2012-2013 OEC ONSITE MONITORING RECORD REVIEW ITEMS

	Record Review Item	Regulation 34 CFR	Record Review Question	Compliant	Evidence	Potential Source(s) of Documentation
DATA VERIFICATION	DV-1	300.645 R.C. 3301.07.14	Did the child have an IEP in effect on December 1, 2011?	YES	The child had an IEP in effect on December 1, 2011.	Current or prior IEP (PR-07) that had effective dates encompassing 12-1-2011. IEP includes IEP team signatures and no evidence in file that parent revoked consent prior to December 1, 2011.
				NO	The child did not have an IEP in effect on December 1, 2011.	
				NA	The child was not included in the December Child Count for December 1, 2011.	
	DV-2	300.645 R.C. 3301.07.14	Does the child have an ETR in effect on December 1, 2011 on file?	YES	The child had an ETR in effect on December 1, 2011.	Current or prior ETR (PR-06) with a meeting date between 12-2-2008 and 12-1-2011 that determined the student as a student with a disability. ETR includes evaluation team signatures.
				NO	The child did not have an ETR in effect on December 1, 2011.	
				NA	The child was not included in the December Child count for December 1, 2011.	

	Record Review Item	Regulation 34 CFR	Record Review Question	Compliant	Evidence	Potential Source(s) of Documentation
DATA VERIFICATION	DV-3	SPP Indicator 20: Accurate and Timely Reporting of Special Education Event Record	Does the child's EMIS data accurately reflect information from the student record, specifically: a) DOB b) IEP dates (IIEP, RIEP, TIEP, CIEP, or FIEP events) on special education event record c) ETR dates (IETR, RETR, TETR) on special education event record d) Referral date on special education event record e) Consent date on special education event record f) Disability category as indicated as an outcome of ETR on special education event record g) Admission date (district will provide documentation) h) Withdrawal date (district will provide documentation.) i) Non-compliance reason for ETR or IEP dates	YES	All of the child's record matches the data entered in EMIS, where applicable.	a) IEP (PR-07) Child's Information section, student master file or electronic record b) IEP (PR-07) Meeting Information section c) ETR (PR-06) Date of meeting on cover, date of meeting on signature page and date of evaluation team signatures. RETR – Review of ETR, or decision that current documentation is sufficient TETR – IEP team reviews ETR of a transfer student, and accepts it in its entirety d) Referral for Evaluation (PR-04) only for initial evaluations e) Parent Consent for Evaluation (PR-05) only for initial evaluations. Date Signed may not be the date entered on the form- the date reported is the date the district RECEIVED the consent. The receipt date must be documented (i.e date stamped on the form, other written documentation referencing the receipt of consent). f) ETR (PR-06) Section 4 – Eligibility Determination g) Student master file or electronic record h) Student master file or electronic record i) Written documentation that describes reasons why an ETR or IEP was not completed according to the federally mandated timelines. • 05 Parental Choice Documented --usually a PR-01 • 06 Parent Refused Consent OR repeatedly didn't show up at scheduled meeting and consent was never obtained • 07 Child's Health • 08 Student's Incarceration 09 Compliance with timelines, but incorrect/missing data reported in a prior reporting period
				NO	The information from the child's record did not match the data entered in EMIS.	
				NA		

	Record Review Item	Regulation 34 CFR	Record Review Question	Compliant	Evidence	Potential Source(s) of Documentation
DATA VERIFICATION	DV-4	SPP Indicator 11 300.301(c)(1)(i)	Was the initial evaluation conducted within 60 days of the district receiving parental consent for the evaluation?	YES	The date of the signatures on the Evaluation Team Report (Form PR-06) are within 60 calendar days of district receipt of Parent Consent for Evaluation (Form PR-05). **OR** The LEA has documentation that initial evaluation was completed beyond 60 day timeline due to one of the following: • Parent failed or refused to produce the child (EMIS 06 CODE) • Parent failed to respond to LEAs continued attempts to convene a meeting (EMIS 05 CODE) • Parent and district agreed, in writing, to extend timelines (EMIS 05 CODE) • Child was hospitalized (EMIS 07 CODE) • Incarcerated (EMIS 08 CODE) • Reporting error in previous reporting period (EMIS 09 CODE)	Evaluation Team Report (Form PR-06), Parent Consent for Evaluation (Form PR-05), and (if appropriate) written documentation that describes reasons why an ETR or IEP was not completed according to the federally mandated timelines.
				NO	There is more than 60 days between receipt of parental consent and completion of the initial evaluation and LEA fails to show documentation supporting allowable reasons for missing the timeline.	
				NA	This is not an initial evaluation.	

	Record Review Item	Regulation 34 CFR	Record Review Question	Compliant	Evidence	Potential Source(s) of Documentation
DATA VERIFICATION	DV-5	SPP Indicator 12 300.124	Was an IEP in place for 3 year olds transitioning from Early Intervention programs (0-3 years) on or before the child's third birthday?	YES	The effective date of IEP is on or before the child's 3rd birthday or LEA has documentation of parent refusal to sign. **OR** The LEA has documentation that the IEP was implemented after third birthday due to one of the following: • Parent failed or refused to produce the child (EMIS 06 CODE) • Parent failed to respond to LEAs continued attempts to convene a meeting (EMIS 05 CODE) • Parent and district agreed, in writing, to implement IEP after the third birthday (EMIS 05 CODE) • Child was hospitalized (EMIS 07 CODE) • Reporting error in previous reporting period (EMIS 09 CODE)	IEP (PR-07) IEP Time Lines section, IEP Effective Dates and Child Information section for date of birth or student master file. The record CAN have an outcome begin date different than the IEP meeting date, if that is what is on the IEP.
				NO	The timeline is not met and the LEA fails to show documentation of parent refusal to sign.	
				NA	Indicator 12 does not apply to this child.	

	Record Review Item	Regulation 34 CFR	Record Review Question	Compliant	Evidence	Potential Source(s) of Documentation
	DV-6A	SPP Indicator 20 for Secondary Transition Plans	Does the secondary transition plan reported in EMIS during 2011-2012 meet all 8 required elements for IDEA?	YES	The transition planning elements of the IEP are compliant with criteria established on the National Secondary Transition Technical Assistance Center (NSTTAC) Indicator 13 Checklist (See addendum.).	IEP (PR-07) Sections 4 & 5
				NO	Transition planning on the IEP is noncompliant with one or more of the 8 required federal elements outlined on the checklist (See addendum.). **Also, if no, DV-6B must be reviewed.**	
				NA	The child is not 16 or above.	
	DV-6B	SPP Indicator 13 300.320 (b)	Does the transition plan in the current IEP meet all 8 required elements for IDEA?	YES	The transition planning elements of the IEP are compliant with criteria established on the National Secondary Transition Technical Assistance Center (NSTTAC) Indicator 13 Checklist (See addendum.).	IEP (PR-07) Sections 4 & 5
				NO	Transition planning on the IEP is noncompliant with one or more of the 8 required federal elements outlined on the checklist (See addendum.).	
				NA	The child is not 16 or above, or the IEP reported in EMIS is the current IEP.	