

## **SPP: Public Agency Procedural Compliance Self-Assessment (PCSA) Recommended Step-by-Step Reporting Instructions**

Reminder: You must prepare, lock, and submit your PCSA results no later than **November 15**.

### **Step 1: Review the instructions for the report.**

We recommend reviewing these step-by-step reporting instructions and/or viewing the training webcast before proceeding.

### **Step 2: Gather your data.**

You will need all of your recording forms (for example, the *LEA Self-Assessment of Procedural Compliance Evaluation Recording Form*), including the *No Sample Recording Form*. You will not need individual student record files or your record review checklists for individual students. Pull together all of your information so you can report to your PCSA ad hoc committee.

### **Step 3: Work with your PCSA ad hoc committee to develop corrective actions.**

We strongly recommend PCSA results and proposed corrective actions be reviewed with the LEA's PCSA ad hoc committee prior to submitting the results and corrective action plan to DPI on November 15. Convene a meeting to review results and develop CAP activities with your ad hoc committee.

### **Step 4: Input Data into Electronic Recording Forms & Save to Your Computer**

Ensure the information from each of your recording forms (Evaluation, IEP, and Discipline) is entered into the corresponding Excel spreadsheet ([http://sped.dpi.wi.gov/sped\\_spp-sa-conduct](http://sped.dpi.wi.gov/sped_spp-sa-conduct)).

- [Evaluation Recording Form](#) - fillable
- [IEP Recording Form](#) - fillable
- [Discipline Recording Form](#) - fillable

Save the completed Excel files on your computer. To avoid inaccurate data submission, please double check that the student's names, "Y's," "N's," and "NA's" are accurate for each sample.

### **Step 5: Enter the Special Education Web Portal**

Enter the Special Education Web Portal at <https://www2.dpi.state.wi.us/seportal>. Click on the link "Enter Data" in the Required Actions column across from the Procedural Compliance Self-Assessment Report. The first screen you will see is the PCSA Report and Corrective Action

Plan main menu. From this menu, you will:

- Enter contact information and completion information about the self-assessment process;
- Enter the self-assessment results or the "N" numbers from your Electronic Recording Forms;
- Select or identify corrective actions to correct all noncompliance and ensure future compliance;
- Upload the Electronic Recording Forms you saved to your computer;
- Submit the PCSA report to DPI;
- Read your Final Report and Corrective Action Plan Summary; and
- See the link to the assurance form you'll need to send to DPI by February 15 ensuring all student-level noncompliance has been corrected.

### **Step 6: Enter Contact and Completion Information**

When you click on "Enter Contact and Completion Information," enter the name, phone number, and email address of the person completing the report.

In addition, identify if and how your ad hoc self-assessment committee included a parent. DPI uses this information to determine, in part, which LEAs will be validated.

Finally, identify whether your LEA completed the student records review per DPI protocols, including sample selection and the use of a PCSA ad hoc committee.

### **Step 7: Input Evaluation Data**

From the main menu, click on "Enter Self-Assessment Results." The software should open on the "Evaluation" hyperlink/tab.

#### *Sample Size*

Enter the sample size for your evaluation sample. This information is on the LEA Self- Assessment of Procedural Compliance Evaluation Recording Form.

#### *Aggregating individual student record data*

For each compliance item, enter the number of records **NOT** in compliance. This is the "N" row on your recording form. **Please do not include a response of "NA" or "Y" in your count of records not in compliance.**

To see this data, open the Electronic Recording Form for the sample and look to the bottom to get the total number of items in the "N" row for the corresponding compliance item. For example, if I have 3 records marked "N" in the EVAL-1 column of my Evaluation Electronic Recording Form, I enter "3" into the EVAL-1 box. There are 7 compliance items for the Evaluation sample. Remember to save at the bottom.

### **Step 8: Input IEP Data**

Using the grey navigation bar at the top of the screen, click on the “IEPs” hyperlink/tab. Enter the sample size for your IEP sample. This information is on the LEA Self-Assessment of Procedural Compliance IEP Recording Form.

Enter the number of student records **NOT** in compliance with each of the compliance statements. This is the “N” row on your recording form. There are 13 compliance items for the IEP sample. Save at the bottom of the screen.

### **Step 9: Input Discipline Data**

Using the grey navigation bar at the top of the screen, click on the “Discipline” hyperlink/tab. Enter the sample size for your discipline sample. This information is the LEA Self-Assessment of Procedural Compliance Discipline Recording Form.

Enter the number of student records **NOT** in compliance with each of the compliance statements. There are 4 compliance items for the Discipline sample. Save at the bottom of the screen.

### **Step 10: Input No Sample Data**

*No Sample Item 1:* Report compliance regarding **initial evaluations** conducted within 60 days of receiving parental consent for the evaluation. This information comes from the No Sample Recording Form. This data measures your LEA’s performance on Indicator 11, so accurate data reporting is essential.

There are three exceptions in law to the 60-day timeline.

- A student who transfers from one LEA to another after the 60-day timeline has begun and prior to a determination of eligibility by the previous LEA, if the new LEA is making sufficient progress to ensure a prompt completion of the evaluation, and the parent and new LEA agree to a specific timeframe when the evaluation will be completed.
- The parent repeatedly fails or refuses to make the student available for the evaluation. This is determined on a case-by-case basis, and what constitutes "repeatedly failed" or "refuses to make the student available" will vary depending on the specific circumstances in each case.
- A student is being evaluated for a specific learning disability and the timeline is extended by mutual written agreement with the parent.

In Box A, report the number of students for whom parental consent for an initial evaluation was received;

In Box B, report the number of students from Box A determined **NOT ELIGIBLE:**

- within the 60-day timeline, or
- for whom one of the exceptions to the 60-day timeline applies.

In Box C, report the number of students from Box A determined **ELIGIBLE**:

- within the 60-day timeline, or
- for whom one of the exceptions to the 60-day timeline applies.

In Box D, the computer calculates the number of students whose evaluations were completed beyond the 60-day timeline and where one of the exceptions did not apply.

$$\text{Formula: Box A} - (\text{Box B} + \text{Box C}) = \text{Box D}$$

If the calculation shows "0", skip this entry. If there were students whose evaluations were completed beyond the 60-day timeline and where one of the exceptions did not apply (a number greater than "0", specify the range of days (minimum/maximum) from consent to determination of eligibility. Report the actual days. Do not subtract the 60-day timeline. Minimum must be 61 or greater.

Finally, if you have students in Box D, use Box E to report reasons why the eligibility determination(s) were not completed within 60 days. It is not necessary to report each case and a reason; instead, identify the categories of reasons for which eligibility determinations were not completed within 60 days.

*No Sample Item 2:* Report compliance regarding private school written affirmation of consultation. Check "yes," "no," or "NA." Independent charter schools and school districts with no private schools within their boundaries check "NA."

*No Sample Item 3:* Report compliance regarding whether each parentally placed private school student with a disability who has been designated by the LEA to receive services has a current services plan that describes the special education and related services the LEA will provide for the student. Check "yes," "no," or "NA." Independent charter schools and school districts with no private schools within their boundaries check "NA."

### **Step 11: Enter Corrective Action to Ensure Current Compliance**

When you report a student record not in compliance, the program tracks the student-level error. DPI has developed a specific corrective action the LEA is required to take for each student-level error. Student-level corrective actions will be automatically entered into the LEA's "Final Report and Corrective Action Plan Summary." (See Step 14 for more information about this report.)

For each item where an error is reported, the LEA will also be required to identify activities to ensure current compliance. The PCSA ad hoc committee has flexibility in selecting corrective actions to ensure current compliance. Examples include revising policies, procedures, or forms; training staff; or increasing resources. Click on the "Enter Corrective Action to Ensure Current Compliance" hyperlink on the main menu. There is a separate hyperlink/tab for each section. The software has tracked any noncompliance reported and will ask the LEA to identify activities for each item in error to ensure current compliance. You may select more than one

corrective action for each error by using the CTRL key. LEAs may also develop additional corrective action steps that reflect their unique needs by selecting “other”. Be sure to hit the save button before exiting each section. You will not be able to "Submit to DPI" unless all sections are completed.

### **Step 12: Upload Procedural Compliance Self-Assessment Recording Forms**

DPI reviews the Electronic Recording Forms for the Evaluation, IEP, and Discipline samples to ensure accuracy of data and uses the forms to randomly select students for validation or verification. You will also submit the data report for No Sample Item 1 (the 60-day initial evaluation timeline). This report will only include students reported in Box D of No Sample Item 1. See <http://sped.dpi.wi.gov/files/forms/xls/fn3-data-report-template.xls> for a sample data report.

Click on the “Upload Procedural Compliance Self-Assessment Recording Forms” link on the main menu. For "file type" select the type of recording form from the drop down menu. For "find file," browse your computer and choose the corresponding Excel spreadsheet. There is no need to rename files before you upload.

If you need to update any of the Electronic Recording Forms at a later time, you **must delete** the old file before you can add the updated one.

### **Step 13: Submit PCSA Report. Submission Deadline is November 15**

Click on the ‘Submit to DPI’ hyperlink to send your PCSA report to DPI. The deadline for submission of a completed PCSA Report including contact/completion information, self- assessment results, corrective actions to ensure current compliance, and uploaded recording forms is **November 15**. The software will notify you of any missing elements when you click the “submit to DPI” hyperlink. You will need to submit your report before you can read the Final Report and Corrective Action Plan Summary.

### **Step 14: Read Final Report and Corrective Action Plan Summary**

Click on the “Read Report and Corrective Action Plan Summary” hyperlink. This document lists every compliance item you reviewed, all required student-level corrective actions, and selected corrective actions to correct noncompliance and ensure current compliance. Use this to implement corrective actions.

If you have questions about the self-assessment process that are not answered in this section or on the Self-Assessment Questions and Answers page, please submit your question by [email](#).