

# EC Folder Compliance 2013-2014

Update to BOE – November 2, 2014

Beginning in January 2014, an extensive audit and compliance review began on all active EC folders.

- 564 EC folders were audited between January 9, 2014 and June 10, 2014

Out of all 564 folders audited, **0** folders involved issues that cost the EC department any money.

All deficits found were those that, if audited by the state, would require additional staff development and training, but of no monetary value.

We are now in the process of extensive staff development related to errors found in EC paperwork.

## **Deficit Sheet Deadline**

- By October 13, 2014 all but 17 deficit sheets were returned and corrections made. The 17 deficit sheets not returned are being dealt with by administration.

# Deficit Breakdown

- 7% of the files were in complete compliance and needed no corrections.

- Approximately 30% of the folders contained minor issues related to wording, typographical errors, and boxes not checked. These were fixed simply by the “amending without a meeting process” or brief IEP Team meetings.

**\*These cost the EC Department no money.**

## **Approximately 40% of the folders contained errors related to:**

Lack of information about the student's progress

Present level of performance

Assessment information

Accommodations

Level of service

Lack of information about proposals and refusals at the meeting included in the DEC 5

Measurable goals

**\*These cost the EC Department no money.**

Approximately 20% of the folders contained errors that required a reevaluation of the student to obtain more current information. All these reevaluations have been completed and all paperwork corrected.

**\*These cost the EC Department no money.**

# Staff Development and Training

We are conducting extensive staff development for our EC teachers and related service personnel to ensure that we stay in compliance now and in the future.

- 10 Staff Development Sessions regarding EC Compliance have been scheduled for this year
- 4 sessions have already taken place. Training for these included:
  - How to organize information and complete paperwork in EASY IEP
  - How to complete an Initial Evaluation
  - How to complete a Reevaluation
  - How to write a compliant IEP
  - How to write a compliant DEC 5
  - Preparing for December Headcount

# Upcoming Staff Development

Describing Current Level of Proficiency

Writing Measurable Goals

Writing Transition Goals (for high school)

Describing Accommodations and Assessment Information in the IEP

Preparing for the April Headcount

# Re-Audit Process

- Out of the 540 deficit sheets that were returned, 200 have since been re-audited for accuracy and found to be fully compliant. Another 50 were audited that had minor errors (ex. typos, word usage, grammar) that would pass an audit by the state. However, Montgomery County EC department would like for these type mistakes to always be at a very minimum or none at all.

Based on the results above, the 290 deficit sheets remaining will be re-audited in the following manner:

The remaining 290 deficit sheets will be audited by random. At least 1 out of every 5 audit sheets per teacher will be re-audited for errors and noncompliance. This will be done by Winter Break.

# Yearly Auditing Process

- The EC department has now put in place a **strict** auditing process.
- EC folders, including all meeting documentation, are to come to county office for compliance review anytime a meeting takes place on an EC student (ex. annual review, re-evaluation, initial, IEP addendum).
- Therefore, ***at least*** one time a year, all EC folders will come through the EC department for some form of audit.