



2017-2018 Timeline

MPS Annual Special Education Reading Drives Achievement: Procedural Compliance Self-Assessment (RDA:PCSA or Self-Assessment)

1. **Between June, 2017 and March, 2018:** DPI provides technical assistance to MPS personnel on Reading Drives Achievement: Procedural Compliance Self-Assessment (RDA:PCSA or Self-Assessment) emphasizing items, standards, and directions.
2. **August 10, 2017:** DPI provides MPS Specialized Services Regional Managers (SSRMs) and Special Education Supervisors training and technical assistance for the March 2018 RDA:PCSA process and content.
3. **By October 31, 2017:** MPS Compliance Management Coordinator and Supervisors meet with DPI RDA:PCSA Reporting Technical staff to develop training materials for the Self-Assessment Guide and training activities for the MPS staff.
4. **By November 17, 2018:** The revised *2017-2018 MPS Annual Special Education Reading Drives Achievement: Procedural Compliance Self-Assessment Guide* is approved by both DPI and MPS personnel.
5. **By February 2, 2018:** MPS uploads WISE IDs of student records by school to the RDA:PCSA reporting tool in the DPI special education portal. The Eval, IEP, and Implementation pools will consist of all those students who have been evaluated, reevaluated, or have had their reevaluations waived between 8/14/2017 and 1/19/2018. The Discipline sample will consist of all those students who have been removed from school for more than 10 cumulative (total) days between 8/14/2017 and 1/19/2018.
6. **By February 19, 2018:** DPI selects schools from each MPS Region for validation. DPI notifies MPS of the schools where the validation activities will take place.
7. **February 20, 2018:** DPI provides training in the Annual Special Education RDA:PCSA procedures to the SSRMs, the Supervisors from one Region, and other identified MPS personnel (SSIMS Team). This will be a “train-the-trainer” session and will include completion of the Certification eCourse, use of the RDA:PCSA reporting tool, and verification of school samples.
8. **February 21, 22, and 23, 2018:** Other identified MPS personnel (SSIMS Team) and the SSRMs provide training in the Annual Special Education RDA:PCSA procedures to the Supervisors from the remaining Regions (one Region per day). This training will include completion of the Certification eCourse, use of the RDA:PCSA reporting tool, and verification of school samples.
9. **From February 26, 2018 to March 23, 2018:** Supervisors and Special Services Administrator’s will review and organize the required materials completed for the Annual Special Education RDA:PCSA, including IEP Implementation and Discipline items materials from the beginning of the school year to date. Help Sessions related to the Annual Special Education RDA:PCSA activities will be scheduled. The Annual Special Education RDA:PCSA is completed in each school.
10. **Beginning February 26, 2018:** All errors identified in student records during the Annual Special Education RDA:PCSA must be corrected as soon as possible and no later than 30 days after the date the errors are identified.
11. **Between February 28, 2018 and March 9, 2018:** DPI will conduct onsite validation activities at schools selected for each SSRM to ensure accurate assessment. This activity is taking place early in the assessment process to ensure reliable assessment in all schools. Each SSRM must determine reliability in each school selected by DPI for validation prior to that school’s onsite validation activity. *(See validation section of this guide. Note: Each SSRM must review one school per Supervisor.)*



12. **Between March 26, 2018 and April 13, 2018:** Data for each school is reviewed for accuracy by the school's SSRM and Supervisor. (Note: MPS spring break is March 26, 2018 – March 30, 2018).
13. **By April 13, 2018:** Data for each school is finalized and submitted to DPI with completed LEA actions to ensure current compliance.
14. **By April 20, 2018:** DPI notifies MPS of findings of noncompliance and directs MPS to correct noncompliance as soon as possible, but no later than one year.
15. **Between April 23, 2018 and May 18, 2018:** Supervisors review assessment data with the Learning Teams in their schools and discuss needed inclusions to the *School Improvement Plan* as a result of the Annual Special Education RDA:PCSA.
16. **During the week of April 23, 2018:** DPI will conduct onsite verification to ensure MPS has corrected all noncompliance identified within individual student records during the March, 2018 Annual Special Education RDA:PCSA.
17. **August, 2018:** Revisions to the *District-Wide Support Plan for Buildings* are completed and the *Executive Summary* will be published. The DPI application will produce the *Executive Summary* by school, region, and district.
18. **September, 2018 – October, 2018:** DPI will verify *School Improvement Plans* have been updated to include activities that ensure compliance. DPI will review MPS system of internal controls, including reviewing completion of Record Review Checklists and Monthly Reports, completed by the SSRMs.
19. **September, 2018 – October, 2018:** DPI will conduct onsite verification activities to ensure current compliance for each item found in noncompliance during the March, 2018 Annual Special Education RDA:PCSA.