The Self-Assessment Monitoring Process

Arizona Department of Education ~ Program Support & Monitoring
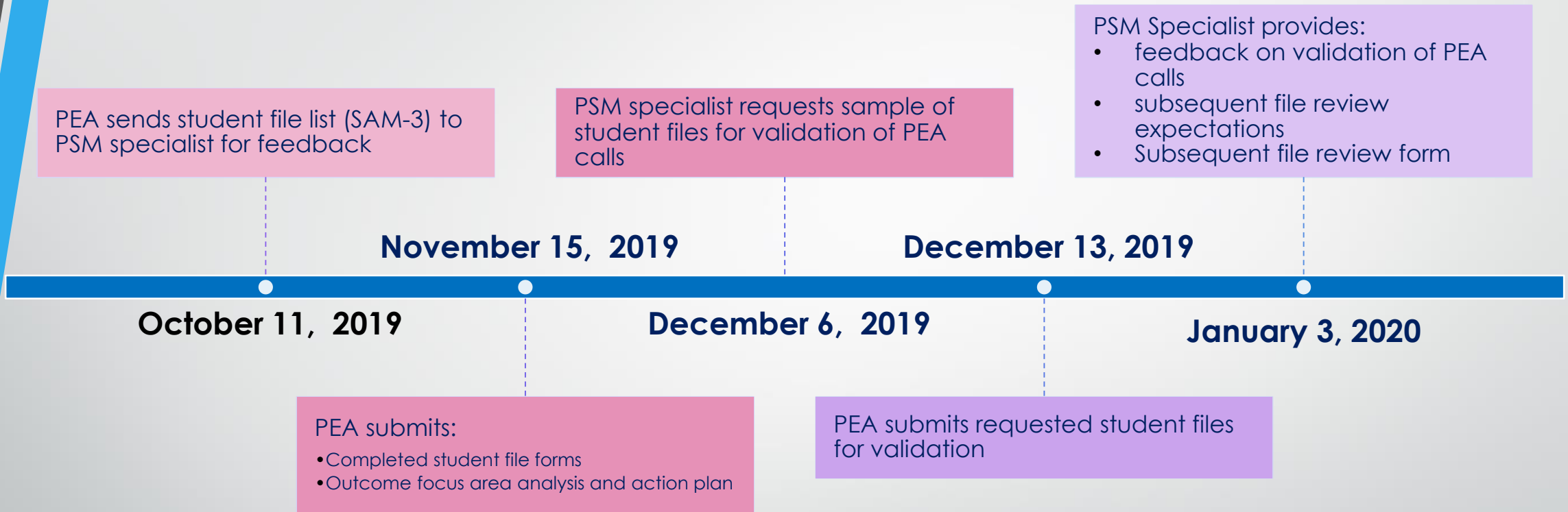
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Learning Outcomes

- To understand the Self-Assessment (SA) Monitoring process

- To understand the responsibilities of the Public Education Agency (PEA) during the process

- To understand the responsibilities of the program specialist during the process

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What is Self-Assessment?

- PEA self- review of files

- PEA completion of analysis/action plan for outcome focus area

- PEA participation in SSIP if all the following criteria are met:

  - More than 10 students in grades 3-5 identified as SPED

  - ELA proficiency for grades 3-5 is below state average of 14.9%

Activities and Timelines

Official Monitoring Start Date is September 30, 2019

PEA sends student file list (SAM-3) to PSM specialist for feedback

PSM specialist requests sample of student files for validation of PEA calls

PSM Specialist provides:
- feedback on validation of PEA calls
- subsequent file review expectations
- Subsequent file review form

November 15, 2019

December 13, 2019

October 11, 2019

December 6, 2019

January 3, 2020

PEA submits:
- Completed student file forms
- Outcome focus area analysis and action plan

PEA submits requested student files for validation

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PEA submits:
- All completed subsequent student file forms
- All student file forms from initial file review documenting evidence of correction of all noncompliance
- Final progress and status on outcome focus area analysis and action plan

PSM specialist completes verification process and notifies PEA of outcome

March 6, 2020

May 15, 2020

June 5, 2020

May 8, 2020

May 22, 2020

PEA submits update of progress on outcome focus area/action plan

PSM specialist and PEA develop corrective action plan, if needed

PSM specialist requests file samples for verification

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Self-Assessment Required Forms

- Outcome focus area analysis and action plan- specifically designed for each outcome focus area (see manual for PEA -specific tool based on outcome area chosen)

- Self-Assessment student file form- specifically designed based on individual outcome focus areas (see manual for PEA- specific form based on outcome focus area)

- Summary of performance worksheet- *only* used for following outcome focus areas: graduation rate, dropout rate, and postsecondary transition

Optional Self-Assessment Forms

SAM-2

Service Delivery Options	A	ED	EDP	OI	MD	MDSSI	MID	MOID	SID	OHI	TBI	HI	VI	SLD	SLI	DD	PSD
Included in general education class 80% or more of the day (SC-A)																	
Included in general education classroom between 40% and 79% of the school day (SC-B)																	
Included in general education classroom for less than 40% of the school day (SC-C)																	
PEA-operated special school (SC-D)																	
Tuitioned to other public school (SC-D)																	
Private day school (SC-D)																	
Private residential (SC-E, EA, EB, or EC)																	
Homebound/hospital/institutional settings (SC-H)																	
ASDB/PDSD (SC-D)																	

Use the SAM-2 form to ensure a representative file sample across and disability categories and LRE

SAM-3

Use the SAM-3 to list and track student file reviews

Self-Assessment Tracking Form

Optional PEA Self-Assessment Tracking Form

PEA: _____   Outcome Focus Area: _____   Specialist: _____

Required Completion Date	Performance Task	Responsible PEA Team Member(s)	Projected Completion Date	Actual Completion Date
No Later Than 10/11/19	• Select student files to be reviewed that are a representative sample of the district/charter • Submit the list of students to the PSM specialist (using SAM-2 and SAM-3)			
No Later Than 11/15/19	• Complete initial file reviews • Submit copies of completed student file forms to PSM specialist • Submit completed outcome focus area and action plan to PSM specialist electronically			
No Later Than 12/06/19	• PSM specialist will request sample of student files to validate accuracy of calls			
No Later Than 12/13/19	• Send requested student files to PSM specialist			
No Later Than 1/03/20	• PSM specialist will provide feedback on validation of accuracy of calls made in initial file review • PSM specialist will provide feedback on outcome focus area and action plan			

B7

July 2019

Use the tracking form to plan and track activities and due dates

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Self-Assessment Tracking Form

Optional PEA Self-Assessment Tracking Form

PEA: _____ Outcome Focus Area: _____ Specialist: _____

Required Completion Date	Performance Task	Responsible PEA Team Member(s)	Projected Completion Date	Actual Completion Date
No Later Than 03/06/20	• Review initial file review and make necessary changes to calls based on feedback provided by PSM specialist validation • Correct all individual instances of noncompliance identified in the initial file review • Document progress on outcome focus area analysis and related action plan (include the impact of data collected from file review and changes made to practices) • Submit status report to PSM specialist			
No Later Than 05/08/20	• Submit subsequent student file review forms—all line items must meet regulatory requirements • Submit student forms from the initial file review noting corrections made based on validation feedback from PSM specialist and self-identified noncompliance • Submit updates and tasks completed related to the outcome focus area analysis, including link to file review results • Within 1 week of PEA submission of student file forms, PSM specialist will request a sample of student files for verification of compliance (sample will include files from initial review—both validated and not validated files—and subsequent files)			

B7

July 2019

Use the tracking form to plan and track activities and due dates

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HOW TO USE THE STUDENT FORM

Each Self-Assessment student form is unique to the identified focus area

_____   DOB: _____   Student: _____   Eligibility: _____

Ethnicity: _____   School: _____   Teacher: _____   Monitor: _____

Primary home language indicated by the parent: _____   Language in which the student is most proficient: _____

Evaluation/Reevaluation

PEA ✓	Line Item	I-O-U	Description
☐	II.A.1	_____	Current evaluation **60-Day**
☐	II.A.2	_____	Review of existing data
☐		☐	Parent request timeline
☐		☐	Current information provided
☐		☐	Current classroom-based asse...
			...nd related service p...
			...re-referral interven...
			...essments
	II.A.3		...rmination of need...
			...rmined that existin...
			...d that additional data were needed
		☐	...evaluation only, parents were informed of reason and right to request data
		☐	Obtained informed parental consent or for reevaluation only, documented efforts to obtain consent

PEA ✓	Line Item	I-O-U	Description
☐	II.A.4	_____	Eligibility considerations
☐		☐	Student assessed in all areas related to the suspected disability (including academic, behavior, current vision and hearing status) and for preschool, a CDA **(indicate areas that have not been assessed) 60-Day**

☐ Vision   ☐ Social/behavioral
☐ Hearing   ☐ Communications
☐ Academics   ☐ Assistive tech.
☐ Cognitive   ☐ Motor skills
☐ Adaptive   ☐ Other _____

		☐	Performance in educational setting and progress in general curriculum
		☐	...n, ...
			...s to student to progress in the general curriculum
		☐	The impact of any educational disadvantage
		☐	The impact of English language learning on progress in the general curriculum

Annotations:

The PEA box is for the special education director/other designee to check or initial to indicate that any noncompliance discovered has been corrected prior to resubmitting to PSM specialist for verification.

The line item refers to the corresponding item in the Guide Steps section of the monitoring manual. Most line items have related components listed below.

All line items must have a call of "I" for In, "O" for Out, and "U" for Unreported. All components under a line item must be in compliance for the line item call to be marked "I". A "U" has no bearing on the line item call. A "U" is used when a specific component/line item is not relevant to the file being reviewed.

The boxes next to the component are to be marked when it is noncompliant. It is clearer to mark each component with an I, O, or U. For additional clarity, only check or put an "X" in the box for those that are noncompliant. Remember all components must be compliant to mark the line item as "I". If any component is noncompliant then the line item must be marked "O".

These are only brief description of line items/components. In order to make accurate calls, you must use the Guide Steps.

There must be an explanation of why a line item/component was called out. The explanation must be specific enough so that those tasked with the correction or verification understand the reason(s) for the noncompliance call.

COMMENT... _____

_____

_____

_____

C5

Additional Resources

Contact your Program Support & Monitoring Specialist

Monitoring Manual 2019-2020

For contract questions:

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