



EI/ECSE Service Area Focused Monitoring Handbook

On-Site Focused Monitoring for
Oregon's General Supervision System

June 2026



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Oregon Special Education On-Site Monitoring Road Map

The Oregon EI/ECSE On-Site Focused Monitoring process ensures educational compliance through a structured life cycle of preparation, site visits, and follow-up reporting. This road map tracks the journey from initial notification in August through final verification and reporting in May.

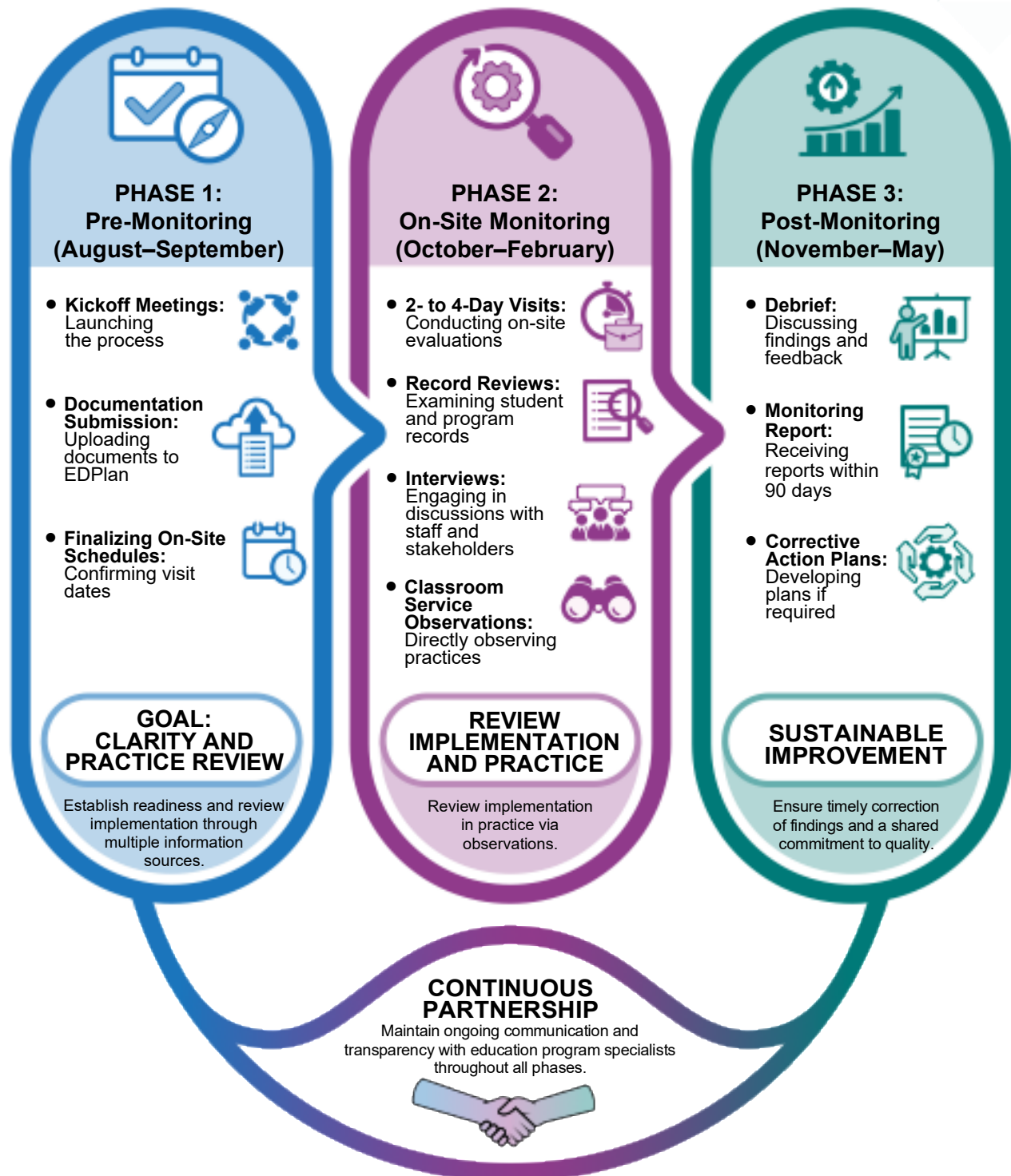


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Purpose of This Handbook

This handbook provides Service Area leadership and staff with a clear and structured overview of On-Site Focused Monitoring within Oregon’s Early Intervention (EI) and Early Childhood Special Education (ECSE) system.

It outlines:

- What On-Site Focused Monitoring is
- What to expect before, during, and after a visit
- Roles and responsibilities
- Reporting and correction timelines
- How Service Areas partner with the Oregon Department of Education (ODE) throughout the process

On-Site Focused Monitoring is a component of Oregon’s general supervision system under the Individuals with Disabilities Education Act (IDEA) Part C and Part B Section 619. The process is designed to:

- Verify compliance with federal and state requirements
- Support high-quality, inclusive EI/ECSE services
- Identify strengths and promising practices
- Promote sustainable system improvement

Section 1:

Overview of On-Site Focused Monitoring

On-Site Focused Monitoring occurs at least once every six years in each of Oregon's nine regional Service Areas.

The visit provides an in-depth review of how policies, procedures, and services are implemented in practice. ODE reviews multiple sources of information to ensure a comprehensive understanding of program implementation for both Part C and Part B Section 619 under IDEA.

Monitoring activities may include:

- Child record and document review
- Interviews with administrators, providers, staff, and families
- Classroom, program, and service delivery observations
- Review of inclusive practices and natural environments
- Policy and fiscal compliance review
- Surveys or additional data review

Information from these sources is considered collectively to assess compliance, quality, equity, and system effectiveness.

Section 2:

Roles and Responsibilities

2.1 Oregon Department of Education

ODE conducts the monitoring review and is responsible for:

- Identifying focus areas based on data and compliance history
- Reviewing documentation and fiscal materials
- Conducting interviews and observations
- Issuing a monitoring report within 90 days
- Issuing a findings letter if noncompliance is identified
- Verifying correction of noncompliance

2.2 EI/ECSE Support Specialist

ODE assigns an EI/ECSE Support Specialist (ESS) Lead to each Service Area.

The ESS Lead:

- Serves as the primary point of contact
- Coordinates timelines and logistics
- Facilitates documentation collection
- Supports interview and observation scheduling

- Facilitates debrief meetings
- Supports corrective action planning and technical assistance

2.3 Service Area Director and Leadership

Service Area leadership:

- Serves as the primary local lead
- Coordinates staff participation and scheduling
- Ensures that documentation and records are available
- Supports interviews and observation logistics
- Leads the response to findings and corrective action, if required

2.4 Service Area Staff and Providers

Staff and providers:

- Participate in interviews or focus groups
- Support classroom and service delivery observations
- Provide documentation or clarification when requested

Section 3:

Monitoring Timeline Overview

On-Site Focused Monitoring occurs in three phases:

- 1. Phase 1:** Pre-Monitoring (August–September)
Planning and preparation
- 2. Phase 2:** On-Site Monitoring (October–February)
Monitoring activities conducted on-site
- 3. Phase 3:** Post-Monitoring (November–May)
Debrief, reporting, and follow-up

Specific dates are coordinated collaboratively with each Service Area.

Section 4:

Phase 1 – Pre-Monitoring (August–September)

Step 1: Formal Notification

Service Areas receive official notification from ODE that monitoring will occur during the cycle year. The notification includes:

- Monitoring window
- Assigned ESS
- Initial expectations and next steps

Step 2: Kickoff Meeting

ODE and the ESS Lead schedule a kickoff meeting with:

- Superintendent (or designee)
- Service Area Director
- Key leadership staff

The kickoff meeting reviews:

- Purpose and scope of monitoring
- Identified focus areas
- Overview of monitoring activities
- Roles and responsibilities
- Timeline and communication norms

Step 3: Identifying Focus Areas

Focus areas are identified based on:

- Data trends
- Prior findings or compliance history
- Statewide priorities
- Equity considerations

Service Areas may also identify areas where feedback or support would be helpful.

Step 4: Documentation Submission

Service Areas submit requested materials, which may include:

- Policies and procedures
- Programmatic documentation
- Fiscal materials
- Organizational information
- Service delivery guidance

Documentation is uploaded into EDPlan by the agreed-upon due date.

Step 5: Logistics and Schedule Planning

The Service Area works with the ESS to:

- Confirm participating sites
- Coordinate interview participants
- Identify observation windows
- Finalize a two- to four-day schedule

ODE works to ensure expectations and timelines are clear prior to the on-site visit.

Section 5:

Phase 2 – On-Site Monitoring (October–February)

On-site visits typically last two to four days, depending on program size and focus areas.

5.1 Day 1: Kickoff Meeting

The on-site visit begins with a kickoff meeting that includes:

- Superintendent (or designee)
- Service Area Director
- ODE Monitoring Team

The meeting reviews:

- Scope of the visit
- Final schedule
- Access and logistics
- Communication process during the visit

5.2 Monitoring Activities

During the visit, ODE may conduct:

- Record and documentation review
- Classroom, program, and service delivery observations
- Interviews or focus groups with administrators, providers, staff, and families
- Fiscal and policy compliance review
- Follow-up clarification requests

Family interviews are voluntary and may be scheduled in advance or identified during the visit to ensure diverse representation.

5.3 Daily Coordination

Throughout the visit:

- ODE may request clarification or additional documentation
- ESS Lead coordinates communication between ODE team and the Service Area
- Schedule adjustments may occur as needed

Section 6:

Phase 3 – Post-Monitoring (November–May)

6.1 Debrief Meeting

Shortly after the on-site visit, ODE conducts a debrief meeting with:

- Superintendent
- Service Area Director
- Key leadership staff

The debrief meeting includes:

- Strengths and promising practices
- Initial observations
- Potential areas of concern
- Timeline for report issuance

If urgent compliance issues are identified, ODE may provide written notice requiring immediate action.

6.2 Monitoring Report and Findings

Within 90 days of the on-site visit, ODE provides:

- A comprehensive monitoring report
- A findings letter if noncompliance is identified

The findings letter officially begins the correction timeline.

Section 7:

Correction of Noncompliance

If findings are issued, the Service Area must:

- Correct child-specific noncompliance
- Address systemic causes
- Submit evidence of correction within established timelines

ODE and the ESS Lead work collaboratively with Service Areas to:

- Clarify expectations
- Support documentation submission
- Provide technical assistance
- Ensure that correction is verified and sustainable

Correction of noncompliance must be verified by ODE before findings are formally closed.

Section 8:

Service Area Responsibilities Throughout the Process

Service Areas:

- Coordinate documentation and scheduling
- Ensure that staff and families are informed and supported
- Maintain ongoing communication with ESS
- Participate in debrief and follow-up meetings
- Lead corrective action and improvement planning when required

Section 9:

Key Principles and Shared Commitment

On-Site Focused Monitoring is grounded in:

- Transparency
- Collaboration
- Equity
- Continuous improvement

ODE and Service Areas share responsibility for ensuring that:

- Children and families receive timely, appropriate EI/ECSE services
- Programs strengthen systems and practices
- Compliance issues are corrected efficiently and sustainably

Section 10:

Questions and Ongoing Support

Your assigned ESS is your primary point of contact throughout the monitoring process.

Your ESS is available to:

- Answer questions
- Support preparation
- Clarify timelines
- Assist with corrective action planning and technical assistance