**COMPLIANCE MONITORING REPORT (CMR)** Page 1

The Compliance Monitoring tool is used to verify the required documentation on file for a student receiving specialized services per the Individuals with Disabilities Education Act. The Compliance Monitoring Tool has ten categories each with varying number of items; the total number of compliance items is fifty-six (56) and there are three (3) State Performance Plan indicator items included. The reviewer has the responsibility of calculating the percentage of categories not in compliance and completing the CMR including the subsection, *Analysis*.

**Correction of Individual Student File(s)**

The files of individual students are reviewed and if any required documents are not found in a student’s file, the school is to make corrections by following the required special education process. The corrections are to be made as soon as possible, not more than **45** days from the date of the CMR.

**Correction of CM Categories Not in Compliance**

If a category is identified as not in compliance, a rating of less than 100%, the School Special Education Committee (SSEC) completes either Correct Action Plan (CAP) Form A or Form B. Category 1, Record Keeping, is the only category that does not contain any Free Appropriate Pubic Education (FAPE) items thus the SSEC completes and implements CAP Form B to make correction(s) within one year from the date of the CMR. Categories 2 through 10 contain FAPE items thus the SSEC completes and implements CAP Form A to make correction(s) within **45** days from the date of the CMR. After the correction(s) have been made and verified by the Education Line Officer, a copy of the applicable CAP is submitted to the Division of Performance and Accountability (DPA).

**Follow-Up: SY2007-2008 CM**

The CM Reviewer will need the 2nd Tier *CMR Analysis* from SY2007-2008 to determine if the school made corrections/no corrections. If there is evidence that all corrections were made, verification will be noted on the *Analysis* subsection of the CMR and the school will receive a letter from DPA indicating corrections were completed (closed out). If corrections were not made, it will be noted on the *Analysis* subsection of the CMR and DPA will specify actions to be taken by the school to make corrections with stringent timelines. All documents pertaining to CM are to be filed in the school’s body of evidence.

The CM Reviewer is to complete the following:

|  |  |
| --- | --- |
| School: | Grades: |
| October 31, 2008 Child Count  (# of SWD): | # of files to be reviewed: |
| # of files reviewed: | School Contacts: |
| CM Reviewer: | Date of Review: |

CMR Page 2

**COMPLIANCE MONITORING REVIEW**

Analysis

**School: 2008-2009 Compliance Monitoring Number of Files: 2**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Category** | **# of**  **Items in each category** | **# of items not in compliance for each category** | **Compliance Percentage** | **Category S/NC**  **Strength (S) = 100%**  **Not in compliance (NC) = < 100%** | **VERIFICATION**  **Evidence filed in school body of evidence, showing correction/no correction. CM reviewer signature & date signifies verification.** |
| 1. Record Keeping | **2** |  |  |  |  |
| 2. IEP Meeting | **2** |  |  |  |  |
| Referral and Evaluation  3. Assessment Procedures | **16** |  |  |  |  |
| 4. Individual Education Program File | **3** |  |  |  |  |
| 5. Appropriate Participants Included  on IEP Team | **6** |  |  |  |  |
| 6. IEP Content | **12** |  |  |  |  |
| 7. Invitation | **4** |  |  |  |  |
| 8. Written Notice | **2** |  |  |  |  |
| 9. Placement and Services | **3** |  |  |  |  |
| 10. Transition Services | **6** |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| **Summary** | **56** |  |  |  |  |

**Form A Page \_\_\_\_ of \_\_\_\_**

**Free Appropriate Public Education (FAPE) items**

**(FAPE items must within corrected in 45 days)**

**Bureau of Indian Education**

**Special Education Compliance Monitoring**

**Corrective Action Plan**

**School Year \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**School:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date of file Review: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**School Contact Person: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date of Corrective Action Plan: \_\_\_\_\_\_\_\_\_\_\_\_**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Need Statement** | **Activities for Correcting**  **Non-Compliance item** | **School Personnel responsible and timeline for completion** | **Date Noncompliance Items or Activities Corrected** | **Date Verification conducted by BIE/DPA** |
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**Form B Page \_\_\_\_ of \_\_\_\_**

**Bureau of Indian Education**

**Special Education Compliance Monitoring**

**Corrective Action Plan**

**School Year \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**School:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date of file Review: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**School Contact Person: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date of Corrective Action Plan: \_\_\_\_\_\_\_\_\_\_\_\_**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Need Statement** | **Activities for Correcting**  **Non-Compliance item** | **School Personnel responsible and timeline for completion** | **Date Noncompliance Items or Activities Corrected** | **Date Verification conducted by BIE/DPA** |
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