



SPR&I  
Procedural  
Compliance:  
File Review  
User Guide

2018-19

This User Guide was developed to provide guidance on the submission of data for the annual Performance Compliance Review (PCR) and evidence of corrections of any noncompliance, including additional file reviews and interventions.

Documentation  
of Compliance  
& Corrections

**Your 2017-18 Procedural Compliance Review  
Corrections (last year's review) are  
due by April 14, 2019.**

**EVIDENCE OF CORRECTION:** If any non-compliance was found during the 2017-18 Procedural Compliance Review (PCR), in order to demonstrate correction, the district/program must:

1. Correct individual student files (if possible);
2. Complete additional file reviews for each standard with non-compliance; *and*,
3. If Systemic Issues were identified during the PCR process, complete interventions and additional file reviews for each standard with systemic non-compliance.

**Submit all evidence of correction of noncompliance (corrections, additional file reviews, and interventions) as soon as possible until 100% compliant and no later than April 14, 2019.**

SPR&I File Review User Guide is available online at

<http://www.ode.state.or.us/search/page/?=5383>

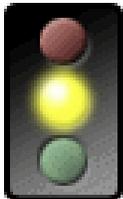
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### A Note about “Lights”

The lights on your dashboard indicate where your program is in any given process. Generally:



A red light means something needs your attention. If you have started on a task, but have not yet finished it, the light will remain red.



A yellow light means ODE staff needs to review or approve your work so you can move into the next phase of your PCR Indicator work.



A green light means you have done as much as you can do *right now* on this task. It does not necessarily mean you are completely finished with the task.



No light means the task is not ready.

**Check your dashboard frequently during SPR&I “season” for updates, changes in lights, and other information.**

**Procedural Compliance Review (PCR)**

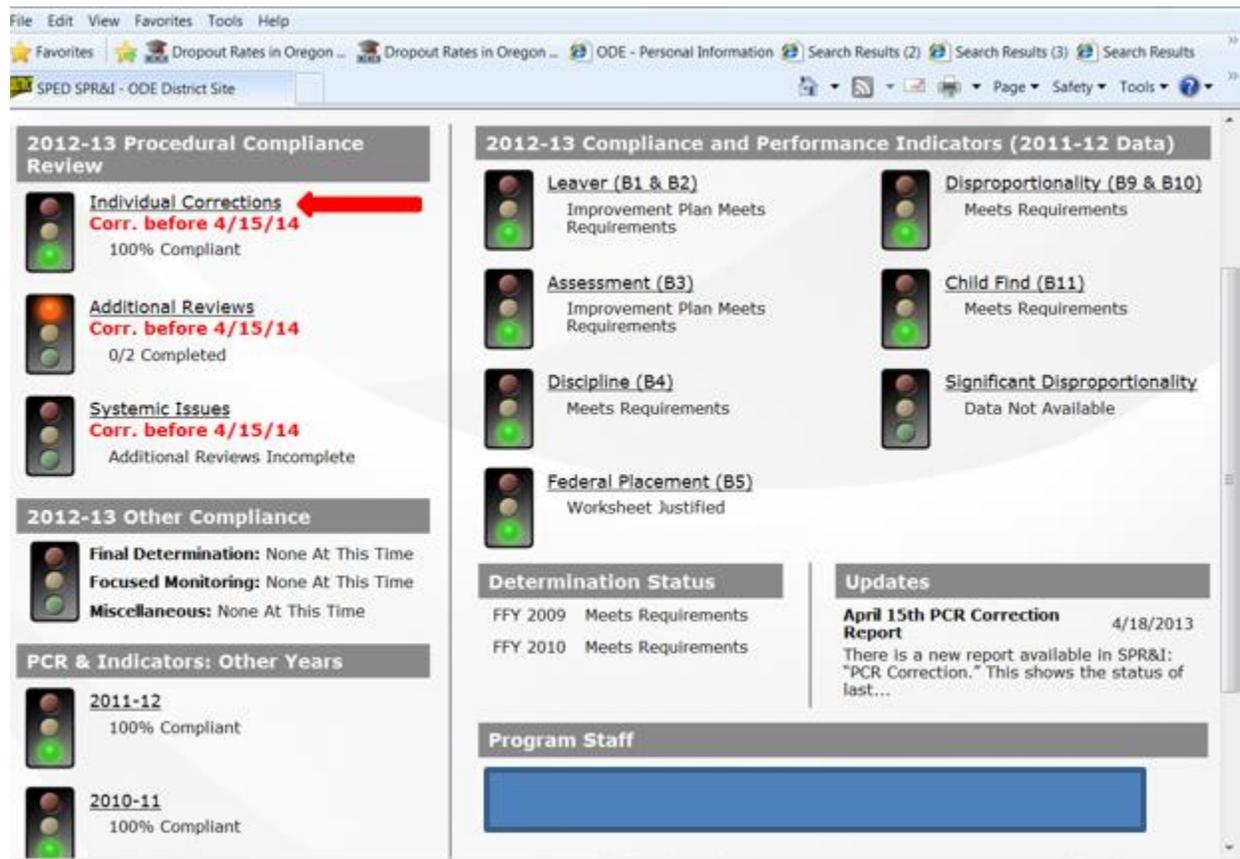
**Step 1: Login**

Using the district’s secure password, log into the system via the ODE District website at <https://district.ode.state.or.us>. The SPR&I dashboard will appear. Check the dashboard for any notices or updates. Always check to make sure you are working in the correct school year.

Click on ***Individual Corrections***.

NOTE: The dashboard light will remain red until the PCR is submitted. During the ODE verification period, the light will remain yellow. The light will turn green when the ODE verification process is complete and all noncompliance within individual files has been corrected.

**VIEW OF SPR&I DASHBOARD**



**Step 2: Student File Selection**

The system will automatically select the required number of students for each district. Additional files will be added for district charter schools and when a district has a contract with ODE to provide education services to a program [examples include: Long Term Care & Treatment (LTCT) and Youth Corrections (YCEP)]. Files listed in bold print require action.

*Note: All names and student information in this guide are fictitious.*

Dashboard > **PCR 2010-11**  
 Program: Demo 716  
 School Year: 2010-11 [View Report](#)

Click on each Unlocked file to enter information and Lock it.  
 Files listed in **bold** require action.

File Info		More Detail		Standard Info		More Detail	
Child Type	First Name	Last Name	Status	Not Reviewed	Total		
School Age	Steven	Skeen	Unlocked	19	19		
School Age	Timothy	SNOPL	Unlocked	20	20		
School Age	Gordon	WEST	Unlocked	22	22		
Charter	RYAN	SAUL	Unlocked	20	20		
			<b>Total:</b>	<b>81</b>	<b>81</b>		

4 Files: 3 School Age, 1 Charter  
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## Step 2: Student File Selection (continued)

For further demographic information regarding the students, click on **More Detail** located in the *File Info* box. Student information is based on the December 2017 SECC data collection. Click on **Less Detail** to remove all demographic information except for the student name.

Dashboard > PCR 2010-11  
 Program: Demo 716  
 School Year: 2010-11  
 ODE Contact:   
[View Reports](#)

Click on each Unlocked file to enter information and Lock it.  
 Files listed in **bold** require action.

File Info		Less Detail						Standard Info Detail		More
Child Type	First Name	Last Name	SSID	BirthDate	Grade	Primary Disability	Status	Not Reviewed	Total	
School Age	Steven	Skeen	41528588	02/05/2004	1	Communication Disorder	Unlocked	19	19	
School Age	Timothy	SNOPL	45912796	08/30/1997	8	Communication Disorder	Unlocked	20	20	
School Age	Gordon	WEST	22491654	03/26/1993	12	Specific Learning Disability	Unlocked	22	22	
Charter	RYAN	SAUL	85457619	03/05/1997	8	Autism Spectrum Disorder	Unlocked	20	20	
<b>Total:</b>								<b>81</b>	<b>81</b>	

4 Files: 3 School Age, 1 Charter  
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## Step 2: Student File Selection (continued)

For further information regarding PCR standards, click on **More Detail** located in the *Standard Info* box. This section provides a quick summary of the compliance status for individual student files, including the number of applicable standards for each student, compliance status of the file, and verification of any necessary corrections. An additional column has been added to indicate ODE verification of the submitted data.

Dashboard > PCR 2010-11  
 Program: Demo 716  
 School Year: 2010-11  
 ODE Contact:   
[View Reports](#)

Click on each Unlocked file to enter information and Lock it.  
 Files listed in **bold** require action.

File Info				Standard Info		Less Detail					
Child Type	First Name	Last Name	Status	Not Reviewed	No	Yes	N/A	Cor	Cor Ver	Pend	Total
School Age	Steven	Skeen	Unlocked	19	0	0	0	0	0	0	19
School Age	Timothy	SNOPL	Unlocked	20	0	0	0	0	0	0	20
School Age	Gordon	WEST	Unlocked	22	0	0	0	0	0	0	22
Charter	RYAN	SAUL	Unlocked	20	0	0	0	0	0	0	20
<b>Total:</b>				<b>81</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>81</b>

4 Files: 3 School Age, 1 Charter  
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### Step 3: Student File Confirmation

The PCR review begins with district confirmation of the student file selection. Click on the name of the student whose file is to be reviewed.

The screenshot shows a web browser window with the URL 'SPED SPR&I - ODE Dev server'. The page header includes 'OREGON EDUCATION district' and navigation links like 'Home', 'Applications', 'Log Out', and 'Help'. Below the header, there's a 'Dashboard > PCR 2010-11' section with 'Program: Demo 716' and 'School Year: 2010-11'. A 'View Reports' link is visible. A message states: 'Click on each Unlocked file to enter information and Lock it. Files listed in **bold** require action.'

File Info		More Detail		Standard Info	
Child Type	First Name	Last Name	Status	Not Reviewed	Total
School Age	Steven	Skeen	Unlocked	19	19
School Age	Timothy	SNOPL	Unlocked	20	20
School Age	Gordon	WEST	Unlocked	22	22
Charter	RYAN	SAUL	Unlocked	20	20
<b>Total:</b>				<b>81</b>	<b>81</b>

1 Files: 3 School Age, 1 Charter  
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### Step 3: Student File Confirmation (continued)

**ALL** the following responses must be “yes” in order to review the file:

- ✓ Student is **currently enrolled** in your district;
- ✓ Student is **currently eligible** for special education;
- ✓ Student was enrolled in the district on Dec. 1, 2017;
- ✓ Eligibility in effect on Dec. 1, 2017;
- ✓ IEP was in effect on Dec. 1, 2017; and
- ✓ IEP in effect Dec. 1, 2017 contained specially designed instruction.

*NOTE: In some circumstances, ODE may require the review of files of students who were not enrolled in your district/program on December 1, 2017. This occurs most frequently in very small districts, in districts/programs with very transient student populations, and during focused monitoring.*

#### Eligibility and Census Verification

The student file being reviewed includes each of the following:

- Documentation that the student was enrolled in the district on December 1st of the census review year and,
- A statement of Oregon eligibility, signed by an Eligibility Team, that was in effect on December 1st of the census review year; and,
- An Oregon Individualized Education Program (IEP) that was in effect on December 1st of the census review year; and,
- The IEP in effect on December 1st of the census review year contained specially designed instruction; and,
- The student is **still enrolled** in the district and **eligible** for special education **at the time of review**.
- **If the answer is "No" to any one of these, the file should not be reviewed and an alternate file selected for review, except for LTCT, YCEP, and JDEP programs. Because these programs specialize in the temporary placement of students, the student files must still be reviewed. Mark “Yes” for LTCT, YCEP, and JDEP student files and enter the student information in order to complete the lock-in process even when the student was not enrolled in the district on December 1st of the census review year.**
- **NOTE: For compliance purposes, the CURRENT IEP in effect must be used for the PCR review, not the IEP in effect during the December 1st SECC census.**

Documentation for students enrolled in the district but receiving services outside the district may include: Inter-district Agreements, contact logs showing that tutoring was being provided, and attendance reports from service providers (e.g., state or regional programs).

### Step 3: Student File Confirmation (continued)

If the answer is “no” to any of the file review criteria, a new student file must be selected. Scroll to the bottom of the page and click on the **Replace** button and the system will automatically select a different student. There are only two allowable reasons to replace a student file: (1) student moved out of the district and (2) student exited Special Education (no longer eligible or parent/adult student revoked consent). The SPR&I system will allow replacement of up to five (5) students. If more replacements are required, contact the ODE county contact for assistance.

*Note: If the “no” was due to an error in the district’s December 2016 SECC, contact the ODE county contact as soon as possible.*

to the bottom of the page and use the "replace" button; the system will generate a replacement file).

PCR File: School Age - Unlocked	
A) List the student's name	Steven Skeen
B) List the student's SSID	41528588
C) List the student's primary disability	Communication Disorder
D) List the student's date of birth	2/5/2004
E) List the date range of the current IEP used for the review (start and end dates)	Start Date: <input type="text"/> End Date: <input type="text"/>
F) List the student's grade (for the IEP in effect at the time of review, not census year grade)	1
G) Has the student been reevaluated (3 year reeval) since initial eligibility?	<input type="radio"/> Yes <input type="radio"/> No
H) Did the district establish eligibility (must be "Yes" for out of state transfers)?	<input type="radio"/> Yes <input type="radio"/> No
I) Did the student transfer into district from another Oregon district with eligibility?	<input type="radio"/> Yes <input type="radio"/> No
J) Student will be taking	No assessments

[More Detail](#)

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### Step 4: Lock In

The SPR&I system will pre-load some demographic information from the December 2017 SECC, but additional information is required for the system to determine which standards apply to the student.

Once the additional information is provided, click on **Save** and then **Lock** to lock-in the student for the PCR review process.

to the bottom of the page and use the "replace" button; the system will generate a replacement file).

**PCR File: School Age - Unlocked**

A) List the student's name	Steven Skeen
B) List the student's SSID	41528588
C) List the student's primary disability	Communication Disorder
D) List the student's date of birth	2/5/2004
E) List the date range of the current IEP used for the review (start and end dates)	Start Date: 11/17/2010 End Date: 11/17/2011
F) List the student's grade (for the IEP in effect at the time of review, not census year grade)	1
G) Has the student been reevaluated (3 year reeval) since initial eligibility?	<input checked="" type="radio"/> Yes <input type="radio"/> No
H) Did the district establish eligibility (must be "Yes" for out of state transfers)?	<input checked="" type="radio"/> Yes <input type="radio"/> No
I) Did the student transfer into district from another Oregon district with eligibility?	<input type="radio"/> Yes <input checked="" type="radio"/> No
J) Student will be taking	No assessments

[More Detail](#)

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### Step 4: Lock-In (continued)

To ensure the student continues to meet all criteria, the lock-in process should be completed close to the time the student file will be reviewed.

If the student no longer meets all criteria during the PCR review process (e.g. the student is no longer eligible or has transferred to a different district), the file should be unlocked and a new student file selected. If a file needs to be unlocked, contact the ODE county contact.

Dashboard > PCR 2010-11  
 Program: Demo 716  
 ODE Contact:

Locked this child: Steven Skeen SSID:41528588 DOB:2/5/2004 Child Type:School Age Grade:1 Primary Disability:Communication Disorder  
 School Year: 2010-11 [View Reports](#)

Click on each Unlocked file to enter information and Lock it.  
 Files listed in **bold** require action.

File Info		More Detail		Standard Info		More Detail	
Child Type	First Name	Last Name	Status	Not Reviewed	Total		
School Age	Steven	Skeen	Locked	27	27		
School Age	Timothy	SNOPL	Unlocked	20	20		
School Age	Gordon	WEST	Unlocked	22	22		
Charter	RYAN	SAUL	Unlocked	20	20		
<b>Total:</b>				<b>89</b>	<b>89</b>		

4 Files: 3 School Age, 1 Charter  
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## Step 5: PCR Review Form

After the student has been locked in, print a copy of the PCR review form. Click on the student name and then click on **Print Blank Form** in the information box. The PCR form will show only the applicable standards for the student, ODE guidance, and the required corrective actions if the standard is not in compliance.

*Hint: At any time during this process, click on More Detail to pull up the demographic information for the student. If demographic information was entered incorrectly and a standard does not apply to the student, contact the ODE county contact and they will be able to edit the demographic information.*

The screenshot shows the Oregon Education District (ODE) web application interface. The browser address bar indicates the URL is `http://sped.csatro.com/aces/login/logout.aspx`. The page title is "OREGON EDUCATION district". The user is logged in as "Steven Skeen" and is viewing the "PCR 2010-11" for "Steven Skeen". The program is "Demo 716".

On the left sidebar, there are navigation links for "Procedural Safeguards (1-5)", "Standard 3", "Standard 4", "Standard 5", "Evaluation (8-10)", "Eligibility (14)", "IEP Meeting Notice (15)", "IEP Team (17-21)", "IEP Content (25-43)", "Review and Revision of IEP (44)", "IEP Timelines (45)", "Least Restrictive Environment (46)", and "ODE Contact".

The main content area displays the following information:

- Steven Skeen SSID:41528588 DOB:2/5/2004
- Child Type:School Age Grade:1 Primary Disability:Communication Disorder
- Section: Procedural Safeguards (1-5)
- Standard 3:
  - The DISTRICT gave prior written notice to the parent within a reasonable time before the district's proposal or refusal;
  - 1. (Type I) To conduct an evaluation or reevaluation;
  - 2. (Type II) For initial placement
  - 3. (Type III) To initiate or to change the identification, evaluation, placement, or provision of FAPE; and the most recent Prior Written Notice in the file includes:
    - a. A description of the action proposed or refused;
    - b. An explanation of why the action was proposed or refused;
    - c. A description of any options considered and the reasons these options were rejected; A description of each evaluation procedure, test, record, or report used as a basis for the proposal or refusal;
    - d. A description of any other factors relevant to the proposal or refusal;
    - e. A statement that parents of a child with a disability have protection under Procedural Safeguards and the means by which a copy of the notice of Procedural Safeguards may be obtained;
    - f. Sources for parents to contact to obtain assistance in understanding their Procedural Safeguards.

A red arrow points to the "ODE Contact" field, which is currently empty.

## Step 5: PCR Review Form (continued)

To allow for efficient data entry in the SPR&I system, complete the file review prior to entering the data. ODE recommends retaining copies of the PCR review forms during the verification and correction process. This will also facilitate ODE review during any focused monitoring visits.

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Click on Tools to convert PDF documents to Word or Excel.

**SPR&I 2012-13**  
**Individual Procedural Compliance Review (PCR) Form**

**Standards Displayed: All**

**Overview**

1. If This form does not contain all of the IDEA or OAR requirements. It is used to monitor compliance as one part of the state's general supervision responsibilities. Districts and programs are responsible for compliance with all of the regulations within IDEA and OARs for students with disabilities.
2. This document contains selected standards, file review guidance to help ensure consistent understanding and application of standards, federal and state citations, and required corrective action for each standard marked out of compliance.
3. This form organizes standards into the following categories:

I. Procedural Safeguards	IV. IEP Meeting Notice	VII. Review and Revision of IEP and Placement
II. Evaluation	V. IEP Team Members	VIII. IEP Timelines and Implementation
III. Eligibility	VI. IEP Content	IX. Least Restrictive Environment

**Reviewing and Recording PCR Data**

1. Lock in students through SPR&I. Only lock in students that are currently IDEA eligible and currently being served by the district/program.
2. Once a student is locked in, print a blank file review form for that student using the print function. This blank form will have the student's SSID on it and will contain only those standards that apply to the student based on the information provided during the lock in process.
3. For each standard on the file review form:
  - A. Read the standard.
  - B. Review guidance included below the standard.
  - C. Locate required information in the student file and review according to guidance. Some standards require reviewing the INITIAL or MOST RECENT document.
  - D. Rate each standard by marking the appropriate response:
 

Yes (Meets Requirement)                     
  No (Does Not Meet Requirement)                     
  N/A (Not Applicable)
  - E. Include an explanatory comment for every standard identified as No or NA.

**Corrective Action Guide (CAG)**

1. Noncompliance must always be corrected at the individual file level.

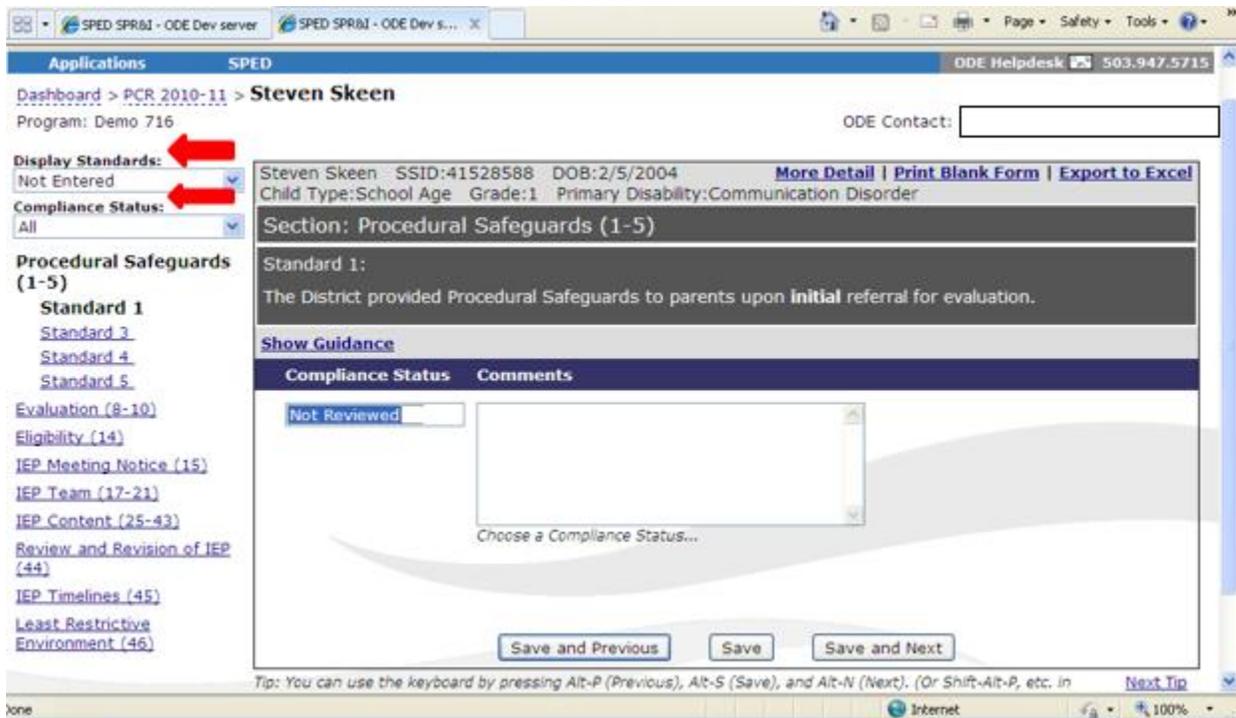
Generated Thursday, June 27, 2013 9:46 AM Page 3 of 22

Click here to unlock TailPDF.NET

## Step 6: Data Entry

The left side-bar lists the various compliance areas, followed by the standards that apply to the selected student. Select **Not Entered** in the **Display Standards** box to initiate the data entry process. The drop down menu allows sorting by other criteria (e.g., *all* or by compliance status).

In the **Compliance Status** box, click on the **Not Reviewed** and then select the appropriate response from the drop-down menu (e.g. yes, no, NA, or corrected).



## Step 6: Data Entry (continued)

Select the appropriate compliance status, add a comment if required or to explain the circumstances, and then click on one of the **Save** options. **Save and Previous** will display the previous standard; **Save and Next** will display the next standard that requires review.

The screenshot shows a web application interface for reviewing student data. The browser window title is "SPED SPR&I - ODE Dev server". The page header includes "Applications" and "SPED". The breadcrumb trail is "Dashboard > PCR\_2010-11 > Steven Skeen". The program is identified as "Demo 716".

On the left sidebar, there are sections for "Display Standards:" (set to "Not Entered"), "Compliance Status:" (set to "All"), and "Procedural Safeguards (1-5)". Under "Procedural Safeguards (1-5)", "Standard 1" is selected, with links for "Standard 3", "Standard 4", and "Standard 5". Below this are links for "Evaluation (8-10)", "Eligibility (14)", "IEP Meeting Notice (15)", "IEP Team (17-21)", "IEP Content (25-43)", "Review and Revision of IEP (44)", "IEP Timelines (45)", and "Least Restrictive Environment (46)".

The main content area displays student information: "Steven Skeen SSID:41528588 DOB:2/5/2004" with links for "More Detail", "Print Blank Form", and "Export to Excel". Below this is "Child Type:School Age Grade:1 Primary Disability:Communication Disorder". The section is titled "Section: Procedural Safeguards (1-5)".

Under "Standard 1:", the text reads: "The District provided Procedural Safeguards to parents upon initial referral for evaluation." There is a "Show Guidance" link.

A table for compliance status is shown with the following structure:

Compliance Status	Comments
Not Reviewed	
Not Reviewed	
Yes	
No	
Corrected	

Below the table is a prompt: "Choose a Compliance Status...". At the bottom of the table, there are three buttons: "Save and Previous", "Save", and "Save and Next". A red arrow points to the "Save and Previous" button.

A tip at the bottom of the page reads: "Tip: You can use the keyboard by pressing Alt-P (Previous), Alt-S (Save), and Alt-N (Next). (Or Shift-Alt-P, etc. in Next Tip".

### Step 6: Data Entry (continued)

If **No** or **NA** is used for any standard, a comment must be included that describes what was out of compliance or why the standard was not applicable. To simplify the process, the SPR&I system may automatically insert a common response. That response may be edited or replaced by a different comment.

*Hint: ODE county contacts closely review these comments, so please explain any unusual circumstances, provide specific details and be concise.*

The screenshot displays the ODE SPR&I system interface. At the top, the navigation bar includes 'Home Applications Log Out Help Search' and 'ODE Helpdesk 503.947.5715'. The breadcrumb trail is 'Dashboard > PCR 2010-11 > Gordon WEST'. The user's program is 'Demo 716' and the ODE contact field is empty.

On the left sidebar, there are navigation links for 'Display Standards' (Not Entered), 'Compliance Status' (All), and various procedural safeguards and IEP team sections. The 'IEP Team (17-23)' section is currently selected.

The main content area shows the user's profile: 'Gordon WEST SSID:22491654 DOB:3/26/1993' with links for 'More Detail', 'Print Blank Form', and 'Export to Excel'. Below this, it lists 'Child Type:School Age Grade:12 Primary Disability:Specific Learning Disability' and 'Section: IEP Team (17-23)'. Standard 23 is highlighted, with the text: 'For transition age students, the most recent IEP meeting also included, to the extent appropriate, and with the consent of the parent or adult student, a representative of any participating agency that was likely to be responsible for providing or paying for transition services.' A 'Show Guidance' link is present.

A table with columns 'Compliance Status' and 'Comments' is shown. The first row has 'N/A' in the status column and 'IEP team decided an agency representative was not appropriate' in the comments column. A red arrow points to the comment text. Below the table, there is a text input field with the placeholder text 'Describe why this is N/A (edit as needed)'.

### Step 6: Data Entry (continued)

Corrections can be made prior to ODE verification. Sometimes, noncompliance can be corrected quickly, such as getting a parent signature or sending a copy of a document. At other times, the correction may require a team meeting or an amendment to the IEP.

Clicking on **Corrected** under compliance status will give a prompt for any additional required information. Corrections for individual files must include the date(s) corrective actions were taken to correct the noncompliance before ODE can verify the correction. The required **Corrective Action** is seen on the right hand side of the screen.

Dashboard > PCR 2010-11 > Gordon WEST  
Program: Demo 716

ODE Contact:

Display Standards: Not Entered  
Compliance Status: All

Procedural Safeguards (3-7)  
[Standard 3](#)  
[Standard 4](#)  
**Standard 7**  
[Evaluation \(8-10\)](#)  
[Eligibility \(11-14\)](#)  
[IEP Meeting Notice \(16\)](#)  
[IEP Team \(17-23\)](#)  
[IEP Content \(25-43\)](#)  
[Review and Revision of IEP \(44\)](#)  
[Least Restrictive Environment \(46\)](#)

Gordon WEST SSID:22491654 DOB:3/26/1993 [More Detail](#) | [Print Blank Form](#) | [Export to Excel](#)  
 Child Type:School Age Grade:12 Primary Disability:Specific Learning Disability

Section: Procedural Safeguards (3-7)

Standard 7:  
 At age of majority written notice was provided to the student and the parent at the time of the transfer.

[Show Guidance](#)

Compliance Status	Comments	Corrective Action
Corrected	Date notice sent to parent and student: <input type="text"/>	Provide notice to student and parent immediately. Include date sent to student and parents in SPR&I.

Tip: If you are on the Compliance Status dropdown and you press the first letter of the status, you'll select that status. [Next Tip](#)

## Step 7: Final Review

To check on progress or to double check data before submitting to ODE, look in the **Standard Info** column which shows the number of standards that still need to be reviewed. Or click on **More Detail** to show results, including the number of standards marked **No**, **Yes**, **NA**, and **Corrected**. ODE suggests running the “Compliance status by standard detail” report which provides information on the state of noncompliance within each file and across files. (Click on **SPED** for a list of options and reports.)

The **Correction Verified** column is completed by ODE. ODE may mark a standard **Pending** if further information is needed.

OREGON EDUCATION district

Applications **SPED** ODE Helpdesk 503.947.5715

Dashboard > **PCR 2010**  
Program: Demo 716

School Year: 2010-11

Click on each Unlocked file to enter information and Lock it.  
Files listed in **bold** require action.

File Info				More Detail		Standard Info			Less Detail			
Child Type	First Name	Last Name	Status	Not Reviewed	No	Yes	N/A	Cor	Cor Ver	Pend	Total	
School Age	Steven	Skeen	Unlocked	19	0	0	0	0	0	0	19	
School Age	Timothy	SNOPL	Unlocked	20	0	0	0	0	0	0	20	
School Age	Gordon	WEST	Unlocked	22	0	0	0	0	0	0	22	
Charter	RYAN	SAUL	Unlocked	20	0	0	0	0	0	0	20	
<b>Total:</b>				<b>81</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>81</b>	

4 Files: 3 School Age, 1 Charter

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**Step 8:** Submit for ODE Verification

Once all the compliance information has been entered for ALL student files, a **Submit All PCR Files** button will appear.

***Don't forget to hit the submit button!***

***The 2018-2019 PCR submission due date is February 1, 2019.***

Dashboard > PCR 2010-11  
Program: Demo 677  
School Year: 2010-11

Click the Submit button below to notify ODE that your PCR file review is complete.

**Submit All PCR Files**

Files listed in **bold** require action.

File Info	More Detail			Standard Info	More Detail
Child Type	First Name	Last Name	Status	Not Reviewed	Total
School Age	<b>DARRIN</b>	<b>Thomas</b>	Locked	0	33
School Age	<b>Brendan</b>	<b>TOLEDO</b>	Locked	0	24
School Age	<b>TRISTA</b>	<b>Webb</b>	Locked	0	27
Charter	<b>Scott</b>	<b>DAY</b>	Locked	0	30
			<b>Total:</b>	<b>0</b>	<b>114</b>

4 Files: 3 School Age, 1 Charter

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## Step 9: ODE Verification

Once the PCR data has been submitted, ODE can begin the verification process. ODE will closely review all comments, so please be concise. Once the verification process is completed and all necessary individual student file corrections have been completed, the dashboard light for individual file corrections will change to green.

## Correction of Noncompliance

- ✓ ALL noncompliance must be reported to ODE.
- ✓ ALL noncompliance will require individual student file corrections, followed by additional file reviews to determine if the noncompliance is a systemic issue.
- ✓ Correction must occur ***as soon as possible***, but no later than one year from written notification from ODE of a finding.
- ✓ ODE tracks and reports all noncompliance through 100% correction in the Annual Performance Review (APR) submitted to the US Dept. of Education, Office of Special Education Programs (OSEP).
- ✓ Completing the SPR&I process allows districts an opportunity to identify noncompliance. Also, and more importantly, it identifies staff professional development needs and provides a link between compliance in student files and progress in the indicators.

## Step 10: Correcting Individual Student Files

When individual student files need correcting, the SPR&I system will indicate what *Corrective Action* must be taken. Under **Comments**, data entry box(es) must be completed to verify correction. Further guidance is available on the PCR review form. If the student is no longer enrolled in the district or is enrolled, but no longer eligible for special education services, contact the ODE county contact for guidance.

The screenshot shows a web browser window with the SPR&I system interface. On the left, there are navigation links: [Evaluation \(8-10\)](#), [Standard 8 \(No\)](#), [Eligibility \(11-14\)](#), [IEP Team Members \(17-23\)](#), and [IEP Content \(25-43\)](#). The main content area displays 'Standard 8:' and 'Initial evaluation or most recent reevaluation began with an IEP team review of existing evaluation information including:'. Below this, there are two bulleted lists. The first list includes: 'review of evaluations and information provided by the parents;', 'current classroom-based, local or state assessments;', and 'classroom-based observations; and observations by teachers and related services providers, and'. The second list includes: 'The child's eligibility; the child's present levels; or the child's special education and related service needs; or,' and 'That no additional evaluation data were needed and the district notified the parent(s) of that determination, the reasons for it, and the right to request an assessment.' Below the text is a 'Show Guidance' link. At the bottom, there is a table with two columns: 'Comments' and 'Corrective Action'. The 'Comments' column contains two text input fields: 'Date review conducted:' and 'Date determination completed:'. The 'Corrective Action' column contains the text: 'Team to review existing evaluation information (including completed evaluation). Document in SPR&I the date the review was conducted and determination completed.' A red arrow points from the 'Corrective Action' column to the 'Comments' column.

Comments	Corrective Action
Date review conducted: <input type="text"/> Date determination completed: <input type="text"/>	Team to review existing evaluation information (including completed evaluation). Document in SPR&I the date the review was conducted and determination completed.

## Additional File Reviews

Additional file reviews are required any time noncompliance is reported. The additional file reviews will only focus on the standards that were reported with noncompliance.

The screenshot displays a web-based interface for reviewing compliance and performance indicators. The browser title is "SPED SPR&I - ODE District Site". The interface is divided into several sections:

- 2012-13 Procedural Compliance Review:**
  - Individual Corrections:** Corr. before 4/15/14, 100% Compliant (Green traffic light icon).
  - Additional Reviews:** Corr. before 4/15/14, 0/2 Completed (Yellow traffic light icon). A red arrow points to this section.
  - Systemic Issues:** Corr. before 4/15/14, Additional Reviews Incomplete (Red traffic light icon).
- 2012-13 Other Compliance:**
  - Final Determination:** None At This Time (Green traffic light icon).
  - Focused Monitoring:** None At This Time (Green traffic light icon).
  - Miscellaneous:** None At This Time (Green traffic light icon).
- PCR & Indicators: Other Years:**
  - 2011-12:** 100% Compliant (Green traffic light icon).
  - 2010-11:** 100% Compliant (Green traffic light icon).
- 2012-13 Compliance and Performance Indicators (2011-12 Data):**
  - Leaver (B1 & B2):** Improvement Plan Meets Requirements (Green traffic light icon).
  - Assessment (B3):** Improvement Plan Meets Requirements (Green traffic light icon).
  - Discipline (B4):** Meets Requirements (Green traffic light icon).
  - Federal Placement (B5):** Worksheet Justified (Green traffic light icon).
  - Disproportionality (B9 & B10):** Meets Requirements (Green traffic light icon).
  - Child Find (B11):** Meets Requirements (Green traffic light icon).
  - Significant Disproportionality:** Data Not Available (Red traffic light icon).
- Determination Status:**
  - FFY 2009 Meets Requirements
  - FFY 2010 Meets Requirements
- Updates:**
  - April 15th PCR Correction Report** 4/18/2013
  - There is a new report available in SPR&I: "PCR Correction." This shows the status of last...
- Program Staff:** (A blue rectangular area, likely redacted or placeholder text).

The browser status bar at the bottom shows "Internet | Protected Mode: Off" and a zoom level of "125%".

In this section, please note the following:

- For every standard, evidence of compliance needs to be established through individual file correction whenever possible **and** through additional file reviews.
- The activity reviewed (standard) during the additional file review process must have occurred after the date of noncompliance reported in the initial file review.
- There are only two choices for the compliance status for these standards (**Yes or No**), but a comment may be added for clarification. In rare cases an **NA** may be used during this step. **NA** may be used in the ***Additional File Review*** process only if **NA** was an acceptable response for that standard in the initial PCR review **and** there are no files available to review for this standard.

*See MEMO 09-02, US Dept. of Education, Office of Special Education Programs*

District Size	Charter	Required # of files for initial PCR	Required # of files for Additional File Review
No SECC	0	0	0
Very Small (1-99 SECC)	2	6	2
Small (100-499 SECC)	2	8	2
Medium (500-999 SECC)	2	15	4
Large (1000+ SECC)	2	20	6

## Additional File Reviews

### Step 1: Student File Selection

The **Master SSID Summary** list is optional, but it can reduce the amount of time required to establish evidence of compliance across the standards and enhance the efficiency of the process. When using the Master SSID list for the additional file review, select student files that cover the majority of noncompliant standards. If the standard does not apply to a file on the Master SSID list do not change the Master SSID list, but simply click on **Edit** and enter the SSID number for a student file in which the standard is applicable.

**NOTE:** If there are both secondary transition standards and SLD standards to correct, **do not** select only high school files for SLD students. It is recommended that districts select files from several different areas or categories of disabilities to allow for a broad consideration of the review.

The screenshot displays the SPR&I District Site interface. The main content area is divided into several sections:

- 2012-13 Procedural Compliance Review:**
  - Individual Corrections:** Corr. before 4/15/14, 100% Compliant (Green light)
  - Additional Reviews:** Corr. before 4/15/14, 0/2 Completed (Yellow light) - A red arrow points to this section.
  - Systemic Issues:** Corr. before 4/15/14, Additional Reviews Incomplete (Red light)
- 2012-13 Other Compliance:**
  - Final Determination:** None At This Time (Green light)
  - Focused Monitoring:** None At This Time (Green light)
  - Miscellaneous:** None At This Time (Green light)
- PCR & Indicators: Other Years:**
  - 2011-12:** 100% Compliant (Green light)
  - 2010-11:** 100% Compliant (Green light)
- 2012-13 Compliance and Performance Indicators (2011-12 Data):**
  - Leaver (B1 & B2):** Improvement Plan Meets Requirements (Green light)
  - Assessment (B3):** Improvement Plan Meets Requirements (Green light)
  - Discipline (B4):** Meets Requirements (Green light)
  - Federal Placement (B5):** Worksheet Justified (Green light)
  - Disproportionality (B9 & B10):** Meets Requirements (Green light)
  - Child Find (B11):** Meets Requirements (Green light)
  - Significant Disproportionality:** Data Not Available (Red light)
- Determination Status:**
  - FFY 2009: Meets Requirements (Green light)
  - FFY 2010: Meets Requirements (Green light)
- Updates:**
  - April 15th PCR Correction Report:** 4/18/2013
  - There is a new report available in SPR&I: "PCR Correction." This shows the status of last...
- Program Staff:** (Empty blue box)

### Step 1: Student File Selection (continued)

If the standard involved is age linked (e.g. ECSE, secondary transition) or disability linked (SLD), then student files that meet the criteria may be substituted for those on the Master SSID List. **DO NOT** change the Master SSID list if you want to make a change for an individual standard. Instead, highlight the SSID number next to the compliance status column and enter the SSID number for the file reviewed.



**Step 2: Data Entry**

Click on the standard listed under **Additional Review List**. Data for each standard must be entered separately.

The screenshot shows a web browser window with the URL 'SPED SPR&I - ODE Distric...'. The page title is 'Show Master SSID Summary'. There is a table with columns 'Delete' and 'Edit' and a header 'SSID'. Below this are buttons for 'Add SSID' and 'Print Blank Form'. The main section is titled 'Additional Review List' and contains a table with three rows. A red arrow points to the first row of this table.

#	Standard Text	Status
5	Written parental consent was obtained prior to initial provision of	Additional Review Incomplete
12	For students with a suspected Specific Learning Disability, the most recent eligibility...	Additional Review Incomplete
28	For students who turn 16 when the most recent IEP is in effect or who are older than 16, the...	Additional Review Incomplete

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**Step 2: Data Entry (continued)**

Enter the compliance status for each student file. Only **Yes** or **No** answers will be accepted. Comments may be added. If any of the files are noncompliant, this standard will become a Systemic Issue and additional interventions and file reviews will be required to demonstrate compliance. If all responses are “**Yes**” the SPR&I system will verify compliance.

*Exception: Some small districts/programs may have to enter an NA in this section if there are no files available to review for this standard. Consult the ODE county contact for further details.*

**Additional File Review**

- The additional file review is required for all standards with non-compliance.
- If additional non-compliance is found during this review, the non-compliance is considered systemic for that standard and the agency is required to complete one or more interventions and complete a corrective file review.
- Some standards do not apply to all SSIDs. If an SSID in the master SSID list doesn't apply to this standard, it should be replaced with an SSID that does apply. If there are not enough applicable SSIDs available, select "Not Applicable" for the remaining SSIDs.
- Comments are not required. If comments are entered, ODE will need to verify the review.

Master SSID List	SSID	Compliance Status
		Not Reviewed

**Agency Comment**

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## Systemic Issues

The following results will trigger systemic issues that require correction:

- ⇒ When more than 33% of the files are out of compliance for a specific standard during the PCR; and/or
- ⇒ When any noncompliance is reported during the Additional File Review process.

SPED SPR&I - ODE District Site

**DISTRICT** OREGON DEPARTMENT OF EDUCATION  
FOSTERING EXCELLENCE FOR EVERY LEARNER

Home Applications Log Out Help Search

Applications SPED Reporting Switch to Agency View Contact Log Entry ODE Helpdesk 503.947.5715

Dashboard > **Systemic Issues 2012-13**

School Year: 2012-13

### Interventions Master List

- Interventions are actions taken by the agency to address systemic non-compliance.
- The Interventions Master List is used to add an Intervention to all Systemic Issues at once.
- To add an Intervention to a single standard, click the standard in the Systemic Issues List and add the Intervention on the detail page.
- Choose "Other" to enter an intervention that is not one of the primary options.

No Interventions entered

Add Intervention

### Systemic Issue List

- Systemic Issues are standards that show evidence of systemic non-compliance
- A standard is considered to have systemic non-compliance if more than one-third of the files originally reviewed were out of compliance or if non-compliance was found in an additional review for that standard.
- The type of systemic non-compliance is indicated in the "Reason" column below.

Reason	#	Standard Text	Status
>33%	3	The District gave prior written notice to the parent within a reasonable time before...	Intervention Incomplete

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Oregon Department of Education  
255 Capitol Street NE, Salem, OR 97310-0203

ODE Helpdesk 503.947.5715  
Web Policy (e.g. responsibilities, accessibility)

To correct systemic noncompliance:

**Step 1:** Complete individual file corrections as needed.

**Step 2:** Interventions

Select and conduct intervention(s) that address systemic issue standards. ***Be sure that the completion date of the intervention provides sufficient time within the one-year correction period to review the implementation and verify compliance post-intervention.\*\**** Click on **Add Intervention** and a selection of the more common interventions will appear. Or select **“Other”** and enter a different district intervention. The master list of interventions will apply to all standards with systemic issues, though the list may be edited within each standard if necessary.

**Interventions Master List**

- Interventions are actions taken by the agency to address systemic non-compliance.
- The Interventions Master List is used to add an Intervention to all Systemic Issues at once.
- To add an Intervention to a single standard, click the standard in the Systemic Issues List and add the Intervention on the detail page.
- Choose "Other" to enter an intervention that is not one of the primary options.

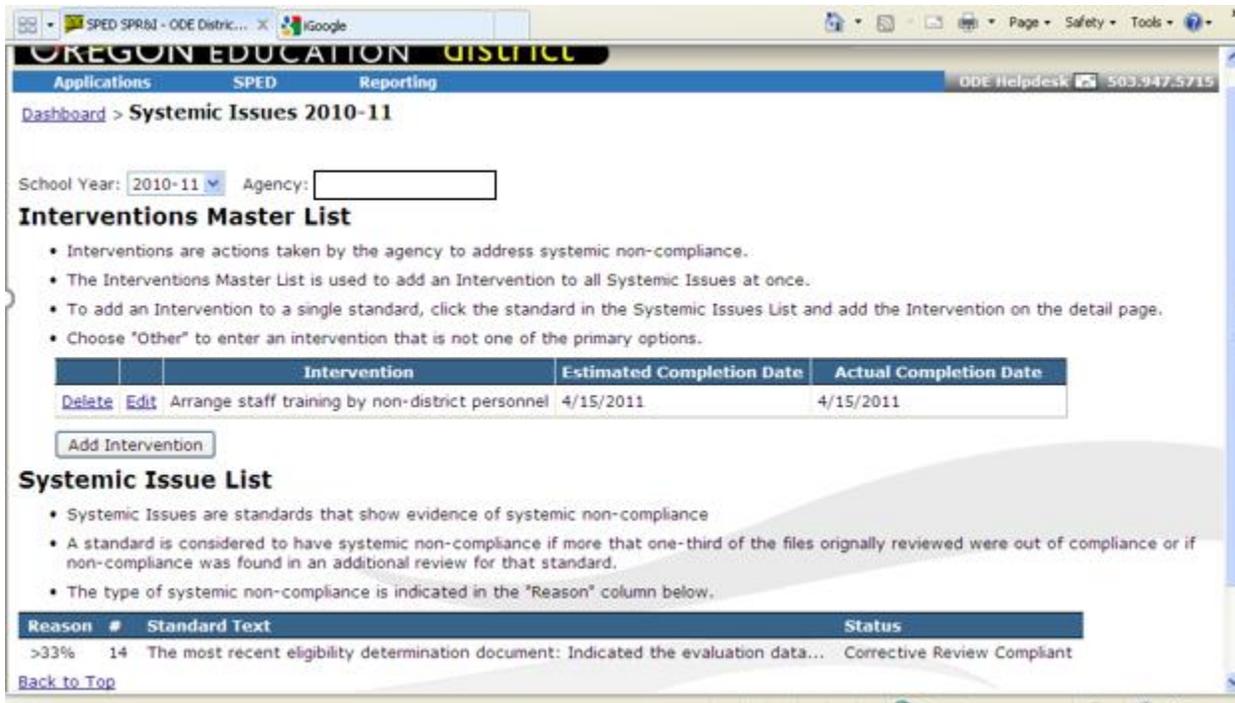
	Intervention	Estimated Completion Date	Actual Completion Date
Delete Edit	<input type="radio"/> Use peer mentors to train staff (including regular education staff, as appropriate) <input type="radio"/> Staff will attend workshops (including regular education staff, as appropriate) <input type="radio"/> Send memorandum to staff (including regular education staff, as appropriate) <input type="radio"/> Revise written special education procedures <input type="radio"/> Revise staff handbook <input type="radio"/> Review procedures at department meeting(s) <input type="radio"/> Meet with individual staff members (including regular education staff, as appropriate) <input type="radio"/> Administrator observes IEP/IFSP meeting(s) <input type="radio"/> Conduct in-service with staff <input type="radio"/> Arrange staff training by non-district personnel <input type="radio"/> Other		

**\*\*Be sure to allow sufficient time after intervention to demonstrate correction.**

**Step 3: File Review**

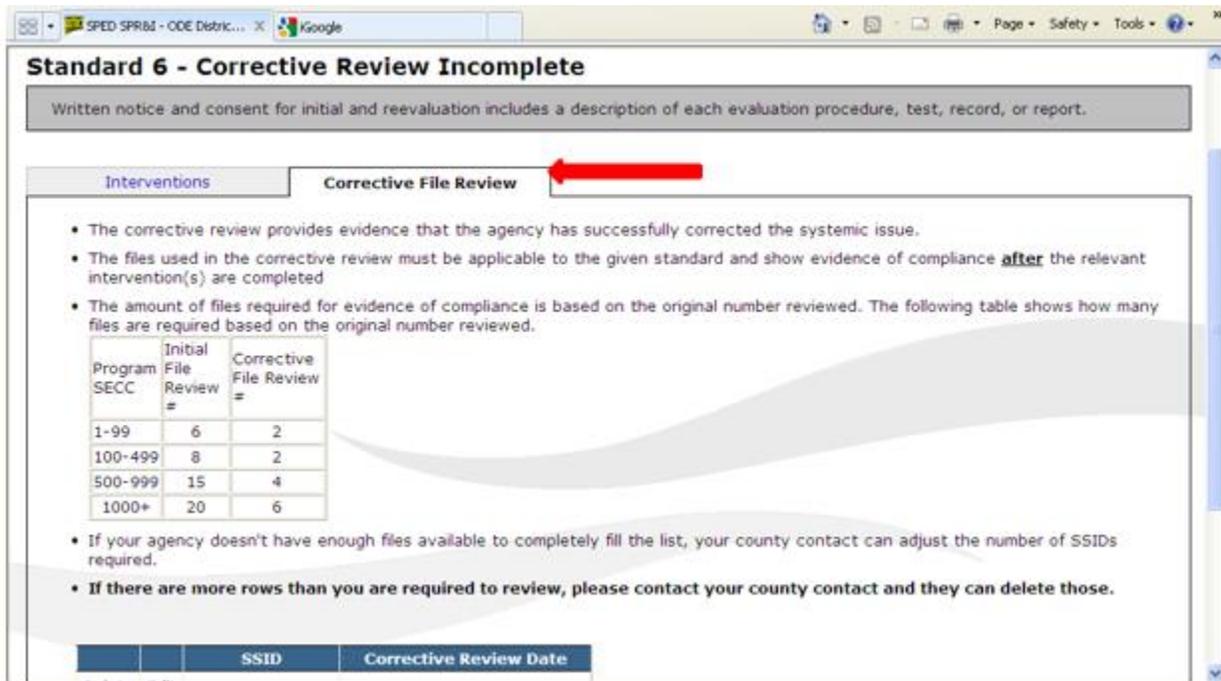
Compliance cannot be demonstrated until the intervention has been completed. The timeframe for both the intervention and demonstration of compliance is within one year from the notice of findings. Districts must show **100%** compliance for ODE to sign off on verification of correction of noncompliance.

Select only those files that show action occurred for the standard **after** the intervention date. In the following example, the district completed the intervention 11/18/2017, so they would need to review an eligibility determination that occurred after 11/18/2017.



**Step 4: Corrective File Review**

Once the **Interventions** for a standard are completed, a **Corrective File Review** tab will be available to enter SSID numbers and indicate compliance status during the review. Remember the implementation of the standard must occur **after** the intervention date.



### Step 5: Corrective File Review

If all files are found to be compliant during the corrective file review, a notification tab will appear that indicates the district/program has successfully corrected the systemic issue.

**Standard 28 - Corrective Review Compliant**

For students who turn **16** when the **most recent** IEP is in effect or who are older than 16, the IEP contains Present Levels of Academic Achievement and Functional Performance including:

- The strengths of the student;
- The concerns of the parents for enhancing the education of their child;
- The present level of academic performance, including the student's most recent performance on State or district-wide assessments;
- The present level of developmental and functional performance (including the results of the initial or most recent evaluation);
- How the student's disability affects involvement and progress in the general education curriculum.
- The student's preferences, needs, interests; and
- The results of age-appropriate transition assessments.

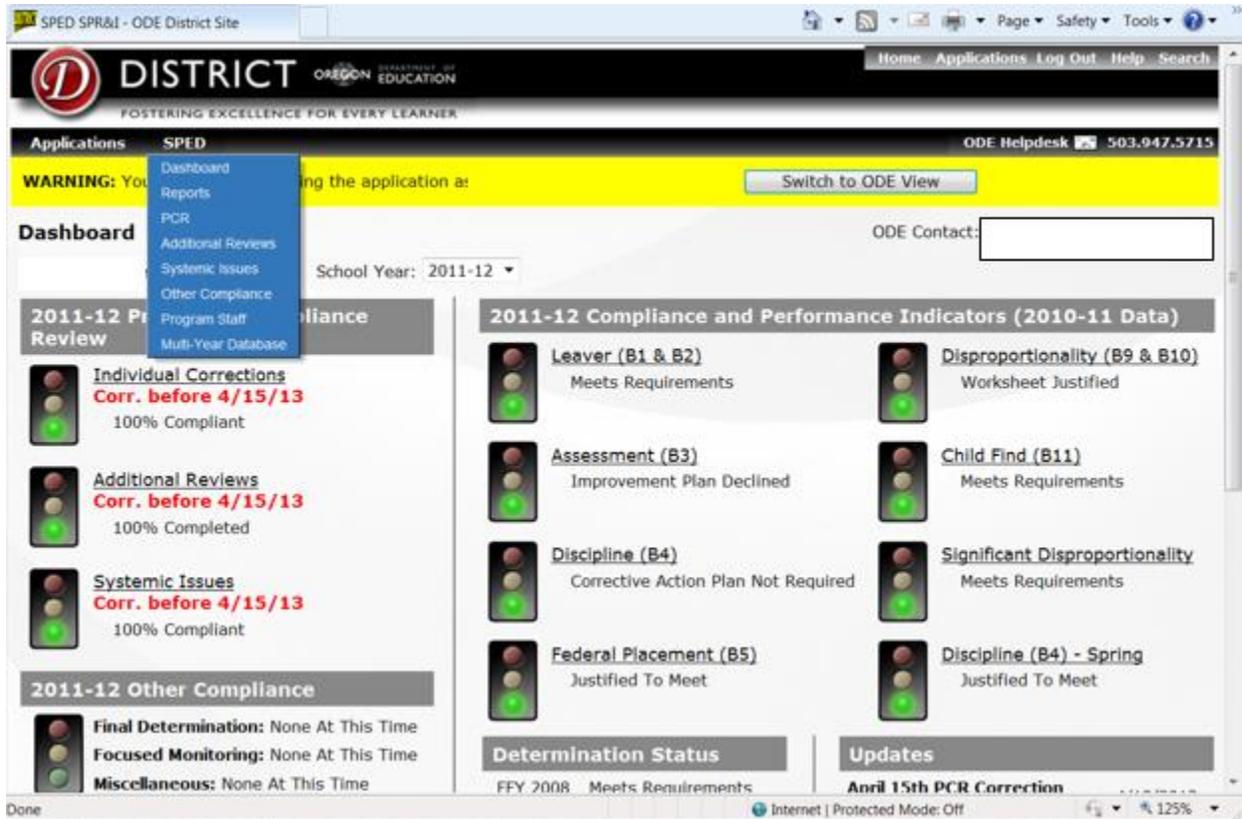
Additional File Review    Interventions    **Corrective File Review**

- The corrective review provides evidence that the agency has **successfully** corrected the systemic issue.
- The files used in the corrective review must be applicable to the given standard and show evidence of compliance **after** the relevant intervention(s) are completed
- The amount of files required for evidence of compliance is equal to 50% of the original number of files reviewed.
- If your agency doesn't have enough files available to completely fill the list, your county contact can adjust the number of SSIDs required.

	SSID	Corrective Review Date
Delete Edit		
Delete Edit		

## SPR&I Reports

A number of reports can be printed using the SPR&I database. In addition to extensive data provided for each indicator under their reports tab, the multi-year database and other reports may be accessed by clicking on **SPED**.



If you have any questions, please call the district's ODE county contact. ODE welcomes the opportunity to provide technical assistance.

And let all your lights be green!

