

## **Addendum A – Monitoring Protocols**

### **A. Child Find Monitoring**

1. LEA Selection:
  - a. The LDOE shall annually calculate the rate at which each LEA in New Orleans identifies new students as eligible for services under the IDEA (“annual new identification rate”).
  - b. The annual new identification rate for each LEA shall be calculated by dividing the number of students each LEA identifies for initial eligibility under the IDEA between July 1 and June 30 by the total number of students enrolled in the LEA on October 1.
  - c. The LDOE shall annually conduct targeted monitoring at three (3) LEAs in New Orleans with the lowest new identification rates. The LDOE shall select for monitoring one (1) LEA serving grades K-5, one (1) LEA serving grades 6-8, and

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its review with additional randomly selected files of students who meet the above criteria at the time of the monitoring.

3. File Review Protocols:

- a. The LDOE shall review de-identified student record files for each of the students identified through the selection process described above. The file review shall be conducted using the Child Find portion of the monitoring instrument, and the LDOE's review shall include information sufficient to make all relevant determinations required by the monitoring tool.

4. Staff Interview Protocols:

- a. The LDOE shall conduct interviews with at least one (1) general education teacher of students with disabilities, one (1) special education teacher, one (1) general education administrator, and one (1) special education administrator or coordinator at each LEA selected for targeted monitoring.

1. In the event that OPSB is selected for targeted monitoring, the LDOE shall conduct interviews with at least one (1) general education teacher of students with disabilities, one (1) special education teacher, one (1) general education administrator, and one (1) special education administrator or coordinator from at least two (2) OPSB schools, including at least one (1) school that is directly operated by OPSB and one (1) charter school authorized by OPSB.

- b. The staff interviews shall be conducted using the Child Find portion of the monitoring instrument. The LDOE may conduct additional interviews as necessary to gather information sufficient to make all relevant determinations required by the monitoring tool.

5. School Site Visits:

- a. In the event that LDOE's review of information gathered through the student file review and staff interview processes: (1) is insufficient to make determinations of legal compliance, or (2) indicates that on-site observations or visual inspections of school facilities is necessary to make determinations of legal compliance, LDOE shall conduct on-site compliance monitoring at the LEA selected for targeted monitoring.

**B. Related Services Monitoring**

1. LEA Selection:

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- a. The LDOE shall annually calculate the rate at which each LEA in New Orleans provides related services to students eligible for such services under the IDEA (“service provision rate”).
  - b. The annual service provision rate shall be calculated by dividing the total number of minutes of related services per week identified in the IEPs of each student with a disability in an LEA on October 1 by the total number of students with disabilities enrolled in the LEA on October 1.
  - c. The LDOE shall annually conduct targeted monitoring at the three (3) LEAs in New Orleans with the lowest service provision rates.
2. Student File Selection:
- a. The LDOE shall review the files of students with disabilities, with particular emphasis on students with low-incidence disabilities. For purposes of Related Services monitoring, “student with a low-incidence disability” means a student who is eligible for special education and related services under the IDEA eligibility categories of deaf-blindness, deafness, hearing impairment, intellectual disability, multiple disabilities, orthopedic impairment, traumatic brain injury, autism spectrum disorders, or visual impairment including blindness.
  - b. The LDOE shall request a list of students with low-incidence disabilities from each LEA targeted for monitoring and shall randomly select twenty (20) percent of the students on that list for file review.
    1. In the event that an LEA identifies less than fifty (50) students, the LDOE shall review a minimum of ten (10) randomly selected files for students meeting the above criteria at each targeted LEA.
    2. In the event that an LEA identifies less than ten (10) students with low-incidence disabilities, LDOE shall review all files of students with low incidence disabilities and shall supplement its review with additional randomly selected files of students with non-low-incidence disabilities.
3. File Review Protocols:
- a. The LDOE shall review de-identified student record files for each of the students identified through the selection process described above. The file review shall be conducted using the Related Services portion of the monitoring instrument, and the LDOE’s review shall include information sufficient to make all relevant determinations required by the monitoring tool.
4. Staff Interview Protocols:





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- b. The staff interviews shall be conducted using the Discipline portion of the monitoring instrument. The LDOE may conduct additional interviews as

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**E. Conditional, Randomized LEA Monitoring**

1. LEA and Targeted Monitoring Area Selection:
  - a. In the event that the LEA selection procedures described in Sections A through D result in less than ten (10) LEAs being identified for targeted monitoring, the LDOE shall randomly select additional LEAs for monitoring so that a minimum of ten (10) LEAs are monitored each year.
  - b. LEAs that are randomly selected for monitoring pursuant to this section will be monitored in one of the four targeted monitoring areas described above. The LDOE shall monitor randomly selected LEAs in the targeted monitoring area in which the selected LEA performs least favorably as compared to all other LEAs in New Orleans.
2. Targeted Monitoring Protocols:
  - a. Once the LDOE has determined the area in which each LEA will be monitored, the LDOE shall conduct monitoring activities consistent with the student file review, staff interview, and on-site monitoring requirements specified for the targeted monitoring area in which the LEA is being monitoring.

**F. General LEA Selection Provisions**

1. In the event that, as the result of a statistical tie, more than three LEAs are identified for targeted monitoring through any of the LEA selection processes described above, the LDOE shall select for monitoring the LEA which has the greatest enrollment on October 1 as used in the applied LEA selection formula.
2. By agreement of the Plaintiffs and the LDOE, individual LEAs may be excluded from the targeted monitoring process. The exclusion of an individual LEA from targeted monitoring shall not reduce the number of LEAs selected for targeted monitoring under each of the targeted monitoring areas or the total number of LEAs monitored.

**G. Identification of Noncompliance**

1. Procedures upon Completion of Targeted Monitoring:
  - a. Upon the completion of file reviews, interviews, and on-site visits, the LDOE shall notify each monitored LEA of the results of the monitoring, including any preliminary findings of noncompliance. LDOE shall compile a preliminary draft of a Summary of Findings no later than thirty (30) days after the completion of the targeted monitoring activities, and submit this draft to the LEA.

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- b. Upon receipt of the Summary of Findings, the LDOE shall provide each LEA thirty (30) days to respond to any preliminary findings of noncompliance.
  - c. Upon review of monitoring results and any LEA response, the LDOE shall issue a final Summary of Findings.
2. Corrective Action:
- a. The LDOE shall require any LEA found to be noncompliant to develop a plan of corrective action to address findings of noncompliance described in the Summary of Findings.
  - b. The LEA, in collaboration with the LDOE, will design a corrective action plan



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A. Child Find	Yes	No	N/A
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2.	Describe the system that your school uses to record and maintain disciplinary data. Does the system record out-of-school suspensions? In-school suspensions? Time spent in the "behavior room," "cool-down room," or "time-out center"?
3.	Do school staff contact parents or family members and request that they pick up their students early from school for disciplinary purposes? How frequently does this occur? How are these removals recorded?
4.	Describe the procedures that your school implements when recommending a student for suspension or expulsion, including how notice is provided to parents and any procedures available to parents who want to contest the proposed disciplinary actions.
5.	Describe the procedures in place at your school to ensure that the procedural safeguards identified in the IDEA are provided to students with disabilities who are subject to over ten (10) days of disciplinary removal during a school year.
6.	Describe the processes for conducting Manifestation Determination Reviews (MDRs), including the frequency of such meetings, the composition of the participating staff, the types of information considered, and the outcomes.
7.	Describe how your school conducts FBAs and creates BIPs for students, including the circumstances under which an FBA is initiated, the extent to which parents are included in the FBA process, and how BIPs are shared with relevant school staff.
8.	Describe, in general, how your school measures and documents the effectiveness of BIPs and how that information is shared with parents and IEP Team.