

LEA Monitor Manual

EDPlan Monitoring Tool

Version 1.2

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PUBLIC
CONSULTING GROUP

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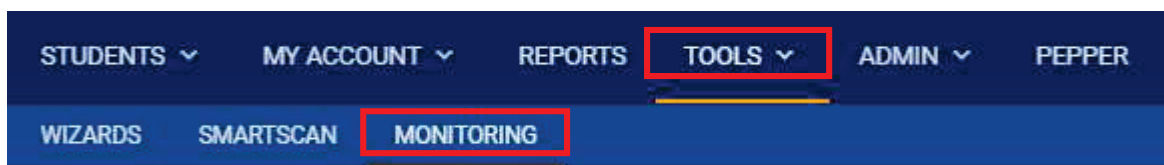
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ACCESSING THE IEP MONITORING TOOL

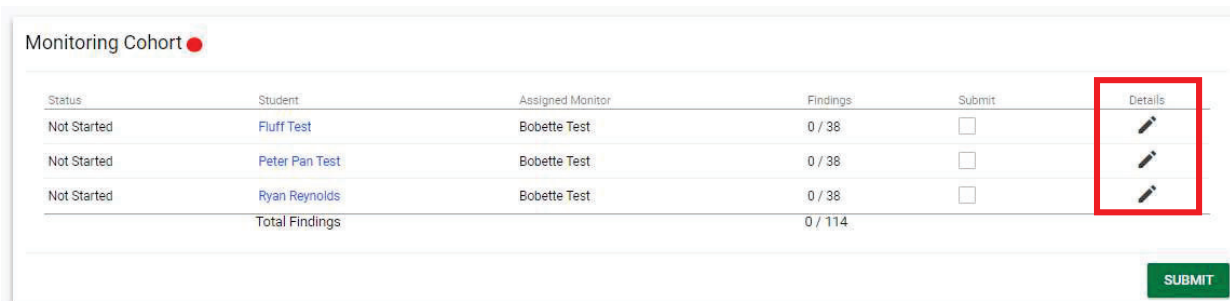
1. To access the Compliance Monitoring Tool, select **Compliance Monitoring** from your Main Menu page in EDPlan.

Main Menu view:



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

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



3. Click on the student's name to open their EDPlan records in a new browser window. This will allow you to review the child's records as you complete the monitoring protocol.



COMPLETING MONITORING FOR A STUDENT

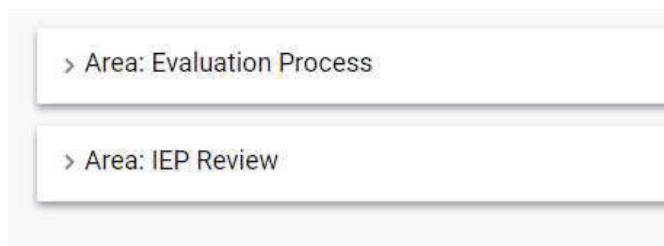
On an individual student's Monitoring page, you will see the areas applicable for the student being monitored. The areas are Evaluation Process, IEP Review, and Early Childhood/Timely Exits.

Evaluation Process: This area will show for all students, and items will pertain to the current eligibility and eligibility timeline.

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

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

The areas applicable for the student will appear as collapsible menus as shown below.



STEP 1: REQUIRED SUPPORTING DOCUMENTS

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

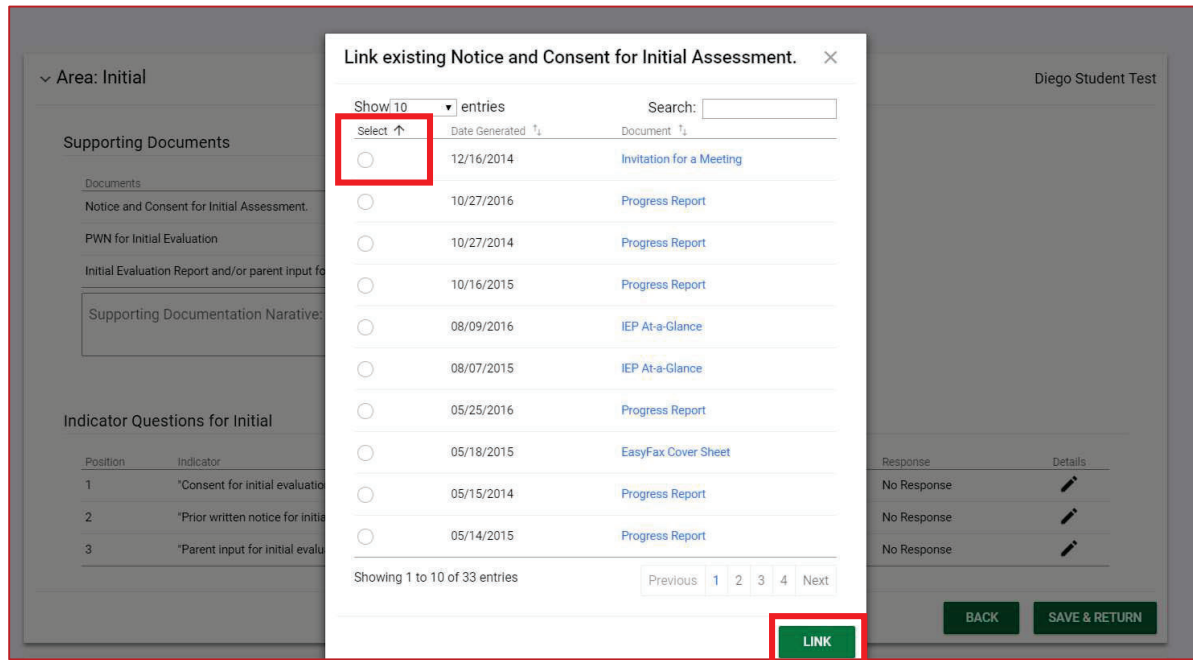
1. To link a document from the student's EDPlan file, select the **LINK EXISTING DOCUMENT** button next to the name of the document you would like to link.

Additional Required Documents

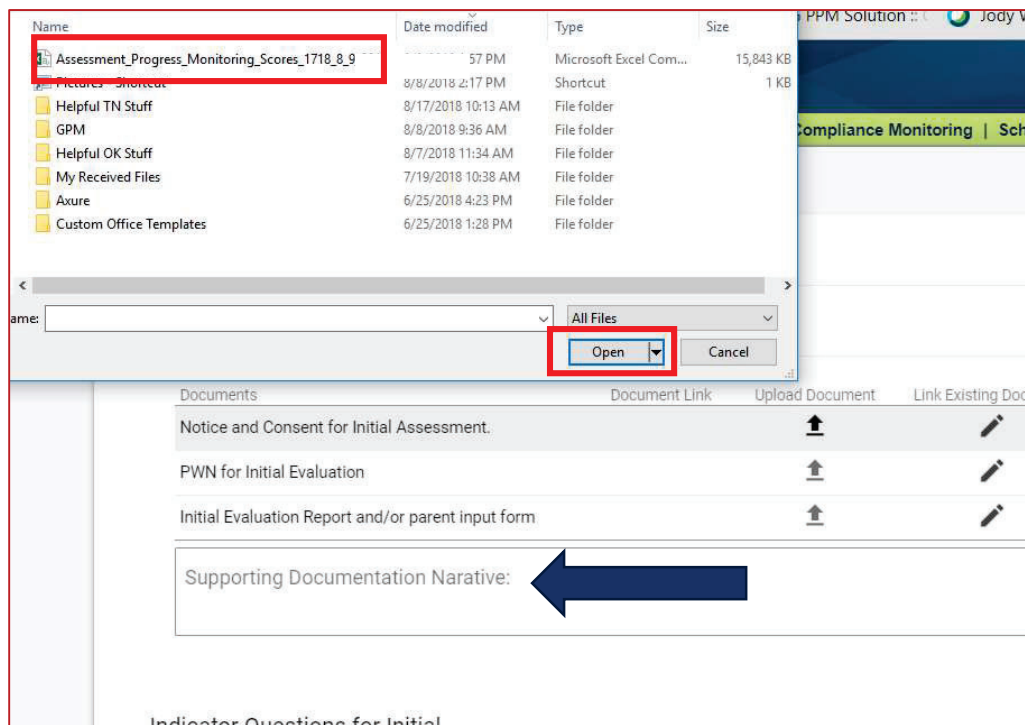
Documents	Document Link	Upload Document	Link Existing Document	Delete Document
Student Invitation to Meeting (if applicable)				
Permission to invite outside agency listed on the invitation (if applicable)				
Age appropriate assessment for transition (if applicable)				
IEP transition page(s)				
Other documentation (if applicable)				

Supporting Documentation Narrative:

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



3. To upload documents from your computer, select the up arrow under **UPLOAD DOCUMENT** next to the appropriate document name. Select the document you need from your computer's folder and select Open.



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

STEP 2: COMPLETING INDICATOR QUESTIONS

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

Area: Initial Diego Student Test

Supporting Documents

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

Supporting Documentation Narrative:

Indicator Questions for Initial

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

BACK SAVE & RETURN

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

Area: Initial Diego Student Test

Supporting Documents

Indicator Questions

Indicator Details

Response Criteria

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

LEA Response

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

LEA Official Comments

Internal Note

SAVE & NEXT

BACK SAVE & RETURN

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

The screenshot shows the 'Indicator Details' modal form. The 'Response Criteria' section contains the text: 'There is evidence of the signed informed parental notice & consent for initial evaluation documented in the student's file.' The 'LEA Response' section has three radio buttons: 'Yes', 'No' (which is selected), and 'N/A'. Below this, there is a text input field labeled 'LEA Official Comments' with a red '(Required)' label to its left. Below that is an 'Internal Note' text input field. At the bottom right of the modal is a green 'SAVE & NEXT' button. The background shows a table with indicator questions and their responses.

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

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

This screenshot shows the 'Indicator Details' modal form with 'Yes' selected for the 'LEA Response'. The 'LEA Official Comments' and 'Internal Note' fields are empty. The green 'SAVE & NEXT' button at the bottom right is highlighted with a red rectangle, indicating it is now actionable. The background table is partially visible.

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

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

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

Area: Initial

Diego Student Test

Supporting Documents

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

Supporting Documentation Narrative:

Indicator Questions for Initial

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

BACK

SAVE & RETURN

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

SUBMITTING FINDINGS TO THE LEA IDEA DIRECTOR

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

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

SUBMIT

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

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

SUBMIT

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

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

SUBMIT

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

Submit LEA Review

The LEA Review has been completed for all assigned students. Confirming below will save your responses and send them to the LEA IDEA Director for review.

Student	Findings	Errors
Diego Student Test	1 / 6	0

SUBMIT

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

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

Monitoring Cohort

Status	Student	Findings	Submit	Details
Completed	Diego Student Test	1 / 6	-	
Total Findings		1 / 6		

SUBMIT

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.