



Intermediate School District General Supervision System Design Tool: Part B

Michigan Department of Education
Office of Special Education
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Intermediate School District (ISD) Information

ISD Name _____ Date _____

ISD Team Members

Name	Role
Name	Role
Name	Role
Name	Role
Name	Role
Name	Role

About the Tool

This design tool is intended to assist ISD teams to assess the development and implementation of a system of General Supervision that supports the improvement of educational results and functional outcomes for students with IEPs, as well as meeting the requirements of IDEA, Part B. The items in each component are not intended to be exhaustive, yet to represent a broad array of activities related to the component. The items have been drawn from the 2007 *Developing an Effective System of General Supervision: Part B*, as well as requirements of IDEA and MARSE. The items represent both good practice and compliance. The ISD team is expected to form a core team, which may include all or some of the members of the General Supervision System Grant team because the work in both areas is complementary. The core team may be supplemented throughout the design tool process by including additional members as appropriate for the component(s) being discussed at the time. As the ISD team works through the design tool, it is important to also think about the activities that have been and are being undertaken as part of the General Supervision System Grant work. The eight components for the grant work and the eight components for the design tool are the same. These activities are connected and interrelated.

The design tool includes the eight components of a General Supervision System with associated items. It is organized by component by item with columns for the ISD to describe the activities, processes, procedures, and practices currently in place and for a description of what might need to be done to fully evidence an item and improve. There is also a column of Sample Documentation. This column, as the name implies, lists sample documentation to support the decision on the extent of evidence. These sample lists are not intended to be exhaustive. The ISD team may identify different and/or additional documentation.

For each of the components, it is recommended the ISD team will keep records of discussions or their process for making decisions. This provides a record for ensuring replicability and the sources of information used are valid and reliable. ISD documentation should be organized by component and item in an electronic format so the ISD can easily retrieve, review, and supplement as the team proceeds in completing the design tool. The eight components are State Performance Plan/Annual Performance Report/State Systemic Improvement Plan, Data on Results and Processes, Integrated Monitoring Activities, Policies, Procedures, and Effective Implementation of Evidenced-based Practices, Professional Learning and Development and Technical Assistance, Fiscal Accountability and Management, Effective Dispute Resolution, and Improvement, Correction, Incentives, and Sanctions.



Component 1: State Performance Plan (SPP)/Annual Performance Report (APR), Including State Systemic Improvement Plan (SSIP)



Items	What are we currently doing?	Sample documentation	What might we need to do?
<p>1. The ISD communicates with and seeks input from Member Districts on improving results for students with IEPs and compliance with MARSE and IDEA.</p>		<ul style="list-style-type: none"> • Meeting agenda • Electronic or other communication media 	
<p>2. Relevant ISD personnel have knowledge of and understand their role and accountability (if any) for the implementation of the SPP/APR.</p> <p>34 CFR 300.600</p>		<ul style="list-style-type: none"> • List of ISD personnel with a role in the implementation of the SPP/APR • Professional Learning and Development (PLD) materials • Communication materials 	

Items	What are we currently doing?	Sample documentation	What might we need to do?
<p>3. The ISD allocates resources and technical assistance to facilitate improved performance.</p> <p>34 CFR § 300.703</p>		<ul style="list-style-type: none"> • Budget and resource allocation • Annual schedule of PLD offerings • Materials to evidence technical assistance 	
<p>4. The ISD evaluates Member Districts' performance against state targets.</p>		<ul style="list-style-type: none"> • Routine scheduled systematic review • Strand Report Summary reviewed and shared with stakeholders 	

Items	What are we currently doing?	Sample documentation	What might we need to do?
<p>5. Analysis of progress and slippage, including results and compliance indicators, is used to prioritize the ISD's activities for the upcoming year.</p> <p>34 CFR § 300.600(d)(e)</p>		<ul style="list-style-type: none"> • System for prioritizing improvement activities based on data analysis • Written plan of ISD activities related to results and compliance indicators (including who worked on it, and timeline) 	

Component 2: Data on Results and Process



Items	What are we currently doing?	Sample documentation	What might we need to do?
<p>1. Data are routinely collected throughout the year.</p> <p>34 § 300.602(b)(1)(ii)</p>		<ul style="list-style-type: none"> • Data in MSDS, SIS, Catamaran and other systems • Procedures or routines for data collection • Additional regional data (NWEA, curriculum-based measures, behavior write ups) 	
<p>2. Member Districts submit data in a timely manner.</p> <p>34 § 300.602(b)(1)(i)(A)</p>		<ul style="list-style-type: none"> • Evidence of support for Member Districts to submit timely data • X% of member districts certify IDEA Data by or on the certification deadline 	

Items	What are we currently doing?	Sample documentation	What might we need to do?
<p>3. Verification of correction of Member District data is achieved through multiple methods or activities, including electronic, comparative, or on-site monitoring.</p>		<ul style="list-style-type: none"> • Evidence of a review of Member District data for reasonableness and accuracy before the certification deadline • Communication of data anomalies to Member Districts 	
<p>4. Data are available from multiple sources.</p> <p>34 CFR § 300.600(c)</p>		<ul style="list-style-type: none"> • Data sources include MSDS, SIS, Catamaran, WSU • Other local data sources 	

Items	What are we currently doing?	Sample documentation	What might we need to do?
<p>5. Data are analyzed at the ISD and Member District levels to guide improvement and compliance activities.</p> <p>34 CFR § 300.600(d)(3)</p>		<ul style="list-style-type: none"> • Evidence of ISD data review at ISD and Member District level • Data analysis from WSU 	
<p>6. ISDs use a data analysis process when notified by OSE of potential data quality issues to determine actionable causes.</p> <p>34 CFR § 300.601(b)(1)</p>		<ul style="list-style-type: none"> • Description of the process • Communications related to the data quality issues • Data analysis documents 	

Items	What are we currently doing?	Sample documentation	What might we need to do?
<p>7. Data analysis leads to planning, implementing, and evaluating improvements.</p> <p>34 CFR § 300.600(b)</p>		<ul style="list-style-type: none"> • Improvement plan • Outline of activities and improvements expected 	
<p>8. ISD and Member District data are systematically reviewed to determine technical assistance and monitoring activities.</p> <p>34 CFR §300.600(b), (c) and (d)</p>		<ul style="list-style-type: none"> • Evidence of systematic data reviews • Evidence of a connection between data reviews and monitoring activities 	

Component 3: Integrated Monitoring Activities



Items	What are we currently doing?	Sample documentation	What might we need to do?
<p>1. The ISD has implemented the MDE OSE directed monitoring activities.</p> <p>34 CFR § 300.600(c)(d) and R 340.1839(2)</p> <p>MARSE R 340.1839 Monitoring and program evaluation. Rule 139</p>		<ul style="list-style-type: none"> • Procedures or protocols related to the ISD’s monitoring responsibilities • Evidence the procedures are aligned to the state monitoring manual • Evidence of consistent implementation of the procedures 	
<p>2. The ISD consistently implements the MDE OSE monitoring procedures or protocols.</p> <p>34 CFR § 300.626 and R 340.1839</p>		<ul style="list-style-type: none"> • Evidence of consistent implementation of the MDE OSE’s procedures 	

Items	What are we currently doing?	Sample documentation	What might we need to do?
<p>3. The ISD monitors the components of the ISD Plan to ensure implementation of the delivery system of special education programs and services by Member Districts.</p> <p>MCL 380.1711(1)(a) R 340.1831 – 340.1839</p>		<ul style="list-style-type: none"> • Child Find contacts and outreach methods match • Written documentation of entity responsible for diagnostic and related services staff • ISD plan special education programs and services match those provided • Evidence of qualified paraprofessionals • Evidence of surrogate pool with annual training 	
<p>4. Training is provided at all levels for those involved in monitoring to assure consistency in the implementation of monitoring procedures to ensure transparency of the process.</p>		<ul style="list-style-type: none"> • List of personnel involved in monitoring which details their responsibilities • Evidence of training of personnel for their responsibilities 	

Items	What are we currently doing?	Sample documentation	What might we need to do?
<p>5. Monitoring results trigger corrective actions, technical assistance, improvement strategies, fiscal decisions and other investments, sanctions, and incentives that ensure timely correction.</p> <p>34 CFR §300.600; 34 CFR 300.626; 34 CFR 300.204(d); 34 CFR 300.608(a); R 340.1854(2); and R 340.1855(b)]</p>		<ul style="list-style-type: none"> • Rationale/decision chart that aligns monitoring results with actions • Evidence of corrective actions • Evidence of timely correction 	
<p>6. Findings of correction of noncompliance are verified in a timely manner and submitted to the State.</p> <p>34 CFR §300.600(e)</p>		<ul style="list-style-type: none"> • Catamaran activities are completed within the timeline 	

Component 4: Policies, Procedures, and Effective Implementation of Evidence-Based Practices



Items	What are we currently doing?	Sample documentation	What might we need to do?
<p>1. The ISD procedures are aligned with IDEA and MARSE.</p> <p>34 CFR §76.700; 20 U.S.C. R 340.1832, R 340.1837(1)</p>		<ul style="list-style-type: none"> • Written assurance statement • Copy of Member District policies and/or procedures • Evidence of the review of all Member Districts’ policies and procedures for alignment and correction 	

Items	What are we currently doing?	Sample documentation	What might we need to do?
<p>2. The ISD and Member Districts have procedures in place to ensure all personnel carrying out the requirements of IDEA are appropriately and adequately prepared.</p> <p>34 CFR §§300.207 and 300.201; 20 U.S.C. 1412(a)(14)(A)-(E); R 340.1771-1774, R 340.1781 R340-1832</p>		<ul style="list-style-type: none"> • Hiring practices provide evidence of certification, licensure, or approval checks • Routine system for ongoing verification of staff qualifications (e.g. MOECS and LARA) • Evidence of ongoing professional development opportunities • Records of coaching, mentoring • Staff record of professional development • Review of written hiring practices • Job postings 	

Items	What are we currently doing?	Sample documentation	What might we need to do?
<p>3. The ISD procedures include descriptions of methods for requiring correction of noncompliance with the range of sanctions the ISD can use to enforce correction.</p> <p>34 CFR §300.600(a); 34 CFR §§80.40(a)(e) and 80.43; 20 U.S.C. 1232d]</p>		<ul style="list-style-type: none"> • Written procedure describing methods for requiring correction of noncompliance • Written description of correction methods and verification and of range of sanctions the ISD can use to enforce correction 	
<p>4. The ISD provides training, technical assistance, and support to Member Districts when developing and implementing improvement or corrective actions.</p> <p>20 U.S.C. 1232d(b)(3) (B); and R 340.1839</p>		<ul style="list-style-type: none"> • Professional development trainings • Evidence of the review of relevant Member District procedures for alignment and correction • Sign-in rosters • Resources or activities that demonstrate effective implementation (verification of file, data review, etc.) 	

Items	What are we currently doing?	Sample documentation	What might we need to do?
<p>5. The ISD actively supports the implementation of evidence-based practices.</p> <p>ESSA 300.608(a); R 340.1854(2); and R 340.1855(b)]</p>			

Component 5: Professional Learning and Development and Technical Assistance (PLD/TA)



Items	What are we currently doing?	Sample documentation	What might we need to do?
<p>1. The ISD systematically disseminates information to Member Districts about promising and evidence-based practices.</p> <p>20 U.S.C. 1232d(b)(3) (B-D)</p>		<ul style="list-style-type: none"> • Method for determining an evidence-based practice • Evidence of determining evidence-based practices to disseminate • Evidence of dissemination of evidence-based practices to Member Districts 	
<p>2. The ISD provides technical assistance or professional learning and development activities to Member Districts directly linked to specific indicators in the SPP for improvement of performance.</p>		<ul style="list-style-type: none"> • Documentation of completed trainings and/or upcoming trainings 	

Items	What are we currently doing?	Sample documentation	What might we need to do?
<p>3. The ISD provides technical assistance or professional learning and development activities to Member Districts on the identification and correction of noncompliance.</p>		<ul style="list-style-type: none"> • Documentation of completed trainings and/or upcoming trainings • If Member Districts have noncompliance, evidence of corrective action plans 	
<p>4. The ISD conducts evaluations of technical assistance and professional learning and development.</p>		<ul style="list-style-type: none"> • Evidence of the evaluations of TA and PD 	

Items	What are we currently doing?	Sample documentation	What might we need to do?
<p>5. Evaluations of the effectiveness of technical assistance and professional learning and development involve evidence of improved outcomes.</p> <p>R 340.1839(2)</p>		<ul style="list-style-type: none"> • Evaluations of technical assistance are available • Evaluations include review of outcomes over time (trend data) 	
<p>6. Evaluations of the effectiveness of technical assistance and professional learning and development involve evidence of improved compliance.</p>		<ul style="list-style-type: none"> • Evaluations of technical assistance are available • Evaluations include review of compliance rates over time (trend data) 	

Items	What are we currently doing?	Sample documentation	What might we need to do?
<p>7. Evaluations of technical assistance and professional learning and development include determining sustainability.</p>		<ul style="list-style-type: none"> Evaluations of TA and PD include review of sustainability 	

Component 6: Fiscal Accountability and Management



Items	What are we currently doing?	Sample documentation	What might we need to do?
<p>1. The ISD has written procedures ensuring maintenance of effort (MOE) requirements are met including documentation from Member Districts for aggregate ISD testing.</p> <p>34 CFR §§ 300.203 – 300.205</p> <p>Appendix D to Part 300</p>		<ul style="list-style-type: none"> • Written procedures for meeting MOE requirements • Documentation from Member Districts • Communications/communication plan with Member Districts • TA/PLD on requirements of MOE, including allowable exceptions • Succession plan to continue to ensure MOE requirements are met with staff turnover 	

Items	What are we currently doing?	Sample documentation	What might we need to do?
<p>2. The ISD has written procedures ensuring the proportionate share amounts are calculated in the ISD aggregate and spent correctly including Member Districts.</p> <p>34 CFR § 300.133</p> <p>Appendix B to Part 300</p>		<ul style="list-style-type: none"> • Written procedures for ensuring proportionate share amount calculations for ISD • TA/PLD on requirements of proportionate share, including allowable spending categories • Routine monitoring of expenditures 	
<p>3. The ISD has written procedures ensuring the timely drawdown of IDEA funds.</p>		<ul style="list-style-type: none"> • Written procedures for the timely drawdown of IDEA funds • Routing monitoring of the drawdown process • Annual determination of Member Districts' need for TA/PLD 	

Items	What are we currently doing?	Sample documentation	What might we need to do?
4. The ISD has written procedures for how special education in the ISD is funded.		<ul style="list-style-type: none"> Detailed written procedures describing how the ISD funds special education 	

Component 7: Effective Dispute Resolution (Complaints, Due Process, Mediation)



Items	What are we currently doing?	Sample documentation	What might we need to do?
<p>1. The ISD has methods of regularly reviewing issues raised in the dispute resolution system and programs with disputes to compare to other monitoring information.</p>		<ul style="list-style-type: none"> • Evidence of routine review of issues identified through complaints, due process hearings, mediation, facilitated IEPs, and monitoring • Provision of targeted TA to Member District(s) based on issues identified • Cooperate with OSE on complaint cases to verify corrective action • Examination of issue(s) reports from Catamaran 	

Items	What are we currently doing?	Sample documentation	What might we need to do?
<p>2. Resolution of all disputes must be in accordance with required timelines.</p> <p>34 CFR §§300.152(a); 300.506(b)(5); 300.508; 300.510; 300.511(e); 300.515 and 300.532(c)</p> <p>R 340.1854 and R 340.1724f(8)</p>		<ul style="list-style-type: none"> • Verification of all corrective action from complaints and monitoring • Examination of reports from Catamaran demonstrate resolution within required timelines 	
<p>3. Dispute resolution data are used to inform the ISD's integrated monitoring component/ activities and professional learning and development and technical assistance.</p> <p>34 CFR § 300.601(b)(1)</p>		<ul style="list-style-type: none"> • Documentation of examination of monitoring and complaint data to identify common issue(s) and the extent of the issue(s) 	

Items	What are we currently doing?	Sample documentation	What might we need to do?
<p>4. Dispute resolution process includes mechanisms for ensuring member districts are knowledgeable of and using informal dispute resolution options (i.e., IEP facilitation, mediation, etc.).</p> <p>34 CFR §§ 300.120(b), 300.152(b)(2); 300.506(b)(6); (7); 300.510(d)(2); 300.513-300.514; and 300.537; and R 340.1854(2)</p>		<ul style="list-style-type: none"> • Examination of reports in Catamaran demonstrate that all corrective actions have been implemented and noncompliance corrected • Violations report • Data/report meetings 	

Items	What are we currently doing?	Sample documentation	What might we need to do?
<p>5. Dispute resolution process includes mechanisms for ensuring the continued use and effectiveness of corrective action which was implemented due to identified noncompliance.</p> <p>34 CFR §§ 300.120(b), 300.152(b)(2); 300.506(b)(6); (7); 300.510(d)(2); 300.513-300.514; and 300.537; and R 340.1854(2)</p>		<ul style="list-style-type: none"> • Revised policies and procedures • Communications with relevant staff regarding revised policies and procedures • Agenda and or sign in sheets for all staff meetings and PD opportunities where the revised policies and procedures are discussed • Copy of reports used to track compliance • Other methods which evidence enforcement of ongoing correction 	

Items	What are we currently doing?	Sample documentation	What might we need to do?
<p>6. The ISD encourages the use of a continuum of resolution options, including facilitated IEP meetings, to resolve disputes at an informal level and as early as possible.</p> <p>34 CFR § 300.152(b)(ii)</p>		<ul style="list-style-type: none"> • Calendar of events showing ongoing or routine PLD • PLD agendas • Attendance logs from PLD opportunities • Resources provided to staff which could include articles, memos, handouts, books, training videos, webinar, etc.) 	

Component 8: Improvement, Correction, Incentives and Sanctions

The sample documentation section for Component 8 is intentionally left blank. The ISD may choose to complete this section, but it is not an expectation of the OSE.



Evidence	What are we currently doing?	Sample documentation	What might we need to do?
<p>1. Model practices reflecting improvement activities of high performing Member Districts are identified in order to be replicated at other Member Districts.</p> <p>20 U.S.C. 1232d(b)(3) (C) and (D)</p>			
<p>2. Incentives are provided to reinforce high performing Member Districts.</p>			

Evidence	What are we currently doing?	Sample documentation	What might we need to do?
<p>3. Incentives are provided for improvement at the Member District level.</p>			
<p>4. Sanctions are imposed when correction of noncompliance is not timely.</p> <p>34 CFR § 300.626 and R 340.1855(b)</p>			

Evidence	What are we currently doing?	Sample documentation	What might we need to do?
<p>5. Sanctions can be used when Member Districts fail to meet SPP targets.</p> <p>20 U.S.C. 1412(a)(8); 1417(c)</p>			