

LEA: Success Preparatory at Thurgood Marshall

DATE OF MONITORING: February 4, 2020

AREA OF FINDING: Enrollment

ACTIVITIES & ACTION STEPS FOR COMPLIANCE	DATE ACTIVITY BEGINS	PERSON(S) RESPONSIBLE	DOCUMENTATION TO BE SUBMITTED TO STATEWIDE MONITORING	DOCUMENTATION DUE DATE	DOCUMENT STATUS
1.1 Correct all student specific citations identified in the results summary report. NOTE: This activity represents an individual corrective action plan for providing remedies for all student specific IDEA citations.	July 2020	SPED Coordinator School Leader	Email notifying LDOE the IEP instructional plans for those students have been amended in SER. LDOE will check those IEPs in SER to ensure they are compliant.	September 30, 2020	
1.2 Provide training to special education staff (e.g., special education teachers and related service providers) on writing compliant IEPs to include the following topics: <ul style="list-style-type: none"> • Writing measurable goals; • Data Driven Present Level of Functional Performance Statements; • Writing objectives linked to the goal that are measurable; • Documenting student progress using progress reports; • Ensuring required participants of IEP team are invited to IEP meeting, included as IEP participant on IEP, and sign IEP; and • How and when to document waiver of attendance of a participant for an IEP meeting using a participant excusal form. 	July 2020	SPED Coordinator School Leader	Agenda Sign-In sheets Handouts PowerPoint Presentation	Documentation of training: October 30, 2020	

LEA: Frederick Douglas Charter High School

DATE OF MONITORING: September 26, 2019

AREA OF FINDING: Related Services

ACTIVITIES & ACTION STEPS FOR COMPLIANCE	DATE ACTIVITY BEGINS	PERSON(S) RESPONSIBLE	DOCUMENTATION TO BE SUBMITTED TO STATEWIDE MONITORING	DOCUMENTATION DUE DATE	DOCUMENT STATUS
1.1. Correct all student specific citations identified in the results summary report. NOTE: This activity represents an individual corrective action plan for providing remedies for all student specific IDEA citations.	March 2020	SPED Coordinator School Leader	Email notifying LDOE the IEP instructional plans for those students have been amended in SER. LDOE will check those IEPs in SER to sure they are compliant.	May 1, 2020	
1.2. Provide training to special education staff (e.g., special education teachers and related service providers) on writing compliant IEPs to include the following topics: <ul style="list-style-type: none"> • Writing measurable goals • Data Driven Present Level of Functional Performance Statements • Writing objectives linked to the goal that are measurable • Documenting student progress using progress reports • Ensuring required participants of IEP team are invited to IEP meeting, included as IEP participant on IEP, and sign IEP • How and when to document waiver of attendance of a participant for an IEP meeting using a participant excusal form 	July 2020	SPED Coordinator School Leader	Agenda Sign-In sheets Handouts PowerPoint Presentation	September 11, 2020	

ACTIVITIES & ACTION STEPS FOR COMPLIANCE	DATE ACTIVITY BEGINS	PERSON(S) RESPONSIBLE	DOCUMENTATION TO BE SUBMITTED TO STATEWIDE MONITORING	DOCUMENTATION DUE DATE	DOCUMENT STATUS
Train staff on forms created by LDOE. Included in this training will be how to correctly use the: IEP evaluation rubric, IEP goal and PLAFF templates, and IEP Checklist. Special education staff will be required to use the rubric and IEP checklist when reviewing and writing IEPs.					
1.3. LEA will provide ongoing training in the following areas: IEP writing (e.g., measurable goals and PLAAFP statements), provision and documentation of accommodations, documenting special education services, progress monitoring of student data.	2020-2021 SY	SPED Coordinator School Leader	Agenda Sign-In sheets Handouts PowerPoint Presentation	Documentation of training throughout the 2020-2021 school year	
1.4. The Special Education Coordinator or Lead Teacher will perform monthly consistency checks to ensure IEP fidelity by internally monitoring all IEPs before the IEP is submitted to SER to make it official with a focus on: <ul style="list-style-type: none"> • Goals/objectives and PLAFF using the IEP Evaluation rubric; and • IEP components (GSI, Accommodations, Program Services, Services/Placement) using IEP checklist; 	April 2020	SPED Coordinator School Leader	Summary of monthly reviews MUST include: <ul style="list-style-type: none"> • # of IEPs reviewed • # of IEPs with goal(s) issues • # of IEPs with objectives issues • # of IEPs with PLAFF issues • # of IEPs with IEP component issue (specify the component area and issue) • # of IEPs with related service minutes not reasonably calculated • Actions taken to ensure staff make corrections • Results of those actions 	September 30 October 30 November 30 December 18 January 29 February 26 March 31 April 30 May 28	

ACTIVITIES & ACTION STEPS FOR COMPLIANCE	DATE ACTIVITY BEGINS	PERSON(S) RESPONSIBLE	DOCUMENTATION TO BE SUBMITTED TO STATEWIDE MONITORING	DOCUMENTATION DUE DATE	DOCUMENT STATUS
1.5. The SPED Coordinator or Lead Teacher will perform monthly consistency checks to ensure related service provider logs are completed with fidelity. Related service provider logs will be internally monitored for provision of services per the time/frequency specified on the students IEP. School will use checklist provided by LDOE to document reviews	April 2020	SPED Coordinator School Leader	Monthly submission of the checklist used for each related services provider reviewed.	September 30 October 30 November 30 December 18 January 29 February 26 March 31 April 30 May 28	
1.6. Staff will view the IEP Training Modules on the LDOE website provided by the Human Development Center – LSUHSC group with a particular focus on Module 2 (Data Driven Present Levels of Performance) and Module 3 (Measurable Goals). Staff will sign a form verifying they have viewed the training. http://www.louisianabelieves.com/resources/library/academics	April 2020	SPED Coordinator School Leader	Signed copy of form from each SPED staff member verifying they have viewed the IEP training on the LDOE website.	September 1, 2020	

LEA: Einstein Charter School - Village de l'Est

DATE OF MONITORING: September 25, 2019

AREA OF FINDING: Enrollment

ACTIVITIES & ACTION STEPS FOR COMPLIANCE	DATE ACTIVITY BEGINS	PERSON(S) RESPONSIBLE	DOCUMENTATION TO BE SUBMITTED TO STATEWIDE MONITORING	DOCUMENTATION DUE DATE	DOCUMENT STATUS
1.1. Correct all student specific citations identified in the Results Summary report. NOTE: This activity represents an individual corrective action plan for providing remedies for all student specific IDEA citations.	March 2020	SPED Coordinator School Leader	Email notifying LDOE the IEP instructional plans for those students have been amended in SER. LDOE will check those IEPs in SER to ensure they are compliant.	May 1, 2020	
1.2. Provide training to special education staff (e.g., special education teachers and related service providers) on writing compliant IEPs to include the following topics: <ul style="list-style-type: none"> • Writing measurable goals • Data Driven Present Level of Functional Performance Statements • Writing objectives linked to the goal that are measurable • Documenting student progress using progress reports • Ensuring required participants of IEP team are invited to IEP meeting, included as IEP participant on IEP, and sign IEP 	July 2020	SPED Coordinator School Leader	Agenda Sign-In sheets Handouts PowerPoint Presentation	September 11, 2020	

ACTIVITIES & ACTION STEPS FOR COMPLIANCE	DATE ACTIVITY BEGINS	PERSON(S) RESPONSIBLE	DOCUMENTATION TO BE SUBMITTED TO STATEWIDE MONITORING	DOCUMENTATION DUE DATE	DOCUMENT STATUS
<ul style="list-style-type: none"> How and when to document waiver of attendance of a participant for an IEP meeting using a participant excusal form <p>Train staff on forms created by LDOE. Included in this training will be how to correctly use the: IEP evaluation rubric, IEP goal and PLAFF templates, and IEP Checklist. Special education staff will be required to use the rubric and IEP checklist when reviewing and writing IEPs.</p>	July 2020	SPED Coordinator School Leader	Agenda Sign-In sheets Handouts PowerPoint Presentation	September 11, 2020	
1.3. Provide training to related service providers on how to properly document provision of services to students. The training will include: filling out services log, documenting student progress on logs and documenting delivery of services. The school will use the components of a service log provided by LDOE to document provision of related services and the services log checklist provided by LDOE to document log reviews.	July 2020	SPED Coordinator School Leader	Agenda Sign-In sheets Handouts PowerPoint Presentation	September 11, 2020	
1.4. LEA will provide ongoing training in the following areas: IEP writing (e.g., measurable goals and PLAAFP statements), provision and documentation of accommodations, documenting special education services, progress monitoring of student data.	2020-2021 SY	SPED Coordinator School Leader	Agenda Sign-In sheets Handouts PowerPoint Presentation	Documentation of training throughout the 2020-2021 school year	

ACTIVITIES & ACTION STEPS FOR COMPLIANCE	DATE ACTIVITY BEGINS	PERSON(S) RESPONSIBLE	DOCUMENTATION TO BE SUBMITTED TO STATEWIDE MONITORING	DOCUMENTATION DUE DATE	DOCUMENT STATUS
<p>1.5. The Special Education Coordinator or Lead Teacher will perform monthly consistency checks to ensure IEP fidelity by internally monitoring all IEPs before the IEP is submitted to SER to make it official with a focus on:</p> <ul style="list-style-type: none"> • Goals/objectives and PLAFF using the IEP Evaluation rubric; and • IEP components (GSI, Accommodations, Program Services, Services/Placement) using IEP checklist. 	April 2020	SPED Coordinator School Leader	Summary of monthly reviews MUST include: <ul style="list-style-type: none"> • # of IEPs reviewed • # of IEPs with goal(s) issues • # of IEPs with objectives issues • # of IEPs with PLAFF issues • # of IEPs with IEP component issue (specify the component area and issue) • Actions taken to ensure staff make corrections • Results of those actions 	September 30 October 30 November 30 December 18 January 29 February 26 March 31 April 30 May 28	

ACTIVITIES & ACTION STEPS FOR COMPLIANCE	DATE ACTIVITY BEGINS	PERSON(S) RESPONSIBLE	DOCUMENTATION TO BE SUBMITTED TO STATEWIDE MONITORING	DOCUMENTATION DUE DATE	DOCUMENT STATUS
<p>1.6. The SPED Coordinator or Lead Teacher will perform monthly consistency checks to ensure related service provider logs are completed with fidelity. Related service provider logs will be internally monitored for provision of services per the time/frequency specified on the students IEP. School will use checklist provided by LDOE to document reviews.</p>	April 2020	<p>SPED Coordinator</p> <p>School Leader</p>	<p>Monthly submission of the checklist used for each related services provider reviewed.</p>	<p>September 30 October 30 November 30 December 18 January 29 February 26 March 31 April 30 May 28</p>	
<p>1.7. Staff will view the IEP Training Modules on the LDOE website provided by the Human Development Center – LSUHSC group with a particular focus on Module 2 (Data Driven Present Levels of Performance) and Module 3 (Measurable Goals). Staff will sign a form verifying they have viewed the training. http://www.louisianabelieves.com/resources/library/academics.</p>	April 2020	<p>SPED Coordinator</p> <p>School Leader</p>	<p>Signed copy of form from each SPED staff member verifying they have viewed the IEP training on the LDOE website.</p>	April 2020	
<p>1.8. Provide compensatory education to students whose files did not include documentation verifying they received related services. These students did not have evidence of service provider logs and/or had incomplete service provider logs in their files.</p>	March 2020	<p>SPED Coordinator</p> <p>School Leader</p>	<p>Copy of compensatory letter signed by parent documenting notification of services and whether or not the parent accepts or refuses the service</p>	May 1, 2020	

ACTIVITIES & ACTION STEPS FOR COMPLIANCE	DATE ACTIVITY BEGINS	PERSON(S) RESPONSIBLE	DOCUMENTATION TO BE SUBMITTED TO STATEWIDE MONITORING	DOCUMENTATION DUE DATE	DOCUMENT STATUS
<p>1.8 (continued)</p> <p>Provide compensatory education to students whose files did not include documentation verifying they received related services. These students did not have evidence of service provider logs and/or had incomplete service provider logs in their files.</p>			<p>Copy of amended IEP documenting compensatory services are being offered with time/frequency of services.</p> <p>Copies of student attendance.</p> <p>Copies of service provider logs indicating the service provided, date, time, and number of minutes student provided compensatory education during the session.</p>	<p>May 1, 2020</p> <p>May 1, 2020</p> <p>May 1, 2020</p>	

LEA: Dr. Martin Luther King Charter School for Math and Science Technology

DATE OF MONITORING: September 27, 2019

AREA OF FINDING: Enrollment

ACTIVITIES & ACTION STEPS FOR COMPLIANCE	DATE ACTIVITY BEGINS	PERSON(S) RESPONSIBLE	DOCUMENTATION TO BE SUBMITTED TO STATEWIDE MONITORING	DOCUMENTATION DUE DATE	DOCUMENT STATUS
1.1 Correct all student specific citations identified in the results summary report. NOTE: This activity represents an individual corrective action plan for providing remedies for all student specific IDEA citations.	March 2020	SPED Coordinator School Leader	Email notifying LDOE the IEP instructional plans for those students have been amended in SER. LDOE will check those IEPs in SER to ensure they are compliant.	May 1, 2020	
1.2 Provide training to special education staff (e.g., special education teachers and related service providers) on writing compliant IEPs to include the following topics: <ul style="list-style-type: none"> • Writing measurable goals; • Data Driven Present Level of Functional Performance Statements; • Writing objectives linked to the goal that are measurable; • Documenting student progress using progress reports; • Ensuring required participants of IEP team are invited to IEP meeting, included as IEP participant on IEP, and sign IEP; and • How and when to document waiver of attendance of a participant for an IEP meeting using a participant excusal form. 	July 2020	SPED Coordinator School Leader	Agenda Sign-In sheets Handouts PowerPoint Presentation	September 11, 2020	

ACTIVITIES & ACTION STEPS FOR COMPLIANCE	DATE ACTIVITY BEGINS	PERSON(S) RESPONSIBLE	DOCUMENTATION TO BE SUBMITTED TO STATEWIDE MONITORING	DOCUMENTATION DUE DATE	DOCUMENT STATUS
Train staff on forms created by LDOE. Included in this training will be how to correctly use the: IEP evaluation rubric, IEP goal and PLAFF templates, and IEP Checklist. Special education staff will be required to use the rubric and IEP checklist when reviewing and writing IEPs.	July 2020	SPED Coordinator School Leader	Agenda Sign-In sheets Handouts PowerPoint Presentation	September 11, 2020	
1.3 Provide training to related service providers on how to properly document provision of services to students. The training will include: filling out services log, documenting student progress on logs and documenting delivery of services. The school will use the components of a service log provided by LDOE to document provision of related services and the services log checklist provided by LDOE to document log reviews.	July 2020	SPED Coordinator School Leader	Agenda Sign-In sheets Handouts PowerPoint Presentation	September 11, 2020	
1.4 LEA will provide ongoing training in the following areas: IEP writing (e.g., measurable goals and PLAAFP statements), provision and documentation of accommodations, documenting special education services, progress monitoring of student data.	2020-2021 SY	SPED Coordinator School Leader	Agenda Sign-In sheets Handouts PowerPoint Presentation	Documentation of training throughout the 2020-2021 school year.	

ACTIVITIES & ACTION STEPS FOR COMPLIANCE	DATE ACTIVITY BEGINS	PERSON(S) RESPONSIBLE	DOCUMENTATION TO BE SUBMITTED TO STATEWIDE MONITORING	DOCUMENTATION DUE DATE	DOCUMENT STATUS
<p>1.5 The Special Education Coordinator or Lead Teacher will perform monthly consistency checks to ensure IEP fidelity by internally monitoring all IEPs before the IEP is submitted to SER to make it official with a focus on:</p> <ul style="list-style-type: none"> • Goals/objectives and PLAFF using the IEP Evaluation rubric and • IEP components (GSI, Accommodations, Program Services, Services/Placement) using IEP checklist. 	April 2020	<p>SPED Coordinator</p> <p>School Leader</p>	<p>Summary of monthly reviews MUST include:</p> <ul style="list-style-type: none"> • # of IEPs reviewed • # of IEPs with goal(s) issues • # of IEPs with objectives issues • # of IEPs with PLAFF issues • # of IEPs with IEP component issue (specify the component area and issue) • Actions taken to ensure staff make corrections • Results of those actions 	<p>September 30 October 30 November 30 December 18 January 29 February 26 March 31 April 30 May 28</p>	
<p>1.6 The SPED Coordinator or Lead Teacher will perform monthly consistency checks to ensure related service provider logs are completed with fidelity. Related service provider logs will be internally monitored for provision of services per the time/frequency specified on the students IEP. School will use checklist provided by LDOE to document reviews</p>	April 2020	<p>SPED Coordinator</p> <p>School Leader</p>	<p>Monthly submission of the checklist used for each related services provider reviewed</p>	<p>September 30 October 30 November 30 December 18 January 29 February 26 March 31 April 30 May 28</p>	

ACTIVITIES & ACTION STEPS FOR COMPLIANCE	DATE ACTIVITY BEGINS	PERSON(S) RESPONSIBLE	DOCUMENTATION TO BE SUBMITTED TO STATEWIDE MONITORING	DOCUMENTATION DUE DATE	DOCUMENT STATUS
1.7 Staff will view the IEP Training Modules on the LDOE website provided by the Human Development Center - LSUHSC group with a particular focus on Module 2 (Data Driven Present Levels of Performance) and Module 3 (Measurable Goals). Staff will sign a form verifying they have viewed the training. http://www.louisianabelieves.com/resources/library/academics .	April 2020	SPED Coordinator School Leader	Signed copy of form from each SPED staff member verifying they have viewed the IEP training on the LDOE website.	April 2020	
1.8 Provide compensatory education to students whose files did not include documentation verifying they received related services. These students did not have evidence of service provider logs and/or had incomplete service provider logs in their files.	March 2020	SPED Coordinator School Leader	Copy of compensatory letter signed by parent documenting notification of services and whether or not the parent accepts or refuses the service. Copy of amended IEP documenting compensatory services are being offered with time/frequency of services. Copies of student attendance. Copies of service provider logs indicating the service provided, date, time, and number of minutes student provided compensatory education during the session.	May 1, 2020 May 1, 2020 May 1, 2020 May 1, 2020	

ACTIVITIES & ACTION STEPS FOR COMPLIANCE	DATE ACTIVITY BEGINS	PERSON(S) RESPONSIBLE	DOCUMENTATION TO BE SUBMITTED TO STATEWIDE MONITORING	DOCUMENTATION DUE DATE	DOCUMENT STATUS
Train staff on forms created by LDOE. Included in this training will be how to correctly use the: IEP evaluation rubric, IEP goal and PLAFF templates, and IEP Checklist. Special education staff will be required to use the rubric and IEP checklist when reviewing and writing IEPs.					
1.3 LEA will provide ongoing training in the following areas: IEP writing (e.g., measurable goals and PLAAFP statements), provision and documentation of accommodations, documenting special education services, progress monitoring of student data.	2020-2021 SY	SPED Coordinator School Leader	Agenda Sign-In sheets Handouts PowerPoint Presentation	Documentation of training throughout the 2020-2021 school year (every grading period)	

ACTIVITIES & ACTION STEPS FOR COMPLIANCE	DATE ACTIVITY BEGINS	PERSON(S) RESPONSIBLE	DOCUMENTATION TO BE SUBMITTED TO STATEWIDE MONITORING	DOCUMENTATION DUE DATE	DOCUMENT STATUS
<p>1.4 The Special Education Coordinator or Lead Teacher will perform monthly consistency checks to ensure IEP fidelity by internally monitoring all IEPs before the IEP is submitted to SER to make it official with a focus on:</p> <ul style="list-style-type: none"> • Goals/objectives and PLAFF using the IEP Evaluation rubric and • IEP components (GSI, Accommodations, Program Services, Services/Placement) using IEP checklist. 	September 2020	<p>SPED Coordinator</p> <p>School Leader</p>	<p>Summary of monthly reviews <u>MUST</u> include:</p> <ul style="list-style-type: none"> • # of IEPs reviewed • # of IEPs with goal(s) issues • # of IEPs with objectives issues • # of IEPs with PLAFF issues • # of IEPs with IEP component issue (specify the component area and issue) • Actions taken to ensure staff make corrections • Results of those actions 	<p>October 30 November 30 December 18 January 29 February 26 March 31 April 30 May 28</p>	

ACTIVITIES & ACTION STEPS FOR COMPLIANCE	DATE ACTIVITY BEGINS	PERSON(S) RESPONSIBLE	DOCUMENTATION TO BE SUBMITTED TO STATEWIDE MONITORING	DOCUMENTATION DUE DATE	DOCUMENT STATUS
1.5 Staff will view the IEP Training Modules on the LDOE website provided by the Human Development Center - LSUHSC group with a particular focus on Module 2 (Data Driven Present Levels of Performance) and Module 3 (Measurable Goals). Staff will sign a form verifying they have viewed the training. http://www.louisianabelieves.com/resources/library/academics .	Sept 2020	SPED Coordinator School Leader	Signed copy of form from each SPED staff member verifying they have viewed the IEP training on the LDOE website	October 30, 2020	

LEA: Cohen College Preparatory

DATE OF MONITORING: February 5, 2020

AREA OF FINDING: Child Find

ACTIVITIES & ACTION STEPS FOR COMPLIANCE	DATE ACTIVITY BEGINS	PERSON(S) RESPONSIBLE	DOCUMENTATION TO BE SUBMITTED TO STATEWIDE MONITORING	DOCUMENTATION DUE DATE	DOCUMENT STATUS
<p>1.1. Correct all student specific citations identified in the Results Summary report.</p> <p>Note: This activity represents an individual corrective action plan for providing remedies for all student specific IDEA citations.</p>	July 2020	Charter Director Special Ed Staff School Principal or Designee	Copies of SBLC forms documenting SBLC meeting were reconvened to address findings and copies of any other documentation denoting findings were addressed appropriately.	October 30, 2020	
<p>1.2 SBLC forms will be filled out in their entirety including the required components below:</p> <ul style="list-style-type: none"> • All required participants name, title and signature (required participants are: principal or designee, SBLC chairperson, parent, referring person/agency, classroom teacher(s) of student) • Referral concern(s) • Team meeting date • Data/documents reviewed for student (ex: screeners, assessment scores, behavior checklist, behavior referrals, academic checklist, etc.) • Decision of team/actions taken by team • If placed in RTI, Tier student placed in; type of intervention (must be research based); time/frequency of intervention; 	September 2020	Charter Director Special Education Staff School Principal or Designee	5% sample of SBLC forms submitted to LDOE on bi-monthly basis (if 10 or less SBLC forms send all forms)	October 30 November 30 December 18 January 29 February 26 March 31 April 30 May 28	

ACTIVITIES & ACTION STEPS FOR COMPLIANCE	DATE ACTIVITY BEGINS	PERSON(S) RESPONSIBLE	DOCUMENTATION TO BE SUBMITTED TO STATEWIDE MONITORING	DOCUMENTATION DUE DATE	DOCUMENT STATUS
<ul style="list-style-type: none"> length of time student will be in intervention (6wk, 8wk, et.) <p>The SBLC meeting form the school utilize must contain all criteria listed above.</p>					

LEA: John Kennedy High School

DATE OF MONITORING: December 5, 2019

AREA OF FINDING: Related Services

ACTIVITIES & ACTION STEPS FOR COMPLIANCE	DATE ACTIVITY BEGINS	PERSON(S) RESPONSIBLE	DOCUMENTATION TO BE SUBMITTED TO STATEWIDE MONITORING	DOCUMENTATION DUE DATE	DOCUMENT STATUS
<p>1.1. Correct all student specific citations identified in the Results Summary report.</p> <p>NOTE: This activity represents an individual corrective action plan for providing remedies for all student specific IDEA citations.</p>	March 2020	<p>SPED Coordinator</p> <p>School Leader</p>	<p>Email notifying LDOE the IEP instructional plans for those students have been amended in SER. LDOE will check those IEPs in SER to ensure they are compliant.</p>	October 30, 2020 (Extension approved)	
<p>1.2. Provide training to special education staff (e.g., special education teachers and related service providers) on writing compliant IEPs to include the following topics:</p> <ul style="list-style-type: none"> • Writing measurable goals • Data Driven Present Level of Functional Performance Statements • Writing objectives linked to the goal that are measurable • Documenting student progress using progress reports • Ensuring required participants of IEP team are invited to IEP meeting, included as IEP participant on IEP, and sign IEP 	July 2020	<p>SPED Coordinator</p> <p>School Leader</p>	<p>Agenda</p> <p>Sign-In sheets</p> <p>Handouts</p> <p>PowerPoint Presentation</p>	September 11, 2020	

LEA: KIPP Central City Academy

DATE OF MONITORING: September 27, 2019

AREA OF FINDING: Child Find

ACTIVITIES & ACTION STEPS FOR COMPLIANCE	DATE ACTIVITY BEGINS	PERSON(S) RESPONSIBLE	DOCUMENTATION TO BE SUBMITTED TO STATEWIDE MONITORING	DOCUMENTATION DUE DATE	DOCUMENT STATUS
1.1 Correct all student specific citations identified in the Results Summary report. NOTE: This activity represents an individual corrective action plan for providing remedies to address all student specific IDEA citations.	March 2020	504/RTI Chairperson SBLC Chairperson School Leader SPED Coordinator	Copies of SBLC forms documenting SBLC meeting were reconvened to address findings and copies of any other documentation denoting findings were addressed appropriately.	May 1, 2020	
1.2 SBLC forms will be filled out in their entirety including the required components below: <ul style="list-style-type: none"> • All required participants name, title and signature (required participants are: principal or designee, SBLC chairperson, parent, referring person/agency, classroom teacher(s) of student) • Referral concern(s) • Team meeting date • Data/documents reviewed for student (ex: screeners, assessment scores, behavior checklist, behavior referrals, academic checklist, etc.) • Decision of team/actions taken by team • If placed in RTI, Tier student placed in; type of intervention (must be research based); time/frequency of intervention; 	March 2020	504/RTI Chairperson SBLC Chairperson School Leader SPED Coordinator	5% sample of SBLC forms submitted to LDOE on bi-monthly basis (if 10 or less SBLC forms send all forms)	March 27, 2020 April 30, 2020 June 5, 2020 September 25, 2020	

LEA: Lake Forest Elementary Charter School

DATE OF MONITORING: September 25, 2019

AREA OF FINDING: Related Services

ACTIVITIES & ACTION STEPS FOR COMPLIANCE	DATE ACTIVITY BEGINS	PERSON(S) RESPONSIBLE	DOCUMENTATION TO BE SUBMITTED TO STATEWIDE MONITORING	DOCUMENTATION DUE DATE	DOCUMENT STATUS
<p>1.1. Correct all student specific citations identified in the Results Summary report.</p> <p>NOTE: This activity represents an individual corrective action plan for providing remedies for all student specific IDEA citations.</p>	March 2020	SPED Coordinator School Leader	Email notifying LDOE the IEP instructional plans for those students have been amended in SER. LDOE will check those IEPs in SER to ensure they are compliant.	May 1, 2020	
<p>1.2. Provide training to special education staff (e.g., special education teachers and related service providers) on writing compliant IEPs to include the following topics:</p> <ul style="list-style-type: none"> • Writing measurable goals; • Data Driven Present Level of Functional Performance Statements; • Writing objectives linked to the goal that are measurable; • Documenting student progress using progress reports; • Ensuring required participants of IEP team are invited to IEP meeting, included as IEP participant on IEP, and sign IEP; and • How and when to document waiver of attendance of a participant for an IEP meeting using a participant excusal form. 	July 2020	SPED Coordinator School Leader	Agenda Sign-In sheets Handouts PowerPoint Presentation	September 11, 2020	

LEA: Mary D. Coghill Charter School

DATE OF MONITORING: December 2, 2019

AREA OF FINDING: Enrollment

ACTIVITIES & ACTION STEPS FOR COMPLIANCE	DATE ACTIVITY BEGINS	PERSON(S) RESPONSIBLE	DOCUMENTATION TO BE SUBMITTED TO STATEWIDE MONITORING	DOCUMENTATION DUE DATE	DOCUMENT STATUS
<p>1.1. Correct all student specific citations identified in the Results Summary report.</p> <p>NOTE: This activity represents an individual corrective action plan for providing remedies for all student specific IDEA citations.</p>	March 2020	SPED Coordinator School Leader	Email notifying LDOE the IEP instructional plans for those students have been amended in SER. LDOE will check those IEPs in SER to ensure they are compliant.	May 1, 2020	
<p>1.2. Provide training to special education staff (e.g., special education teachers and related service providers) on writing compliant IEPs to include the following topics:</p> <ul style="list-style-type: none"> • Writing measurable goals • Data Driven Present Level of Functional Performance Statements • Writing objectives linked to the goal that are measurable • Documenting student progress using progress reports • Ensuring required participants of IEP team are invited to IEP meeting, included as IEP participant on IEP, and sign IEP • How and when to document waiver of attendance of a participant for an IEP meeting using a participant excusal form. 	July 2020	SPED Coordinator School Leader	Agenda Sign-In sheets Handouts PowerPoint Presentation	September 11, 2020	

ACTIVITIES & ACTION STEPS FOR COMPLIANCE	DATE ACTIVITY BEGINS	PERSON(S) RESPONSIBLE	DOCUMENTATION TO BE SUBMITTED TO STATEWIDE MONITORING	DOCUMENTATION DUE DATE	DOCUMENT STATUS
<p>Train staff on forms created by LDOE. Included in this training will be how to correctly use the: IEP evaluation rubric, IEP goal and PLAFF templates, and IEP Checklist. Special education staff will be required to use the rubric and IEP checklist when reviewing and writing IEPs.</p> <p>*This training must include all components listed in activity 1.2.</p>	July 2020	SPED Coordinator School Leader	Agenda Sign-In sheets Handouts PowerPoint Presentation	September 11, 2020	
<p>1.3. Provide training to related service providers on how to properly document provision of services to students. The training will include: filling out services log, documenting student progress on logs and documenting delivery of services. The school will use the components of a service log provided by LDOE to document provision of related services and the services log checklist provided by LDOE to document log reviews.</p>	July 2020	SPED Coordinator School Leader	Agenda Sign-In sheets Handouts PowerPoint Presentation	September 11, 2020	
<p>1.4. LEA will provide ongoing training in the following areas: IEP writing (e.g., measurable goals and PLAAFP statements), provision and documentation of accommodations, documenting special education services, progress monitoring of student data.</p>	2020-2021 SY	SPED Coordinator School Leader	Agenda Sign-In sheets Handouts PowerPoint Presentation	Documentation of training: Throughout the 2019-2020 School Year	

ACTIVITIES & ACTION STEPS FOR COMPLIANCE	DATE ACTIVITY BEGINS	PERSON(S) RESPONSIBLE	DOCUMENTATION TO BE SUBMITTED TO STATEWIDE MONITORING	DOCUMENTATION DUE DATE	DOCUMENT STATUS
<p>1.5. The Special Education Coordinator or Lead Teacher will perform monthly consistency checks to ensure IEP fidelity by internally monitoring all IEPs before the IEP is submitted to SER to make it official with a focus on:</p> <ul style="list-style-type: none"> • Goals/objectives and PLAFF using the IEP Evaluation rubric; and • IEP components (GSI, Accommodations, Program Services, Services/Placement) using IEP checklist 	April 2020	SPED Coordinator School Leader	<p>Summary of monthly reviews <u>MUST</u> include:</p> <ul style="list-style-type: none"> • # of IEPs reviewed • # of IEPs with goal(s) issues • # of IEPs with objectives issues • # of IEPs with PLAFF issues • # of IEPs with IEP component issue (specify the component area and issue) • Actions taken to ensure staff make corrections • Results of those actions 	September 30 October 30 November 30 December 18 January 29 February 26 March 31 April 30 May 28	
<p>1.6. The SPED Coordinator or Lead Teacher will perform monthly consistency checks to ensure related service provider logs are completed with fidelity. Related service provider logs will be internally monitored for provision of services per the time/frequency specified on the students IEP. School will use checklist provided by LDOE to document reviews</p>	April 2020	SPED Coordinator School Leader	<p>Monthly submission of the checklist used for each related services provider reviewed</p>	September 30 October 30 November 30 December 18 January 29 February 26 March 31 April 30 May 28	

ACTIVITIES & ACTION STEPS FOR COMPLIANCE	DATE ACTIVITY BEGINS	PERSON(S) RESPONSIBLE	DOCUMENTATION TO BE SUBMITTED TO STATEWIDE MONITORING	DOCUMENTATION DUE DATE	DOCUMENT STATUS
<p>1.7. Staff will view the IEP Training Modules on the LDOE website provided by the Human Development Center – LSUHSC group with a particular focus on Module 2 (Data Driven Present Levels of Performance) and Module 3 (Measurable Goals). Staff will sign a form verifying they have viewed the training.</p> <p>http://www.louisianabelieves.com/resources/library/academics.</p>	April 2020	<p>SPED Coordinator</p> <p>School Leader</p>	Signed copy of form from each SPED staff member verifying they have viewed the IEP training on the LDOE website	September 1, 2020	
<p>1.8. Provide compensatory education to students whose files did not include documentation verifying they received related services. These students did not have evidence of service provider logs and/or had incomplete service provider logs in their files.</p>	March 2020		<p>Copy of compensatory letter signed by parent documenting notification of services and whether or not the parent accepts or refuses the service.</p> <p>Copy of amended IEP documenting compensatory services are being offered with time/frequency of services.</p> <p>Copies of student attendance.</p> <p>Copies of service provider logs indicating the service provided, student attendance, date, time, and number of minutes student provided compensatory education during the session.</p>	<p>May 1, 2020</p> <p>May 1, 2020</p> <p>May 1, 2020</p> <p>May 1, 2020</p>	

ACTIVITIES & ACTION STEPS FOR COMPLIANCE	DATE ACTIVITY BEGINS	PERSON(S) RESPONSIBLE	DOCUMENTATION TO BE SUBMITTED TO STATEWIDE MONITORING	DOCUMENTATION DUE DATE	DOCUMENT STATUS
<p>Train staff on forms created by LDOE. Included in this training will be how to correctly use the: IEP evaluation rubric, IEP goal and PLAFFP templates, and IEP Checklist. Special education staff will be required to use the rubric and IEP checklist when reviewing and writing IEPs.</p> <p>*This training must include all components listed in activity 1.2.</p>	July 2020	SPED Coordinator School Leader	Agenda Sign-In sheets Handouts PowerPoint Presentation	September 11, 2020	
<p>1.3. Provide training to related service providers on how to properly document provision of services to students. The training will include: filling out services log, documenting student progress on logs and documenting delivery of services. The school will use the components of a service log provided by LDOE to document provision of related services and the services log checklist provided by LDOE to document log reviews.</p>	July 2020	SPED Coordinator School Leader	Agenda Sign-In sheets Handouts PowerPoint Presentation	September 11, 2020	

ACTIVITIES & ACTION STEPS FOR COMPLIANCE	DATE ACTIVITY BEGINS	PERSON(S) RESPONSIBLE	DOCUMENTATION TO BE SUBMITTED TO STATEWIDE MONITORING	DOCUMENTATION DUE DATE	DOCUMENT STATUS
1.4. LEA will provide ongoing training in the following areas: IEP writing (e.g., measurable goals and PLAAFP statements), provision and documentation of accommodations, documenting special education services, progress monitoring of student data.	2020-2020 SY	SPED Coordinator School Leader	Agenda Sign-In sheets Handouts PowerPoint Presentation	Documentation of training: Throughout the 2020-2021 School Year	
1.5. The Special Education Coordinator or Lead Teacher will perform monthly consistency checks to ensure IEP fidelity by internally monitoring all IEPs before the IEP is submitted to SER to make it official with a focus on: <ul style="list-style-type: none"> • Goals/objectives and PLAAFP using the IEP Evaluation rubric; and • IEP components (GSI, Accommodations, Program Services, Services/Placement) using IEP checklist. 	April 2020	SPED Coordinator School Leader	Summary of monthly reviews <u>MUST</u> include: <ul style="list-style-type: none"> • # of IEPs reviewed • # of IEPs with goal(s) issues • # of IEPs with objectives issues • # of IEPs with PLAAFP issues • # of IEPs with IEP component issue (specify the component area and issue) • Actions taken to ensure staff make corrections • Results of those actions 	September 30 October 30 November 30 December 18 January 29 February 26 March 31 April 30 May 28	

ACTIVITIES & ACTION STEPS FOR COMPLIANCE	DATE ACTIVITY BEGINS	PERSON(S) RESPONSIBLE	DOCUMENTATION TO BE SUBMITTED TO STATEWIDE MONITORING	DOCUMENTATION DUE DATE	DOCUMENT STATUS
1.6. The SPED Coordinator or Lead Teacher will perform monthly consistency checks to ensure related service provider logs are completed with fidelity. Related service provider logs will be internally monitored for provision of services per the time/frequency specified on the students IEP. School will use checklist provided by LDOE to document reviews	April 2020	SPED Coordinator School Leader	Monthly submission of the checklist used for each related services provider reviewed	September 30 October 30 November 30 December 18 January 29 February 26 March 31 April 30 May 28	
1.7. Staff will view the IEP Training Modules on the LDOE website provided by the Human Development Center – LSUHSC group with a particular focus on Module 2 (Data Driven Present Levels of Performance) and Module 3 (Measurable Goals). Staff will sign a form verifying they have viewed the training. http://www.louisianabelieves.com/resources/library/academics .	April 2020	SPED Coordinator School Leader	Signed copy of form from each SPED staff member verifying they have viewed the IEP training on the LDOE website	September 1, 2020	

ACTIVITIES & ACTION STEPS FOR COMPLIANCE	DATE ACTIVITY BEGINS	PERSON(S) RESPONSIBLE	DOCUMENTATION TO BE SUBMITTED TO STATEWIDE MONITORING	DOCUMENTATION DUE DATE	DOCUMENT STATUS
<ul style="list-style-type: none"> length of time student will be in intervention (6wk, 8wk, et.) <p>The SBLC meeting form the school utilize must contain all criteria listed above.</p>					
<p>1.3 Students placed in RTI intervention tiers will be progress monitored on deficit skills on a weekly/bi-weekly basis for a specified period of intervention time determined by SBLC committee (6wks, 8wks, 10wks, etc.). Teachers will keep record of progress monitoring for each student in a RTI tier in a binder for each intervention group (Tier 2/Tier 3). 504/SBLC chairperson will monitor teacher's binders monthly to ensure students are progress monitored according to the time/frequency and intervention period documented during SBLC meeting. <u>Must have the same time/frequency and intervention time period documented on the SBLC meeting form.</u></p>	March 2020	504/RTI Chairperson SBLC Chairperson School Leader SPED Coordinator	<p>Summary of reviews to include:</p> <ul style="list-style-type: none"> # of teacher binders reviewed # of teachers with missing PM data Actions taken Result of actions taken for missing PM data 	April 30, 2020 June 5, 2020 September 25, 2020	
<p>1.4 SBLC team will conduct follow-up meetings after specified intervention period for students in RTI to determine whether or not student making progress in interventions and what are next steps if making progress or not making progress. SBLC team will review all student progress monitoring data collected during intervention period and any other pertinent data. This meeting and outcomes will be documented on SBLC meeting form.</p>	March 2020	504/RTI Chairperson SBLC Chairperson School Leader SPED Coordinator	5% sample of SBLC follow-up forms submitted to LDOE on bi-monthly basis (if 10 or less SBLC forms send all forms)	February 28, 2020 April 30, 2020 June 5, 2020 September 25, 2020	

ACTIVITIES & ACTION STEPS FOR COMPLIANCE	DATE ACTIVITY BEGINS	PERSON(S) RESPONSIBLE	DOCUMENTATION TO BE SUBMITTED TO STATEWIDE MONITORING	DOCUMENTATION DUE DATE	DOCUMENT STATUS
<ul style="list-style-type: none"> How and when to document waiver of attendance of a participant for an IEP meeting using a participant excusal form <p>Train staff on forms created by LDOE. Included in this training will be how to correctly use the: IEP evaluation rubric, IEP goal and PLAFF templates, and IEP Checklist. Special education staff will be required to use the rubric and IEP checklist when reviewing and writing IEPs.</p>					
<p>1.3. Provide training to related service providers on how to properly document provision of services to students. The training will include: filling out services log, documenting student progress on logs and documenting delivery of services. The school will use the components of a service log provided by LDOE to document provision of related services and the services log checklist provided by LDOE to document log reviews.</p>	July 20, 2020	SPED Coordinator School Leader	Agenda Sign-In sheets Handouts PowerPoint Presentation	September 11, 2020	
<p>1.4. LEA will provide ongoing training in the following areas: IEP writing (e.g., measurable goals and PLAAFP statements), provision and documentation of accommodations, documenting special education services, progress monitoring of student data.</p>	2020-2021 SY	SPED Coordinator School Leader	Agenda Sign-In sheets Handouts PowerPoint Presentation	Documentation of training: Throughout the 2020-2021 School Year	

ACTIVITIES & ACTION STEPS FOR COMPLIANCE	DATE ACTIVITY BEGINS	PERSON(S) RESPONSIBLE	DOCUMENTATION TO BE SUBMITTED TO STATEWIDE MONITORING	DOCUMENTATION DUE DATE	DOCUMENT STATUS
<p>1.5. The Special Education Coordinator or Lead Teacher will perform monthly consistency checks to ensure IEP fidelity by internally monitoring all IEPs before the IEP is submitted to SER to make it official with a focus on:</p> <ul style="list-style-type: none"> • Goals/objectives and PLAFF using the IEP Evaluation rubric; and • IEP components (GSI, Accommodations, Program Services, Services/Placement) using IEP checklist 	April 2020	SPED Coordinator School Leader	Summary of monthly reviews MUST include: <ul style="list-style-type: none"> • # of IEPs reviewed • # of IEPs with goal(s) issues • # of IEPs with objectives issues • # of IEPs with PLAFF issues • # of IEPs with IEP component issue (specify the component area and issue) • Actions taken to ensure staff make corrections • Results of those actions 	September 30 October 30 November 30 January 29 February 26 March 31 April 30 May 28	
<p>1.6. The SPED Coordinator or Lead Teacher will perform monthly consistency checks to ensure related service provider logs are completed with fidelity. Related service provider logs will be internally monitored for provision of services per the time/frequency specified on the students IEP. School will use checklist provided by LDOE to document reviews</p>	April 2020	SPED Coordinator School Leader	Monthly submission of the checklist used for each related services provider reviewed	September 30 October 30 November 30 January 29 February 26 March 31 April 30 May 28	

ACTIVITIES & ACTION STEPS FOR COMPLIANCE	DATE ACTIVITY BEGINS	PERSON(S) RESPONSIBLE	DOCUMENTATION TO BE SUBMITTED TO STATEWIDE MONITORING	DOCUMENTATION DUE DATE	DOCUMENT STATUS
<p>1.7. Staff will view the IEP Training Modules on the LDOE website provided by the Human Development Center – LSUHSC group with a particular focus on Module 2 (Data Driven Present Levels of Performance) and Module 3 (Measurable Goals). Staff will sign a form verifying they have viewed the training. http://www.louisianabelieves.com/resources/library/academics.</p>	April 2020	<p>SPED Coordinator</p> <p>School Leader</p>	Signed copy of form from each SPED staff member verifying they have viewed the IEP training on the LDOE website	September 1, 2020	
<p>1.8. Provide compensatory education to students whose files did not include documentation verifying they received related services. These students did not have evidence of service provider logs and/or had incomplete service provider logs in their files.</p>	March 2020	<p>SPED Coordinator</p> <p>School Leader</p>	<p>Copy of compensatory letter signed by parent documenting notification of services and whether or not the parent accepts or refuses the service.</p> <p>Copy of amended IEP documenting compensatory services are being offered with time/frequency of services.</p> <p>Copies of student attendance.</p> <p>Copies of service provider logs indicating the service provided, date, time, and number of minutes student provided compensatory education during the session.</p>	<p>May 1, 2020</p> <p>May 1, 2020</p> <p>May 1, 2020</p> <p>May 1, 2020</p>	

LEA: Mildred Osborne Charter School

DATE OF MONITORING: December 3, 2019

AREA OF FINDING: Discipline

ACTIVITIES & ACTION STEPS FOR COMPLIANCE	DATE ACTIVITY BEGINS	PERSON(S) RESPONSIBLE	DOCUMENTATION TO BE SUBMITTED TO STATEWIDE MONITORING	DOCUMENTATION DUE DATE	DOCUMENT STATUS
<p>1.1. Correct all student specific citations identified in the Results Summary report.</p> <p>NOTE: This activity represents an individual corrective action plan for providing remedies to address all student specific IDEA citations.</p>	<p>March 2020</p>	<p>Director of Special Education</p> <p>Special Education Staff</p> <p>School Principal or Designee</p>	<p>Email notifying LDOE all citations have been corrected and any other documentation to substantiate compliance. LDOE will review IEPs in SER.</p>	<p>May 1, 2020</p>	<p>Completed and reviewed on 3/13/2020 via email (JS 9-1-2020)</p>
<p>1.2. Provide professional development (PD) to school staff (administrators, special education teachers, related services personnel, and general education teachers) on behavior data collection, and appropriately conducting and writing and/or summarizing appropriate FBAs.</p>	<p>July 2020</p>	<p>Director of Special Education</p> <p>Special Education Staff</p>	<p>Agenda</p> <p>Sign-In Sheet</p> <p>Handouts</p> <p>PowerPoint Presentation</p>	<p>September 11, 2020</p>	<p>Completed and submitted on 9-1-2020 (JS 9-1-2020)</p>

ACTIVITIES & ACTION STEPS FOR COMPLIANCE	DATE ACTIVITY BEGINS	PERSON(S) RESPONSIBLE	DOCUMENTATION TO BE SUBMITTED TO STATEWIDE MONITORING	DOCUMENTATION DUE DATE	DOCUMENT STATUS
<p>1.3. Provide PD to school staff (administrators, special education teachers, related services personnel, and general education teachers) on writing, implementing, documenting appropriate BIPs and/or other positive behavioral support strategies; selecting and teaching replacement behaviors; completing Daily Behavior Report Cards (or other behavior progress monitoring procedures); and providing student feedback, and frequently graphing progress monitoring data.</p>	<p>July 2020</p>	<p>Director of Special Education</p>	<p>Agenda Sign-In Sheet Handouts PowerPoint Presentation</p>	<p>September 11, 2020</p>	<p>Completed and submitted on 9-1-2020 (JS 9-1-2020)</p>
<p>1.4. Internally monitor FBAs and BIPs on a bi-monthly basis utilizing culture team member(s), behavior strategist, or other assigned personnel to conduct the reviews to ensure students with behavior concerns have FBAs and BIPs in place. The reviewer(s) will use a FBA and BIP checklist provided by LDOE.</p>	<p>August 2020</p>	<p>SPED Coordinator Director of Special Education</p>	<p>Copy of bi-monthly reviews of FBAs and BIPs.</p>	<p>September 30 November 30 December 18 January 29 March 31 May 28</p>	<p>Submitted 9-30-2020</p>

ACTIVITIES & ACTION STEPS FOR COMPLIANCE	DATE ACTIVITY BEGINS	PERSON(S) RESPONSIBLE	DOCUMENTATION TO BE SUBMITTED TO STATEWIDE MONITORING	DOCUMENTATION DUE DATE	DOCUMENT STATUS
<p>1.6. Provide PD to school staff (administrators, special education teachers, related services personnel, and general education teachers) on the Manifestation Determination Review process, including parental notification and procedural safeguards requirements; required staff participation; staff required for making the MDR determination; required information for the making the MDR decision, and the next steps recommended after the MDR decision is made, including provisions for ensuring that students continued receiving services so as to enable the student to continue to participate in the general education curriculum, although in another setting, and to progress toward meeting the goals set out in the student's IEP when the MDR reveals the behavior is "NOT a Manifestation" of the student's disability. The PD will also provide all participants with training on how to properly use the MDR checklist provided by LDOE.</p>	<p>April 2020</p>	<p>SPED Coordinator School Leader Student Support Specialist</p>	<p>Agenda Sign-In Sheet Handouts PowerPoint Presentation</p>	<p>Documentation of training: September 11, 2020</p>	<p>Completed and submitted on 9-1-2020</p>

ACTIVITIES & ACTION STEPS FOR COMPLIANCE	DATE ACTIVITY BEGINS	PERSON(S) RESPONSIBLE	DOCUMENTATION TO BE SUBMITTED TO STATEWIDE MONITORING	DOCUMENTATION DUE DATE	DOCUMENT STATUS
1.8 Monthly tracking of students with suspension/expulsions to include: student name, exceptionality, type of suspension (i.e. ISS or OSS), number of days removed for each suspension, cumulative days of ISS and/or OSS removal days and whether a MDR was conducted.	August 2020	SPED Coordinator School Leader	Copy of monthly tracking data to include: <ul style="list-style-type: none"> • Student • Exceptionality • #of days removed • Type of removal (ISS or OSS) • Indication of whether or not a MDR was conducted 	September 30 (students attending virtual) October 30 November 30 December 18 January 29 February 26 March 31 April 30 May 28	

LEA: New Orleans Charter Science and Mathematics High School

DATE OF MONITORING: September 26, 2019

AREA OF FINDING: Related Services

ACTIVITIES & ACTION STEPS FOR COMPLIANCE	DATE ACTIVITY BEGINS	PERSON(S) RESPONSIBLE	DOCUMENTATION TO BE SUBMITTED TO STATEWIDE MONITORING	DOCUMENTATION DUE DATE	DOCUMENT STATUS
<p>1.1. Correct all student specific citations identified in the Results Summary report.</p> <p>NOTE: This activity represents an individual corrective action plan for providing remedies for all student specific IDEA citations.</p>	March 2020	<p>SPED Coordinator</p> <p>School Leader</p>	Email notifying LDOE the IEP instructional plans for those students have been amended in SER. LDOE will check those IEPs in SER to ensure they are compliant.	May 1, 2020	
<p>1.2. Provide training to special education staff (e.g., special education teachers and related service providers) on writing compliant IEPs to include the following topics:</p> <ul style="list-style-type: none"> • Writing measurable goals; • Data Driven Present Level of Functional Performance Statements; • Writing objectives linked to the goal that are measurable; • Documenting student progress using progress reports; • Ensuring required participants of IEP team are invited to IEP meeting, included as IEP participant on IEP, and sign IEP; and 	July 2020	<p>SPED Coordinator</p> <p>School Leader</p>	<p>Agenda</p> <p>Sign-In sheets</p> <p>Handouts</p> <p>PowerPoint Presentation</p>	September 11, 2020	

IDEA PART B CORRECTIVE ACTION PLAN

SPLC 2019-2020

LEA: ReNEW Accelerated High School

DATE OF MONITORING: September 26, 2019

AREA OF FINDING: Related Services

ACTIVITIES & ACTION STEPS FOR COMPLIANCE	DATE ACTIVITY BEGINS	PERSON(S) RESPONSIBLE	DOCUMENTATION TO BE SUBMITTED TO STATEWIDE MONITORING	DOCUMENTATION DUE DATE	DOCUMENT STATUS
1.1. Correct all student specific citations identified in the results summary report. NOTE: This activity represents an individual corrective action plan for providing remedies for all student specific IDEA citations.	March 2020	SPED Coordinator School Leader	Email notifying LDOE the IEP instructional plans for those students have been amended in SER. LDOE will check those IEPs in SER to sure they are compliant.	May 1, 2020	
1.2. Provide training to special education staff (e.g., special education teachers and related service providers) on writing compliant IEPs to include the following topics: <ul style="list-style-type: none"> • Writing measurable goals • Data Driven Present Level of Functional Performance Statements • Writing objectives linked to the goal that are measurable • Documenting student progress using progress reports • Ensuring required participants of IEP team are invited to IEP meeting, included as IEP participant on IEP, and sign IEP • How and when to document waiver of attendance of a participant for an IEP meeting using a participant excusal form 	July 2020	SPED Coordinator School Leader	Agenda Sign-In sheets Handouts PowerPoint Presentation	September 11, 2020	

ACTIVITIES & ACTION STEPS FOR COMPLIANCE	DATE ACTIVITY BEGINS	PERSON(S) RESPONSIBLE	DOCUMENTATION TO BE SUBMITTED TO STATEWIDE MONITORING	DOCUMENTATION DUE DATE	DOCUMENT STATUS
Train staff on forms created by LDOE. Included in this training will be how to correctly use the: IEP evaluation rubric, IEP goal and PLAFF templates, and IEP Checklist. Special education staff will be required to use the rubric and IEP checklist when reviewing and writing IEPs.					
1.3. LEA will provide ongoing training in the following areas: IEP writing (e.g., measurable goals and PLAAFP statements), provision and documentation of accommodations, documenting special education services, progress monitoring of student data.	2020-2021 SY	SPED Coordinator School Leader	Agenda Sign-In sheets Handouts PowerPoint Presentation	Documentation of training throughout the 2020-2021 school year	
1.4. The Special Education Coordinator or Lead Teacher will perform monthly consistency checks to ensure IEP fidelity by internally monitoring all IEPs before the IEP is submitted to SER to make it official with a focus on: <ul style="list-style-type: none"> • Goals/objectives and PLAFF using the IEP Evaluation rubric; and • IEP components (GSI, Accommodations, Program Services, Services/Placement) using IEP checklist; 	April 2020	SPED Coordinator School Leader	Summary of monthly reviews <u>MUST</u> include: <ul style="list-style-type: none"> • # of IEPs reviewed • # of IEPs with goal(s) issues • # of IEPs with objectives issues • # of IEPs with PLAFF issues • # of IEPs with IEP component issue (specify the component area and issue) • # of IEPs with related service minutes not reasonably calculated • Actions taken to ensure staff make corrections • Results of those actions 	September 30 October 30 November 30 December 18 January 29 February 26 March 31 April 30 May 28	

ACTIVITIES & ACTION STEPS FOR COMPLIANCE	DATE ACTIVITY BEGINS	PERSON(S) RESPONSIBLE	DOCUMENTATION TO BE SUBMITTED TO STATEWIDE MONITORING	DOCUMENTATION DUE DATE	DOCUMENT STATUS
1.5. The SPED Coordinator or Lead Teacher will perform monthly consistency checks to ensure related service provider logs are completed with fidelity. Related service provider logs will be internally monitored for provision of services per the time/frequency specified on the students IEP. School will use checklist provided by LDOE to document reviews	April 2020	SPED Coordinator School Leader	Monthly submission of the checklist used for each related services provider reviewed	September 30 October 30 November 30 December 18 January 29 February 26 March 31 April 30 May 28	
1.6. Staff will view the IEP Training Modules on the LDOE website provided by the Human Development Center – LSUHSC group with a particular focus on Module 2 (Data Driven Present Levels of Performance) and Module 3 (Measurable Goals). Staff will sign a form verifying they have viewed the training. http://www.louisianabelieves.com/resources/library/academics	April 2020	SPED Coordinator School Leader	Signed copy of form from each SPED staff member verifying they have viewed the IEP training on the LDOE website	September 1, 2020	

ACTIVITIES & ACTION STEPS FOR COMPLIANCE	DATE ACTIVITY BEGINS	PERSON(S) RESPONSIBLE	DOCUMENTATION TO BE SUBMITTED TO STATEWIDE MONITORING	DOCUMENTATION DUE DATE	DOCUMENT STATUS
<ul style="list-style-type: none"> How and when to document waiver of attendance of a participant for an IEP meeting using a participant excusal form. <p>Train staff on forms created by LDOE. Included in this training will be how to correctly use the: IEP evaluation rubric, IEP goal and PLAFF templates, and IEP Checklist. Special education staff will be required to use the rubric and IEP checklist when reviewing and writing IEPs.</p>	July 2020	SPED Coordinator School Leader	Agenda Sign-In sheets Handouts PowerPoint Presentation	September 11, 2020	
1.3. The Special Education Coordinator or Lead Teacher will perform monthly consistency checks to ensure IEP fidelity by internally monitoring all IEPs before the IEP is submitted to SER to make it official with a focus on: <ul style="list-style-type: none"> Goals/objectives and PLAFF using the IEP Evaluation rubric and IEP components (GSI, Accommodations, Program Services, Services/Placement) using IEP checklist 	April 2020	SPED Coordinator School Leader	Summary of monthly reviews MUST include: <ul style="list-style-type: none"> # of IEPs reviewed # of IEPs with goal(s) issues # of IEPs with objectives issues # of IEPs with PLAFF issues # of IEPs with IEP component issue (specify the component area and issue) Actions taken to ensure staff make corrections Results of those actions 	September 30 October 30 November 30 December 18 January 29 February 26 March 31 April 30 May 28	

ACTIVITIES & ACTION STEPS FOR COMPLIANCE	DATE ACTIVITY BEGINS	PERSON(S) RESPONSIBLE	DOCUMENTATION TO BE SUBMITTED TO STATEWIDE MONITORING	DOCUMENTATION DUE DATE	DOCUMENT STATUS
1.4. Staff will view the IEP Training Modules on the LDOE website provided by the Human Development Center – LSUHSC group with a particular focus on Module 2 (Data Driven Present Levels of Performance) and Module 3 (Measurable Goals). Staff will sign a form verifying they have viewed the training. http://www.louisianabelieves.com/resources/library/academics .	April 2020	SPED Coordinator School Leader	Signed copy of form from each SPED staff member verifying they have viewed the IEP training on the LDOE website.	September 1, 2020	