

**Public Education Agency (PEA) Improvement Plan  
60-Day Evaluation Timeline**

If your agency is required to complete a self-assessment analysis or a drill down addressing this same component through the Exceptional Student Services monitoring system, you may submit that completed analysis in lieu of this document.

**Respond to all of the following items:**

**1. Tracking**

Does your PEA have a tracking system for the special education staff to follow the progress of the evaluation process for a student to ensure that timelines are not missed?

YES     NO

- If yes, please describe.

**2. Personnel**

a. Is staff availability or staff performance the cause of any delays?

YES     NO

- If yes, analyze and describe the quantity and qualifications of the staff within your PEA and determine their ability to complete the evaluation process within the timelines. Include an analysis of their ability to evaluate students with low incidence disabilities.

b. Has there been an increase or decrease in the percentage of qualified and fully certified staff over the last three years?  YES     NO

- If yes, describe the factors that contributed to that change.
- Identify activities your PEA has undertaken to improve the percentages of qualified and fully certified staff in the areas of hiring, retention, personnel development, and salary analysis.
- What, if any, is the number of unfilled evaluator positions in your PEA during the current school year?
- What is the number of contracted evaluators, including bilingual evaluators? How do the numbers impact the process?

**3. Process**

Analyze your evaluation process, including the tracking system, once a student has been referred for an evaluation.

a. Consider your process for the review of existing data.

- What are the roles and responsibilities of each member of the MET? How do the roles and responsibilities impact your process?
- How does the team determine what, if any, additional data is needed?
- At what point in the process is parental consent acquired? How does this impact timelines?

- b. Examine the impact of caseloads on the process. Do you need additional staff or more explicit agreements with contractors? Explain.
- c. Examine your process when the evaluation needs of a student exceed your staff's areas of expertise or experience.
  - Do you have sources to follow-up on vision, hearing, or behavioral concerns?
  - Has the need for medical certification contributed to any delay?

**4. *Summary***

Document your conclusions related to the above analysis.

**5. *Technical Assistance***

Describe any supports or technical assistance you have used to help address the identified issues.