



STANDARD OPERATING PROCEDURE 3.4

PROCEDURE TITLE: Special Education Monitoring and Onsite Review Process

Department: Compliance

Proposed by: Vice President, Special Ed. Services

Effective Date: 10/01/2013

PURPOSE

The SPECIAL EDUCATION MONITORING AND ONSITE REVIEW PROCESS is a critical component of education in all of Ohio's community schools. Students with special needs, ranging from the mildest to the most severe disability, require individualized instruction and accommodations. CSS compliance and special education staff monitors the school's special education programs, services, data reporting and documentation, to assess the school's compliance with all applicable rules, laws and contractual obligations.

The intended purpose of the SPECIAL EDUCATION MONITORING AND ONSITE REVIEW PROCESS is to ensure that there is consistency in the process for review and monitoring of individual schools' contracts for special education programs and services. CSS' goal is to provide expertise and guidance to partner schools to ensure accuracy in data reporting and effective utilization of funding for all special education services. The SPECIAL EDUCATION MONITORING AND ONSITE REVIEW PROCESS works in conjunction with the COMPREHENSIVE ONSITE REVIEW PROCESS.

SCOPE

The SPECIAL EDUCATION MONITORING AND ONSITE REVIEW PROCESS applies to all CSS partner schools and CSS special education staff.

PROCEDURE

The SPECIAL EDUCATION MONITORING AND ONSITE REVIEW PROCESS consists of two primary processes; schools compliance with required policy and procedure will be evaluated as a part of the annual compliance review, specific technical assistance and in-depth reviews will be conducted by the Director of



Special Education Program Compliance on an as needed basis and is conducted according to the following procedures:

1. The CSS Director of Special Education Program Compliance in coordination with the Director of Compliance will finalize and distribute all applicable onsite review tools prior to compliance review visits.
2. Upon arrival at the school, CSS compliance staff will inform the administrator of the visit and meet with the intervention specialist to review the procedures for data collection.
 - a. CSS compliance staff will review the school's compliance with and collect data relative to all special education rules, laws and applicable contractual obligations as provided in student files and the school's special education plan.
 - i. CSS compliance staff collects data relative to the school's calendar, special education student files, and policies and procedures related to: Free and Appropriate Public Education (FAPE), Multiple Tiers of Student Support, Section 504 of the American With Disabilities Act, and Student with Limited English Proficiency.
 - ii. CSS compliance staff reviews a sample of student files to ensure accurate documentation for students relative to all special education rules, laws and applicable contractual obligations.
3. During the on-site review, CSS compliance staff may observe, interview and collect data from school employees, including the school administrator/principal, and/or other stakeholders (e.g. the school's governing authority members, students, parents, staff, management company staff, etc.).
 - a. When an interview is conducted, the following should be considered:
 - i. Reviewers should use the school's calendar, policies and procedures and student files to guide questions.
 - ii. Reviewers should consider requirements in all applicable special education rules, laws and contractual obligations, policies, procedures, and student files during the interview.
 - iii. If interviewing an intervention specialist in the classroom, interviews should be as least disruptive as possible and should not take away from instructional time.
4. CSS special education staff do not generally conduct classroom observations.



5. CSS Director of Special Education Program Compliance and compliance staff may collect additional data not available at the time of the on-site review from the school leader/principal or other relevant staff in order to assist the school in achieving the goal of accuracy in data reporting.
6. CSS Director of Special Education Program Compliance shall provide PD opportunities for all schools as a part of specific technical assistance at least 3 times a year.
7. CSS Director of Special Education Program Compliance shall be available for all in-depth reviews of special education programs if compliance coordinators deem assistance is necessary as a result of any on-site review.
8. CSS Director of Special Education Program Compliance will prepare a summary report regarding the implementation of special education programming for each school by May 15. The summary report will be included in an annual compilation of reports to be sent to each school.
 - a. This written report will include the information collected during the site visit, a summary of findings, areas needing improvement (if applicable), recommendations, and areas of strength.
 - i. If an area needing improvement is identified, the written report will specify the steps or timeframes for doing so and requests relevant status updates from the school.
 - ii. CSS special education staff and/or Legal Department will review relevant status updates from the school regarding its progress in the area.
 - iii. CSS special education staff will also review areas needing improvement and determine if technical assistance should be provided to the school.
9. In accordance with ODE timelines (currently October 31), CSS special education staff shall collect and review the Sponsor Special Education Annual Report for each school. The Special Projects Director will upload the reports to ODE.

DOCUMENTATION/VERIFICATION

Location of documentation:

- S:/Special Education/[Year]SPED Compliance

DOCUMENT HISTORY

Orig. Date October 2013

Rev. Date March 2017

Rev. Date February 2018



Rev. Date October 2018

Rev. Date April 2021

Rev. Date June 2022

Rev. Date June 2023

REVIEW AND APPROVAL

Reviewers of the SPECIAL EDUCATION MONITORING AND ONSITE REVIEW PROCESS are as follows:

Reviewed By: Management Team

Date: 06/30/2023

Approved By: President David L. Cash, Jr.

Date: 06/30/2023

The effective date is as of the date signed above. Processes are consistently reviewed and revised as necessary throughout the term. The SPECIAL EDUCATION MONITORING AND ONSITE REVIEW PROCESS may be implemented as currently written and will be formally evaluated and revised as necessary going forward.