

District Validation Review (DVR) Team Member Training and School Preparation Information 2009-2010

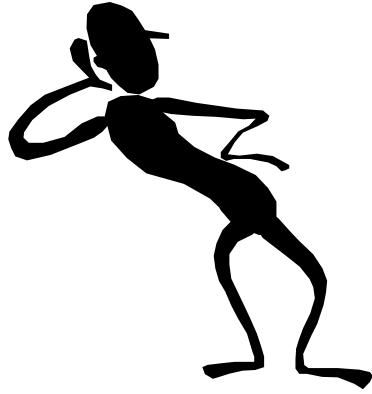
Local Districts 2 and 5



Division of Special Education
Compliance Department
July 2009

Welcome to the 2009-2010 District Validation Review Team Member Training presentation.

Can you hear me?



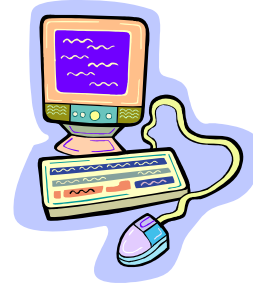
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To advance the presentation from slide to slide, wait for the end of the narration and manually advance the computer to the next slide by pressing the "forward arrow" on your keyboard or clicking the "mouse".

Special Education Website

- <http://sped.lausd.net>
- Training Slides and Narration Script
- Attachments
 - DVR Preparation Worksheet
 - Data Forms
 - Special Education Staff Survey and Cover Letter
 - Special Education Parent Survey and Cover Letter
 - DVR Parent Meeting Flyer
- Translated Documents



This presentation consists of slides with a narration script, attachments and translated documents. We will be referring to the attachments during the presentation, so take a moment to download them from the special education website noted on the screen.

Who should view this presentation?

- DVR School Team Members
 - Two Certificated Staff Members
 - Selected by Site Council



Who should view this presentation?

The two DVR School Team Members selected by your school's Site Council should view the presentation. Information regarding the selection of the two certificated staff members has been sent to your Principal.

The information in the presentation will clarify the school team members' roles and responsibilities prior to and on the day of your school's review.

Should any other staff members view this presentation?

■ Site Level Special Education Compliance Team

- Site Administrator
- General Education Teacher
- Special Education Teacher
- Special Education Paraprofessional
- Special Education Office Technician



Should any other staff members view this presentation?

Yes. Your school's Site Level Special Education Compliance Team should view the presentation because they have the primary responsibility for preparing your school for the DVR. The members of this team are listed on the screen.

When will the DVR take place?

September 2009 – April 2010

- One or Two Day Review
- Scheduled DVR Date



When will the DVR take place?

The DVR will begin in September 2009 and continue through April 2010. Depending on the number of students receiving special education services at your school, the DVR Team will conduct either a one or two day review. Your Principal has been notified in writing of your school's scheduled DVR date.

Who are the DVR Team members?

- 2 Special Education Compliance Specialists
- 1 Local District Instructional Staff Member
- 1 Parent of a Child with Disabilities
- 2 Certificated Staff Members Selected by Site Council

Who are the DVR Team members?

The DVR Team members who will conduct the reviews at your schools are listed on the screen. Four of the six team members are not from your school. As previously stated, two of the team members are certificated staff from your school selected by your Site Council. Usually, Site Councils select two DVR school team members from staff who have key roles in implementing special education programs, such as the APEIS or APSCS, Special Education Coordinator, or Special Education Teacher.

What will the DVR Team do?

- ❑ Staff & Parent Survey Reviews
- ❑ Parent Meeting
- ❑ Document Review
- ❑ Administrator/Staff Interview
- ❑ Classroom Observations
- ❑ Student Record Review Activities
- ❑ Summary Conference



On the day of the review, the DVR Team will conduct the following activities.

- They will review surveys that were completed by the school's staff and parents of your students with disabilities prior to your DVR.
- They will conduct a parent meeting the morning of your school's review, which gives parents of students with disabilities the opportunity to take part in a question and answer discussion about special education.
- The team will review documents, such as the School Self Review Checklist and various Welligent reports, as well as school data to determine your school's adherence to specific District special education policies and procedures.
- They will conduct an interview with school administrators and staff regarding District special education policies and procedures.
- The team will conduct classroom observations in classrooms where students are receiving special education services.
- The team will conduct student record review activities using records of students receiving special education services and records of students with Section 504 Plans.
- And finally, the team will convene a Summary Conference following completion of all review activities.

Let's look at the schedule for the day of the review.

DVR Activities and Schedule

- 8:00-8:30 Opening Meeting
- 8:30-9:30 Parent Meeting
- 8:30-9:00 Administrator/Staff Interview
- 9:30-12:00 Classroom Observations
- Document Review and Record Review
On-Going Throughout Day
- Summary Conference Upon Completion of Review
Activities



As you see on the screen, specific DVR activities such as the Opening Meeting, Parent Meeting, Administrator/Staff Interview, and Classroom Observations and take place at specific times of the day. The Document Review and Record Review activities are on-going throughout the day. For schools scheduled for two day reviews, the DVR Team continues reviewing student records on the second day. The Summary Conference is held upon completion of all review activities.

It is important to note that more than one activity will be conducted simultaneously by different members of the DVR Team.

For your convenience, the DVR Activities and Schedule is included in the first section of the DVR Preparation Worksheet which can be found in the attachments to this presentation.

What are the primary responsibilities of the DVR school team members?

- Participate for Entire School Day
- Conduct Student Record Review and Educational Benefit Review
- Receive Student Record Review Training
- Participate in Summary Conference



What are the primary responsibilities of the DVR school team members?

DVR school team members will participate in the review for the entire school day. Your primary responsibilities will be to conduct the Student Record Review and Educational Benefit Review with other DVR Team members. On the day of the review, you will receive specific training for these activities.

You will also participate in the Summary Conference which is described later in this presentation.

Student Record Review

- Green Folder
- Selected Portions of the IEPs
- Compliance Standards

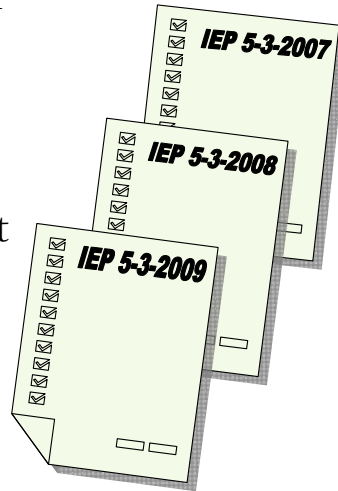


Let's take a few moments to briefly discuss how the Student Record Review will be conducted.

Using a standardized form, you will review information in student green folders to determine compliance with assessment and IEP procedures. You will read selected portions of the IEPs and score them according to the compliance item noted on the form. This activity will give you a hands-on opportunity to compare the IEPs your school has developed to current compliance standards.

Educational Benefit Review

- Three Consecutive IEPs for One Student
- Reasonably Calculated to Achieve Educational Benefit



For the Educational Benefit Review, a standardized form will also be used to review three consecutive IEPs for one student . You will review the IEPs to obtain specific information that will be used to determine if the IEPs were reasonably calculated for the student to achieve educational benefit.

Summary Conference

- Provide Summary Report
- Discuss DVR Findings
- Review Corrective Action Plan, if Applicable
- Provide Directions for Follow-up Activities



As we discussed earlier, as a DVR Team member, you will participate in your school's Summary Conference.

During the Summary Conference, the DVR Team will provide your school with a written summary report and discuss the review findings, a corrective action plan to address noncompliant findings, if applicable, and provide specific directions for follow-up activities.

The Principal is required to attend the Summary Conference and sign the written summary report.

What happens after the review?

- Implement Corrective Action Plan

- Monitor Corrective Actions

- Division of Special Education

- Educational Equity Compliance Office



What happens after the review?

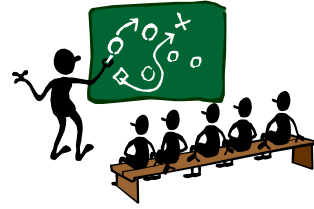
After the review, if applicable, your administrator will ensure that your school's Corrective Action Plan is implemented. Instructions for this process are provided during the Summary Conference.

The Division of Special Education shall monitor the implementation of corrective actions resulting from the DVR. The Educational Equity Compliance Office shall review school findings regarding Section 504 compliance and provide technical assistance, if necessary.

Now, let's discuss what your school needs to do to prepare for the DVR.

How does your school prepare for the DVR?

- View DVR Training
- Review Special Education Procedures and Programs
- Complete School Self Review Checklist
- Address Concerns Identified on Checklist



How does your school prepare for the DVR?

As mentioned earlier in this presentation, your school's Site Level Special Education Compliance Team should view this presentation because they have the primary responsibility for preparing your school for the DVR. The DVR school team members should obtain direction from the Principal regarding their role or involvement with the preparation activities.

Your school's Site Level Special Education Compliance Team is required to conduct a systematic review of your school's special education procedures and programs within 30 days after the start of the new school year. This review is mandated by the Modified Consent Decree.

To conduct this systematic review, the team must complete the School Self Review Checklist. This checklist is included in the Reference Guide titled "School Self Review Checklist, Students with Disabilities: 2009-2010". This reference guide will be available on the Special Education website in July 2009. Any concerns identified on the checklist should be addressed by the Site Level Special Education Compliance Team prior to your school's DVR.

DVR Preparation Worksheet and Data Forms

- Worksheet Organization
 - DVR Activities and Schedule
 - Preliminary Tasks
 - Documents
 - Student Records
- Data Forms
 - School Support Staff
 - Functional Analysis Assessment
 - Collaborative Practices



The Site Level Special Education Compliance Team must complete other tasks prior to the review. For your convenience, a DVR Preparation Worksheet has been provided and is organized according to the sections listed on the screen. Three data forms must also be completed prior to the review. These documents are included in the presentation attachments.

Let's talk briefly about the activities listed in the Preliminary Tasks section of the DVR Preparation worksheet.

Staff Surveys, Parent Surveys, and Meeting

- Distribute to General/Special Education Staff
 - Staff Letter
 - Staff Survey

- Distribute to Parents of Students with Disabilities
 - Parent Letter
 - Parent Survey
 - Parent Meeting Flyer



Approximately three weeks before your school's scheduled review, distribute the staff letter and survey, found in the presentation attachments, to all general and special education staff at your school. The staff letter provides notification of the upcoming DVR and the survey provides staff an opportunity to give input regarding special education at your school.

Also, distribute the parent letter, survey and meeting flyer to all parents of students with disabilities approximately three weeks before your school's scheduled review. The letter notifies parents of your school's participation in the DVR, requests that they complete and return the Parent Survey and informs them of the Parent Meeting that will be conducted by the DVR Team on the day of the review. The Parent Meeting Flyer provides the date, time and location of the meeting and a tear-off section for parents to indicate whether they plan to attend.

Once you have received the completed staff and parent surveys, place them in a folder for DVR team review.

Korean, Vietnamese, Spanish, Russian, Armenian and Chinese translations of the Parent Survey, Parent Letter and Parent Meeting Flyer are available in the attachments to this presentation.

Second Parent Meeting Flyer

- Fewer Than 10 Parents Plan to Attend Parent Meeting
- Dated Flyer Serves as Documentation



The DVR process requires that the administrator document all attempts to ensure that at least 10 parents plan to attend the Parent Meeting.

If fewer than 10 parents indicate that they will attend the Parent Meeting, you are required to distribute the Parent Meeting Flyer a second time as a reminder. Be sure to write the date on the second flyer and maintain a copy for DVR Team review, as it will serve as documentation of the second attempt to ensure parent attendance.

Administrator/Staff Interview

- Principal
- Assistant Principals
- Special Education Teachers
- General Education Teachers
- Special Education Paraprofessionals



Select staff to participate in the Administrator/Staff Interview. The purpose of the interview is to determine school awareness of, and implementation of, special education policies and procedures.

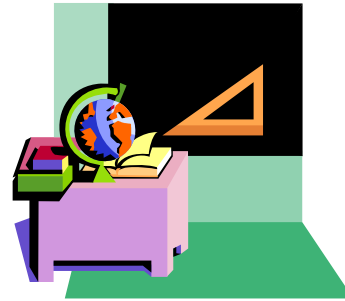
In addition to the site administrator and a teacher, other possible participants are noted on the screen.

There is no minimum or maximum number of participants required for this interview.

Classroom Observations

□ Classroom Observations

- Thirty Minute Observation
- General Education Class
- Special Education Class



Provide the DVR Team with a list of classrooms with teachers' names and room numbers.

The purpose of this activity is to review District recommended least restrictive environment practices. Observations may include:

- A general education class where students with disabilities are receiving instructional services and/or
- A special education class

Each observation will last approximately 30 minutes

Document Review

- Refer to DVR Preparation Worksheet, Section B Documents
- Links to Web-based Bulletins, Memorandums and Reference Guides
- Assemble Documents
- Place in Folder or Notebook



Your school will be required to assemble documents for the DVR. All documents required for the review are listed in the DVR Preparation Worksheet, Section B Documents. We have included weblinks for accessing the Bulletins, Memorandums and Reference Guides.

Once you have assembled all the documents, place them in a folder or notebook for the DVR Team.

Data Forms

- School Support Staff
- Functional Analysis Assessments
- Collaborative Practices



As mentioned earlier, three data forms must be completed prior to the day of the review. The names of the forms are listed on the screen. The forms address support staff assigned to your school, functional analysis assessments, and information regarding collaborative instructional practices. The information required on these forms applies to the 2009-2010 school year only.

Complete the forms and place them in the folder or notebook for the DVR Team.

Student Record Review



- **10% of Total Special Education Records**
 - Current IEPs Completed by Staff Currently at Your School
 - At Least 1 IEP from Each Teacher/Related Services Provider
 - As Applicable
 - 1 Record with 3 Consecutive IEPs
 - IEPs for Students Receiving Department of Mental Health Services (AB3632)
 - 1 Initial Psychologist's Assessment Report for a current IEP
 - 1 Initial Assessment Report for a current IEP from **each** Resource Specialist Teacher
 - 1 Initial Related Service Provider's Assessment Report for a current IEP

Refer to the DVR Preparation Worksheet, Student Records section, as we discuss preparation for the record review activities.

The DVR Team will review 10% of the total records of students receiving special education services at your school. If your school has fewer than 20 students receiving special education services, you will need to provide 2 student records for the DVR Team to review.

How do you select the student records to be reviewed?

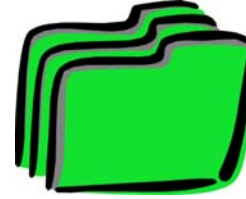
Select student records with current IEPs that have been completed by staff currently at your school. Make sure that you select at least 1 IEP from each special education teacher and related services provider. Include in the 10% selection, **as applicable**:

- 1 student record that contains 3 consecutive IEPs
- IEPs for all students who are currently receiving Department of Mental Health Services (AB 3632)
- 1 initial assessment report written by the psychologist currently assigned to your school
- 1 initial assessment report written by each Resource Specialist currently assigned to your school
- 1 initial assessment report written by any one of your related services providers currently assigned to your school

Student Records

- Entire Cumulative Record
 - Do Not Photocopy Student Records

- Green Folders
 - Current IEP
 - Request for Special Education Assessment
 - Special Education Assessment Plan
 - Notification to Participate in an IEP Meeting



Selected student records should include the entire cumulative record and the special education green folder. Do not photocopy the student records.

The green folder must contain the current IEP and, as appropriate, the corresponding Request for Special Education Assessment, Special Education Assessment Plan, and Notification to Participate in an IEP Meeting. Note that the Request for Special Education Assessment form can be found on the Welligent home page under Documents.

Section 504 Plans

- 2 Records of Students with Section 504 Plans



If applicable, select two records of students with Section 504 Plans. The DVR Team will confer with teachers to verify whether or not the students with the Section 504 Plans are receiving the accommodations documented in their plans.

Questions?

- DVR Team Facilitator
- Special Education Compliance Department
(213) 241-3335



The Team Facilitator for your DVR will contact your school to provide assistance to prepare your school for the DVR and to answer any questions you may have.

You may also contact the Division of Special Education Compliance Department at the phone number on the screen if you need additional information regarding the DVR.

And now...

You're Ready!



DVR Preparation Worksheet

You are ready to participate as a DVR school team member! And your Site Level Special Education Compliance Team is ready to begin preparing your school for the DVR.

Remember to use the DVR Preparation Worksheet that can be downloaded from the presentation attachments to help in assembling and organizing the documents, records and information for your school's DVR.

To further assist you, a Frequently Asked Questions (FAQ) section follows this presentation.

Frequently Asked Questions



FAQS

Surveys

Do we have to send home the Parent Survey to parents of all our students?

No. Only send home the Parent Survey to parents of student's with disabilities.

Surveys

How many completed Staff Surveys do we need to have available for the DVR Team?

There is no minimum or maximum number of Staff Surveys required for the DVR. The team will review the Staff Surveys that have been completed.

DVR School Team Members

May the two DVR school team members also be members of the Site Level Special Education Compliance Team?

Yes. The site level compliance team members have special education responsibilities. School Site Councils are encouraged to select DVR school team members with these responsibilities.

DVR School Team Members

Is the parent on the DVR Team from our school?

No. The parent team member is an employee of the District who has received training on DVR procedures.

DVR School Team Members

May the school select classified personnel to participate as DVR Team members?

No. DVR procedures require that the two school team members must be certificated.

Administrator/Staff Interview

May the two DVR school team members participate in the Administrator/Staff Interview?

Yes.

Administrator/Staff Interview

How many staff members need to participate in the Administrator/Staff Interview?

There is no minimum or maximum number of participants required for this interview.

Parent Meeting

After a second attempt, if my school still cannot document that at least 10 parents plan to attend the Parent Meeting do we have to keep trying to get the minimum number to attend?

DVR procedures require you to provide documentation of the initial and second attempt to ensure the attendance of at least 10 parents. You have the option of making additional attempts.

Parent Meeting

Who will conduct the Parent Meeting?

DVR Team members from outside your school will conduct the Parent Meeting on the day of the review.

Scheduling

Is there any flexibility in scheduling the Parent Meeting and Administrator/Staff Interview at different times than those indicated in the training?

Due to the number of DVR activities, it is recommended that you follow the suggested schedule. However, some schools may have circumstances which warrant a change. If this is the case, contact your DVR Team Facilitator or the Special Education Compliance Department.

Classroom Observation

On the day of the review, may a DVR school team member be released from their DVR responsibilities in order to be observed teaching during a scheduled classroom observation?

Yes.

Substitute Coverage

Will additional funds be available from the Division of Special Education to provide substitutes for teachers participating in DVR?

No. Schools may utilize funds, such as Program 2817, to pay for substitute coverage. To minimize substitute coverage, secondary schools may wish to select teachers who are on conference period to participate in the Staff Interview.

Translations

Are translations of documents available in languages other than Korean, Vietnamese, Spanish, Russian, Armenian, and Chinese?

No. The District only provides translations of documents in these primary languages of the District.