginning of school year)	Student Information System (SIS) /eFiles uploaded to CMCI website
FSA POLICIES/PROCEDURES	eDOCs upload/LEA website
FSA FILE REVIEWS	SIS/eFiles upload
TEACHER CLASS REPORT	Interactive eDOC
FEDERAL CHILDCOUNT REPORT VERIFICATION	SIS/eFiles upload
FEDERAL INTEREST EARNED FORM	Interactive eDOC

# ▶ Post Monitoring - Timeline Review

**Corrective Action Verification (CAV) Report Issued - Emailed to LEA when all CMCI components reviewed.**

Date CAV Report Issued	Task Completed
<b>Within 15 days</b>	<ul style="list-style-type: none"> <li>• BSE Chair contacts LEA and PaTTAN consultant, to schedule Corrective Action Verification Plan (CAVP) meeting</li> </ul>
<b>Within 30 days</b>	<ul style="list-style-type: none"> <li>• If cited, LEA submits evidence of IEP revision for students whose EBR reviews were non-compliant.</li> </ul>
<b>Within 60 days</b>	<ul style="list-style-type: none"> <li>• BSE Chair, PaTTAN consultant, LEA team meet to develop CAVP.</li> </ul>
<b>Within 90 days</b>	<ul style="list-style-type: none"> <li>• If cited, LEA submits evidence of corrected Caseload and Age Range requirements, IEP team reconvening to review need for compensatory education.</li> </ul>
<b>Within 180 days</b>	<ul style="list-style-type: none"> <li>• If needed, LEA submits Improvement Plan(s) IPs.</li> </ul>
<b>Within 365 days</b>	<ul style="list-style-type: none"> <li>• All non-compliant items in Monitoring Report are corrected and verified.</li> <li>• Improvement Plan benchmarks completed.</li> </ul>



# **Cyclical Monitoring for Continuous Improvement**

## **Pre - Monitoring Activities**

# ▶ Parent, Teacher, and Student Surveys

All surveys are accessed via CMCI website

- Survey letters and links available at the beginning of school year on LEA CMCI webpage
- Submitted **45 days prior** to the week of monitoring.
- Specific due date indicated on LEA's CMCI webpage

LEA distributes survey completion letter to parents and teachers

- Provides proof of distribution for BSE verification.

Survey summary report posted on the CMCI website 5 days after the survey due date.

LEA reviews the results of the surveys and submits written comments in the FSA

# ▶ Educational Benefit Review

- Review Educational Benefit Review (EBR) training module on CMCI website.
- Students selected for EBR available to LEA at the beginning of school year.
- Complete Educational Benefit Review of identified students
- Upload relevant information and files to FSA #23

# Facilitated Self-Assessment

Purpose: Facilitates discussion between LEA and BSE Chair to identify areas of compliance, non-compliance, and areas of needed improvement.

FSA contains 23 sections. Each section includes:

- Standards
- Regulatory Base
- LEA Procedure
- BSE Procedure

# Facilitated Self-Assessment

**30 days prior:** Submit complete FSA via CMCI web-based system

- Answer all narrative questions
- Upload document or link for policies, written procedures and practices, for evaluation and verification of FSA components
- Upload FSA Topical area Student Files to CMCI web-based system; OR Provide BSE Chair access to SIS for a direct review.
  - BSE will review a maximum of 10 files per FSA area, unless indicated otherwise by the BSE Chair.



# FSA -LEA Procedures

- Provide written summary/explanation of student outcomes, policies, procedures, and program operations
- SPP Indicators: Data and LEA performance are pre-populated. (Dashboard)
- SPP targets: LEA performance is included in the annual Special Education Data Reports (SEDR) and/or on PDE website.
- BSE Chair will identify specific items the LEA must provide digitally for BSE review.

# FSA - SPP Indicators

**Note: Questions need responses, even if LEA meets SPP requirements**

Item #	Topic	SPP Indicator
FSA 6	Graduation Rates	SPP 1
FSA 7	Dropout Rates	SPP 2
FSA 8	Exclusions, Suspensions and Expulsions	SPP 8
FSA 11	Least Restrictive Environment	SPP 5
FSA 16	Statewide Assessment Participation	SPP 3
FSA 21A	Transition Services	SPP 13
FSA 22	Disproportionate Representation	SPP 9-10

# FSA -LEA Policies & Procedures

## School Board Policies: uploaded to CMCI system

- FSA 2 Positive Behavior Support
- FSA 4 Confidentiality
- FSA15 Parent Training
  - School Visitor's Policy
- FSA 17 Public School Enrollment

## Notices/Procedures to be uploaded to CMCI system:

- FSA 3 Child Find
- FSA 10 Independent Educational Evaluation
- FSA 13 Provision of Related Services  
(Psychological Counseling)

# FSA – Student Files

List of students and student files for BSE review (via upload to CMCI system OR access to SIS):

- FSA 1 Assistive Technology
- FSA 2 Positive Behavior Support
- FSA 4 Confidentiality
- FSA 5 Dispute Resolution (if applicable)
- FSA 8 Exclusions—Suspension
- FSA 10 IEE
- FSA 12 ESY
- FSA 17 Public School Enrollment
- FSA 20 Intensive Interagency
- FSA 21 Summary of Academic Achievement
- FSA 21A 10 Students (16 or older)
- FSA 23 Educational Benefit Review



# ▶ Additional Reports

For BSE review

(Upload to CMCI system or provide directly to BSE Chair)

- FSA 14 - Caseload and Age Range (Teacher's Class Reports)
- Federal Financial Interest Earned Form

# ▶ Pre- Monitoring – LEA Tasks

## Prior to Day 1 of Monitoring:

- Upload all relevant student files to CMCI website OR provide BSE Chair access to SIS.
- Identify protocol for peer to complete parent and teacher interviews:
  - Identify mode of contact for parents and teachers – (phone or virtual)
  - Identify time slots convenient for both parties
- Coordinate the logistics of a virtual Administrative Interview with BSE Chair.



# **Cyclical Monitoring for Continuous Improvement During Monitoring Activities**

# ▶ Monitoring Process

During Monitoring time frame, LEA point person will be available for BSE Chair to contact for:

- Logistical support
- Interview process support
- Paperwork clarification
- Ongoing questions that may arise



# Administrative Interview - Virtual

Purpose: LEA opportunity to provide program overview.

- Coordinate date, time and logistics with BSE Chair
  - Anticipated duration: 30 minutes
- Review of items listed in Administrative Interview document.
- LEA attendees:
  - Superintendent/Chief Executive Officer,
  - Special Education Director,
  - Building Principal (at least one each) elementary, middle, and secondary level,
  - Others as deemed appropriate by the LEA.

## File Review - Onsite

A minimum of ten (10) student files will be reviewed by Peers onsite.

- The list of students will be provided to the LEA **10 days prior** to Day 1 of monitoring.
- If deemed necessary, and approved by the Division Chief, the BSE Chair may request a larger student sample. The LEA would be notified prior to date of monitoring.

# ▶ Observations - Onsite

## **Classroom Observation**

- Peer or BSE chair will observe the 10 selected students, in their classrooms.
- Observations will be conducted in the students' regular or special education class, with an emphasis on the location where the student receives most of their special education services.

## **Facilities Check**

- BSE Chair will conduct a walkthrough of relevant classrooms, as needed.

# Interviews – Preparation/Scheduling

- Interviews of parents and special education/ general education teachers of the selected students.
- Peers conduct interviews during Days 2-5:  
Phone/virtually
- LEA identifies protocol for peer to complete interviews:
  - Identify mode of contact for parents and teachers – (phone, virtual platform etc.)
  - Identify time slots convenient for both parties
  - Phone numbers can be hidden by caller using: \*67 then the phone number

# ▶ Federal Child Count

- The list of students will be provided to the LEA **10 days prior** to Day 1 of monitoring.
- BSE Chair will verify that students listed on Dec. 1 Child Count had valid IEPs during that time.
- If cited, LEA may have to return some funds to IU for specific student(s).

## ▶ Exit Interview - Virtual

BSE Chair will conduct the exit interview.

### **Purpose:**

Overview of what may be anticipated in the monitoring report (CAV report), and a brief description of the subsequent Corrective Action Verification Process (CAVP)



# **Cyclical Monitoring for Continuous Improvement**

## **Post Monitoring Activities**

## Monitoring Report and Corrective Action Verification Plan (CAVP)

### First Monitoring Meeting:

- Within **60 days** of date of CAV report, the BSE Chair and PaTTAN consultant meet with LEA team to develop the CAVP.
- BSE, PaTTAN, and IU staff are available to assist in the development and implementation of the CAVP activities.
  - The LEA is encouraged to invite IU staff participation in CAVP planning and development.
  - IU TAC and PaTTAN consultants provide resources to help create the improvement plan and address systemic noncompliance
- The BSE Chair and PaTTAN consultant will work with the LEA to develop a specific CAVP to address areas cited as noncompliant.



# ▶ Corrective Action Requirements

OSEP requires states to ensure that LEAs correct systemic noncompliance *and* all individual student corrective action plans (ICAPs) **within one year**.

- The BSE reviews ICAP student files developed ***after*** the CAV report was issued, to verify that ICAPs for each student are completed
- Systemic out of compliance items are verified by reviewing student files developed ***after*** the corrective action plan was implemented.
- If needed, Improvement plan(s) (IPs) are developed during the CAVP meeting. IP due date is **180 days** from CAV report.

# ▶ Monitoring Complete

**When the LEA completes all corrective action, BSE will issue a closure letter to the Superintendent/CEO.**


Note: The LEA may continue to have open Improvement Plans after the monitoring has been closed out.

## ▶ Additional resources

- [Cyclical Monitoring And Special Education Programmatic Improvement: A Comprehensive Resource Guide For Educational Leaders](#)
- [Education Leader: Educational Benefit Review](#)

# ▶ Monitoring Resources – PA CMCI home page

<https://www.pdeims.com/>

 Office Of Elementary And Secondary Education, Integrated Monitoring System



**Username:**

**Password:**

Login

**Monitoring Resources**

### Information

If you are receiving email notifications from Leader Services, you have access to IMS. If this is the first time that you are logging in to IMS, click [here](#) to reset your user and password to meet the current specifications.

[Forgot Username/Password](#) [Contact Us](#) [Request a Login](#)



# Contact

For additional information, please contact the Special Education Adviser assigned to your LEA.



**Secretary of Education  
Dr. Khalid N. Mumin**

**Office of Elementary and Secondary Education  
Carrie Rowe, Deputy Secretary**

**Bureau of Special Education  
Carole L. Clancy, Director**

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