



ODE/COSA

Strategies for Effective SPR&I Completion

November 2015

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Hillsboro School District



SPR&I-System Performance Review and Improvement

- What is the BIG picture
 - Procedural Compliance Review (PCR)—Individual Student File Audits
 - Compliance and Performance Indicators
 - Special Education Report Card
 - Other State reporting (December SECC, Discipline, Child Find, Restraint and Seclusion, June SECC Exit)

Dashboard

Applications SPED

ODE Helpdesk 503.947.5715

Dashboard

ODE Contact: [Laura Petschauer](#) (503) 947-5936

Program: Hillsboro SD School Year: 2015-16

2015-16 Procedural Compliance Review



Individual Corrections

PCR Review due 2/19

	Unlocked	Incomplete	Total
Files:	22	22	22
Standards:	-	-	23



Additional Reviews

None At This Time



Systemic Issues

None At This Time

2015-16 Other Compliance



Final Determination: None At This Time

Focused Monitoring: None At This Time

Miscellaneous: None At This Time

PCR & Indicators: Other Years



2014-15

Requires Action



2013-14

100% Compliant

2015-16 Compliance and Performance Indicators (2014-15 Data)



Leaver (B1 & B2)

Data Not Available



Assessment (B3)

Data Not Available



Discipline (B4)

Data Not Available



Federal Placement (B5)

Data Not Available



Disproportionality (B9 & B10)

Data Not Available



Child Find (B11)

Data Not Available



Significant Disproportionality

Data Not Available

Determination Status

FFY 2012

FFY 2013

Updates

SPR&I Registration Deadline

9/15/2015

The registration closing dates for the SPR&I trainings have been reopened and extended for Salem,...

Program Staff

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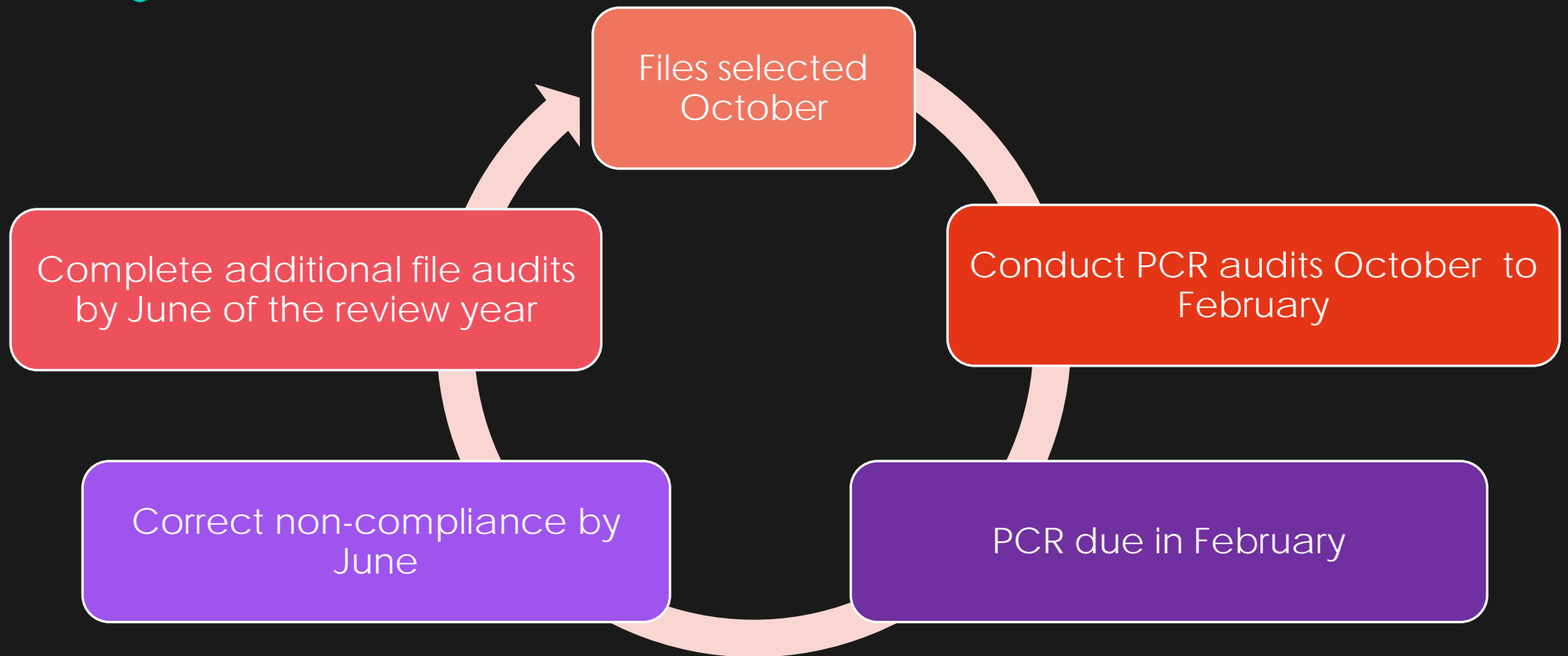




Timeline...

- September
 - Train new staff, monitor returning staff's compliance
 - October attend SPR&I trainings
 - Create a plan of action for your district—include all aspects of SPR&I
- October-February
 - December Child Count(SECC)
 - PCR File Audits(Due in February)
- February-June
 - PCR corrections of Non-Compliance
 - Additional File Audits—Report Due in June (ODE says you have until February of the next year to correct)
 - Child Find Data, Exit Report and Discipline
- June-August
 - Complete internal summary reports for Child Find/Discipline/Leaver Data
- September
 - Post School Outcomes
- Performance Indicator Reports—Can be required at any time throughout the year—watch your dashboard

Timeline for PCR





PCR Process

Lock File

Print PCR

Review File

Report
Data
(2-19-15)

Identify Non-
Compliance

Communicate
with team and
CORRECT

Report
Corrections

Run final
reports

Analyze data
and train

Complete your
additional File
audits and
report findings



Correcting the Non Compliance

Once you have determined that there is Non-Compliance in the file

Correct it

Use the PCR as guidance on how to correct the Non-Compliance

Sample Report for Tracking Corrections

Student Child Type:School Age Grade:10 Primary Disability:Other Health Impairment

Standard	User Type	Comment Date	Status	Comment	Corrective Action
38	Agency	1/30/2015	Corrected	Written Agreement Used: No (Date IEP revised: 1/5/2015) Courses are not listed specifically, only "general education curriculum and electives" and doesn't link to his transition goal. The IEP has been revised 1-5-15 and the courses are listed and linked to the student's goals.	Corrective Action: 1) Reconvene the IEP team to review and revise the IEP, or enter into written agreement with the parent to amend the IEP without a meeting and revise the IEP. Document in SPR&I the date the IEP was revised (and if written agreement was used, the date parent signed agreement) 2) Review additional files where this event occurred after the incidence of noncompliance and list in SPR&I the compliance status for each.
41	Agency	1/30/2015	Corrected	Written Agreement Used: No (Date IEP revised: 1/5/2015) Listed ambiguously when reviewed. Corrected 1-5-15 with IEP revision, and it is now listed in specific terms.	Corrective Action: 1) Reconvene IEP team to review and revise IEP, or enter into written agreement with parent to amend IEP without a meeting and revise IEP. Document in SPR&I date IEP was revised (and if written agreement was used, date parent signed agreement) 2) Review additional files where this event occurred after incidence of noncompliance and list in SPR&I compliance status for each.

Data Tracking Corrections

<u>Child Type</u>	<u>School</u>	<u>SSID</u>	<u>BirthDate</u>	<u>Grade</u>	<u>Primary Disability</u>	<u>Current Case Manager</u>	<u>Who Created the Error</u>	<u>Status</u>	<u>Not Reviewed</u>	<u>Out</u>	<u>Yes</u>	<u>N/A</u>	<u>Cor</u>	<u>Cor Ver</u>	<u>Pend</u>	<u>Total</u>	<u>Validated ?</u>
School Age	Brookwood Elementary School	1E+07	11/6/2007	1	Communication Disorder	A. Waters	K. Milio	Locked	0	4	22	0	0	0	0	26	No
School Age	Hillsboro High School	8E+06	9/15/1998	10	Autism Spectrum Disorder	L. Thompson	L. Thompson	Locked	0	0	29	0	2	0	0	31	No

Tracking Ideas

SPRI - follow up.

Staff	Student	School	Standards out/No.	Notes
Waters		Brookwood	4 # 4, 8, 9, 32	Scheduled 1/30
Hubler		EMS	1 # 3	- fixed - cant A to corrected in SPRI
M. Enrums		WH	1 # 15	- Fixed - cant A to corrected in SPRI
Sriram		Alth	4 # 27, 32, 40, 43	- in process
McBroom		Indian	2 # 32 # 41	- in process
Gordon		Patterson	1 # 15	- in process
Hubler		EMS	2 # 14 # 32	- in process
Pinder		LHS	5 # 3, 16, 28, 34, 35	- in process
Stotts		Jackson	2 # 32 # 39	- in process
				Plan
				1. Review w/ Admin @ Admin Meeting 2/2 ✓
				2. Review w/ Julie 2/4 ✓
				3. Submit
				4. Complete corrections by June 2015
				5. Complete all additional File Reviews by June 2015 & Submit data



Table Talk-5 Minutes

- PCR file audits
 - What is working in your District?
 - What are your concerns?



Additional File Reviews

- Additional file reviews are required based upon findings in files
 - Systemic
 - Or Non-Systemic



Lessons Learned

Small District vs Large District

Small

- Whole group collaboration eight case managers
- Individual trainings can be done as needed
- One individual may have multiple roles on the team.
- Fewer PCR files-Days
- Three schools
- Organization and Planning

Large

- Whole group collaboration-impossible(160 case managers)
- Individual trainings have to be scheduled and timely
- PCR file Reviews—Months
- Multiple schools 36
- Organization and Team Collaboration



HSD vs. ODE

HSD's Guidance for SPR&I

- Corrections completed within the year of review by June
- File reviews happen continually
 - We review more than the required ODE files every year
- We integrate Procedural Academy into our instructional trainings for our sped teachers
- Phone consultation and individual trainings happen as needed for case managers

ODE's Guidance for SPRI

- Corrections completed by February of the following year
- Systemic Non-Compliance has a written plan of action
 - Developed by a team
 - Which does include how you're going to train staff
 - Implement corrections
 - Improve systems in your schools



Specific Trainings

- Phone Consultation
 - Always available to all case managers
- Individual Trainings
 - New staff at the beginning of the year 1:1
 - As needed or requested by case manager, building principal, or Sped Administrator
- Small Group Trainings-Teams
 - Focused on the needs of the buildings
 - Focused to their needs usually process oriented and the PCR is always taken into account and referenced
- Mandatory Trainings:
 - Procedural Academy
 - Instructional Trainings
 - Department Trainings
 - Building Trainings



Procedural Academy

- Topics we have addressed In Procedural Academy
 - Compliance and the IEP Process
 - Child Find Process and Timelines
 - Due Process
 - Federal Placement
 - Standards Based IEP's
 - Statewide Assessment
 - Diploma Options and Transition
 - Transition
 - Diploma Options



End of the Year Case Manager Checkouts

- We schedule each case manager a 1/2 hour year end check out to ensure that the following has been completed prior to them leaving for the school year
 - All paperwork completed and submitted to the District-this includes all CORRECTIONS to the PCR's
 - All ECSE Transition students paperwork completed
 - All Transportation forms completed and distributed
 - All equipment turned in and accounted for
 - For Students that transition from one building to another, we verify that the transition from one case manager to another is complete.



Year End– TIE it UP with a BOW!

- Submit FINAL reports accurately and timely as these do affect your SPR&I reporting and your Special Education Report Card
 - All PCR corrections
 - All additional file reviews
 - Child Find Reporting
 - SECC Exit Reporting
 - Discipline Reporting
 - Leaver One year follow up and Exit Interviews Reporting

LINKS

- ODE Dashboard <https://district.ode.state.or.us/apps/login/default.aspx>
- IEP Guidance and Best Practices Document
<http://www.ode.state.or.us/search/page/?id=1163>
- SPR%I 15-16 Resources <http://www.ode.state.or.us/search/page/?=5383>

