



Activity: Policies & Procedures Review

Required for:

- *Disproportionate Year 1*

Purpose

The purpose of the Policies and Procedures Review (PPR) is to help local education agencies (LEAs) determine compliance with state and federal regulations, which will help the LEA determine programming gaps that may be impacting student outcomes, both at the LEA and student level.

Instructions

1. Prerequisite: Access Special Education Compliance Monitoring System for Small LEAs (SECMS-S)

- The CDE will email each LEA and Special Education Local Plan Area (SELPA) instructions and a unique PIN to access SECMS-S to complete the review.
 - Login to SECMS-S using the unique PIN that was emailed to the LEA.
 - Select the **“Policies, Procedures and Practices Review: Begin or continue your review by clicking here”** hyperlink on the homepage.
- To prepare for the review, LEAs should:
 - Print or download the **PPR Protocol**.
 - Review the LEA’s current policies and procedures, such as SELPA manual, Administrative Regulations, Board Policies, etc. to determine compliance for each item.

2. Policy and Procedure Review & SECMS-S Input

- In the **“Protocols”** section, select the **“Compliance Review”** hyperlink for the *“Compliance Tests for Policies and Procedures.”*
- For each item, enter the determination of each item by selecting Compliant or Noncompliant.
 - If an item is Compliant, the LEA must enter the location of the policy or procedure that will be uploaded as evidence (i.e., Board Policy, Page 26) in the item “Notes” text box.
 - If an item is Noncompliant, the LEA must enter a finding statement in the item “Notes” text box which refers to the language in the item explaining why an item is noncompliant.
- Select **“Save”** at the bottom of the screen once all items have a determination.
 - A red **notice** will appear at the top confirming the data was saved.
- Return to the SECMS-S home screen by selecting **“LEA Review Menu”**.



Small LEA 2025 Annual Monitoring

Instructions

- In the **“Upload Policy & Procedure Document(s)”** section, click the **“Upload”** button.
- Add files by selecting the **“Choose File”** button to upload them from your system. Once all files have been uploaded, select the **“Upload”** button and then **“LEA Review Menu”**.
 - Each compliant item must have an accompanying policy/procedure uploaded.
- In the **“LEA Review Evidence”** section, add the date of the review and type “N/A” in the text field. Click the **“Save”** button. LEAs completing just the PPR **do not** need to provide read-only access to their special education reporting system.
- Click the **“Submit Initial Review”** button at the bottom of the screen. This will send notification to the CDE that the LEA has completed the Policy and Procedure Review.
- LEAs must submit their findings into SECMS-S by **June 30, 2025**.

3. Corrective Actions

- The LEA will receive notice of final findings and corrective actions from the CDE. See CalTAN for more information.

Resources

PPR in SECMS-S Training Video

PPR Instructions

PPR Review Guide