Reading Drives Achievement: Procedural Compliance Self-Assessment (RDA:PCSA)

Prepare

Familiarize yourself with resources and talk with your Regional Special Education Network Director (RSN) about training needs.

Resolve all WISEdata errors related to reporting special education (reporting disability, educational environment) and enrollment.

Appoint ad hoc committee including parent(s).

After **July 1**, ensure staff assigned to review records complete RDA:PCSA Training and Certification eCourse.

Schedule a date and time to assess records and prepare materials for the review.

Create a list of students who are attending school fewer minutes per day than their non-disabled peers.

Assess

Sample

After **August 1**, review student pools and upload student names needed for samples in RDA:PCSA application in the DPI special education portal.

Reporting tool will generate the samples from the pools and uploaded names.

Conduct Self-Assessment

Ensure staff reviewing records have completed RDA:PCSA Training and Certification eCourse;

Review records using the Directions & Standards;

Record results in application.

Review Results & Submit

Reconvene ad hoc committee.

Choose actions to ensure current compliance.

Enter LEA actions to ensure current compliance into application.

Finalize and submit results **November 1.**

Correct

Correct student-level errors as soon as identified.

Assure student-level corrections are completed using the application by **January 15**.

Implement district selected corrective actions to ensure current compliance.

Closely monitor student records created between **January 15** and **April 15** to ensure LEA actions result in compliant records.

DPI will use a sample of student records created between **January 15** and **April 15** to verify current compliance on any item the LEA submitted in results as noncompliant.

LEA will upload applicable list(s) of student names to pull current compliance sample into the application by **May 1**.

Close

Student-level errors corrected

Ensure student-level errors corrected. DPI selects sample and examines records. If errors found, DPI provides technical assistance and requires correction until LEA able to demonstrate 100% compliance.

Current compliance

Ensure current compliance. DPI selects sample from current records. If errors found, DPI provides technical assistance, requires correction, and requests additional samples until LEA demonstrates 100% current compliance.

Verification complete

By October 1 of the following year, DPI verifies LEAs have corrected all student-level errors and have 100% current compliance.

DPI notifies LEA when the RDA:PCSA is complete.

PARTMENT OF