COMPLIANCE AND IMPROVEMENT MONITORING

Activity Handout

Activity: Student Record Review

Required for: Restraint & Seclusion Ratio Flag | Disproportionality Flag

Purpose

The purpose of the Student Record Review (SRR) is to help 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 (SECMS)

The CDE will email each LEA and Special Education Local Plan Area (SELPA) instructions and a unique PIN to access SECMS to complete the review:

- Login to SECMS 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 home page

2. Prerequisite: Verify Student List

- The CDE will enter student names into SECMS.
    - LEAs should not amend the student list.
    - Verify that students in the "Students" section are eligible for review (currently enrolled in the LEA and has a current operative IEP).
    - If a student has exited the LEA or Special Education, the LEA must notify the CDE immediately and provide evidence (CALPADS PDF or screenshot).
- To prepare the review, LEAs should:
    - Print or access each student's current operative IEP.

3. Student Record Review & SECMS Input

- In the "Protocol" section, select the "Compliance Review" hyperlink for the "Compliance Tests for Student Level."
- For each student file, select the type of IEP reviewed and enter the date of the IEP that was reviewed. Then, enter the determination of each item by selecting Compliant, Noncompliant, or Not Applicable.
    - If an item is Not Applicable or Noncompliant, the LEA must enter a finding statement in the text field. Finding statements should refer to the language in the item explaining why an item is noncompliant or not applicable.
    - If the LEA is completing SRR Protocols for both disproportionality and restraint and seclusion, connect with your FMTA consultant to ensure you are reviewing the correct compliance items for each individual student.
- 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.
- Repeat until all student files have been reviewed and saved.
- Return to the SECMS home screen by selecting "LEA Review Menu."
- In the "LEA Review Evidence" section, add the date of the review, and provide read-only access to the LEA's electronic IEP system in the "Instructions" field (Username and Password for FMTA Consultant). LEAs will limit access to the files in the review. Click the "Save" button.
- Click the "Submit Initial Review" button at the bottom. This will notify the CDE that the LEA has submitted their Student Record Review and your FMTA Consultant will use the read-only access login to the LEA's electronic IEP system to review the LEA's findings.
- LEAs must submit their findings into SECMS required due date as directed by your FMTA Consultant

4. Corrective Actions and Prong II Review

- The LEA will receive notice of final findings and corrective actions from the CDE. The LEA will participate in follow-up (Prong II) reviews, if needed.
- For LEAs who are in CIM Implementation (Step 4), you will meet with your FMTA consultant to discuss the findings and then you will summarize the relevant information in the July 10 progress report. The CIM Team should determine if there are any amendments are needed to the CIM Plan based on the findings at this point as well.