Procedural Compliance Self-Assessment (PCSA) Timeline

July | **11/15** | **12/1-1/25** | **12/13** | **2/15** | **5/31** | **11/1**

Create Samples

LEAs:
- Appoint a PCSA ad hoc committee, which includes parent(s).
- Engage in training about the PCSA.
- Complete PCSA sampling. **(Appendix C & D)**

Conduct Self-Assessment

- LEAs conduct the PCSA using the Standards & Directions. **(Appendix F)**
- Parent(s) on the ad hoc committee do not review student records.
- LEAs document results of record review on Recording Forms. **(Appendix E)**
- Reconvene ad hoc committee to choose corrective actions.

Enter Self-Assessment Results

LEAs:
- Complete PCSA online Report and Corrective Action Plan; and
- Upload PCSA Evaluation, IEP, and Discipline Recording Forms **(Special Education Web Portal)** by **November 15**.

Correction of Noncompliance Begins

- LEAs begin correction of student-level noncompliance as soon as possible. Required corrective actions are listed in the Standards and Directions. **(Appendix F)**
- LEAs begin activities to ensure current compliance, and review and revise internal systems of control.

Validation

- DPI validates a ***select number*** of LEAs to ensure accurate data reporting.
- DPI notifies selected LEAs and schedules onsite validation visit.
- DPI sends LEAs validation report summarizing the findings.
- As needed, LEAs create a new sample, reassess the student records in question, update and resubmit the PCSA Report and Corrective Action Plan, upload new Recording Forms, and submit an additional assurance form (**PI-3202-VEA**) within 30 days of the validation report.

Notifications

DPI notifies LEAs of:
- Findings of noncompliance and directs correction of noncompliance (***Step 1***).
- The requirements for current compliance verification (***Step 2***).
- The one-year timeline begins with notification.

Submit Assurances

LEAs submit form (**PI-3202 assurance**) that documents correction of student-level noncompliance and a system of internal controls to DPI by **February 15**.

Verification Begins

- Verification consists of two steps and may be conducted onsite or by desk audit.
- ***Step 1***: Ensure student-level noncompliance has been corrected. DPI randomly selects student names from Recording Forms and examines records. If all records are not corrected, DPI provides technical assistance, requires correction, and verifies compliance.
- ***Step 2***: Ensure LEAs are in current compliance with requirements using a new sample of student records. DPI randomly selects student names from records created after LEA completes corrective actions. If all records are not corrected, DPI provides technical assistance, requires correction, and requests a second sample to verify current compliance. Step 2 continues until LEA is able to demonstrate 100% current compliance.

Submit Current Compliance Lists

- For each item in which noncompliance was identified, LEAs develop a list of students from **February 15 to May 15** for use in ***Step 2*** verification activities.
- LEAs send the above lists to DPI by **May 31**.
- DPI randomly selects sample from list.

Verification Completed

- **Within one year** of notifying LEAs of noncompliance, DPI verifies LEAs have corrected all identified noncompliance and are currently in compliance with regulatory requirements.
- DPI notifies LEAs when it determines all student-level noncompliance is corrected and LEAs are in current compliance with regulatory requirements.

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