Reading Drives Achievement: Procedural Compliance Self-Assessment ([RDA:PCSA](https://dpi.wi.gov/sped/educators/rdapcsa))

[Prepare](https://dpi.wi.gov/sped/educators/rdapcsa/conduct/prepare) [Assess](https://dpi.wi.gov/sped/educators/rdapcsa/conduct/assess) [Correct](https://dpi.wi.gov/sped/educators/rdapcsa/conduct/correct) [Close](https://dpi.wi.gov/sped/educators/rdapcsa/conduct/close)

# Sample

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

Appoint [ad hoc committee](https://dpi.wi.gov/sites/default/files/imce/sped/doc/rdapcsa-ad-hoc-committee.doc) including parent(s).

Ensure staff assigned to review records [complete RDA:PCSA Training and Certification eCourse.](http://media.dpi.wi.gov/sped/rda-pcsa-ecourse/story_html5.html)

Schedule a date and time to assess records

and prepare materials for the review.

After **July 1**, review student pools in RDA:PCSA application in the DPI special education portal.

Reporting tool will generate the samples from the pool.

# Conduct Self-Assessment

Ensure staff reviewing records have completed [RDA:PCSA Training and Certification eCourse](http://media.dpi.wi.gov/sped/rda-pcsa-ecourse/story_html5.html);.

Review records using the [Directions & Standards](https://dpi.wi.gov/sites/default/files/imce/sped/pdf/rda-pcsa-directions-standards.pdf); Record results in [application](https://access.dpi.wi.gov/nidp/idff/sso?RequestID=id0pLUF1VNQCE_T-nxkQJdH72hI4s&MajorVersion=1&MinorVersion=2&IssueInstant=2021-09-13T17%3A28%3A28Z&ProviderID=https%3A%2F%2Faccess.dpi.wi.gov%3A443%2Fnesp%2Fidff%2Fmetadata&RelayState=MA%3D%3D&consent=urn%3Aliberty%3Aconsent%3Aunavailable&agAppNa=APPS6&ForceAuthn=false&IsPassive=false&NameIDPolicy=onetime&ProtocolProfile=http%3A%2F%2Fprojectliberty.org%2Fprofiles%2Fbrws-art&target=https%3A%2F%2Fapps6.dpi.wi.gov%2FWISEhome%2F&AuthnContextStatementRef=secure%2Fname%2Fcustom%2Furi).

# Review Results & Submit

Reconvene [ad hoc committee](https://dpi.wi.gov/sites/default/files/imce/sped/doc/rdapcsa-ad-hoc-committee.doc).

[Choose actions to ensure current compliance](https://dpi.wi.gov/sites/default/files/imce/sped/pdf/sa-cc-corr-actn-list.pdf).

Enter LEA actions to ensure current compliance into [application](https://access.dpi.wi.gov/nidp/idff/sso?RequestID=id0pLUF1VNQCE_T-nxkQJdH72hI4s&MajorVersion=1&MinorVersion=2&IssueInstant=2021-09-13T17%3A28%3A28Z&ProviderID=https%3A%2F%2Faccess.dpi.wi.gov%3A443%2Fnesp%2Fidff%2Fmetadata&RelayState=MA%3D%3D&consent=urn%3Aliberty%3Aconsent%3Aunavailable&agAppNa=APPS6&ForceAuthn=false&IsPassive=false&NameIDPolicy=onetime&ProtocolProfile=http%3A%2F%2Fprojectliberty.org%2Fprofiles%2Fbrws-art&target=https%3A%2F%2Fapps6.dpi.wi.gov%2FWISEhome%2F&AuthnContextStatementRef=secure%2Fname%2Fcustom%2Furi).

Finalize and submit results **November 1.**

Correct student-level errors as soon as identified.

Assure student-level corrections are completed using the [application](https://access.dpi.wi.gov/nidp/idff/sso?RequestID=id0pLUF1VNQCE_T-nxkQJdH72hI4s&MajorVersion=1&MinorVersion=2&IssueInstant=2021-09-13T17%3A28%3A28Z&ProviderID=https%3A%2F%2Faccess.dpi.wi.gov%3A443%2Fnesp%2Fidff%2Fmetadata&RelayState=MA%3D%3D&consent=urn%3Aliberty%3Aconsent%3Aunavailable&agAppNa=APPS6&ForceAuthn=false&IsPassive=false&NameIDPolicy=onetime&ProtocolProfile=http%3A%2F%2Fprojectliberty.org%2Fprofiles%2Fbrws-art&target=https%3A%2F%2Fapps6.dpi.wi.gov%2FWISEhome%2F&AuthnContextStatementRef=secure%2Fname%2Fcustom%2Furi) by **January 15**.

**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.

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](https://access.dpi.wi.gov/nidp/idff/sso?RequestID=id0pLUF1VNQCE_T-nxkQJdH72hI4s&MajorVersion=1&MinorVersion=2&IssueInstant=2021-09-13T17%3A28%3A28Z&ProviderID=https%3A%2F%2Faccess.dpi.wi.gov%3A443%2Fnesp%2Fidff%2Fmetadata&RelayState=MA%3D%3D&consent=urn%3Aliberty%3Aconsent%3Aunavailable&agAppNa=APPS6&ForceAuthn=false&IsPassive=false&NameIDPolicy=onetime&ProtocolProfile=http%3A%2F%2Fprojectliberty.org%2Fprofiles%2Fbrws-art&target=https%3A%2F%2Fapps6.dpi.wi.gov%2FWISEhome%2F&AuthnContextStatementRef=secure%2Fname%2Fcustom%2Furi) by **May 1**.