



## **STANDARD OPERATING PROCEDURE 4.04**

### **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; first, a school's compliance with required policy and procedure will be evaluated as a part of the annual compliance review and student file review (Annual Compliance Onsite Review Process) conducted by CSS Compliance Coordinators. Second, specific technical assistance and in-depth



reviews will be conducted by the Director of Special Education Program Compliance on an as needed basis. Should an in-depth review be deemed necessary as a result of the Compliance Coordinator's review of special education files, collection of policy/data, observation of procedure or process, etc. that needs additional review or assistance, the in-depth review is conducted according to the following procedures:

1. The CSS Director of Special Education Program Compliance in coordination with the Chief Compliance Officer will finalize and distribute all applicable onsite review tools prior to compliance review visits.
2. Upon arrival at the school, CSS Director of Special Education Program Compliance will inform the administrator of the visit and meet with the intervention specialist to review the procedures for data collection.
  - a. CSS Director of Special Education Program Compliance 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 Director of Special Education Program Compliance 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 Director of Special Education Program Compliance reviews a sample of student files to ensure accurate documentation for students relative to all special education rules, laws and applicable contractual obligations.
    - iii. Specific data collected from in-depth reviews will be stored on the shared drive in the appropriate folder under the Special Education folder in Special Education Monitoring and Onsite Review Process In-depth Reviews folder per year.
3. During the on-site review, CSS Director of Special Education Program Compliance 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 collect current special education ratio data (intervention specialists to students with disabilities) by the end of November each year.
- 8. 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.
- 9. 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. In accordance with the Corrective Action Plan SOP, 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.
- 10. In accordance with DEW 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 DEW.



## **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

Rev. Date June 2024

## **REVIEW AND APPROVAL**

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

Reviewed By: Management Team

Date: 06/21/2024

Approved By: President David L. Cash, Jr.

Date: 06/21/2024

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.