

LEA IDEA Director Manual

EDPlan Monitoring Tool

Version 1.2

November 2022

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ACCESSING THE IEP MONITORING DASHBOARD

- To access the Compliance Monitoring Tool, select **Tools > Monitoring** from the Main Menu in EDPlan.

Main Menu view:



This will bring you to the list of students that have been randomly selected for the monitoring cohort. From this page you will be able to assign the monitor, review the findings, and once all students have been monitored, submit findings to the state for review.

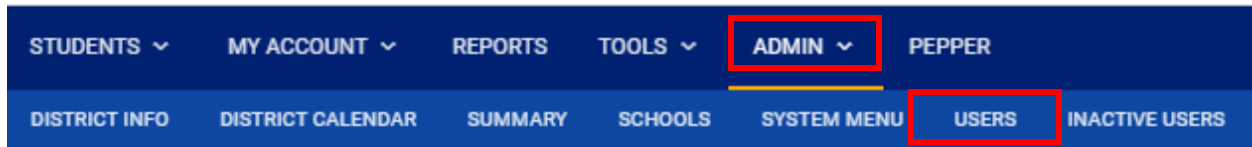
Monitoring Cohort ●

Status	Replace	Student	Assigned Monitor	Findings	Submit	Return	Details
-		Amber Madison Test		▼ 0 / 11	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	Lauren Marie Test		▼ 0 / 11	<input type="checkbox"/>	<input type="checkbox"/>	
-		Gwenyth Ann Test		▼ 0 / 11	<input type="checkbox"/>	<input type="checkbox"/>	
-		Liban Hussein Test		▼ 0 / 11	<input type="checkbox"/>	<input type="checkbox"/>	
-		Prescillia AklamVan Test		▼ 0 / 11	<input type="checkbox"/>	<input type="checkbox"/>	
-		Andrew Thomas Test		▼ 0 / 11	<input type="checkbox"/>	<input type="checkbox"/>	
-		Ragan Dupree Test		▼ 0 / 11	<input type="checkbox"/>	<input type="checkbox"/>	
-		Mirriah Tiarra Test		▼ 0 / 11	<input type="checkbox"/>	<input type="checkbox"/>	
-		Autumn Skye Test		▼ 0 / 11	<input type="checkbox"/>	<input type="checkbox"/>	
-		Khadesia Annette test		▼ 0 / 11	<input type="checkbox"/>	<input type="checkbox"/>	
Total Findings				0 / 110			

ADDING MONITORING PERMISSIONS

Users must have monitoring permissions to complete the monitoring for a student. Users will not be able to be assigned to a student for monitoring until these permissions are set. The LEA IDEA Director or Administration is responsible for adding permissions to users.

1. To add monitoring permissions, select **Users** from the Admin Menu in EDPlan.



2. Type in the user's information and select **View User(s)**.

School:

User Type(s):
(check none to match all)

<input type="checkbox"/> State OK EdPlan Administrator	<input type="checkbox"/> Outside Provider/Contracted Providers
<input type="checkbox"/> State OKEdplan Read Only	<input type="checkbox"/> IEP Team Member No Login
<input type="checkbox"/> EdPlan/EasyIEP Administrator (Admin Edit)	<input type="checkbox"/> School Staff (Teacher Read)
<input type="checkbox"/> Certifying Specialist (Building Admin)	<input type="checkbox"/> 504 District Admin
<input type="checkbox"/> District-wide Consultant	<input type="checkbox"/> General Education Teacher
<input type="checkbox"/> School/District Lead (Admin Support Edit)	<input type="checkbox"/> External School System Team Member
<input type="checkbox"/> School Administrator (Build Admin Read)	<input type="checkbox"/> 504 School Admin
<input type="checkbox"/> Special Educator (Teacher Edit)	<input type="checkbox"/> 504 Service Provider
<input type="checkbox"/> School Psychologist	<input type="checkbox"/> IT User
<input type="checkbox"/> School Counselor	<input type="checkbox"/> Record Specialist
<input type="checkbox"/> Related Service Provider	<input type="checkbox"/> No Login

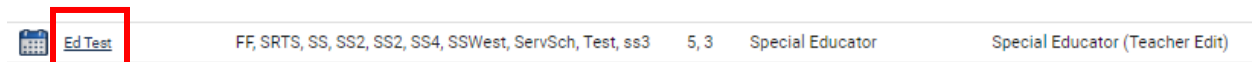
User Last Name:

User First Name:

Title:

User ID:

3. Select the user's name to pull up the profile page.

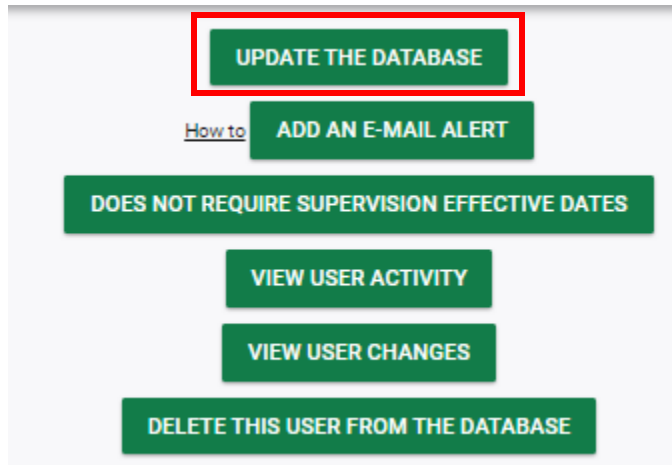


4. Select **LEA Monitor** from the Users Compliance Monitoring Role drop down.

User Type:

Users Compliance Monitoring Role:

5. Scroll to the bottom of the page and select **Update the Database**.



ASSIGNING MONITORS TO STUDENTS

You are responsible for assigning a monitor for each student. Each student must have a monitor assigned before pencil icon is available to view the protocol.

1. From your Monitoring Dashboard, select the monitor from the Assigned Monitor dropdown list and select **Update Monitors**. *Only users who have both permissions to view students and who are set up for monitoring, will be listed in the drop-down menu under Assigned Monitor.*

Monitoring Cohort ●

Status	Replace	Student	Assigned Monitor	Findings	Submit	Return	Details
Director in Process	-	Sidney Owusu Fain	Pluto LEADirect Test ▼	0 / 60	<input type="checkbox"/>	<input type="checkbox"/>	
Not Started	-	Lauren Jaylon Ball-Terrell	Goofy LEAMonitor Test ▼	0 / 60	<input type="checkbox"/>	<input type="checkbox"/>	
Not Started	<input type="checkbox"/>	Kylee Jene Cobb	Goofy LEAMonitor Test ▼	0 / 60	<input type="checkbox"/>	<input type="checkbox"/>	
Not Started	<input type="checkbox"/>	Matthew Kiera Jackson	Goofy LEAMonitor Test ▼	0 / 60	<input type="checkbox"/>	<input type="checkbox"/>	
Not Started	-	Hunter Madelena McLemore	Pluto LEADirect Test ▼	0 / 60	<input type="checkbox"/>	<input type="checkbox"/>	
Not Started	-	Kenzi Michelle Casey	Pluto LEADirect Test ▼	0 / 60	<input type="checkbox"/>	<input type="checkbox"/>	
Not Started	-	Summer Karsha Victoriano Reyes	Pluto LEADirect Test ▼	0 / 60	<input type="checkbox"/>	<input type="checkbox"/>	
Not Started	-	Joshua Wyatt Mitchell	Pluto LEADirect Test ▼	0 / 60	<input type="checkbox"/>	<input type="checkbox"/>	
Not Started	-	Kaylee Marie Conner	Pluto LEADirect Test ▼	0 / 60	<input type="checkbox"/>	<input type="checkbox"/>	
Not Started	-	Genesis John James Phillips	Pluto LEADirect Test ▼	0 / 60	<input type="checkbox"/>	<input type="checkbox"/>	
Total Findings				0 / 600			

REQUEST REPLACEMENT
REQUEST EXTENSION
UPDATE MONITORS
SUBMIT

Once submitted, the assigned monitor will receive a notification advising that they have been assigned a student for monitoring.

REVIEW LEA MONITOR FINDINGS

After LEA Monitors have completed their work, students' Status columns will be marked 'Completed' on the Cohort list.

1. Select the Details button (pencil icon) for each student to review and agree/disagree with the findings of the LEA Monitor.

Monitoring Cohort

Status	Replace	Student	Assigned Monitor	Findings	Submit	Return	Details
Completed	-	Diego Student Test	Daisy LEA Monitor Test	▼ 1 / 6	<input type="checkbox"/>	<input type="checkbox"/>	
Not Started	-	Austin Student Test	Donald LEA Director Test	▼ 0 / 11	<input type="checkbox"/>	<input type="checkbox"/>	
Total Findings				1 / 17			

REQUEST EXTENSION SUBMIT

2. On the individual student's Findings page, select Details to address each indicator.

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	Agreement	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

3. You are required to select either Agree or Disagree for each indicator response.
 - The Internal Note section is available to write a response or explanation for the LEA Monitor if you need to return the indicators to them for some reason.

Note that the SAVE & NEXT button is not actionable until you make a selection for the indicator. Selecting SAVE & NEXT takes you to the next indicator in that area.

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 No N/A

LEA Official Comments
Required Comments submitted to state

Internal Notes

Date	User	Note
08/29/2018	Daisy LEA Monitor Test	The internal note goes to the LEA IDEA Director.

Agree (Required) Disagree (Required)

Internal Note

SAVE & NEXT

4. After you have responded to each indicator, the Agreement column will be populated with your responses. Selecting SAVE & RETURN checks for errors and/or missing fields. When all fields are completed, it returns you to the cohort list or selecting BACK returns you to the cohort list.

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	Agreement	Details
1	*Consent for initial evaluation (34 CFR §300.300, 34 CFR §300.503)*	No	Agrees	
2	*Prior written notice for initial evaluation (34 CFR §300.504)*	Yes	Agrees	
3	*Parent input for initial evaluation (34 CFR 300.305(a)) *	Yes	Disagrees	

BACK **SAVE & RETURN**

After you have reviewed the protocol items and answers submitted by the monitor, instead of selecting through the items individually, you have the option to **Set Agreements** per area.

Indicator Questions for Initial

Position	Indicator	Response	Agreement	Details
1	Consent for initial evaluation (34 CFR §300.300)	No	-	
2	Prior written notice for initial evaluation (34 CFR §300.503)	Yes	-	
3	Parent input for initial evaluation (34 CFR 300.305(a))	Yes	-	
4	Current educational based assessment and observations for initial evaluation 34 CFR §300.305 (a) (ii)	Yes	-	
5	Evaluation procedures follow IDEA requirements as indicated by (34 CFR 300.304)	Yes	-	
6	Disability eligibility standards are met & documented in the evaluation report (34 CFR §300.305(a)(2)(i)) (TN R&R 0520-1-9-.02 & 0520-1-9-.11)	Yes	-	
7	Invitation to meeting for eligibility and placement (34 CFR §300.322(a)(1)) (TN R&R 0520-1-9-.14, 15)	Yes	-	
8	Consent for initial placement (34 CFR §300.300(b)(1))	Yes	-	
9	Prior written notice for eligibility and initial placement (34 CFR §300.503)	Yes	-	
10	Current eligibility (34 CFR 300.303(b)(2))	Yes	-	
11	Ruled out lack of: reading / math / LEP as determinant factor for disability determination (34 CFR §300.306(b)(1)(i)(ii)(iii))	Yes	-	
12	Eligibility determined by an IEP team (34 CFR §300.306)	Yes	-	
13	Parent received copy of written report used in this eligibility (34 CFR §300.306)	Yes	-	

Buttons: BACK, SAVE, SAVE & RETURN

Once you select Set Agreements, you can either select **Agree with Yes Response** or **Agree with All**. This will set the agreement for all items in the protocol.

Agreement with Indicator Questions

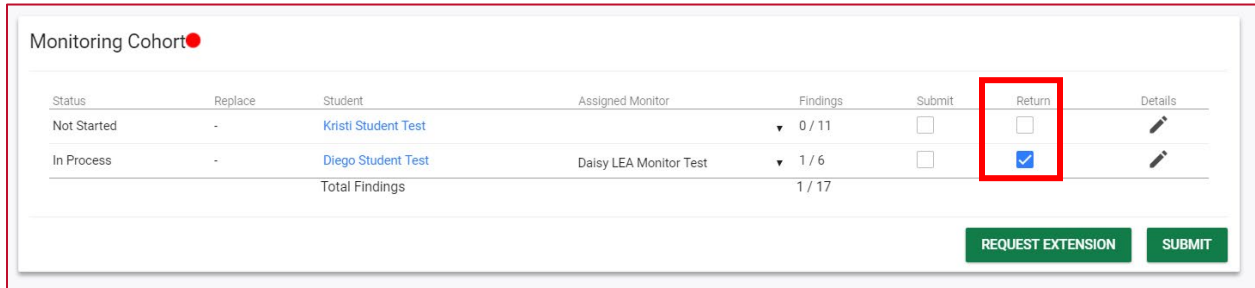
Set Agreements for Area: Initial

Position	Indicator	Response
1	Consent for initial evaluation (34 CFR §300.300)	Response is 'No'

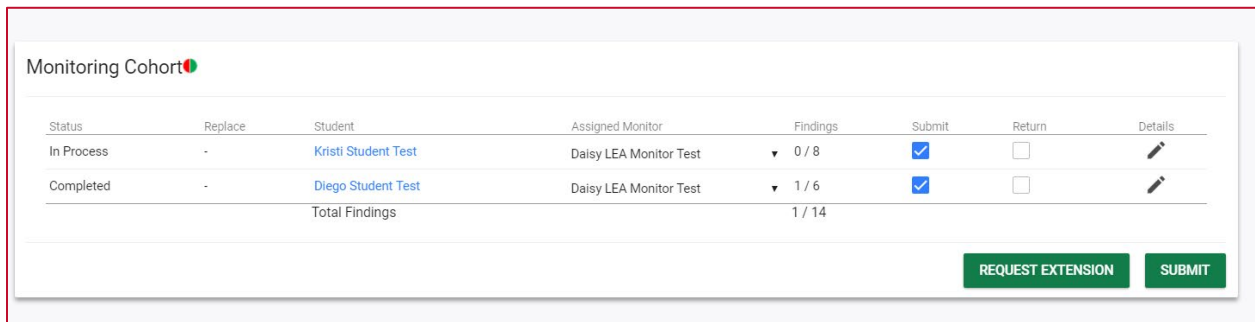
This will set the Agreement status to 'Agree' for the appropriate indicator questions. Those indicators currently set to 'Disagree' will be updated to 'Agree'. Indicators missing a response will not be updated.

Buttons: AGREE WITH YES RESPONSE, AGREE WITH ALL

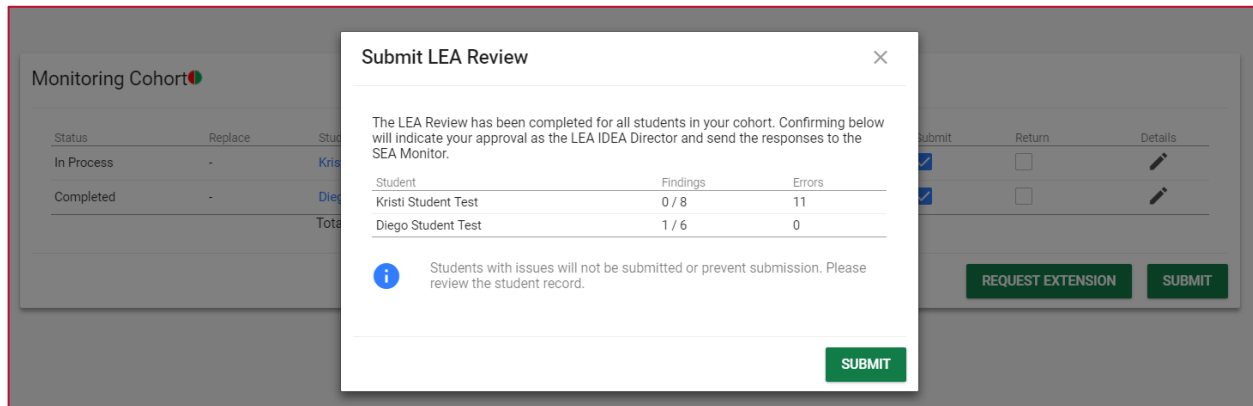
- If you select RETURN and select SUBMIT, the student will be marked as 'In Process' again and will be sent back to the LEA Monitor to make corrections.



- After corrections have been made and you have agreed with all Indicator responses, the student's 'Submit' check box will be checked, and you are ready to submit this student's findings to the state.
- When all students are ready, select **SUBMIT**.



- Confirm the Student(s) and findings and select **SUBMIT**.



After submitting the student, the Submit and Return columns will no longer be actionable, and the findings have now been sent to the state for review.

REPLACING A STUDENT IN THE COHORT

If a student is made no longer SPED Eligible, a Replace check box will appear to the left of their name on the cohort list.

Status	Replace	Student	Assigned Monitor	Findings	Submit	Return	Details
Completed	<input type="checkbox"/>	Diego Student Test	Daisy LEA Monitor Test	1 / 6	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
In Process	<input type="checkbox"/>	Austin Student Test	Donald LEA Director Test	1 / 6	<input type="checkbox"/>	<input type="checkbox"/>	
Total Findings				2 / 12			

1. To replace the student in the monitoring cohort, check the Replace box and select **REQUEST REPLACEMENT**.

Status	Replace	Student	Assigned Monitor	Findings	Submit	Return	Details
Completed	<input type="checkbox"/>	Diego Student Test	Daisy LEA Monitor Test	1 / 6	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
In Process	<input checked="" type="checkbox"/>	Austin Student Test	Donald LEA Director Test	1 / 6	<input type="checkbox"/>	<input type="checkbox"/>	
Total Findings				2 / 12			

2. Select the reason the student needs to be replaced in the cohort and select **SUBMIT REQUEST**.

The following students have been flagged to request replacement. Confirming below will send the student(s) to the SEA IDEA Director to approve the replacement request.

Student	Reason for Replacement Request
Austin Student Test	Transferred to General Education

SUBMIT REQUEST

This will replace the existing student.

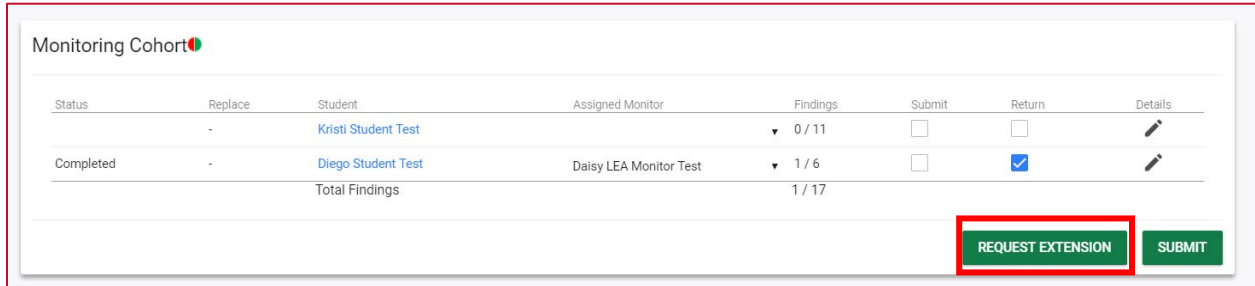
3. Assign a monitor for the replacement student.

Status	Replace	Student	Assigned Monitor	Findings	Submit	Return	Details
In Process	<input type="checkbox"/>	Kristi Student Test		0 / 11	<input type="checkbox"/>	<input type="checkbox"/>	
Completed	<input type="checkbox"/>	Diego Student Test	Daisy LEA Monitor Test	1 / 6	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Total Findings				1 / 17			

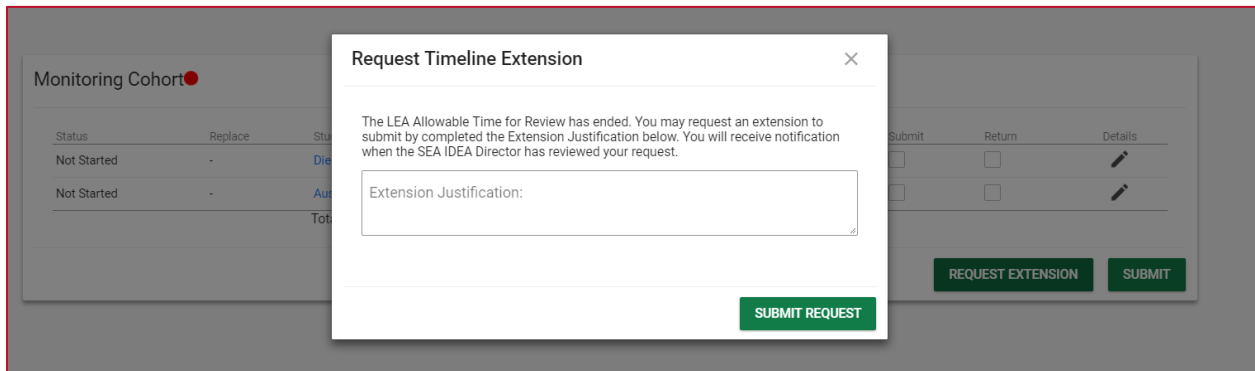
REQUESTING A TIMELINE EXTENSION

If your district will not be able to complete the monitoring within the specified monitoring cycle timeframe, you have the ability to submit a Timeline Extension Request.

1. Request an extension by selecting **REQUEST EXTENSION**.



2. Enter the justification for the extension and submit the request.



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 reports to the protocols.

Protocols – are the IDEA regulations that the State has identified requiring LEA review.