

LEA IDEA Director Manual

EDPlan Monitoring Tool

Version 1.3

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PUBLIC
CONSULTING GROUP

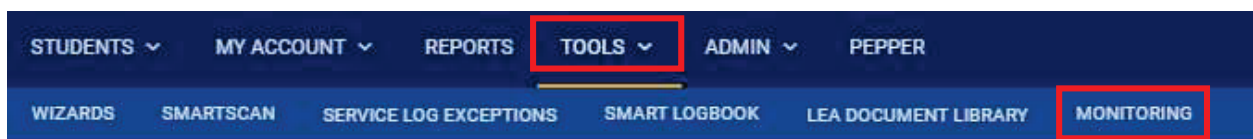
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ACCESSING THE IEP MONITORING DASHBOARD

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

Main Menu view:



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

Monitoring Cohort							
Status	Replace	Student	Assigned Monitor	Findings	Submit	Return	Details
-		Amber Madison Test		▼ 0 / 11	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	Lauren Marie Test		▼ 0 / 11	<input type="checkbox"/>	<input type="checkbox"/>	
-		Gwenyth Ann Test		▼ 0 / 11	<input type="checkbox"/>	<input type="checkbox"/>	
-		Liban Hussein Test		▼ 0 / 11	<input type="checkbox"/>	<input type="checkbox"/>	
-		Prescilla AklamVan Test		▼ 0 / 11	<input type="checkbox"/>	<input type="checkbox"/>	
-		Andrew Thomas Test		▼ 0 / 11	<input type="checkbox"/>	<input type="checkbox"/>	
-		Ragan Dupree Test		▼ 0 / 11	<input type="checkbox"/>	<input type="checkbox"/>	
-		Mirriah Tiarra Test		▼ 0 / 11	<input type="checkbox"/>	<input type="checkbox"/>	
-		Autumn Skye Test		▼ 0 / 11	<input type="checkbox"/>	<input type="checkbox"/>	
-		Khadesia Annette test		▼ 0 / 11	<input type="checkbox"/>	<input type="checkbox"/>	
Total Findings				0 / 110			
<div> <input type="button" value="REQUEST REPLACEMENT"/> <input type="button" value="REQUEST EXTENSION"/> <input type="button" value="SUBMIT"/> </div>							

ADDING MONITORING PERMISSIONS

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

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



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

School: All Schools

User Type(s):
(check none to match all)

<input type="checkbox"/> State OK EdPlan Administrator	<input type="checkbox"/> Outside Provider/Contracted Providers
<input type="checkbox"/> State OKEdplan Read Only	<input type="checkbox"/> IEP Team Member No Login
<input type="checkbox"/> EdPlan/EasyIEP Administrator (Admin Edit)	<input type="checkbox"/> School Staff (Teacher Read)
<input type="checkbox"/> Certifying Specialist (Building Admin)	<input type="checkbox"/> 504 District Admin
<input type="checkbox"/> District-wide Consultant	<input type="checkbox"/> General Education Teacher
<input type="checkbox"/> School/District Lead (Admin Support Edit)	<input type="checkbox"/> External School System Team Member
<input type="checkbox"/> School Administrator (Build Admin Read)	<input type="checkbox"/> 504 School Admin
<input type="checkbox"/> Special Educator (Teacher Edit)	<input type="checkbox"/> 504 Service Provider
<input type="checkbox"/> School Psychologist	<input type="checkbox"/> IT User
<input type="checkbox"/> School Counselor	<input type="checkbox"/> Record Specialist
<input type="checkbox"/> Related Service Provider	<input type="checkbox"/> No Login

User Last Name:

User First Name:

Title:

User ID:

3. Select the user's name to pull up the profile page.

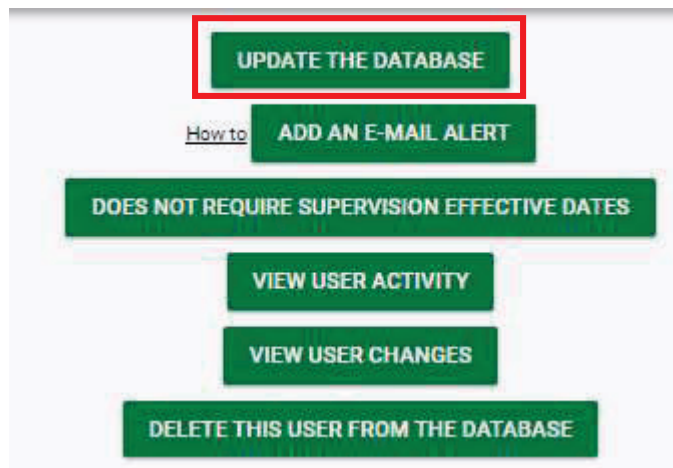


4. Select **LEA Monitor** from the Users Compliance Monitoring Role drop down.



A screenshot of a web form showing two dropdown menus. The first dropdown is labeled 'User Type:' and has 'Special Educator (Teacher Edit)' selected. The second dropdown is labeled 'Users Compliance Monitoring Role:' and is currently empty. Both dropdowns have a downward arrow icon on the right side.

5. Scroll to the bottom of the page and select **Update the Database**.



ASSIGNING MONITORS TO STUDENTS

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

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

Monitoring Cohort ●

Status	Replace	Student	Assigned Monitor	Findings	Submit	Return	Details
Director in Process	-	Sidney Owusu Fain	Pluto LEADirect Test	0 / 60	<input type="checkbox"/>	<input type="checkbox"/>	
Not Started	-	Lauren Jaylon Ball-Terrell	Goofy LEAMonitor Test	0 / 60	<input type="checkbox"/>	<input type="checkbox"/>	
Not Started	<input type="checkbox"/>	Kylee Jene Cobb	Goofy LEAMonitor Test	0 / 60	<input type="checkbox"/>	<input type="checkbox"/>	
Not Started	<input type="checkbox"/>	Matthew Kiera Jackson	Goofy LEAMonitor Test	0 / 60	<input type="checkbox"/>	<input type="checkbox"/>	
Not Started	-	Hunter Madelena McLemore	Pluto LEADirect Test	0 / 60	<input type="checkbox"/>	<input type="checkbox"/>	
Not Started	-	Kenzi Michelle Casey	Pluto LEADirect Test	0 / 60	<input type="checkbox"/>	<input type="checkbox"/>	
Not Started	-	Summer Karsha Victoriano Reyes	Pluto LEADirect Test	0 / 60	<input type="checkbox"/>	<input type="checkbox"/>	
Not Started	-	Joshua Wyatt Mitchell	Pluto LEADirect Test	0 / 60	<input type="checkbox"/>	<input type="checkbox"/>	
Not Started	-	Kaylee Marie Conner	Pluto LEADirect Test	0 / 60	<input type="checkbox"/>	<input type="checkbox"/>	
Not Started	-	Genesis John James Phillips	Pluto LEADirect Test	0 / 60	<input type="checkbox"/>	<input type="checkbox"/>	
Total Findings				0 / 600			

REQUEST REPLACEMENT REQUEST EXTENSION UPDATE MONITORS SUBMIT

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

REVIEW LEA MONITOR FINDINGS

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

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

Monitoring Cohort ●

Status	Replace	Student	Assigned Monitor	Findings	Submit	Return	Details
Completed	-	Diego Student Test	Daisy LEA Monitor Test	1 / 6	<input type="checkbox"/>	<input type="checkbox"/>	
Not Started	-	Austin Student Test	Donald LEA Director Test	0 / 11	<input type="checkbox"/>	<input type="checkbox"/>	
Total Findings				1 / 17			

REQUEST EXTENSION SUBMIT

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

Area: Initial
Diego Student Test

Supporting Documents

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

Supporting Documentation Narrative:

Indicator Questions for Initial

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

BACK

SAVE & RETURN

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

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

Area: Initial

Supporting Documents

Documents

Notice and Consent

PWN for Initial Evaluation

Initial Evaluation Report

Supporting Documentation Narrative

Indicator Questions

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

Diego Student Test

Details

BACK

SAVE & RETURN

Indicator Details

Response Criteria

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

LEA Response

☐ Yes
☒ No
☐ N/A

LEA Official Comments

Required Comments submitted to state

Internal Notes

Date	User	Note
08/28/2018	Daisy LEA Monitor Test	The internal note goes to the LEA IDEA Director.

☐ Agree (Required)
☐ Disagree (Required)

Internal Note

SAVE & NEXT

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

Area: Initial

Diego Student Test

Supporting Documents

Documents

Document Link

Upload Document

Link Existing Document

Notice and Consent for Initial Assessment

PWN for Initial Evaluation

Initial Evaluation Report and/or parent input form

Supporting Documentation Narrative:

Indicator Questions for Initial

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

BACK

SAVE & RETURN

Indicator Questions for Initial

SET AGREEMENTS

Position	Indicator	Response	Agreement	Details
1	Consent for initial evaluation (34 CFR §300.300)	No	-	
2	Prior written notice for initial evaluation (34 CFR §300.503)	Yes	-	
3	Parent input for initial evaluation (34 CFR 300.305(a))	Yes	-	
4	Current educational based assessment and observations for initial evaluation 34 CFR §300.305 (a) (ii)	Yes	-	
5	Evaluation procedures follow IDEA requirements as indicated by (34 CFR 300.304)	Yes	-	
6	Disability eligibility standards are met & documented in the evaluation report (34 CFR §300.305(a)(2)(i)) (TN R&R 0520-1-9-.02 & 0520-1-9-.11)	Yes	-	
7	Invitation to meeting for eligibility and placement (34 CFR §300.322(a)(1)) (TN R&R 0520-1-9-.14, 15)	Yes	-	
8	Consent for initial placement (34 CFR §300.300(b)(1))	Yes	-	
9	Prior written notice for eligibility and initial placement (34 CFR §300.503)	Yes	-	
10	Current eligibility (34 CFR 300.303(b)(2))	Yes	-	
11	Ruled out lack of: reading / math / LEP as determinant factor for disability determination (34 CFR §300.306(b)(1)(i)(ii)(iii))	Yes	-	
12	Eligibility determined by an IEP team (34 CFR §300.306)	Yes	-	
13	Parent received copy of written report used in this eligibility (34 CFR §300.306)	Yes	-	

BACK

SAVE

SAVE & RETURN

Once you select Set Agreements, you can either select **Agree with Yes Response** or **Agree with All**. This will set the agreement for all items in the protocol.

Agreement with Indicator Questions

Set Agreements for Area: Initial

Position	Indicator	Response
1	Consent for initial evaluation (34 CFR §300.300)	Response is 'No'

This will set the Agreement status to 'Agree' for the appropriate indicator questions. Those indicators currently set to 'Disagree' will be updated to 'Agree'. Indicators missing a response will not be updated.

AGREE WITH YES RESPONSE

AGREE WITH ALL

- If you select RETURN and select SUBMIT, the student will be marked as 'In Process' again and will be sent back to the LEA Monitor to make corrections.

Status	Replace	Student	Assigned Monitor	Findings	Submit	Return	Details
Not Started	-	Kristi Student Test		0 / 11	<input type="checkbox"/>	<input type="checkbox"/>	
In Process	-	Diego Student Test	Daisy LEA Monitor Test	1 / 6	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Total Findings				1 / 17			

REQUEST EXTENSION SUBMIT

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

8. When all students are ready, select **SUBMIT**.

Status	Replace	Student	Assigned Monitor	Findings	Submit	Return	Details
In Process	-	Kristi Student Test	Daisy LEA Monitor Test	0 / 8	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Completed	-	Diego Student Test	Daisy LEA Monitor Test	1 / 6	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Total Findings				1 / 14			

REQUEST EXTENSION SUBMIT

9. Confirm the Student(s) and findings and select **SUBMIT**.

Submit LEA Review

The LEA Review has been completed for all students in your cohort. Confirming below will indicate your approval as the LEA IDEA Director and send the responses to the SEA Monitor.

Student	Findings	Errors
Kristi Student Test	0 / 8	11
Diego Student Test	1 / 6	0

Students with issues will not be submitted or prevent submission. Please review the student record.

SUBMIT

After submitting the student, the Submit and Return columns will no longer be actionable, and the findings have now been sent to the state for review.

REPLACING A STUDENT IN THE COHORT

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

Monitoring Cohort

Status	Replace	Student	Assigned Monitor	Findings	Submit	Return	Details
Completed	-	Diego Student Test	Daisy LEA Monitor Test	1 / 6	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
In Process	<input type="checkbox"/>	Austin Student Test	Donald LEA Director Test	1 / 6	<input type="checkbox"/>	<input type="checkbox"/>	
Total Findings				2 / 12			

REQUEST REPLACEMENT REQUEST EXTENSION SUBMIT

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

Monitoring Cohort

Status	Replace	Student	Assigned Monitor	Findings	Submit	Return	Details
Completed	-	Diego Student Test	Daisy LEA Monitor Test	1 / 6	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
In Process	<input checked="" type="checkbox"/>	Austin Student Test	Donald LEA Director Test	1 / 6	<input type="checkbox"/>	<input type="checkbox"/>	
Total Findings				2 / 12			

REQUEST REPLACEMENT REQUEST EXTENSION SUBMIT

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

Request Student Replacement

The following students have been flagged to request replacement. Confirming below will send the student(s) to the SEA IDEA Director to approve the replacement request.

Student	Reason for Replacement Request
Austin Student Test	Transferred to General Education

SUBMIT REQUEST

This will replace the existing student.

3. Assign a monitor for the replacement student.

Monitoring Cohort

Status	Replace	Student	Assigned Monitor	Findings	Submit	Return	Details
-	-	Kristi Student Test		0 / 11	<input type="checkbox"/>	<input type="checkbox"/>	
Completed	-	Diego Student Test	Daisy LEA Monitor Test	1 / 6	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Total Findings				1 / 17			

REQUEST EXTENSION SUBMIT

REQUESTING A TIMELINE EXTENSION

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

1. Request an extension by selecting **REQUEST EXTENSION**.

Monitoring Cohort

Status	Replace	Student	Assigned Monitor	Findings	Submit	Return	Details
	-	Kristi Student Test		0 / 11	<input type="checkbox"/>	<input type="checkbox"/>	
Completed	-	Diego Student Test	Daisy LEA Monitor Test	1 / 6	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Total Findings				1 / 17			

REQUEST EXTENSION **SUBMIT**

2. Enter the justification for the extension and submit the request.

Request Timeline Extension

The LEA Allowable Time for Review has ended. You may request an extension to submit by completed the Extension Justification below. You will receive notification when the SEA IDEA Director has reviewed your request.

Extension Justification:

SUBMIT REQUEST

IEP MONITORING REPORT

After OSDE has reviewed and closed the monitoring cycle, an IEP Monitoring Results report will be issued. To access the report, go to Tools > CAP.

Click the blue 'View Report' link in the top right corner of the Monitoring Cohort panel.

Monitoring Cohort

Monitor Cycle: 2023-2024 - 1 Monitor Protocol: Comprehensive

VIEW REPORT

This will open the IEP Monitoring Results panel where receipt of the report can be documented.


Click the report name to open a PDF copy of the report.

IEP Monitoring Results Report [SELECT PREVIOUS YEAR](#)

[Receipt and Signature](#)
[Corrective Actions](#)
[Documents](#)


Reports

Monitoring Year
2023-2024
Monitoring Cycle:
1
Monitoring Protocol
Comprehensive

 Compliance Monitoring Findings (new)

☐ Confirm receipt of IEP Monitoring Results Report

Signatures [ADD SIGNATURE](#)

 All staff must sign below. Once all signatures have been collected, the signed-copy can be submitted to the TDOE.

[SUBMIT REPORT RECEIPT](#)
[SAVE](#)

CONFIRMING RECEIPT OF REPORT


To confirm receipt of the IEP Monitoring Results report, click the 'Confirm receipt' check box.

IEP Monitoring Results Report [SELECT PREVIOUS YEAR](#)

[Receipt and Signature](#)
[Corrective Actions](#)
[Documents](#)


Reports

Monitoring Year
2023-2024
Monitoring Cycle:
1
Monitoring Protocol
Comprehensive

 Compliance Monitoring Findings (new)

☐ Confirm receipt of IEP Monitoring Results Report

Signatures [ADD SIGNATURE](#)

 All staff must sign below. Once all signatures have been collected, the signed-copy can be submitted to the TDOE.

[SUBMIT REPORT RECEIPT](#)
[SAVE](#)

Next click 'Add Signature.' Sign your name on the signature pad and click the Save button.

Once you have saved your signature, the 'Submit Report Receipt' button will be active. Click this button to submit this response to OSDE.

CORRECTIVE ACTION RESPONSE PROCESS

Click the blue 'Corrective Actions' link to access the corrective actions required for the monitoring cycle.

IEP Monitoring Results Report

[SELECT PREVIOUS YEAR](#)[Receipt and Signature](#)[Corrective Actions](#)[Documents](#)

Response Status

Response Status

Incomplete

Returned/Accepted Date

Findings and Responses

Expand	StateID	Last Name	First Name	Findings	Findings Completed	Date Completed	Status	Print
>		Test	Grace	2	0		Incomplete	
Expand	StateID	Last Name	First Name	Findings	Findings Completed	Date Completed	Status	Print
>	1001223333	Test	Wymond	3	0		Incomplete	

[SUBMIT](#)[SAVE](#)

Students whose records were in noncompliance will be listed in the Findings and Responses table. The Status column (far right) will show where the LEA is in the corrective action process.

Click the arrow in the Expand column to expand the corrective action information for the selected student. Click the 'Print' icon to print a copy of the findings and corrective actions for the student record.

Findings and Responses

Expand	StateID	Last Name	First Name	Findings	Findings Completed	Date Completed	Status	Print
▼		Test	Grace	2	0		Incomplete	

Attached Evidence

[UPLOAD DOCUMENTS](#)[LINK DOCUMENTS](#)

File Name	Date Uploaded	Delete
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Monitoring Findings and Corrective Actions

Finding	Category	Action Steps	Edit	Status
Assessment: Measurable Goals	1) Provide training to special education personnel on IDEA and the Policy & Procedures Manual detailing the required expectations for measurable annual IEP goals. 2) Conduct an IEP meeting to ensure all annual goals are measurable.			Incomplete
SEA Comments: test SEA No				
LEA Comments:				
Required Documentation: 1) Provide documentation of the staff training in the form of training, agendas, and sign in sheets related to the findings of noncompliance. 2) The corrected IEP must be saved in the student's confidential record along with team signatures, meeting invitation, and written notice.				
<input type="checkbox"/> Evidence Attached	<input type="checkbox"/> Response is complete			
Assessment: Shortened Day/Week	1) Provide training to special education personnel on IDEA and the Policy & Procedures Manual detailing the required expectations for measurable annual IEP goals. 2) Conduct a meeting to review the students' progress towards annual IEP goals, the continued need for shortened day/week, and develop a reintegration plan, including dates for the team to meet and review progress. This plan should occur no less than each nine weeks.			Incomplete
SEA Comments: test SEA No				
LEA Comments:				
Required Documentation: 1) Provide documentation of the staff training in the form of training, agendas, and sign in sheets related to the findings of noncompliance. 2) The reintegration plan, meeting invitations, written notice, and IEP and team signatures, if the team made any changes must be saved in the student's confidential record.				
<input type="checkbox"/> Evidence Attached	<input type="checkbox"/> Response is complete			

Click the 'pencil' icon to open the response window.

Observations

SEA Comments: test

Required Documentation: 1) Provide documentation of the staff training in the form of training, agendas, and sign in sheets related to the findings of noncompliance. 2) Upload into the student's electronic confidential record if hard copy is located. If not located, do not generate a document.

LEA Comments

☐ Evidence has been attached
☐ Response is complete

CANCEL

SAVE

Here district staff can view required actions/documentation and can indicate that evidence of the corrective has been attached and that the response is complete.

Evaluation Process: Team Signatures

1) Provide training to special education personnel on IDEA and the Policy and Procedures Manual detailing the required expectations. 2) If the Review of Existing Data (RED) signature page is located in hard copy form, please upload in the student's confidential

Completed

SEA Comments: test

LEA Comments: lea comments

Required Documentation: 1) Provide documentation of the staff training in the form of training, agendas, and sign in sheets related to the findings of noncompliance. 2) Upload in the student's electronic confidential record if hard copy of team signatures is located. If not located, do not

If documentation for the corrective action needs to be attached, use the Documents tab.

IEP Monitoring Results Report

SELECT PREVIOUS YEAR

Receipt and Signature

Corrective Actions

Documents

Permitted file extensions are: PDF, DOC, XLS, TXT, RTF, PPT, TIF, JPG, PNG, XLSX, PPTX, and DOCX. No file may be greater than 1000 MB in size.

Uploaded Documents

File Name

Date Uploaded

UPLOAD FILE

SAVE

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Once all corrective actions and documentation have been completed, the Submit button at the bottom of the page will become active. Click Submit to send responses to OSDE.

IEP Review: Transition: courses of study

1) Provide training to special education personnel on IDEA and the Policy & Procedures Manual detailing the required expectations. 2) Conduct an IEP meeting to address the course of study that focus on improving the academic & functional achievement of the student to facilitate movement from school to post-school goals. The course of study must address a full academic day for the student listing the specific courses by title the team proposes the student to participate in an effort to move closer towards the post-secondary goal.

SEA Comments: test

LEA Comments:

Required Documentation: 1) Provide documentation of the staff training in the form of training, agendas, and sign in sheets related to the findings of noncompliance. 2) The corrected IEP must be saved in the students' confidential record along with team signatures, meeting invitation, and written notice.

☐ Evidence Attached ☐ Response is complete

SUBMIT **SAVE**

GLOSSARY

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

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

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