

## Cyclic and Selective Monitoring Webinar Transcript

### Slide 1

In this video, we will see how to submit documentation for cyclic and selective monitoring for the Agency of Education of Vermont.

### Slide 2

We will start with an introduction on the general structure of monitoring, the difference between cyclic and selective, and how to use SharePoint. We will then see how to submit documentation for the January 15 deadline, the March 15 deadline, and, in some cases, the September 15 deadline.

### Slide 3

Cyclic monitoring is a type of assessment that happens every three years, independently of your district's compliance. In most cases, you will need to collect data from July 1 to March 1 of the current school year. By January 15, documentation on adverse effect, discipline policies, Indicators 9 and 10, special education policies, special education evaluation policies, annual date reviews of IEPs and triennial evaluations will be due. By March 15, documentation on Indicator 11 (also called Child Find), post-secondary transitions, and summaries of performance will be due.

Selective monitoring is dependent on the results of the monitoring cycle. Typically, your district was part of cyclic monitoring, a report was issued, and the report detailed in what areas your district was found to be non-compliant. You will need to collect and submit documentation only for those specific areas. The deadlines will be the same as for cyclic monitoring. For example, if your district was determined non-compliant in annual dates for IEPs, you will need to submit documentation by January 15. If your district was not compliant in Indicator 11, you will need to submit documentation by March 15. One deadline, however, applies exclusively to selective monitoring. If your district was deemed not compliant for Summaries of Performance, the corrected SOPs will need to be transmitted to the student and the AOE by September 15 of the same year in which the monitoring report was issued. In other words, if your district was determined not compliant for Summaries of Performance, you will have a quick turn-around, of about two months, to correct non-compliance. Details on this activity will follow, during this presentation.

### Contact Information:

If you have questions about this document or would like additional information please contact: Simona Kragh, Student Support Services, at [AOE.SpecialEdMonitoringGroup@vermont.gov](mailto:AOE.SpecialEdMonitoringGroup@vermont.gov).

## **Slide 4**

As of 2021, all documents for monitoring will be transmitted between the LEA and the AOE via SharePoint.

## **Slide 5**

Based on current Microsoft protocols, you should be able to access SharePoint once, without receiving any prompts to create an account. After the first access, you will be prompted to create a SharePoint account. This slide contains a link to initiate that process, in point 1. Clicking on the link will lead you to a Microsoft screen to “Create account”. You can use your current e-mail to create a new account.

After writing in your e-mail address, click on Next.

## **Slide 6**

Next, you will be prompted to create a password. Please do so and click Next.

## **Slide 7**

Now you will be able to access SharePoint without further impediments.

If you are presented with the message “You need permission to access this site”, when attempting to access SharePoint, click Request Access. You will be notified by email when access is granted.

## **Slide 8**

If you receive a message informing you that you cannot sign up with your current email, you will need to create a new Outlook email. Please follow the instructions below.

Click on get a new Outlook email.

## **Slide 9**

Create the e-mail address.

## **Slide 10**

Create a password to use with the account and click Next. This is a one-time process, but necessary to maintain the confidentiality of our students’ personal information.

You may now use this new Microsoft account to sign in and access files located in SharePoint.

## **Slide 11**

If your district is in cyclic monitoring, you will have to submit documentation demonstrating that staff new to the school district in the current school year was trained in Adverse Effect. If you are in selective monitoring, you will not need to engage in this activity.

The due date for this activity is January 15. Our intention is to keep the dates consistent, to make it easier for you to remember. If January 15 falls on a weekend or federal holiday, however, the due date will be on the first business day following the weekend and/or holiday.

If this is a required activity for your district, please start by logging into your SharePoint folder. You will find a list of subfolders. Select the one labeled Adverse Effect. In it, you will see the Adverse Effect Documentation file. Please fill it out and save to SharePoint (simply click on the Save button). Save a copy to an additional drive, if desired.

## **Slide 12**

If your district is in cyclic monitoring, you will have to review your annual dates for IEPs.

If you are in selective monitoring, please refer to your monitoring report to find out whether you need to engage in this activity.

Whether your district is in cyclic or selective monitoring, the due date for this activity is January 15. Our intention is to keep the dates consistent, to make it easier for you to remember. If January 15 falls on a weekend or federal holiday, however, the due date will be on the first business day following the weekend and/or holiday.

If this is a required activity, please start by logging into your SharePoint folder. You will find a list of subfolders. Select the one labeled Annual Date Reviews.

## **Slide 13**

If you are scheduled to review your annual dates, in your Annual Date Reviews subfolder you will find an Excel spreadsheet called Annual Date Review – IEPs. Once you open it, you will find a list of IEPs which, according to our records, are out of compliance (that is, they took place more than 365 days from the last IEP).

## **Slide 14**

Please fill out cells B3 and B4. Someone other than the LEA Special Education Director may fill out the form, but the Director will need to certify the data by writing name and date in the appropriate cell.

The file will list the IEPs that, according to our records, are out of compliance, that is, they were reviewed more than 365 days from the last IEP, even during a leap year. To complete the form, locate the files listed and verify the accuracy of the dates. If any of the dates are incorrect, replace it with the accurate date directly in the box. For example, in the first row, for the file with perm number 1234567, the most recent IEP date was incorrect. The appropriate correction has been made and, as you can see in column G, the IEP is now automatically considered compliant.

## Slide 15

Please, add any pertinent note in column F. Even if the IEP were to be non-compliant by date, the reason for the delay might translate into compliance, once the AOE Monitoring Team reviews your data.

## Slide 16

If your district is in cyclic monitoring, you will have to review your annual dates for triennial evaluations.

If you are in selective monitoring, please refer to your report to find out whether you need to engage in this activity.

Whether your district is in cyclic or selective monitoring, the due date for this activity is January 15. We are trying to maintain the date consistent from year to year, to make it easier to remember. Our intention is to keep the dates consistent, to make it easier for you to remember. If January 15 falls on a weekend or federal holiday, however, the due date will be on the first business day following the weekend and/or holiday.

If this is a required activity, please start by logging into your SharePoint folder. You will find a list of subfolders. Select the one labeled Annual Date Reviews.

## Slide 17

If you are scheduled to review your annual dates, in your Annual Date Reviews subfolder you will find an Excel spreadsheet called Annual Date Review – Triennial Evaluations. Once you open it, you will find a list of triennial evaluations which, according to our records, are out of compliance (i.e., they took place more than 1095 days from the last evaluation.)

Please fill out the blue boxes in the first 4 rows. Somebody other than LEA Special Education Director may fill out the form, but the Director will need to certify the data by writing name and date in the appropriate cell.

## Slide 18

To complete the form, locate the files listed and verify the accuracy of the data. If any of the dates are incorrect, replace them with the accurate date directly in the cell. For example, in the first row, for the file with perm number 1234567, the most recent evaluation date was incorrect. The appropriate correction has been made and, as you can see in column G, the evaluation is now automatically considered compliant.

Add clarifications as needed, in column F, and select your response to the question in column G (“Form 8 used?”) from the drop-down menu. We will determine the final compliance based on the dates, the clarifications, and the use of Form 8, if applicable.

## Slide 19

If your district is in cyclic monitoring, you will have to submit your discipline policies for review.

If your district is in selective monitoring, please refer to your report to find out whether you need to engage in this activity.

Whether your district is in cyclic or selective monitoring, the due date for this activity is January 15. We are trying to maintain the date consistent from year to year, to make it easier to remember. Our intention is to keep the dates consistent, to make it easier for you to remember. If January 15 falls on a weekend or federal holiday, however, the due date will be on the first business day following the weekend and/or holiday. If you need to review your annual dates, please start by logging into your SharePoint folder. You will find a list of subfolders. Select the one labeled Discipline Policies.

## Slide 20

Click on the Discipline Policies folder to open it.

Find the files you wish to submit, click on them to highlight, and drag-and-drop them directly into the Discipline Policies subfolder.

## Slide 21

If your district is in cyclic monitoring, you will not need to submit any documentation for Indicator 9 in January. The data you supply on this indicator in your exit report will be sent to us by another AOE Team.

If your district is in selective monitoring, please refer to your report to find out whether you need to engage in this activity. The due date for this activity is January 15. We are trying to maintain the date consistent from year to year, to make it easier to remember. Our intention is to keep the dates consistent, to make it easier for you to remember. If January 15 falls on a weekend or federal holiday, however, the due date will be on the first business day following the weekend and/or holiday. If this is a required activity, please start by logging into your SharePoint folder. You will find a list of subfolders. Select the one labeled Indicators 9 and 10.

## Slide 22

Click on the Indicators 9 and 10 folder to open it. Locate the "Indicators 9 and 10 Self-Assessment" file. Fill it out and save it to the same SharePoint folder. In addition, you may save a copy to a drive of your choice.

The Self-Assessment file will ask for supporting documentation. Locate the files you need to submit, click on them to highlight, and drag-and-drop them directly into the Indicators 9 and 10 subfolder.

Again this is to be completed only if indicated in your monitoring report.

## Slide 23

If your district is in cyclic monitoring, you will not need to submit any documentation for Indicator 10 in January. The data you supply on this indicator in your exit report will be sent to us by another AOE Team.

If your district is in selective monitoring, please refer to your report to find out whether you need to engage in this activity. The due date is January 15. We are trying to maintain the date consistent from year to year, to make it easier to remember. We are trying to maintain the date consistent from year to year, to make it easier to remember. Our intention is to keep the dates consistent, to make it easier for you to remember. If January 15 falls on a weekend or federal holiday, however, the due date will be on the first business day following the weekend and/or holiday. If this is a required activity, please start by logging into your SharePoint folder. You will find a list of subfolders. Select the one labeled Indicators 9 and 10.

## **Slide 24**

Click on the Indicators 9 and 10 folder to open it. Locate the “Indicators 9 and 10 Self-Assessment” file. Fill it out and save it to the same SharePoint folder. In addition, you may save a copy to a drive of your choice.

The Self-Assessment file will ask for supporting documentation. Locate the files you need to submit, click on them to highlight, and drag-and-drop them directly into the Indicators 9 and 10 subfolder.

## **Slide 25**

If your district is in cyclic monitoring, you will have to submit your district’s special education policies for review.

If your district is in selective monitoring, please refer to your report to find out whether you need to engage in this activity.

Whether your district is in cyclic or selective monitoring, the due date for this activity is January 15. We are trying to maintain the date consistent from year to year, to make it easier to remember. We are trying to maintain the date consistent from year to year, to make it easier to remember. Our intention is to keep the dates consistent, to make it easier for you to remember. If January 15 falls on a weekend or federal holiday, however, the due date will be on the first business day following the weekend and/or holiday.

If this is a required activity, please start by logging into your SharePoint folder. You will find a list of subfolders. Select the one labeled Special Education Policies.

## **Slide 26**

Click on the Special Education Policies folder to open it.

If your district is in cyclic monitoring, simply drop any Special Education Policies in the folder.

If your district is in selective monitoring, please locate the Self-Assessment document, fill it out, and save it to the same SharePoint folder. You may also save a copy to a drive of your choice.

The Self-Assessment will require supporting documentation. For example, you may be asked to upload the document that includes your district's definition of special education. Find the files you need to submit, click on them to highlight, and drag-and-drop them directly into the Special Education Policies subfolder.

## **Slide 27**

If your district is in cyclic monitoring, you will have to submit your district's special education evaluation policies for review.

If your district is in selective monitoring, please refer to your report to find out whether you need to engage in this activity.

Whether your district is in cyclic or selective monitoring, the due date for this activity is January 15. We are trying to maintain the date consistent from year to year, to make it easier to remember. Our intention is to keep the dates consistent, to make it easier for you to remember. If January 15 falls on a weekend or federal holiday, however, the due date will be on the first business day following the weekend and/or holiday. If this is a required activity, please start by logging into your SharePoint folder. You will find a list of subfolders. Select the one labeled Special Education Evaluation Policies.

## **Slide 28**

Click on the Special Education Policies folder to open it.

If your district is in cyclic monitoring, simply drop any Special Education Policies in the folder.

If your district is in selective monitoring, please locate the Self-Assessment document, fill it out, and save it to the same SharePoint folder. You may also save a copy to a drive of your choice.

The Self-Assessment document will require supporting documentation. For example, you may be asked to upload the document indicating participation and agreement regarding the disability conclusion. Find the files you need to submit, click on them to highlight, and drag-and-drop them directly into the Special Education Evaluation Policies subfolder.

## **Slide 29**

If your district is in cyclic monitoring, you will need to submit your paraprofessional policies for review.

If your district is in selective monitoring, you will not need to engage in this activity.

If this is a required activity, please start by logging into your SharePoint folder. You will find a list of subfolders. Select the one labeled Paraprofessional Policies. Drag-and-drop your files.

## **Slide 30**

If your district is in cyclic monitoring, you will have to submit data on evaluations completed within your district between July 1 and March 1 of the current school year



If your district is in selective monitoring, please refer to your report to find out whether you need to engage in this activity.

Whether your district is in cyclic or selective monitoring, the due date for this activity is March 15. We are trying to maintain the date consistent from year to year, to make it easier to remember. We are trying to maintain the date consistent from year to year, to make it easier to remember. Our intention is to keep the dates consistent, to make it easier for you to remember. If March 15 falls on a weekend, however, the due date will be on the first business day following the weekend.

If this is a required activity, please start by logging into your SharePoint folder. You will find a list of subfolders. Select the one labeled Indicator 11.

### **Slide 31**

In the Indicator 11 folder, you will find a collection form for Child Find – Indicator 11.

### **Slide 32**

Open the form by clicking on it. Verify you are on the “LEA-enter data here” tab.

Enter the required data pertinent to the evaluations that were completed between July 1 and March 1 of the current school year. However, the Agency of Education reserves the right to request data on randomly sampled evaluations outside of the July 1- March 1 window

Once the data has been entered, the LEA Special Education Director will enter name and date in row four, to certify the accuracy of the entries.

### **Slide 33**

Make sure the file has been saved by clicking on the “Save” button (where the arrow is pointing). The file will be automatically saved in SharePoint. If you wish to keep a copy, click on “File”, then “Save as” and choose a location.

### **Slide 34**

The Early Education Team is charged with the collection and assessment of data on Indicator 12. Therefore, Indicator 12 will not be covered in this webinar. In 2021, the Early Education Team will offer free, virtual interactive webinars. The webinars will be recorded and posted on our website for asynchronous viewing. The dates of the webinar are listed in this slide. For additional information, including deadlines and due dates, please contact Katie McCarthy [katie.mccarthy@vermont.gov](mailto:katie.mccarthy@vermont.gov) or Amy Murphy [amy.murphy@vermont.gov](mailto:amy.murphy@vermont.gov), Early Education Team, Student Support Division

### **Slide 35**

If your district is in cyclic monitoring, you will have to submit 10 post-secondary transition plans for review.



If your district is in selective monitoring, please refer to your report to find out whether you need to engage in this activity.

Whether your district is in cyclic or selective monitoring, the due date for this activity is March 15. Our intention is to keep the dates consistent, to make it easier for you to remember. If March 15 falls on a weekend, however, the due date will be on the first business day following the weekend.

If this is a required activity, please start by logging into your SharePoint folder. You will find a list of subfolders. Locate the one labeled Indicator 13.

### **Slide 36**

If you are in cyclic monitoring, please locate 10 post-secondary transition plans completed between July 1 and March 1 of the current school year. Click on them to highlight and drag-and-drop them directly unto the Indicator 13 subfolder. A pop-up window will inform you that your documents have been uploaded.

### **Slide 37**

If you are in selective monitoring, click on the Indicator 13 folder to open it.

Locate the review spreadsheet for post-secondary transition plans from the 20-21 Monitoring Cycle. The areas of non-compliance and correspondent perm number are highlighted in red. Correct any non-compliance and drag-and-drop the amended file/s in the indicator 13 subfolder.

If students with non-compliant plans have graduated, replace their files with as many plans not previously submitted for review.

In addition, find 10 transition plans, not previously reviewed by the AOE and drag-and-drop them in the same Indicator 13 subfolder.

Once you have located the corrected files, any replacement file, if needed, and 10 additional files, submit them to the AOE by dragging-and-drop them in the same Indicator 13 subfolder.

### **Slide 38**

Locate the Indicator 13 Post-Secondary Transition Plans Self-Assessment spreadsheet, open it, and select the "LEA-please enter data here" tab.

Fill in all the cells with a white background, based on your assessment of the transition plans you are submitting, and certify the accuracy of the data (line 4, "Name of the LEA Director" and "Date").

In column C, under the perm numbers identifying the plans you have submitted, write the perm numbers of any students whose plan was determined not compliant and graduated. Write in column W "Graduated".

### **Slide 39**

If your district is in selective monitoring, please refer to your report to find out whether you need to engage in this activity. The due date will be September 15 of the same year as the monitoring report. Since monitoring reports are issued during the summer, the correction of SOPs is the remedial activity with the fastest turnaround – about 2 months after the monitoring report is issued.

If this is a required activity, please start by logging into your SharePoint folder. You will find a list of subfolders. Select the one labeled Indicator 13.

We will now see two separate slides, one on how to submit documentation for SOPs if your district is in cyclic monitoring, the other on how to submit documentation for SOPs if your district is in selective monitoring.

### **Slide 40**

If your district is in cyclic monitoring, locate 5 Summaries of Performance for students who have graduated in the previous school year. For example, if you are in cyclic monitoring in 2021-2022, please locate 5 Summaries of Performance for students who graduated at the end of the 2020-2021 school year.

Drag-and-drop the five SOPs in the Indicator 13 subfolder.

### **Slide 41**

If your district is in selective monitoring, you will have to correct the SOPs that were determined to be out of compliance during the last monitoring cycle.

If this is a required activity, please start by locating the review of the SOPs in your SharePoint folder.

### **Slide 42**

In your SharePoint folder, SOP subfolder, you will find the review spreadsheet for the SOPs you submitted in the last monitoring cycle. Identify the Summaries that were determined to be out of compliance and the specific elements that required correction.

Correct the files and submit them by September 15 of the same year in which the report was issued. For example, if you received your monitoring report in June 2021, you would submit your corrected SOPs by September 15, 2021. This means that you will have about 2 months to submit the corrected SOPs to the AOE. Transmit the corrected Summaries to the students.

Only if after multiple attempts it was impossible to locate one or more students whose Summary was not compliant, the AOE will accept replacement SOPs.

Drag-and-drop the files in the Indicator 13 subfolder.

### **Slide 43**

This concludes the overview of the monitoring process. Important dates for 2021 are listed on this slide. On September 14, 2021, we will have a workshop, required for new Special Education administrators and optional for everyone else. Please join us!

The following day, September 15, the monitoring cycle will officially open and the corrected summaries of performance will be due to the AOE and to the students. On December 15, 2021, we will have a Q&A session regarding the submissions due on January 15, 2022. The documentation for adverse effect, paraprofessional, discipline, special education, and special education evaluation policies, indicators 9 and 10, and annual date reviews will be due on January 15, 2022 (or on the first business day after the 15, if the 15 falls on a weekend or holiday). On February 15, 2022, we will hold a Q&A session regarding the March 15 submissions. On March 15, 2022, the Indicator 11 collection form, Indicator 13 documentation, and SOPs will be due.

### **Slide 43**

Should you have any question, feel free to contact the Monitoring team at [AOE.SpecialEdMonitoringGroup@vermont.gov](mailto:AOE.SpecialEdMonitoringGroup@vermont.gov).

If you need to contact the Technical Assistance team, please fill out a PD/TA form by clicking on the link provided.