Authentic Compliance Communication Structures Supplemental Packet

Special thank you the following schools for contributing these artifacts. The artifacts have been changed to both preserve anonymity of students and make them easier to share.

* AF Bridgeport Middle
* AF Bridgeport Elementary
* AF Amistad Elementary
* AF Apollo Elementary
* AF Endeavor Middle
* AF Endeavor Elementary
* AF Hartford Elementary

# Artifact #1 - Internal Compliance Communication (shared across a Special Education Team)

**The following is a monthly email send to the Special Education case manager team at Hartford Elementary School.**

*Afternoon HE8 Special Educator Team: (FYI GLLs and LT)*

*Below is the April Special Services Overview: Referral Meetings, IEP Meetings, 504 Meetings.*

*Most of the meetings listed below were followed by an overview or next step email the day of the meeting.  This email will provide you all with a high level overview of meetings that have occurred and any potential next steps from those meetings.*

*There are IEP At-A-Glances attached for the following scholars: M. Curry (K), M. Shaw (3), K. Hamblin (3)*

*S. Ricketts (2) had a IEP in April but was exited so does not have a IEP at-a-glance*

*Please let me know if you have any questions.*

***Initial Referral Meetings:***

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| ***GRADE*** | ***STUDENT*** | ***TYPE OF REFERRAL/DATE*** | ***Date Consent Signed*** | ***NEXT STEPS for Case Managers***  ***\*\*\* Bring updates to our checkins.*** | ***Eligibility/IEP MEETING*** | ***Resources to Use*** |
| *Kinder* | *P. Jenkins* | *School Initiated (Feb. 25)* | *Mar. 2-Consent Signed* | *By 4/20 – Review evals and teacher input from referral to draft PLOPs/Goals*  *(high likelihood of eligibility)* | *May 2nd* | *Exemplar PLOP link*  *Exemplar Goals Link* |
| *First* | *K. Cook* | *School Initiated (Feb. 22)* | *Mar. 2-Consent Signed* | *By 4/25 – Review evals and teacher input from referral to draft PLOPs/Goals*  *(high likelihood of eligibility)* | *May 9th* |
| *Second* | *S. Cutt* | *School Initiated (Mar. 1)* | *Mar. 7-Consent Signed* | *By 4/25 – Review evals and teacher input from referral to draft PLOPs/Goals*  *(high likelihood of eligibility)* | *May 9th* |
| *Fourth* | *T. Williams* | *Parent Initiated (Feb. 25)* | *Mar. 1-Consent Signed* | *~~By 4/20~~ (done) – Review evals and teacher input from referral to draft PLOPs/Goals*  *(not sure about eligibility, but we want to be ready)* | *May 2nd*  *(Way to go! Done ahead of time!)* |

***(Continued on next page)***

***8 week Look Ahead - Annual Reviews and Triennials:***

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| *GRADE* | *STUDENT* | *Annual or Triennial* | *Teacher Input Forms Due to Case Manager* | *PLOPs/GOALs Drafted*  *\*\*\* Bring updates to our checkins.* | *Date of Annual Review* | *Resources to Use* |
| *Kinder* | *J. Brown* |  | *4/25* | *By 5/1* | *5/9* | *Exemplar PLOP link*  *Exemplar Goals Link*  *Ex5emplar Teacher Input Form* |
| *First* | *S. Heilmann* | *School Initiated (Feb. 22)* | *4/25* | *5/1* | *5/9* |
| *Second* | *R. Kurt* | *School Initiated (Mar. 1)* | *5/10* | *5/20* | *5/25* |
| *Fourth* | *J. Jenkins* | *Parent Initiated (Feb. 25)* | *4/18* | *4/25 (Note the quick turnaround; this one was scheduled at the last minute and we’ll need to act quickly.)* | *5/2* |

***IEP Meetings Completed for LAST Month:*** *All meetings listed below had a summary email sent the same day*

|  |  |  |  |
| --- | --- | --- | --- |
| *GRADE* | *ANNUAL* | *TRIENNIAL* | *Initial* |
| *Kinder* | *M. Toll (4/2)* |  |  |
| *First* |  |  |  |
| *Second* |  | *S. McCurry (4/5)-Exited* |  |
| *Third* | *K. Curry (4/5)*  *M. Lourd (4/2)* |  |  |
| *Fourth* |  |  |  |

# Artifact #2 - Internal Compliance Communication (shared across a SCHOOL)

**On the next page is a monthly email send to the entire school team at Apollo Elementary School.**

|  |  |
| --- | --- |
| **APOLLO SPECIAL SERVICES BLAST**  April 2016 | |
|  | |
| *Apollo Special Service Blast – Volume 2 Issue 7*  Welcome to the Apollo Special Services Blast: Your one-stop shop for all special education related materials that you will need.  Be sure to find **20-30 minutes each month** to fully read through this email, complete action steps and record any next steps into your person organizational system.  **10 Instructional Weeks.** That is how much time we have left this school year to ensure we meet all the promises we made to our scholars and our families.  April brings a lot of things: showers, STEP & state tests.  Everyone, across the entire school, has been making sure our scholars get the feedback they need to be successful.  It is the mission of our school to make sure that we do everything we can, every day, for all scholars because we truly believe that they deserve an amazing education.  Be sure to revisit your at-a-glance documents and reach out to Team Allies for ideas and support. Keep your expectations high and remember to smile.   Thanks! | |
| **Upcoming IEP Meetings MONTHLY Look Ahead**  **<Action Required>** | |
| One of the most important components of a scholar’s IEP is *YOUR* input! Teachers provide invaluable information regarding scholars’ academic ability and areas of growth.  *We currently have* ***5*** *scholars that have scheduled IEP meetings in the month of April.  Current teachers will fill out teacher reports before the meeting to be included in the IEP. If you are a former teacher and would like to contribute your insight in the teacher reports, please follow the link below to add your comments.*   *For a MODEL TEACHER INPUT FORM, click here. If yours does not meet the model, I will send it back with feedback for you to recomplete.*  <AR by 4/15>: **Owner: Teachers (see below)**  **\*\*\* REMINDER: It is your responsibility to gather input from the other teachers who teach the same student!**   |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | **Scholar** | **Grade** | **IEP Meeting Date** | **Meeting Type** | **Teacher Report**  **(WHO / Where to Fill In)** | **Teacher Report Due** | | Viola Davis | 1 | April TBD | Annual | Viola (link) | Completed  | | Jennifer Aniston | 4 | April 5th @ 9:30am | Triennial | Jennifer (link) | **<PAST DUE>** | | Kerry Washington | 1 | April 20th @ 9:00am | Annual | Kerry (link) | April 10th | | Kate Winslet | 4 | April 20th @ 10:00am | Annual | Kate (link) | April 10th | | Constance Wu | K | April 21st @ 1:30pm | Annual | Constance (link) | April 10th |   <AR by EOW>: **Owner: Grade Team Leader** (see additional IEP email for more information)           Choose one teacher to call into the IEP meeting at next grade team meeting. That teacher is also responsible for collecting student work and delivering it to me the day before the meeting.           Email me the name of the teacher that will call into the meeting. (I will send an invite to that teacher, a FYI to the GLT, and you.) | |
| **Initial Referrals**  **<FYI>** | **IEP Progress Monitoring**  **<Action Required>** |
| If you suspect a scholar who does not have an IEP might be eligible for special education services because of poor academic performance, reach out to me or your grade level chair.  *Once an initial referral is submitted to the Committee on Special Education (CSE), the CSE legally has 60 days to complete an evaluation which consists of a parent interview (social history), psychological and educational testing, a classroom observation, and teacher reports, and conduct an eligibility meeting. If a student is eligible for special education services, then they would get an IEP. We currently have* ***5*** *scholars going through the initial referral process.*   |  |  |  |  |  | | --- | --- | --- | --- | --- | | **2015-2016 Initial Referrals (new)** | | | | | | **Scholar** | **Grade** | **Referral** | **Tested** | **Eligibility?**  **(If so, Initial IEP)** | | George M. Bluth | 4 | **YES** | **YES** | pending | | Maybe Funke | 3 | **YES** | 4/7 | pending | | Bob Loblaw | K | **YES** | pending | pending | | Anne Veal | 2 | pending | pending | pending | | **Previous Initial Referral Results (YTD)** | | | | | | **Scholar** | | **Outcome** | | | | D.J. Fuller | | Did not qualify; is not eligible for an IEP | | | | Stephanie Tanner | | Case Closed – Parent chose to not pursue the evaluation process | | | | Kimmy Gibbler | | Qualified – Speech | | | | Dre Johnson | | Qualified – SLD | | | | Rainbow Johnson | | Qualified - SLD | | | | Leslie Stevens | | Qualified – OHI | | | |  | |  | | | | <AR> **Owner: Progress Monitors**  In order to ensure our scholars with IEPs are making annual progress, it is essential to update the tracker each month with progress notes toward each goal.  It is also our legal obligation to track the progress of scholars with individualized plans. Please enter your monthly update no later than **FRIDAY, APRIL 29th**  **IEP Progress Monitoring Tracker (link)**  This tracker is used to (1) monitor how each scholar is doing in relation to their goals and (2) create new goals during the annual review process. Without this data, it is very difficult to write a meaningful IEP for these scholars. I use this tracker to write progress reports for all scholars with IEPs. |
| **TWO MONTH Look Ahead – These IEP Meetings are coming in the next 2 months!**  **<FYI>** | |
| All scholars with IEPs have an IEP meeting once per year*.* The following scholars have IEP meetings scheduled for May and June. I will be reaching out for TEACHER INPUT forms in the next month.   |  |  |  |  | | --- | --- | --- | --- | |  | **Scholar** | **Grade** | **Meeting Date** | |  | Shonda Rhimes | 3 | May TBD | |  | Olivia Pope | 2 | May TBD | |  | Josiah Bartlett | K | May TBD | |  | Aaron Sorkin | K | May TBD | |  | Sam Seaborn | K | June TBD | |  | Leo McGarry | 2 | June TBD | |  |  |  |  | | |

# Artifact #3 - Internal Compliance Communication (to Case Managers)

**The following is a sample monthly communication sent to the AAES case manager team.**

Good Evening Case Managers 

At the end of every month, I’m going to share a high level overview of things to be prepared for each month and reflections. You should review your checklist and outlook or make your to-do lists for things that need to happen each month.

**SHOUT OUTS!**

In just two weeks I’ve seen so much collaboration between our team, which is amazing! Christine taking on a 1st grade student during her prep to support. Julia pausing on interventions to provide strategies for teachers in the classroom. Ellie and Tina for jumping right in and getting ELL testing done. Lauren meeting with multiple co-teachers every week to reflect on best ways to support kids in every subject. This is going to be a great year 

**MEETING DATES AND RESPONSIBILITIES:**

This section will include upcoming case management responsibilities.

This month’s case management responsibilities are outlined below. Please do not hesitate to reach out with any questions or concerns regarding timeline or workload. As we know, being in compliance is of the utmost importance, because it ensures that we are doing right by our kids!

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** | **Meeting** | **Due Date** | **Next Steps** |
| Kindergarten: Ellie | | | |
|  |  |  |  |
|  |  |  |  |
| First Grade: Tina | | | |
|  |  |  |  |
|  |  |  |  |
| Second Grade: Christine | | | |
| Smith, Kiley | PPT Referral | 9/9/16 | -FYI Meghan is owning all next steps here |
| Rodriguez, Jesus | 504 annual | 9/29/16 | -Christine schedule meeting with parent and send outlook invite to Meghan. Send home meeting notice to family as reminder.  -Meghan collect data on accommodations, share and align on updates (if needed) during coaching meeting on 9/20  -Christine send out summary, update Many Minds and IC within 24hrs of meeting |
| Third Grade: Julia | | | |
| Carter, Janis | 504 annual | 9/26/16 | -Julia schedule meeting with parent and send outlook invite to Meghan & Jenn. Send home meeting notice to family as reminder.  -Meghan collect data on accommodations, share and align on updates (if needed) during coaching meeting on 9/13  -Julia send out summary, update Many Minds and IC within 24hrs of meeting |
| Cymrot, Pete | 504 annual | 9/26/16 | -Julia schedule meeting with parent and send outlook invite to Meghan. Send home meeting notice to family as reminder.  -Meghan collect data on accommodations, share and align on updates (if needed) during coaching meeting on 9/13  -Julia get teacher input on student performance before meeting  -Julia send out summary, update Many Minds and IC within 24hrs of meeting |
| Fourth Grade: Lauren | | | |
| Rose, Jasper | 504 annual | 9/26/16 | -Lauren schedule meeting with parent and send outlook invite to Meghan and Jenn. Send home meeting notice to family as reminder.  -Meghan collect data on accommodations, share and align on updates (if needed) during quick check-in  -Lauren send out summary, update Many Minds and IC within 24hrs of meeting |

**Additional Dates to Flag**

This will include high level deadlines or FYI’s

|  |  |
| --- | --- |
| **Date** | **Item** |
| September 7th | Paige visits |
| September 8th | Meghan out 12-EOD |
| September 21st | Meghan out at PD |
| September 22nd | Paige visits |
| September 27th | Meghan & Ellie out: Wilson |
| September 28th | Tina out: Wilson |
| September 29th | Julia & Christine out: Wilson |

**LEARNING’S FROM LAST MONTH + BEST PRACTICES**:

This section will include things we’re learning each month to grow on in the next month. The below is based on last year’s learning’s 

For 504 meetings, it’s difficult to get multiple members of the team at the meeting, unless the meeting happens during enrichment or after school. The best thing to do to prepare for these meetings, is to align during your co-teacher meeting before the 504 meeting on areas of strength/weakness for that child to report to the parent, then align on how accommodations are working in the classroom. Teachers have communicated they often feel disconnected from this process, so this is the best way to ensure they feel included.

If there are individual case management concerns I will reach out separately to include on the agenda for coaching.

Thank you for all the work you do to support our students!

Meghan

# Artifact #4 - External Compliance Communication (to the District)

**The following is a sample weekly email sent from both Endeavors to the same CSE (CSE 8).**

**From:** Emily Slezak   
**To:** Emily Slezak; Moronta Stephanie; Juarbe Christina; Kang Cherry (92CS08); Sandi Mariama; Jennifer Bursky; Carlos Elisha (000D08)  
**Cc:** Christina Braganza; Anna Reeve  
**Subject:** CSE 8/Endeavor Weekly Update - April 15th (DBN: 87D8F8)

Hi CSE 8 Team!

Hope you had a great week! Below are our updates – please see the questions in yellow!

Emily & Jen

|  |  |
| --- | --- |
| **Meetings that Occurred this Week: Summary and Follow Up** | **CONFIRMING**  **Meetings Scheduled for Next Week** |
| **April 13:**  Jaden Rocker (DOB: 2/13/2008 OSIS:  215212346) – No change in service  **April 20:**  Ahmad Gibson (DOB: 9/1/2010 OSIS: 238847123) – We agreed to initiate a Speech Eval and it has already been scheduled on 4/13. | **April 20: Annual Reviews**  8:30-9: Shalene Peter (DOB: 09/19/2010 OSIS: 219287588)  9-9:30: Christian Rickford (DOB: 05/02/2010 OSIS: 125049995 )  9:30-10: Gena Carter (DOB: 09/23/2010 OSIS: 234950806 )  10-10:30: Payal Kurtis (DOB: 02/03/2010 OSIS: 234521912)  10:30-11: Seth Mentor (DOB: 04/20/2006 OSIS: 227712077 )  11-11:30: Greg Samson (DOB: 8/20/2010 OSIS: 235107935 )  11:30-12: Petra Bierte (DOB: 03/10/2006 OSIS: 221209305 )  12-12:30: Chase Carstensen (DOB: 8/19/2006 OSIS: 222323228 )  12:30-1: Laura Martin (DOB: 04/05/2006 OSIS: 222899882) |
| **Initial Referrals in Process** | **QUESTIONS and Action Required** |
| * Ahmad Gibson (DOB: 9/1/2010 OSIS: 238847123) – *Social history occurred 2/23. Psychoed Testing occurred 4/5. Speech eval on 4/13.* | **Stephanie and Elisha: Please let me know next steps for the following cases:**  1) Jaden Rocker (DOB: 2/13/2008 OSIS:  215212346). **Please give me a date for the IEP meeting. I see a tentative date was set for 5/25 – when will this be confirmed so I can communicate to the family?**  2) Ahmad Gibson (DOB: 9/6/2010 OSIS: 238122312) case is out of compliance.  **Please give me a date for the IEP meeting. I see a tentative date was set for 5/4 – when will this be confirmed so I can communicate to the family?**  3) Correction in Jane Finch’s services (DOB: 04/14/2010 OSIS: 235142347 ) – At the IEP meeting we agreed to continue speech 3x/week in individual sessions. On the IEP in SESIS it says 2x/week. **Please correct this error immediately and confirm once it’s correct. I have alerted the family to the error so they can follow up as well.** |

# Artifact #5 - External Compliance Communication (to the District)

**The following is a sample of a weekly summary of next steps sent to Bridgeport from the elementary and middle school.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **\*\*\*Action Item Below\*\*\* under Quick Questions** | | | | |
| **Meeting Debrief** | | **Upcoming Meetings** | | |
| **Elementary School**   * 5/5/16: Anna Kipper- program review.  Stay the course with interventions * 5/7/16: Janis Samson - identified with an IEP for ED. * 5/14/16: Janis Samson- MDR | **Middle School** | **Elementary School**  NONE  | | **Middle School** |
| **Action Steps from Meeting** | | **Scheduling** | | |
| **Elementary:**  n/a | **Middle:** | **Elementary:**  n/a | **Middle:** | |
| **Action Required for Bridgeport to take** | | **IEP Direct steps for Bridgeport to take** | | |
| **IEP’s to finalize:**  Janis Samson from 5/7/16. (After this is finalized I will do another one for the 6/14/16 PPT.) | | **Elementary:**  n/a | **Middle:** | |
| **Quick Questions** | | | | |
| **Elementary School:**  n/a | | **Middle School:**  n/a | | |
|  |  |  |  |  |