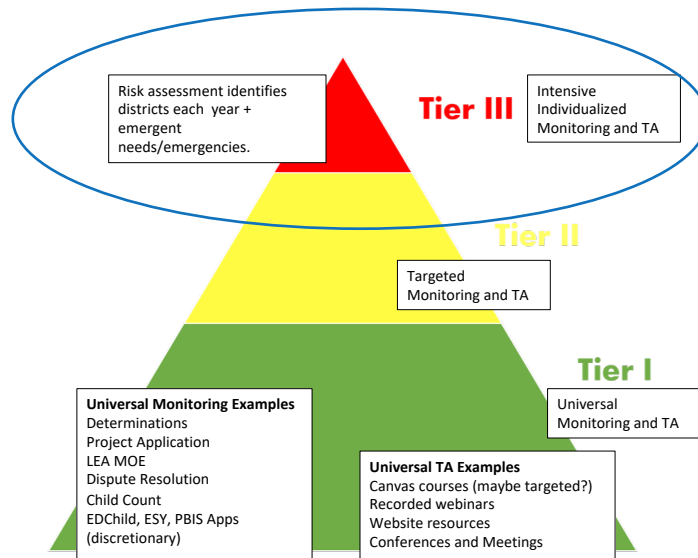


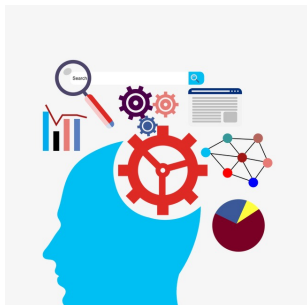
FY 19 Monitoring

FY19 Monitoring



FY19 District Selection for Monitoring

OSE Leadership team reviewed comprehensive data about school districts to conduct a risk assessment, based on, but not limited to the following:



Fiscal data

School improvement accountability data

Past monitoring data

LEA determinations

Dispute resolution

- OSE selected districts based on the combination of data and knowledge about unique needs of each district



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What Will FY19 Monitoring Look Like?

- Individualized
- Ongoing communication and joint planning
- More comprehensive needs assessments exploration into root causes
- Focus on requirements most closely related to improving results for students with disabilities
- Improvement strategies developed in collaboration with the district
- Targeted follow up and technical assistance



4

Logistics

- Approximately 12 districts will be selected
- Initial letters of notification will be mailed March 1st
- Planning conversations will begin in early March
- Districts will be added as needs arise



FISCAL UPDATES

MCAPS: Revisions & FY20

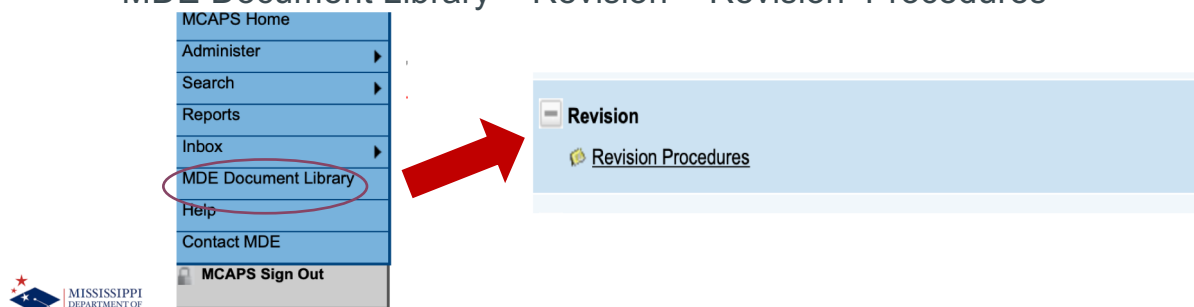
Revisions in MCAPS

Revision procedures were released on April 1, 2018

<https://mcaps.mdek12.org/DocumentLibrary/ViewDocument.aspx?DocumentKey=272757&inline=true>

➤ Procedures can be found within MCAPS:

MDE Document Library > Revision > Revision Procedures



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Revisions in MCAPS

Mississippi Department of Education Federal Programs/School Improvement/Special **Education** **Revision Procedures** Effective April 1, 2018

The Offices of Federal Programs, School Improvement, and Special Education are issuing the following guidance on processing and approving revisions within MCAPS and paper applications for the following federal programs: Title I, Title II, Title III, Title IV, Title V, Migrant Education, Homeless Education, 21st Century Community Learning Centers, Neglected/Delinquent Programs (Title I, Part A and Title I, Part D Subparts 1 and 2), Title I School Improvement 1003(a), School Improvement Grants, IDEA, Part B, and IDEA Preschool.

WHAT? A revision is any change to the **approved** application.

Revisions in MCAPS

WHEN?

- You will need to submit a revision within MCAPS for the following:
- Any transfers among functions and/or objects which exceed or are expected to exceed the approved cost/budget;
 - Any revision of the LEA Plan or School Plan (regardless of whether there is an associated budget revision requiring prior approval); and
 - Any changes in personnel who are specified in approved application.

HOW?

- In order to start a revision to the LEA Plan, School Plan, and/or Funding Application, take the steps below:
1. Select "Planning Tool" or "Funding Application" from the left navigation column
 2. Select appropriate year (e.g. 2017 for FY17 Application)
 3. Select appropriate plan for revision (e.g. Consolidated)
 4. Change status to "Revision Started"
 5. Make revisions as needed
 6. Upload the **MCAPS Revision Form** to the "Related Documents" of the Funding Application, regardless of the reason.
 7. After revisions have been completed, change status to "Revision Completed"
 - a. Revisions to the Funding Application require business manager approval

NOTE: Please ensure that every area requiring modification has been addressed within the LEA Plan, School Plan, and/or Funding Application as appropriate.

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Revisions in MCAPS

When is a revision needed?

Revisions should be submitted for the following reasons:

- Any transfers among functions and/or objects which exceed or are expected to exceed the approved cost/budget;
- Any changes in personnel specified in approved application



Revisions in MCAPS

How are revisions submitted?

To begin a revision, follow these steps:

1. Select "Funding Application" from the left navigation column
2. Select appropriate year (e.g. 2019 for FY19 Application)
3. Select appropriate plan for revision (e.g. Special Education)
4. Change status to "Revision Started"
5. Make revisions as needed
6. Complete the MCAPS Revision Form and the Budget Revision Summary Form and upload both forms to the "Related Documents" of the Funding Application, regardless of the reason
7. After revisions have been completed, change status to "Revision Completed"



Revisions in MCAPS

KEEP IN MIND...



- Incomplete revisions will delay review and approval
- Funds may not be expended or reimbursed toward any account prior to the date the revision has been approved by program. If funds are expended prior to the approval of the revision, non-district funds must be used for the amount expended
- LEA/subgrantee must remain in compliance with program specific guidelines and/or policies to ensure that revisions are submitted and approved within the period of availability of each program
- The deadline to submit a revision will be provided by each program office



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Revisions in MCAPS

Mississippi Department of Education
MCAPS Revision Form

District Name	
Reason for Revision (Please provide detailed description)	
Revision Number (e.g. Revision 3)	
Fiscal Year (e.g. FY17)	
Program Name (e.g. Title I, Part A, SIG, SPED)	

Required Signatures:

School Principal (SIG and 1003(a) ONLY)	Date
Federal Programs/Special Education/Project Coordinator	Date
Business Manager	Date
Superintendent/Executive Director	Date

Mississippi Department of Education
Budget Revision Summary Form

School District _____ Project Year _____

Category/Activity	Last Approved Amount	Amount Subtracted	Amount Added	New Amount	Modification Description (Reason for revised amount)
1220/100-199	\$25,000	\$12,481.23		\$12,518.77	Tutor only worked part of the year

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MCAPS

FY20



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MCAPS FY20 Topics

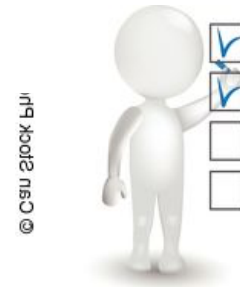
- Timelines
- Trainings
- Allocations
- Process for Approval of Funding Applications
 - Substantially Approved Application
 - Special Education Checklist
- ESSA Per-Pupil Expenditure Reporting Requirement
 - Copy/Pasting from Previous Applications
 - Validation



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MCAPS FY20 Timeline

- FY20 MCAPS is expected to open in April, 2019 with allocations. Once MCAPS is open, Districts may begin submitting/ developing FY20 IDEA Funding Applications for Submission
- FY20 IDEA Funding Applications must be submitted, in MCAPS, to the MDE District Contact by mid-June, 2019



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MCAPS FY20 Regional Trainings

- Once MCAPS opens, the OSE will host regional trainings. These trainings will be 3 hour sessions that provide information and allow for districts to begin developing the FY20 Funding Application
- Dates and locations for these trainings will be forthcoming



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MCAPS FY20 Allocations



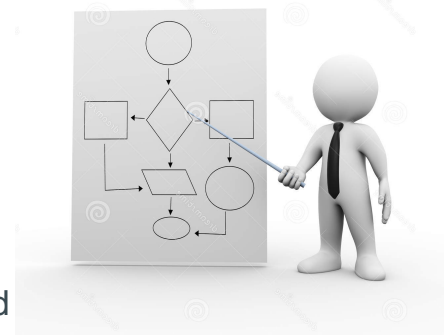
- The OSE is currently working to determine allocations for FY20
- Once Allocations are determined, the allocations will be uploaded in MCAPS and will be available to use in the development of the FY20 Funding Application



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FY20 Approval Process

- LEA Special Education Director Draft Completed
- LEA Business Manager Budget Approved
- MDE Special Education District Contact Approved
- MDE Special Education Supervisor Approved
- MDE Special Education Director Approved
- LEA Superintendent Approved



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FY20 Substantially Approved Application

The initial FY20 original application submitted in MCAPS, to the MDE District Contact, will serve as substantially approved application as long as it is **submitted prior to July 1, 2019** and has a completed Board Approval Signature Page uploaded in the “Related Documents” section under Part B





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MCAPS FY20

Special Education Checklist

- Sections page of MCAPS
- Means of communication between the MDE and LEAs

	<u>Related Documents</u>
	Assurances
	<u>Assurances</u>
	<u>Related Documents</u>
	Special Education Checklist
	<u>Special Education Checklist</u>
	...



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Special Education Checklist

- Contains qualitative application review points
- Cannot be edited by LEA
- Review the checklist while completing application to identify critical elements of a quality funding application
- Review the checklist when SEA has returned the funding application back to LEA to determine what edits the SEA is requesting.



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FY20 MCAPS

ESSA Per-Pupil Expenditure Reporting Requirement

- All federal and state level budgets **must** be disaggregated to the school level **(to the extent possible)**, including Special Education
- This is done by using the Location Code (School Code) in MCAPS.

Function Code	Object Code	Location Code
1220 - Special Education Programs	100-199 - Employee Salaries	4820032



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FY20 MCAPS: UPDATE

ESSA Per-Pupil Expenditure Reporting Requirement

- Private Placement
 - Function 1225 / Object 563
- Private Participation
 - Function 1295



FY20 MCAPS

- Copying and Pasting in MCAPS is a feature that can be used when completing budget narratives



- **Caution:** Make sure to change outdated information when using the Copy/Paste functions

MCAPS FY20

VALIDATION

- Business rule checks were put in place to ensure quality of data being submitted by LEA
- System automatically runs validation as funding application is completed.
- Presence of validation issues are indicated on the Sections page, under Validation column
 - ✓ Messages do not appear on the page as user fills out data
 - ✓ System does not prevent saving of “invalid” data; but may prevent submission of “invalid” data
 - ✓ Validation checks can span pages



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Validation...continued

Two types of validation messages

- **Errors**: Prevent submission of application
- **Warnings**: Point out potential issues but allow submission



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Validation Error



Private Schools

Private School Parentally Placed		
Review	An explanation is required for why private school enrollment changed by more than 10% from last year.	Error
Related Documents		
Review	At least 1 document(s) must be uploaded for the required Related Document 'Private School Consultation Affirmation of IDEA'.	Error
Review	The optional Related Document 'Special Education Documents' has not been uploaded. Please be certain this is the intention.	Warning

IDEA, Part B

Equipment Purchases Requiring Prior Approval		
Review	Total Equipment Cost of \$5,400.00 does not match the budget total for object 710-790 - Property (\$9,100.00).	Error
Coordinating Early Intervening Services		
Review	Questions marked with an asterisk (*) require a response.	Error
Review	"Coordinating Early Intervening Services" page must be marked "NA" if "1290 - Coordinated Early Intervening Services (CEIS) only" budget total is equal to \$0.00.	Error

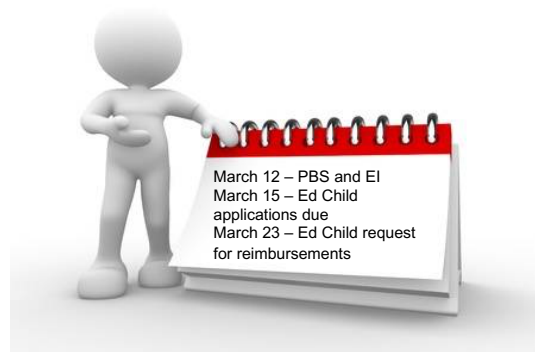
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Special Programs Update

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Special Programs

- Educable Child Program
 - Applications due March 15, 2019
 - Request for Reimbursements due March 23, 2019
- PBS & EI
 - Request for Reimbursement due March 12, 2019



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Bobby L. Richardson

Director of District Fiscal Services
brichardson@mdek12.org

Cindy Taylor

Educator in Residence
 New Director Mentoring
ctaylor@mdek12.org

Yvonne Ellis

Director of Special Programs
 (ESY, PBS, Educable Child, and ESA)
yellis@mdek12.org

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REMINDERS & UPDATES



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Hospital/Homebound

- Remember... **any** Child Find referral triggers the 14 day timeline for MET
- Students that have a hospital/homebound placement, must receive special education services at the duration and frequency indicated in his/her IEP



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Not Yet Eligible

Discipline protections for children not yet determined eligible under IDEA

What students are protected?

Students suspected of having a disability

- LEA has knowledge of disability if...
- Parent expressed concern in writing of need for special education/services
- Parent requested evaluation
- Teacher or other personnel expressed concerns about a pattern of behavior to Special Education Director or other supervisory personnel

If LEA "knows" a student has a disability, can the LEA postpone the manifestation determination meeting until after completion of initial evaluations?

No, Must conduct the MDR within 10 school days based on the suspected disability and available information



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BDI-2

- Data in the BDI-2 Data Manager is used for your SPP/APR Indicator 7, and is due on June 30 of each school year
- Some districts are still not coding screeners as Entry or Exit for Indicator 7, and others are missing codes or are coded incorrectly.
- Please take some time to review your district's data. For more information about BDI-2 Procedures, please see the document at <https://mdek12.org/sites/default/files/Offices/MDE/OAE/OSE/Early-Childhood/PreS-Outcomes/MDE%20BDI-2%20Procedures%202018.pdf>
- Email Candice Taylor with any questions at cataylor@mdek12.org



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Updates

- **Teacher Units will be made available to Districts by March 1, 2019**
- **Missing Child Count Data will be emailed to districts this week and needs to be completed and returned to the OSE no later than March 11, 2019**



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Access for All Guide Trainings

General and Special Education (Teams encouraged!)

- February 19, 2019 Jackson
- February 21, 2019 Natchez
- March 06, 2019 Cleveland
 - March 07, 2019 Oxford
- March 12, 2019 Hattiesburg
 - March 13, 2019 Coast
- June 11, 2019 Meridian
- June 12, 2019 Starkville
- REGISTRATION LINK: www.northmsec.com



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Phonics First

- Have a plan for implementation before your teachers attend. Discuss the plan with them before they go.
- Encourage both general education and special education teachers to attend.
- Teachers should commit to attend all days of the course and sign up early. Registrations close 2 weeks out.
- Attend the session on the last day to observe teachers demonstrating what they have learned.



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Phonics First Schedule

Level II (4 days)

- Gulfport – March 18-21
- Cleveland – April 1-4
- Oxford – April 15-18
- Jackson – June 17-20

Refresher and Syllabication Workshop (1 day)

- Gulfport – March 22
- Jackson – June 21



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Phonics First Schedule

K-5 Courses (5 days)

- Hernando – June 3
- Oxford – June 10

6-12 Courses (5 days)

- Hattiesburg – March 4, March 7
- Oxford – June 24



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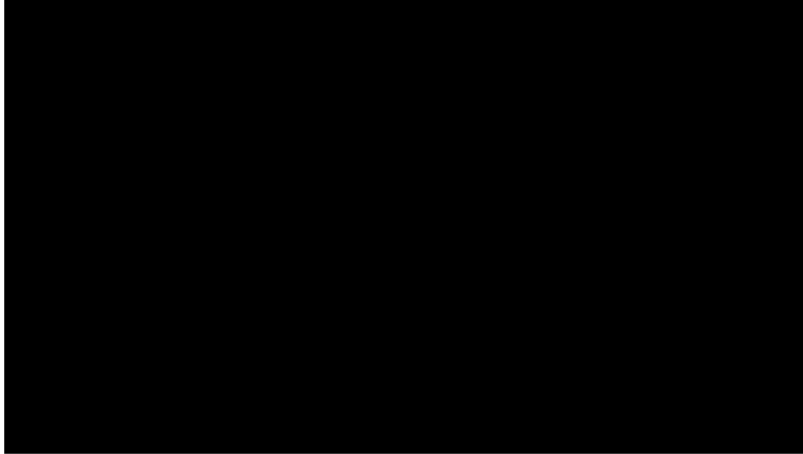
Phonics First Administrator Video

- <https://www.youtube.com/watch?v=IEQbqgXgGcc&feature=youtu.be>



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Phonics First Administrator Video



Early Childhood

- PreK Strategies: Increasing Access for a Well Rounded Education
 - Oxford, MS – March 5, 2019
 - Cleveland, MS – March 7, 2019

Registration Link: <http://nmec.msresaservices.com/all-workshops/categories-mde/categories-mde-special-education?page=4>

Early Childhood

- Compliant and Appropriate: Following the Early Childhood Learning Guides in a Self-Contained Classroom
 - Tupelo – April 1, 2019
 - Jackson – April 3, 2019
 - Hattiesburg – April 4, 2019

Registration: www.northmsec.com



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IEP Institutes

- Individualized Education Program: Roadmap to Success
 - Jackson – March 18, 2019
 - Hattiesburg – March 25, 2019
 - Gulf Coast – March 26, 2019
 - Oxford – April 4, 2019
 - Greenville – April 5, 2019

Registration: www.northmsec.com



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Coming Soon...

- MCAPS training – April 2019
- Special Education Symposium - June 4 Biloxi
- Special Education Legal Summit – Last Week in June



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Office of Special Education

www.mdek12.org/ose

(601) 359-3498

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