Cyclical Monitoring for Continuous Improvement (CMCI)

Peer Monitor Training

PA Special Education Monitoring System

Agenda

- Overview
- Peer Roles and Responsibilities
- File Review and Classroom Observations
- Interviews
- Data Entry
- Peer Compensation

Cyclical Monitoring for Continuous Improvement

Overview

Cyclical Monitoring for Continuous Improvement (CMCI)

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 is required to collect and report annual data on
  - Federally mandated compliance and performance indicators
  - Meeting established State Performance Plan targets.

- LEA Annual Determination

- Results Driven Accountability (RDA)

- State Systemic Improvement Plan (SSIP -Indicator 17) Reporting

CMCI: History

Process and documents developed by a committee of BSE staff, SEAP members, PaTTAN staff, LEA representatives, parents and advocacy group members.

Review and input was solicited via public forums.

- **2001-2002** - CMCI system was implemented

- **2008** – Monitoring System and documents were updated to align with IDEA regulations (2006) and 22 PA Code Chapter 14 (2008).

- **2020-2021** - CMCI process tweaked to incorporate virtual and onsite components to meet regulatory requirements during the pandemic.

Local Education Agency (LEA) - Benefit

- Compliance with federal and state regulations.

- Each District/Charter's data is compared to State data to assess their performance.

- Aligned to IDEA performance goals and targets.

- Result
  - LEA specific compliance monitoring and corrective action activities and improvement plans implemented.
  - Improvement in outcomes for students with disabilities.

Peer Monitor Eligibility?

School employees: Public/Private; Retired/Current

Family members of students with disabilities

Special Education Advocates

Conflict of Interest – may **not** serve as peer in

- SD/CS of residence (self, children/grandchildren)
- SD/CS of employment, within last 5 years
- If IU employee, SD/CS within that IU
- If School Board member of SD/CS/IU, that SD/CS/IU region

What does a Peer Monitor do?

Monitoring responsibilities

- Beginning of school year – Complete paperwork
  - Indicate your availability based on dates and locations

- Accept assigned monitoring
  - 1.5-2 days onsite – review 3-4 files, student observations
  - Parent, teacher interviews – phone/virtual
  - Complete and submit all materials online and to BSE Chairperson

- Post monitoring
  - Submit all expenses, vouchers, receipts for reimbursements within timelines.

How to become a Peer for 2024-2029

This in-person training is required to contract with the State for monitorings in 2024-2029.

Annually, do the following:

- **Review** of CMCI Peer Training available on PaTTAN and CMCI websites.

- **Complete** Availability Survey emailed to all contracted peers in **early August**. Note the date online training was completed, on survey.

- **Send** the survey back to contact person listed, by **September 30.**

Guiding Principles

The hybrid CMCI monitoring process:

- Maintains consistency and integrity across LEAs.

- Provides technical assistance and supports to the LEA before and after monitoring.

- Improves time and cost efficiency.

CMCI Components

- Facilitated Self-Assessment (FSA)
  - LEA policies, procedures, data discussion and analysis
  - Parent, Teacher, and Student (age 14 or older) survey information
  - Educational Benefit Review of BSE selected student IEPs

- Administrative Interview

- Onsite
  - File Review: Random Sample of Students
  - Classroom Observations

- Interviews
  - Special Education & General Education Teachers
  - Parents

- Exit Interview

Cyclical Monitoring

Monitoring is a 2-week process

- 3 Peers are onsite for 2 days,
  - Student Sample File Reviews
  - Classroom Observations
- Peers conduct Parent and Teacher Interviews by phone/virtually
- Administrative Interview and Exit Conference - virtual

Pre and Post Monitoring activities - virtual

Annual Training Required

Peers

- Annual online training - released in August, to be completed by end September

LEAs monitored in upcoming school year

- Online training modules – released in July
  - Divided into several modules – CMCI, Educational Benefit Review, Table 8A submission, Integrated Monitoring System (IMS)

All trainings and resource documents available at: https://www.pdeims.com

Annual Peer Monitor Process

Peer Monitors with signed contracts will annually receive:

Email invite from BSE to serve as peer for upcoming SY with-

- Link to Peer trainings
- List of LEAs and dates of monitoring
- Availability Survey

By BSE deadline Peer will:

- Complete web-based training, submit Availability Survey, and Indicate the monitorings interested in serving on.

Only Peer Monitors whose signed documents are on file with BSE will be invited to participate in monitorings for that school year.

Cyclical Monitoring for Continuous Improvement

Peer Roles and Responsibilities

Serving as a Peer on a Monitoring

BSE Chair will invite Peers to serve on a monitoring.

- Please let BSE Chair know ASAP if your availability for a specific monitoring has changed.
- Do not assume you will serve unless BSE Chair confirms dates and times.
- Peers do not communicate directly with the LEA.

Monitoring Agenda, Statement of Work and information on lodging, subsistence, travel will be sent to the peer prior to the on-site visit.

Peer Monitor- Roles and Responsibilities

- Peer monitors represent BSE while monitoring.

- Defer any questions/opinions/concerns raised by administration/teachers/parents to the BSE Chair.
  - The BSE Chair will address the issue with appropriate administrative staff.

- BSE Chair has final authority/oversight of all aspects of monitoring.

Peer Monitor- Roles and Responsibilities (Continued)

Monitoring teams do **not** have authority over the IEP team.

Peer monitors are not IEP Team members and **may not** make recommendations or evaluations of a student's disability identification, educational programs or Free Appropriate Public Education (FAPE) determinations.

Any monitor found violating confidentiality requirements before, during, or after the monitoring will not be invited to future monitorings.

Peer Monitor- Interaction with LEA Personnel

Peer monitors do not evaluate performance of LEA staff/personnel - even if asked by LEA administrative personnel.

Refer these types of questions to the BSE Chair.

Peer Monitor- Confidentiality

- All student records are protected by the Family Educational Rights and Privacy Act (FERPA) confidentiality requirements

  - Records reviewed can **only** be shared with the BSE Chair.

  - All monitoring activities can be discussed with the BSE Chair.

- All documents reviewed (and notes or NO sheets created) are returned to the BSE Chair at the end of onsite visit.

- Records must remain onsite. Removing any documents/notes violates the contractual confidentiality clause and removal from future monitorings.

Peer Monitor - Duties

Onsite File Review: Minimum sample of 10 student records.
- BSE Chair may request a larger sample with Division Chief preapproval.
- Each Peer is assigned 3-4 student records

Onsite Classroom Observations
- Peer may need own transportation to visit classrooms at other locations.

Interviews (Phone or Virtual)
- Special Education Teacher
- General Education Teacher
- Parents

Cyclical Monitoring for Continuous Improvement
File Review and Classroom Observation

Onsite Activities

Peer monitors are expected to complete the assigned file reviews and classroom observations during their onsite visits.

- Monitoring teams do not have authority over IEP team decisions.
- Individual, unique situations will arise - defer questions and decisions regarding these to the BSE Chair.
- If time and schedule permits, interviews maybe conducted onsite.

Onsite File Review

Each peer will review 3-4 student files onsite.

- Files will be provided via hard copy or electronically
- File review data entry is completed on IMS website.
- For any item scored "No", Peer must provide the Chair with a copy of the relevant portion of the student document.
- Peers are not permitted to retain any student/LEA documents for their own records.

File Review Records

One of three types:

Initial Evaluation

Reevaluation

Reevaluation Waiver

File Review: Initial Evaluation

Verify the following records

- Permission to Evaluate (PTE) - Evaluation Request Form

- Evaluation Report (ER)

- Invitation to Participate in the IEP Team Meeting or Other Meeting

- Parent Consent to Excuse Members From Attending the IEP Team Meeting (if used)

- Individualized Education Program (IEP)

- Notice of Recommended Educational Placement/Prior Written Notice (NOREP/PWN)

File Review: Reevaluation

Verify the following records

- Permission to Reevaluate (PTR) - Reevaluation Request Form
- Reevaluation Report (RR)
- Invitation to Participate in the IEP Team Meeting or Other Meeting
- Parent Consent to Excuse Members From Attending the IEP Team Meeting (if used)
- Individualized Education Program (IEP)
- Notice of Recommended Educational Placement/Prior Written Notice (NOREP/PWN)

File Review: Reevaluation Waiver

Verify the following records

- Agreement to Waive Reevaluation
- Invitation to Participate in the IEP Team Meeting or Other Meeting
- Parent Consent to Excuse Members From Attending the IEP Team Meeting (if used)
- Individualized Education Program (IEP)
- Notice of Recommended Educational Placement/Prior Written Notice (NOREP/PWN)

Classroom Observation

Peer Monitors will
- Observe students selected for the onsite file review, in their educational settings.

- Conduct observations in the students' regular or special education class, with an emphasis on the location where the student receives most of their special education services.
  - Observation is generally 20-30 minutes.

Classroom Observation (Continued)

- Review IEP prior to observation
- Verify student name and presence prior to entering the classroom
- Verify and document
  - teacher name, type of class, grade
  - regular or special education class
- Remember Confidentiality responsibilities.

Try to be as minimally disruptive to instruction as feasible.

Cyclical Monitoring for Continuous Improvement Interviews

General Education Teacher
Special Education Teacher
Parent

Interviews

Conducted
- With the parents, special education and regular education teachers of the students in the file review sample.

- By peer monitors and the chairperson, if needed.

- After the onsite visit, via phone or a virtual platform.

Interviews: Things to Remember

- Interviews include student specific and general questions
- Ask questions as written, minimize paraphrasing
- Record all responses in IMS
  - Avoid personally identifiable information (name, age, disability, gender-he/she, location, setting, etc.)
- "No" responses - follow up required with BSE Chair
- Have Scripts and Prompts on hand (available from BSE Chair)
- Confidentiality responsibilities

Teacher Interviews

- Report any concerns/issues ASAP to the BSE Chair.

- Any questions/issues raised by staff are deferred to the BSE Chair.

- It is not the role of Peer Monitors or BSE Chair to evaluate staff performance.

Parent Interview

- Make a minimum of three (3) attempts to contact parent - Document dates and times on form
- Follow the scripted interview prompts as closely as possible
- "No" responses - follow up required with BSE Chair
- Avoid personally identifiable information
- Remember confidentiality responsibilities.
- If parents are seeking additional information regarding child specific concerns, notify the BSE Chair.
  - You may also provide the ConsultLine telephone number as a resource. 1-800-879-2301.

Cyclical Monitoring for Continuous Improvement
Data Entry on IMS website

Integrated Monitoring System (IMS)

Data for File Reviews, Classroom Observations and Interviews must be entered into the IMS data entry system in a timely manner.

- **https://www.pdeims.com/**

- Passwords are time and case sensitive
  - When in doubt, use Forgot Username/Password frequently
  - **3 unsuccessful attempts to log in will result in getting locked out of system for 24 hours.**

Leader staff will provide additional on information on IMS system

Cyclical Monitoring for Continuous Improvement
Peer Compensation

Peer Contract

Contract emailed to attendees of this training.

- Please update email address, if needed

Return signed contract to BSE contact.

- Sign (use different font) and date contract

Contract is valid on full execution (returned to you with signature of all parties).

- Contract is valid from July 1, 2024 – June 30, 2029.
- Annual online training is required to serve every year.
- Availability Survey must be filled and submitted annually

Peer Compensation

- **Must** have a vendor number to be reimbursed.
  - Current address and email address must be on file with BSE.
- Compensation includes honorarium (voluntary) and reimbursement for travel, lodging and subsistence, where applicable.
  - Reimbursement rates are predetermined by Comptroller's office.
- Honorarium is $200.00/day, not to exceed $400.00 per monitoring.
- Total compensation (reimbursement and honorarium), shall not exceed $5,000 per year. Any expenses above this amount will not be reimbursed.

Vendor Registration

Peer must have an assigned vendor number/SAP number for reimbursements.

Register online via the Non-Procurement Registration link on the Office of the Budget's Vendor Registration Webpage.

- Questions about the non-procurement vendor registration process should be directed to the Payable Services Call Center at 717-346-2676 (Harrisburg area), 877-435-7363 (toll free), or ra-psc_supplier_requests@pa.gov

Peers with current vendor numbers check and update information. Forward your Vendor number to BSE contact identified in contract email.

Reimbursement

Reimbursement is provided on submission of accurately completed reimbursement forms and travel vouchers.
- Voucher and Statement of Work must be complete, legible and signed.
- Address on voucher must match address for registered vendor.

Receipts: dated for relevant days
- Subsistence reimbursement begins the first day of monitoring
- Meals – submit itemized receipt, no credit card receipts;
  - For day trips > 30 miles round trip, lunch reimbursement is $3.50.
- Travel – mileage/itemized ride share receipt/public transportation ticket,
- Lodging – zeroed out receipt for identified hotel
  - Must be booked through hotel, not a commercial booking site

Reimbursement Guidelines

- Travel mileage above 500 miles (round trip) will not be reimbursed by the state except, on rare circumstances with Division Chief preapproval.
- Overnight hotel reimbursement allowable only if LEA is 50 miles or more, one way, from residence.
- Must use the same hotel as the BSE Chair.
    - If hotel cost exceeds the allowable state rate, a detailed justification is required on travel expense voucher. The Comptroller's Office determines whether costs exceeding the allowable state rate will be reimbursed. Please discuss with BSE Chair prior to booking.

Summary

- Professionalism is expected in work products, conduct, attire, and interactions with Parents, LEA Personnel and BSE Team.
- Remember to copy and provide to BSE Chair - back up documents to verify any item cited "NO".
- Individual, unique situations will arise - defer any questions/concerns to the BSE Chair.
- ALL final decisions reside with the BSE Chair.

Next Steps

Questions?

- Provide BSE staff updated email address, if needed

- Look out for email from BSE that includes contract
  - Sign and return contract within 2 weeks
  - Fully executed contract will be returned to you

- Submit Availability Survey to BSE contact within timelines.

Contact/Mission

For content questions

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For contract questions

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