

Internal Monitoring and Review Process

Organizational Tool

Purpose:

The purpose of this team is to ensure that all Evaluation Team Reports and Individualized Education Programs (IEPs) created in <DISTRICT NAME> meet the basic requirements of IDEA. Data collected from reviewing ETRs/IEPs will be used to determine professional development needs for the district, one-on-one coaching supports and policies that will be adopted by the school board for special education.

Membership and Roles: *(Chair/Facilitator, Recorder, IEP Verifiers, Timekeeper, etc.)*

Name	Position/Role on Team	Responsibilities on the Team <i>(specific to this person/role)</i>

Process/Function: *(Goals and Objectives)*

Goal/Step	Goal Description and Objectives	Date/Timeline
1	Record Review and Corrections	
1.1	Review of (Add #) records, a minimum of (Add #) records will be reviewed at each meeting. (Select a few from each disability category and at least (Add #) with transition plans)	
1.2	Records will be given to team members. Teachers will not be given their own records to review.	
1.3	The team will use the OEC Record Review Questions, Indicator 13 Checklist to review student records. Team member recommendations for any needed changes will also be reviewed at the Internal Monitoring meetings.	

Goal/Step	Goal Description and Objectives	Date/Timeline
1.4	Record corrections and trends will be communicated to the IEP team, using the Internal Monitoring Findings Form. (Team will determine the next steps.)	
2	Ongoing Quality Improvement	
2.1	The Internal Monitoring Team will gather data for findings by record review item, by students, by disability category and by the school district.	
2.2	Data will be kept on the Internal Monitoring Process Form.	
2.3	The team will assess the data for the current review trends and patterns.	
2.4	Identified patterns will be shared on the Internal Monitoring Findings Form for all teachers, principals, special education coordinator and superintendent.	
2.5	The district will create an internal plan of correction to address any trends and patterns identified. The internal plan will communicate any professional development needs.	
2.6	The Internal Monitoring Team will compare current data with previous review data.	
2.7	The team will identify areas of improvement and areas of continued focus.	
2.8	For focus areas that are identified across the Internal Monitoring Process Reviews, the district will seek assistance from the State Support Team (SST) and identify professional development needs for the district.	
2.9	The Internal Monitoring Team will create a resource binder for the staff. The binder will include training documents from PD and other tools determined necessary for the process.	

Constituency and Reporting: *(Communication Protocols)*

Record corrections will be communicated to the IEP team using the Internal Monitoring Findings Form.

- When record corrections have been identified
- After record corrections have been addressed and corrections have been accepted
- Trends and patterns in data results will be shared with the appropriate district staff/stakeholders

Frequency and Location of Meetings:

The record monitoring team will meet monthly to review ETRs and IEPs. The whole group will meet three times each school year.

Meeting	Date	Time	Location	Notes
1				
2				
3				
4				
5				
6				
7				
8				
9				

Team Non-Negotiables:

- Students first
- All students are OUR students
- All decisions are made considering student outcomes first
- Growth mindset – we focus on student growth
- Protect the brand – We are family. We are <enter district name/logo>
- Respect the process – follow the rules of the game
- Know the rules and be open to learn
- Positive communication
- All opinions are valued. Be present. Be open. Challenge old thoughts.

Responsibilities of the Team:

- Bring materials to meetings
- Conduct record reviews to determine compliance
- Focus on improving our system and promoting compliance and best practices
- Promote decisions with positive communication with OIP structures
- Build capacity and sustainability

Deliverables:

- Develop policies and procedures
- Build our system for response to intervention including resources and procedures
- District professional development aligned to identified needs based on Internal Monitoring Team data analysis and discussion
- Develop central hub for special education resources
- Coordinate common meeting time for intervention specialists to collaboratively problem-solve

Resources available to the team:

- OEC Livebinder
- OEC Record Review tools
- Ohio's Universal Support Materials

Decision-Making Process:

- Team discussion with majority rule.