CIM Step 1–Gather and Inquire: Student Record Review and the incorporated Policies and Procedures Review (Required)

Description

Self-Review Portion of the Student Record Review: The Student Record Review (SRR) is a required activity for all Targeted Level 3 LEAs developing CIM Plans in 2024. Each participating LEA will receive log-on information via email from the Special Education Compliance Monitoring System (SECMS) to access the online SECMS portal for the SRR.

Each LEA will commence the SRR as a self-review, using the SECMS-activated protocol items specific to the LEA. The LEA must *complete and submit* its self-review findings and supporting documentation in SECMS by **June 30, 2024**.

The LEA's self-review portion of the SRR is part of the CIM Step 1 process in which the LEA gathers and reviews data and other information to identify problem areas the LEA will later address in subsequent CIM Steps and activities. Accordingly, *in addition* to submitting its SRR self-review findings to the CDE through SECMS, each LEA must prepare and submit as part of CIM Step 1 a summary of its SRR self-review findings. Targeted Level 3 LEAs will enter and submit their summaries in Stepwell by **July 10, 2024**, for review by the CDE.

Corrective Actions and the Policies and Procedures Review: The CDE anticipates issuing final SRR findings in mid-October of 2024. The CDE will also issue student-level and LEA-level corrective actions for each SRR final finding of noncompliance. As a change from the two previous years of the CIM process (i.e., 2022 and 2023), the Policies and Procedures Review (PPR) is now incorporated into the LEA-level corrective actions arising from findings of noncompliance in the SRR. The PPR will now require the LEA to document that is has a written, board-adopted policy covering each item for which the LEA had final findings of noncompliance in the SRR. Given that final SRR findings and corrective actions will not be issued until mid-October 2024, the LEA will not be submitting a PPR summary as part of the CIM Step 1: Gather & Inquire activity. However, the LEA may consider information learned from the PPR as the CIM process proceeds, including during CIM Step 4 as the LEA is monitoring progress and considering adjustments to its CIM Plan.

LEA Required Tasks for Completing the Self-Review Portion of the SRR in SECMS

Targeted Level 3 LEAs:

- Log into the Special Education Compliance Monitoring System (SECMS).

- Receive a student list from the CDE and follow instructions to enter student names into SECMS for the SRR.

  [Note: the FMTA Consultant has discretion to specify alternative methods to an LEA for finalizing student lists and entering the final list into SECMS.]

- Review student records, applying the protocol found in SECMS to the student record, focusing on the most recent Individualized Education Plan (IEP).

- Enter the findings into SECMS.

- Enter instructions into SECMS for CDE electronic access to all student records applicable to the review.

- Submit the findings and instructions to the CDE, using SECMS, due by **June 30, 2024**.

- Receive notice of final findings and corrective actions from CDE, projected to be sent in October 2024.

- Use SECMS to submit documentation of corrective actions and participate in follow-up (Prong II) reviews, if needed. (See caltan.info for more information on corrective actions and Prong II reviews.)

LEA Required Tasks for Completing the Summarization Portion of the SRR

Targeted Level 3 LEAs:

- Summarize the self-review portion of the SRR activity by entering the required information into Stepwell, as shown below. Submit to the CDE via Stepwell by **July 10, 2024**.

11) Student Record Review
[In this box, provide a summary of summary of relevant findings from the self-review portion of the SRR, noting any areas of concern suggested by those findings. Include, if presently known, a summary of any adjustments that may be necessary to the LEA's written policies and procedures.]

Note: Box *"12) Student Case Study"* in Stepwell does not apply to Targeted tier LEAs that are developing CIM Plans in 2024. To proceed in Stepwell, mark the box NA.