

24-25 Monitoring Timeline

ITEM	DATE
<p><u>Letter of Notification and Instruction</u></p> <ul style="list-style-type: none"> • Outlines monitoring process for the cohort • Provides date and time of scheduled onsite visit • <u>No action required</u> 	Sent mid-May, 2024
<p><u>24-25 Cohort Training</u></p> <p>Attend training provided by Supervision, Monitoring, and Support Team</p>	End of May, 2024
<p>❖ Submit by <u>June 30, 2024</u></p>	
<p><u>Transition Plans (B13) Screeners ONLY</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> 2 screener submissions – (Section 9 <u>ONLY</u> of the IEP) <ul style="list-style-type: none"> ○ Submit screeners to monitoring.doe@maine.gov • Feedback will be provided • Corrections to these and subsequent transition plans is acceptable 	Due by June 30, 2024
<p><u>24-25 How to Choose Training</u></p> <ul style="list-style-type: none"> • Attend training provided by Supervision, Monitoring, and Support Team 	Beginning of September, 2024
<p>❖ November-December visits complete by <u>October 1, 2024</u></p> <p>❖ April-May visits complete by <u>March 1, 2025</u></p>	
<p><u>Self-Assessment</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Complete using Microsoft Form (link sent in email) <ul style="list-style-type: none"> ○ Child count 30+ review 20 files, plus 1 from each OOU ○ Child count <30 review 10 files, plus 1 from each OOU ○ Child count <10 review all files, plus 1 from each OOU • OOU (Out-of-Unit) placements • A summary of your self-assessment data as entered will be shared with you after completion 	<p>November-December visits due by <u>October 1, 2024</u></p> <p>April-May visits due by <u>March 1, 2025</u></p>
<p>❖ Please have these items/files readily available for review during our scheduled onsite visit</p> <ul style="list-style-type: none"> ○ Access to full file is easiest, however, we understand that many SAUs have moved to electronic filing ○ If you have electronic files only please make them accessible to us: <ul style="list-style-type: none"> ▪ Provide temporary access to vendor ▪ Create PDFs and email to monitoring.doe@maine.gov ▪ Print 1 copy of all needed paperwork 	

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<p><u>Policies and Procedures</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Accuracy Document <input type="checkbox"/> IEP Fund Authorization Letters <input type="checkbox"/> Child Find <input type="checkbox"/> Restraint/Seclusion <input type="checkbox"/> Referral 	<p>Reviewed during onsite visit</p>
<p><u>Review of IEPs</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Same files/IEPs reviewed on the Self-Assessment <ul style="list-style-type: none"> • Provide current/most recent IEP 	<p>Reviewed during onsite visit</p>
<p><u>OOU (Out-of-Unit)</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> 1 from each OOU for file/IEP review <ul style="list-style-type: none"> • Provide current IEP <input type="checkbox"/> All files for any student placed at OOU within the last 2 years <ul style="list-style-type: none"> • We will be looking at: <ul style="list-style-type: none"> <input type="checkbox"/> IEP and WN prior to placement <input type="checkbox"/> WN of placement <input type="checkbox"/> WN of 30 day review <input type="checkbox"/> current IEP • Access to the full file is easiest 	<p>Reviewed during onsite visit</p>
<p><u>Final Transition Plans (B13)</u></p> <ul style="list-style-type: none"> • 10 transition plans (number is flexible depending on child count) <ul style="list-style-type: none"> ○ Age 16 and older, no seniors • Provide for each: <ul style="list-style-type: none"> <input type="checkbox"/> Consent to invite outside agency, if applicable <input type="checkbox"/> AWN from annual <input type="checkbox"/> WN from annual <input type="checkbox"/> Section 5 (goals) of IEP <input type="checkbox"/> Section 9 • Can overlap with self-assessment files and/or OOU files 	<p>Reviewed during onsite visit</p>
<p><u>Abbreviated Day</u></p> <ul style="list-style-type: none"> • All files for students currently on Abbreviated Day • We will be looking at: <ul style="list-style-type: none"> <input type="checkbox"/> WNs from start of Abbreviated Day to present <input type="checkbox"/> IEPs from start of Abbreviated Day to present • Documents regulatory expectations 	<p>Reviewed during onsite visit</p>

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<p><u>Forms</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> 1 Speech/Language Eligibility Form <input type="checkbox"/> 3 Learning Disability Evaluation Forms <input type="checkbox"/> 3 Adverse Effect Forms • From initial evaluations and/or reevaluations • Can be a mix of both <input type="checkbox"/> 3 Summary of Performance Forms <input type="checkbox"/> 3 Eligibility Forms from students that have been dismissed from services or changed disability category 	<p>Reviewed during onsite visit</p>
<p><u>Child Find (B11)</u></p> <ul style="list-style-type: none"> • 10 Initial Referrals – from 23-24 and/or 24-25 school year <input type="checkbox"/> AWN of initial referral <u>OR</u> WN of initial referral (documenting Procedural Safeguards were given upon initial referral) <input type="checkbox"/> signed Parental Consent to Evaluate with date received by SAU <input type="checkbox"/> First page of each evaluation identified on consent <input type="checkbox"/> WN of eligibility meeting *this needs to be ≤ 45 school days from date received on Parental Consent to Evaluate <input type="checkbox"/> School calendars for 23-24 and 24-25 with ‘no school’ days marked • >45 school days use Acceptable/Unacceptable Reasons for Delay chart <input type="checkbox"/> Acceptable <input type="checkbox"/> Unacceptable Reason: _____ <ul style="list-style-type: none"> ○ See Acceptable/Unacceptable Reasons Chart 	<p>Reviewed during onsite visit</p>
<p><u>Pre-Findings (if any) and Abbreviated Day</u></p> <ul style="list-style-type: none"> • Non-systemic compliance findings and/or FAPE compliance • An email will be sent outlining the details and due date • If there are none, a follow-up email will be sent with next steps <input type="checkbox"/> Complete Pre-Findings and Abbreviated Day by due date outlined in email (if applicable) <ul style="list-style-type: none"> ○ Submit to monitoring.doe@maine.gov 	<p>Sent after onsite visit Due within 30 days from notice of Pre-Findings</p>
<p>❖ SAUs visited November-December</p>	
<p><u>Corrective Action Plan (SAUs visited November-December)</u></p> <ul style="list-style-type: none"> • Includes <ul style="list-style-type: none"> ○ CAP Worksheet – Corrective Action Plan ○ Child Specific Findings – For Child Specific Correction ○ Summary of Findings (SOF) – Summary of % of compliance for onsite visit ○ Results Based Accountability Rubric 	<p>Issued on January 31, 2025 Due November 30, 2025</p>

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❖ SAUs visited April-May

Corrective Action Plan (SAUs visited April-May)

- Includes
 - CAP Worksheet – Corrective Action Plan
 - Child Specific Findings – For Child Specific Correction
 - Summary of Findings (SOF) – Summary of % of compliance for onsite visit
 - Results Based Accountability Rubric

Issued on June 30, 2025
Due April 30, 2026

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Acceptable/Unacceptable Reasons for Delay Related to SPP Indicator B-11

IDEA (34 CFR 300.301(d)) and MUSER (Section V.1.A.(b)) define acceptable reasons for delay to the initial evaluation timeline. When situations defined as “acceptable reasons for delay” occur, the initial evaluation timeframe shall not apply. The acceptable reasons are listed here for reference. While unacceptable reasons for delay are not specifically described in IDEA or MUSER, samples of those are also included here for reference.

ACCEPTABLE	UNACCEPTABLE
1) Repeated parent failure or refusal to make the child available for evaluation caused a delay in the completion of the evaluation within the timeline.	1) Lack of personnel resources to schedule and/or complete evaluation caused the delay.
2) The child enrolled in SAU after parental consent was received in another SAU but before evaluation could be completed, and parent and subsequent SAU documented an agreed-upon time when the evaluation would be completed.	2) Parent did not return phone calls.
3) Parent withdrew consent to evaluate.	3) Parent did not have transportation.
4) Excessive child absences from school.	4) External evaluator failed to meet evaluation timelines.
5) Documented inability to make contact with the parent to schedule the evaluation.	5) Child not available due to school activities.
6) Documented parent request for a delay.	6) Child under age of majority refused to participate.

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Mark Your Calendars!

<u>SAU/Charter</u>	<u>Onsite Visit Date</u>
Airline	12/3/24
AOS 43/MSAD 41	12/12/24
AOS 47	12/3/24
AOS 91	5/21/25
AOS 98	12/18/24
Aruther R. Gould	11/21/24
East Millinocket	12/10/24
EUT-Unorganized Territories	5/6/25
Falmouth	4/9/25
Fayette	5/29/25
Five Town CSD	5/14/25
Glenburn	12/4/24
Hancock Public Schools	5/22/25
Hermon	12/5/24
Kittery	4/14/25
Lamoine	5/22/25
Lewiston	11/6/24
Long Island	4/10/25
Madawaska	5/5/25
Maine Connections Academy	11/21/24
Medway	12/10/24
Otis	5/19/25
RSU 11/MSAD 11	11/14/24
RSU 15/MSAD 15	11/5/24
RSU 17/MSAD 17	4/3/25
RSU 26	12/2/24
RSU 28/MSAD 28	5/14/25
RSU 50	5/9/25
RSU 51/MSAD 51	4/7/25
RSU 55/MSAD 55	4/1/25
RSU 56	5/28/25
RSU 60/MSAD 60	4/16/25
RSU 61/MSAD 61	4/2/25
RSU 63	5/19/25
RSU 67/MSAD 67	12/11/24

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RSU 72/MSAD 72	3/31/25
RSU 75/MSAD 75	12/17/24
RSU 86/MSAD 20	5/7/25
RSU 89	12/9/24
Scarborough	11/18/24
South Portland	11/19/24
Union 69	5/13/25
Union 76	5/20/25
Westbrook	11/20/24
Winthrop	5/29/25
York	4/15/25
<u>Regional</u>	<u>Onsite Visit Date</u>
Sheepscot	12/17/24
<u>CDS</u>	<u>Onsite Visit Date</u>
Aroostook	5/8/25
First Step	11/7/24
PEDS	11/12/24
York	4/17/25