

Compliance Tracking Tool (version 2)

District User Guide

Revised (August 2013)

Welcome to the Special Ed Compliance Tracking Tool. The Compliance Tracking Tool is a database used to record, track, and monitor noncompliance findings to support Local Education Agencies, as well as the State, in successfully tracking improvement and correction.

[\(<http://apps.sde.idaho.gov/CTT2/Year/3/Home/Home>\)](http://apps.sde.idaho.gov/CTT2/Year/3/Home/Home)

If you need access to this tool, please contact your District Admin Tool user and request the **Compliance Tracking District role**.

If you need further assistance with access please contact the SDE Support Desk (332-6987) or support@sde.idaho.gov

Definitions

GSFR	General Supervision File Review (formally Child Count Verification).
Non File Issue Summary	Non-compliance related to district submitted reports and/or finding from on-site visits
Indicator 4A	Significant discrepancy in the rates of suspensions and expulsions of children with disabilities for greater than 10 days in a school year due to procedures, policies, and/or practices
Indicator 4B	Significant discrepancy in the rates of suspensions and expulsions of children with disabilities by race and ethnicity for greater than 10 days in a school year due to procedures, policies, and/or practices
Indicator 9	Disproportionate representation of racial and ethnic groups in special education and related services that is the result of inappropriate identification
Indicator 10	Disproportionate representation of racial and ethnic groups in specific disability categories that is the result of inappropriate identification
Indicator 11	60-day timeline from receipt of parental consent to evaluate to eligibility determination
Indicator 12	Timeline from referral from Part C (Infant Toddler Program) to determination of eligibility and development and implementation of the IEP by the child's third birthday
Indicator 15	Issued when compliance issues are not corrected and approved
Indicator FAPE	Issued when non-compliance issues are found that violate other provisions of IDEA which deny a Free Appropriate Public Education to a student or groups of students
Indicator GSFR – ALT	I needed to build this one for districts that had issues from the March 2013 file review but we were unable to “populate” student data into the CTT2.
RC	Regional Coordinator
SPC	Special Populations Coordinator
QARC	Quality Assurance and Reporting Coordinator

What happens before districts see the compliance issues on the CTT2?

For GSFR, the SDE review 800+/- files in March (subject to change) of each year (in 2013 we reviewed 827 files but it took most of March and April). The results of the file reviews are entered into the CTT2 in April and May and non-compliance notices are issued middle of May. The issues are not visible to the districts, RCs or SPC until non-compliance notices are issued. The QARC controls issuance of notices.

For Indicators 11 and 12, issues are entered into the tool by the QARC after verification of data reports.

For Indicators 4A, 4B, 9 and 10, issues are entered into the tool by the QARC after verification of data and finding of flawed procedures, policies, and/or practices are determined. The QARC will work directly with districts receiving noncompliance for 4A, 4B, 9 or 10.

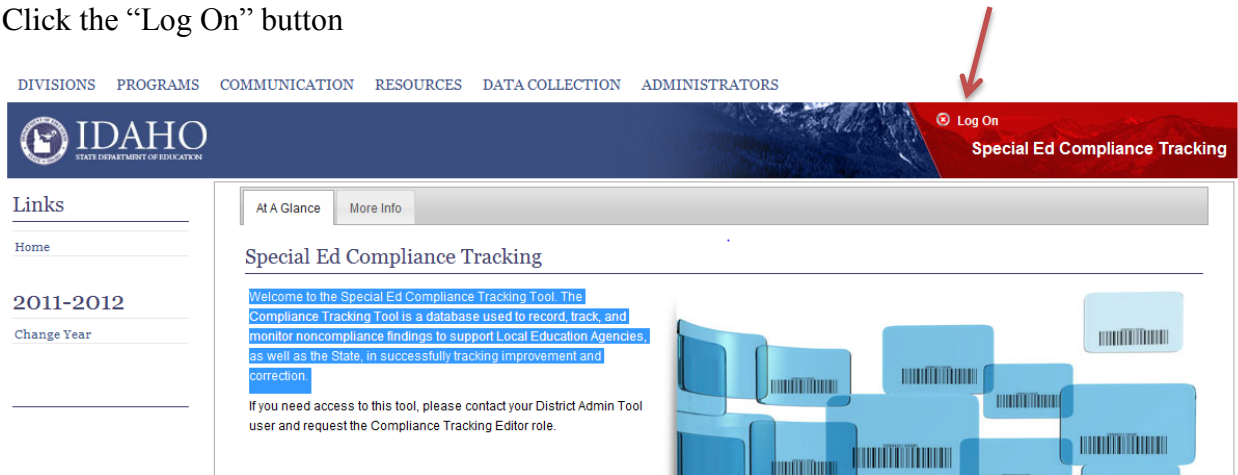
For Indicator 15, noncompliance is found on the 356th day after the initial finding of non-compliance if that issue was not corrected and approved within the 365 day timeline. The QARC will work directly with districts receiving noncompliance under Indicator 15.

For Indicator FAPE, noncompliance is entered into the tool by the QARC and the QARC directs activities and timeline for correction.

The CTT2 can be found at this web address: <http://apps.sde.idaho.gov/CTT2/Year/3/Home/Home>

Log on

Click the “Log On” button



The screenshot shows the top navigation bar of the Idaho State Department of Education website. The navigation bar includes links for DIVISIONS, PROGRAMS, COMMUNICATION, RESOURCES, DATA COLLECTION, and ADMINISTRATORS. A red arrow points to the 'Log On' button in the top right corner. Below the navigation bar is the 'Special Ed Compliance Tracking' header. The main content area features a 'Welcome to the Special Ed Compliance Tracking Tool' message, a 'Log On' button, and a 'Continue to Sign In' button. The background of the main content area shows a graphic of blue 3D blocks with barcodes.

Select your Organization:



The screenshot shows the 'Idaho State Department of Education Log On Screen'. The header features the Idaho State Department of Education logo and the text 'IDAHO STATE DEPARTMENT OF EDUCATION'. Below the header is a welcome message: 'Welcome to the Idaho State Department of Education Log On Screen'. A red instruction reads: 'Please select your appropriate Organization from the drop down list, per the instructions below.' Below this are five bullet points: 'Students – select the “Student” option', 'Employees of the State Dept. of Education – select “SDE”', 'District users – select your respective District name', 'If your District name is not present – select “Other”', and 'All other users (including non-District) – select “Other”'. At the bottom, there is a dropdown menu labeled '-- Select Organization --' and a 'Continue to Sign In' button. A red arrow points to the dropdown menu.

Enter your user name and password



Log On

Please enter your username and password.

Account Information

User name:

Password:

By entering your user name and password you represent that

- You are an authorized user
- You have a legitimate educational interest for receiving the disclosure of information through access to Idaho State Department of Education information applications for which you are an authorized user
- You are responsible for ensuring that any re-disclosures of information by you complies with all applicable state and federal statutes and regulations

Applicable state and federal penalties may be imposed for the failure to act in a manner in accordance with the conditions above. The sharing of user account names and/or passwords to others is specifically prohibited and will result in the termination of your access to SDE applications as well as legal penalties if applicable.

User name is typically your district email address.

If you need access to this tool, please contact your District Admin Tool user and request the **Compliance Tracking District role**.

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Your compliance issues will be found under one or more buttons:

GSFR Issue Summary (General Supervision File Review) OR Non File Issues Summaries

DIVISIONS PROGRAMS COMMUNICATION RESOURCES DATA COLLECTION ADMINISTRATORS

IDAHO STATE DEPARTMENT OF EDUCATION

Log Off RODell@edu.id

Special Ed Compliance Tracking

Links

Home

2012-2013

Change Year

An IDAHO School District

District Home

GSFR Candidates

GSFR Students

GSFR Issue Summary

Non File Issue Summary

General Supervision File Review Issue Summary

Open Issues

Issue Number	Notification Date	Approval Due Date	Days Remaining	Issue Description	Original PLOP	Corrected PLOP	Students	Improvement Activities	Progress Monitoring
GSFR-	5/16/2013	5/16/2014	297	General Review, Question 16) The IEP team has explained the extent, if any, to which a student will not participate in general education and has provided a justification statement for that placement decision.	3/4	3/4	Students	In Progress View/Edit	
	5/16/2013	5/16/2014	297	General Review, Question 17) When behavior is a concern, it is addressed in the IEP (positive behavior interventions or strategies, goals, or an attached BIP).	3/4	4/4	Students	Submitted View/Edit	Prong Two: Approved View/Edit
	5/16/2013	5/16/2014	297	General Review, Question 2) Eligibility was determined by a team (all required participants), including the parent.	3/4	3/4	Students	In Progress View/Edit	
	5/16/2013	5/16/2014	297	General Review, Question 6) Eligibility Report appropriately addresses need for specially designed instruction.	3/4	3/4	Students	In Progress View/Edit	
	5/16/2013	5/16/2014	297	General Review, Question 8) IEP includes appropriate Present	1/4	1/4	Students	In Progress	

Under General Supervision File Review Issue Summary the district enters Improvement Activities. After the Improvement activities are completed, the district records the results of those actions under Corrective Actions. The district is required to document at least one improvement activity and a corresponding corrective action for each non-compliance issue.

Improvement Activities and Corrective Actions – at the very least, districts should share results with staff, discuss root causes leading to the noncompliance, and establish a calendar to address and correct the noncompliance issue within the timeline of “as soon as possible but no more than 365 days of the letter of non-compliance”.

The district may wish to review in house, procedures and policies and conduct staff training.

The district may also seek technical assistance and specific training from the SDE.

The district is responsible for documenting Improvement Activities and Corrective Actions

Click on "Student" and a small window will open to show you what students contributed to the non-compliance issue

General Supervision File Review Issue Summary

Open Issues

Issue Number	Notification Date	Approval Due Date	Days Remaining	Issue Description	Original PLOP	Corrected PLOP	Students	Improvement Activites	Progress Monitoring
GSFR	5/16/2013	5/16/2014	364	General Review, Question 1) Written Notice or Parental Consent for Assessment was obtained prior to administering assessments or evaluation on initial evaluation. Documentation of consent OR reasonable attempts and input sought is present for 3-year re-evaluation. OR Documentation of written notice for a reevaluation consisting only of a review of existing new data.			Students	View/Edit	
	5/16/2013	5/16/2014	364	General Review, Question 10) IEP includes a statement about Progress Reports.			Students	View/Edit	
GSFR	5/16/2013	5/16/2014	364	General Review, Question 11) The IEP includes a description of			Students	View/Edit	

PLOPs are listed in these two columns

Issue Type

Add your improvement activities here. Click "View/Edit" and window will open for you.

Improvement Activities for Issue Number GSFR-

- Home
- 2012-2013
- Change Year
- District Home
- GSFR Candidates
- GSFR Students
- GSFR Issue Summary
- Non File Issue Summary


Issue Type: General Supervision File Review
 Issue Description: General Review, Question 16) The IEP team has explained the extent, if any, to which a student will not participate in general education and has provided a justification statement for that placement decision.

Improvement Activity Description	Corrective Action	Submitted for Review
Notify case manager of the issue (June 2012)		
Meet with individual case manager (current - Colleen and		
Provide District-wide sped training on this issue (August		

Admin Actions

Save Yellow highlighted fields have not been saved!

Once you completed improvement activities, indicate this in the corrective actions window.



Improvement Activities for Issue Number GSFR-[redacted]

Issue Type: General Supervision File Review
Issue Description: General Review, Question 1) Written Notice or Parental Consent for Assessment was obtained prior to administering assessments or evaluation on initial evaluation. Documentation of consent OR reasonable attempts and input s ment is present for 3-year re-evaluation. OR Documentation of written notice for a reevaluation consisting only of a review of existing new data.

Improvement Activity Description	Corrective Action	Submitted for Review
Train teachers at monthly special education staff	File reviews	6/5/2013
Director/consulting teacher will meet with case manager to	File reviews	6/5/2013
High school special education teachers will review 1 file	File reviews	6/5/2013

Once the district has completed Improvement Activities and the Corrective Actions the district can notify their Regional Coordinator and/or Special Populations Coordinator by selecting the **Ready for Review** button.

NOTE: Once the issue is submitted as Ready for Review, no additional improvement activities or corrective actions can me made unless the RC or SPC or QARC resets those options.

NOTE: Upon review of the compliance issue, the RC/SPC or QARC may require additional improvement activities and corrective action from the district. If this is the case, the Improvement Activities and the Corrective Actions functions will be reset.

Approval, Prong II – Individual Issue/Student Level

When the RC, SPC, and/or QARC reviews corrections made on individual files the following procedures may take place:

1. If the RC, SPC, and/or QARC cannot approve the corrections, Progress Monitoring Notes will be entered, the issue will be reopened and at least one new improvement activity will be added by the RC, SPC, and/or QARC. The improvement activity will be specific to the issue of non-compliance.
2. If the RC, SPC, and/or QARC are able to approve the corrections, Progress Monitoring Notes will be entered, students will be cleared, and the issue “closed” for Prong II

Progress Monitoring for Issue Number [REDACTED]

Issue Type:
General Supervision File Review

Issue Description:
General Review, Question 10) IEP includes a statement about Progress Reports.

Yellow highlighted fields have not been saved!
[Add an Improvement Activity](#)

RC, SPC, and/or QARC enter comments in “Progress Monitoring Notes”

Progress Monitoring Notes

Note	Date Entered	Entered By
New Note		

Prong Two Students

[REDACTED] [REDACTED] [REDACTED]

RC, SPC, and/or QARC clear students after reviewing the files

Once Prong II approval is made, a Prong I window will open.

Prong I Review

The RC, SPC, and/or QARC will review additional files (no less than 3 but no more than 30) to establish “systematic” compliance for each issue.

<Screen Shot>