



2019-20 RDA: Procedural Compliance Self-Assessment Application User Guide Updated July 2019

ACCESS

The RDA: Procedural Compliance Self-Assessment application is accessed through the Special Education Web Portal.

The Special Education Web Portal is available to school district personnel only and is accessed from the Special Education Team web page, https://dpi.wi.gov/sped/educators/webportal.

The Portal uses your WAMS ID for authentication. Directors of Special Education and their designees can request access by using the District Security Administrator Request Form. These users have access to all applications and reports. In addition, they create and maintain accounts for district users and which applications those users can access using DPI Application Security Manager through the Secure Home website.

Each LEA should assign an application administrator for the "Special Education Portal-Cyclical Indicators," if they have not yet done so. The application administrator will then grant "Director/Designee" or "District User" access to staff who will be reviewing records and entering results for the RDA: Procedural Compliance Self-Assessment.

1.) ENTER CONTACT INFORMATION

Log-in to the Special Education Web Portal and open the RDA: Procedural Compliance Self-Assessment application. The home page of the application requests LEA contact information. If contact information is not displayed, click the blue "Edit" box in the "Action" column to open a window where the LEA can enter and save the requested information.

RDA: Procedural Compliance Self-Assessment

Admins Student Pool Record Review Corrective Action Plan Submit Report Downloads District Answer Export Change District

School Year: 2018-2019\* | Chequamegon School District - 1071 | Ethan Severson

Please enter your contact information.

Chequamegon School District Compliance Contact

Contact Name	Contact Title	Contact Email	Contact Phone	Extension	Action
					Edit

Load Student

Student Pool	Sample Lock Date	Actions
IEP/Evaluation		Manage Pool   Sample
Implementation		Sample
Discipline		Manage Pool   Sample



## 2.) REVIEW STUDENT POOLS

Start at the home page, or select “Student Pool” from the blue bar at the top of the page.

Click on “Manage Pool” to open a new window.

RDA: Procedural Compliance Self-Assessment

Admins Student Pool Record Review Corrective Action Plan Submit Report Downloads Exit to Portal Logout

School Year: IEP/Evaluation Pool Discipline Pool Dam Unified School District - 0336 Anita Castro

Beaver Dam U... Compliance Contact

Contact Name	Contact Email	Contact Phone	Extension	Action
Donna Pivonka	pivonkad@beaverdam.k12.wi.us	(920) 885-7300	1121	Edit

Create Student Pools and Generate Samples

Student Pool	Sample Lock Date	Actions
IEP/Evaluation		Manage Pool Sample
Implementation		Sample
Discipline		Manage Pool   Sample

Review the LEA’s lists of students for the IEP/Evaluation Pool and the Discipline Pool to ensure students meet the pool criteria.

If a student is not supposed to be in the pool – you may delete the student using the “Delete” button.

9 Students Entered

WISEid	Name	Race	Primary Disability	Sampled?	Educational Environment	Actions
					A	Edit Details Delete
					B	Edit Details Delete

## 3.) CREATE SAMPLES

Click “Generate Sample.”

IEP/Evaluation: Upload Student Pool

Upload a list of WISEids for students for whom the LEA has completed an initial evaluation, a reevaluation, or waived a reevaluation between July 1, 2018 through June 30, 2019. LEAs must include students placed in day treatment centers, hospitals, jails, and residential care centers (RCCs) where the LEA is the responsible FAPE agency.

**Do not include the following students:**

- Students found to be not eligible for special education (after either an initial or a reevaluation)
- Students found eligible for special education but the parent did not provide consent for services or revoked consent.
- Transfer students whose evaluations or reevaluations have been adopted from their previous LEAs.
- Students attending under Full-time Open Enrollment unless the evaluation or reevaluation was completed by your agency.
- Parentally placed private school students
- Home-schooled students.

Generate Sample Download List Return

Last Name First Name WISEid  Unverified WISEids  No Disability Entered Apply Clear

191 Students Entered



Review the generated sample to again insure included students meet the pool criteria. (When reviewing the discipline pool/sample – contact the Special Education Team at (608) 266-1781 if you have questions.)

Click “Lock Sample.”

IEP Sample  
Pool size from which to sample: 191

Generate IEP & Implementation Sample **Lock IEP & Implementation Sample** Race/Ed Env Distribution Return

Current Sample: 26 Students Unlocked

#### 4.) RECORD REVIEW

Once the required samples have been generated select “Record Review” from the blue bar at the top of the page. Records are reviewed in three categories: IEP/Evaluation, Implementation, and Discipline. The records to be reviewed in each category will be displayed by the application.

Select a student to begin the review process.

The application user will move from item to item with the application displaying the compliance statement for each item. Results, “yes,” “no,” or “NA,” should be entered item by item for each student.

Entered results are automatically by the application, so it is possible to exit the application and return at a later time to continue entering results.

Results may be changed for a particular item at any time prior to submitting the report.

Items IEP-9 through IEP-15 are dependent on the result of item IEP-8. When “NA” is entered for item IEP-8, the application will automatically enter “NA” for items IEP-9 through IEP-15, and display item IEP-16 as the next item to be reviewed. Under this circumstance the reviewer should not attempt to assess items IEP-9 through IEP-15 for that student.

#### 5.) CORRECTIVE ACTION PLAN

The LEA must develop a corrective action plan to ensure future compliance for self-assessment items with identified noncompliance. Once all records have been reviewed select “Corrective Action Plan” from the blue bar at the top of the page. LEAs will need to enter corrective action for each area (Evaluation, IEP, Implementation, and Discipline) where noncompliance has been identified. LEAs may select corrective actions from the approved list or manually enter other appropriate corrective actions.



6.) SUBMIT REPORT

The RDA: Procedural Compliance Self-Assessment report must be submitted to the department no later than **November 15, 2019**. Selecting “Submit Report” from the blue bar at the top of the screen will take the user to a summary page. Any items in red indicate tasks yet to be completed. The “Submit” button at the bottom of the screen will not be activated until all required tasks are completed.