FY24
Cross Functional Monitoring

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SELDA

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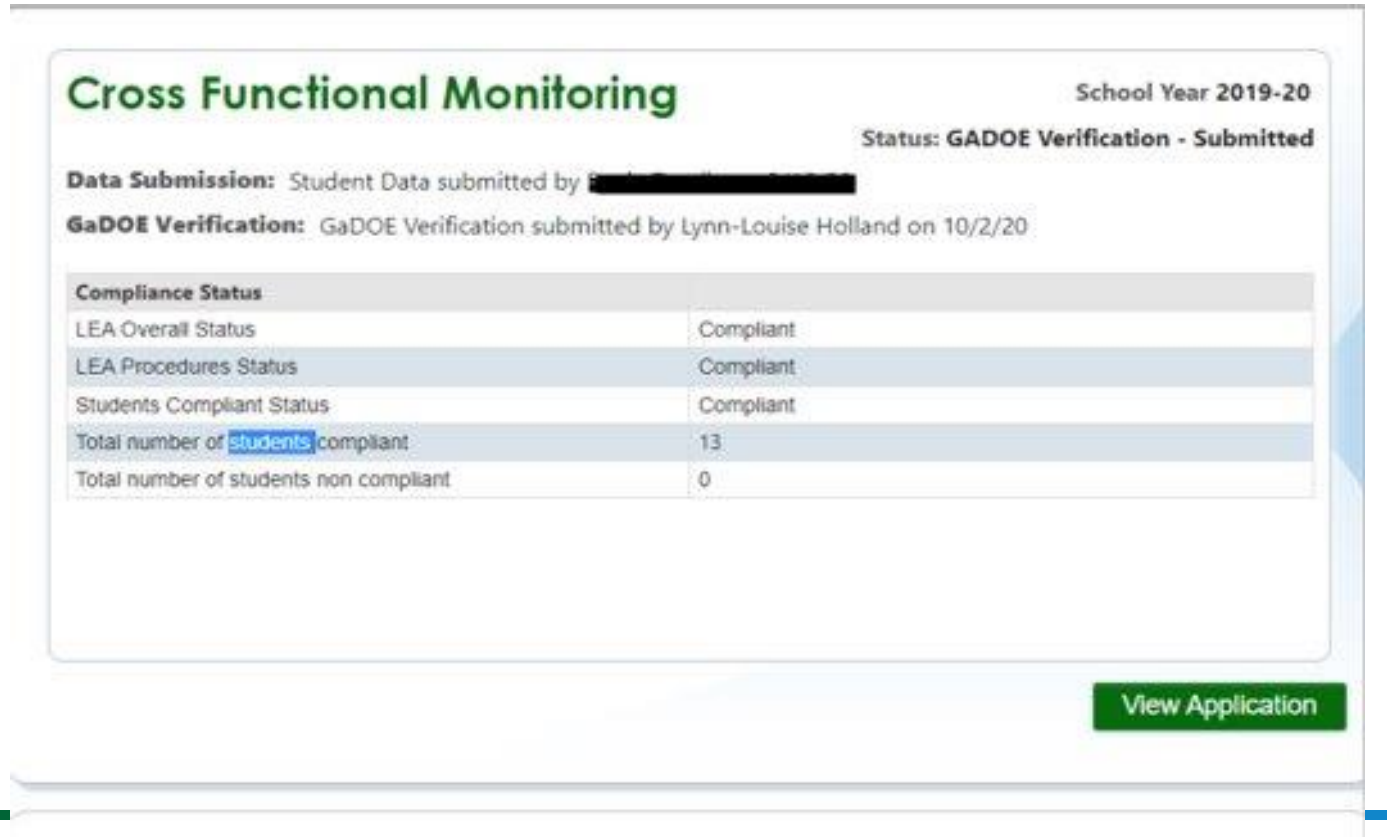
Learning Targets

- The LEA will be able to locate the CFM Application in the Special Education Dashboard and locate the Cross Functional Monitoring Help Document.
- The LEA will be able to identify and locate all needed documents to prepare for Cross Functional Monitoring.
- The LEA will be able to identify the common findings of noncompliance in the CFM process.

Where is IDEA/RDA Monitoring Completed?

CFM monitoring is completed in the Cross Functional Monitoring in the Special Education Dashboard.



What are the components of Cross Functional Monitoring (CFM)?

There are two components:

Policies, Practices and Procedures

Student Folder Review

Policies, Practices, and Procedures

Which sections in the LEA Manual are reviewed for CFM?

- 160-4-7-.02 - Free Appropriate Public Education (FAPE)
- 160-4-7-.03 - Child Find Procedures
- 160-4-7-.04 - Evaluations and Reevaluations
- 160-4-7-.05 - Eligibility Determination and Categories of Eligibility
- 160-4-7-.06 - Individualized Education Program (IEP)
- 160-4-7-.07 - Least Restrictive Environment (LRE)
- 160-4.7-.08 - Confidentiality of Personally Identifiable Information
- 160-4-7-.09 - Procedural Safeguards and Parent Rights

Which sections in the LEA Manual are reviewed for CFM?

- 160-4-7-.10 - Discipline
- 160-4-7-.11 - Surrogate Parents
- 160-4-7-.12 - Dispute Resolution
- 160-4-7-.13 - Private Schools
- 160-4-7-.14 - Personnel, Facilities, and Caseloads
- 160-4-7-.15 - Georgia Network for Educational and Therapeutic Support (GNETS)

Georgia State Rules Outline

What can I do prior to CFM?

- Review procedures using the State Rules Outline.
- Ask the GLRS Director to review your procedures.
- Have teachers review the procedures using the State Rules Outline.
- Ask your DL if you have any questions or concerns about your procedures.
- Make changes to the procedures if you find errors or unable to locate the specific information in the manual.
- It is fine to have more procedures, these are just the ones that are review as part of CFM.

Folder Review

What folders are reviewed during the CFM compliance review?

- 2 Preschool
- 2 Elementary
- 2 Middle
- 5 High School (age 16 and older)
- 2 GNETS (if applicable)
- 2 Residential (if applicable)

Student Record Uploading Process

- Last name, First initial-**Access Sheet**
- Last name, First initial-**Consent to Evaluate(**the most recent)
- Last name, First initial-**Eligibility Report**(if not older than three years old)
- Last name, First initial-**Most recent re-evaluation documentation**
- Last name, First initial-**IEP Meeting Notification**
- Last name, First initial-**IEP**(including Transition Plan, FBA and BIP if applicable)
- Last name, First initial-**Parent Consent for Placement/Services**

Important Information

- CFM will be completed in the **Special Education Dashboard** in the **Portal.** LEAs should follow the directions for the upload of information in the Cross Functional Monitoring User Guide located in the top right corner of the Cross Functional Monitoring **Portal Application.**

- Student names will be selected and available to LEAs at least **four weeks** prior to scheduled date of the visit but may be earlier due to holidays and breaks in the school schedule.

Will there be a separate Transition Survey Review this year?

No, the Transition Survey will be embedded in the CFM Review for FY24.

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Important Information

- IEPs and LEA policies must be uploaded no later than **two weeks** prior to your CFM date but may be earlier due to holiday and breaks in the school schedule. (At this time, you will also click the “Submit” button).

- A desk audit will be completed.

- Any additional information needed will be requested on the **same day** as the scheduled CFM date and the LEA will have **one business day** to provide the additional documentation.

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Monitoring Tips

- Make sure all the latest documents for the folders selected are at the central office should additional information be needed on the day of monitoring.
- Include all evidence of Parent Participation
  - Parent Consent to Evaluate
  - IEP Meeting Notification
  - Parental Concerns
  - Parental Consent for Services

- **Start Early -** Do not wait until the last minute to obtain all requested items for each folder to be uploaded. You will have all your names two weeks prior to the required upload date and at least four weeks prior to CFM monitoring.

- Make sure all the latest documents for the folders selected are at the central office in case additional information is needed on the day of monitoring.

- Include all evidence of parent participation:
  - Parent Consent to Evaluate
  - IEP Meeting Notification
  - Parental Concerns
  - Parental Consent for Services

- Have a peer review of your Procedures Manual and IEPs.
- Review and amend IEPs, if needed, when errors are found in the internal review.
- Follow the directions for upload of the documents so that information submitted is organized properly. This information will be in the *Cross Functional Monitoring Users Guide* located in the portal application and on the One Pagers sent to you by the CFM Team Lead.
- Call your DL if you have questions.

Monitoring Information

Monitoring Resources

- Monitoring Cycles FY23 - FY27
- FY23 Cross Functional Monitoring Document
- FY23 Special Education CFM Labeling Guidance for IEP Uploads
- FY23 Special Education Due Process Checklist for Student Folder Review
- FY23 Special Education CFM Training Document
- FY23 Georgia Special Education Rules Outline
- FY23 IDEA Fiscal Monitoring Checklist for LEAs (CHECK BACK SOON)
- FY23 IDEA Fiscal GNETS Monitoring Checklist (CHECK BACK SOON)
- FY23 CFM File Labels

Federal Programs Monitoring

Most Common Findings in FY 23

- Measurable goals to address areas of deficits listed
- Goals and objectives align with the needs section of the PLAAFP
- PLAAFP results include the initial and/or most recent student evaluation
- Postsecondary outcome goal for Employment
- Describes the student's academic, developmental, and/or functional strengths

- Explanation of extent not participating with peers without disabilities
- Variety of assessment tools used to gather relevant data
- Postsecondary outcome goal for Education/Training
- Describes academic, developmental, and/or functional needs
- Postsecondary goals based on transition assessment
- Transition services and/or activities to facilitate movement to postsecondary outcomes

FY24 CFM Office Hours

FY 24 Office Hours

There will be three Office Hours held for CFM. There will be a short presentation and then an opportunity for you to ask your specific questions to the Budget Unit or the RDA Unit.

Registration links are listed below in the GADOE Community

1:00-1:45

October 18, 2023

December 7, 2023

February 8, 2024

Check-Up

Interactive Group Discussion

How are students selected for CFM review?

The students are randomly selected from the LEA's October FTE Count.

Interactive Group Discussion

What application is used for RDA/IDEA CFM review?

The application is in the Special Education Dashboard in the Cross Functional Monitoring Tab.

Interactive Group Discussion

Once LEAs have received their names, are they allowed to amend the IEPs?

Yes, if the LEA reviews the IEP and finds something needs to be corrected, the LEA should hold a meeting and amend the IEP to make the needed correction.

Interactive Group Discussion

After the review on the CFM date, how long does the LEA have to submit additional documentation requested?

The LEA has one business day to submit the requested documents. The additional documentation will be submitted via Portal Email.

Interactive Group Discussion

If an LEA is found non-compliant after the review, what are the next steps?

If the LEA is found non-complaint, the District Liaison will meet with the director to discuss the non-compliance. The LEA will complete a Corrective Action Plan (CAP).

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RDA Contact Information

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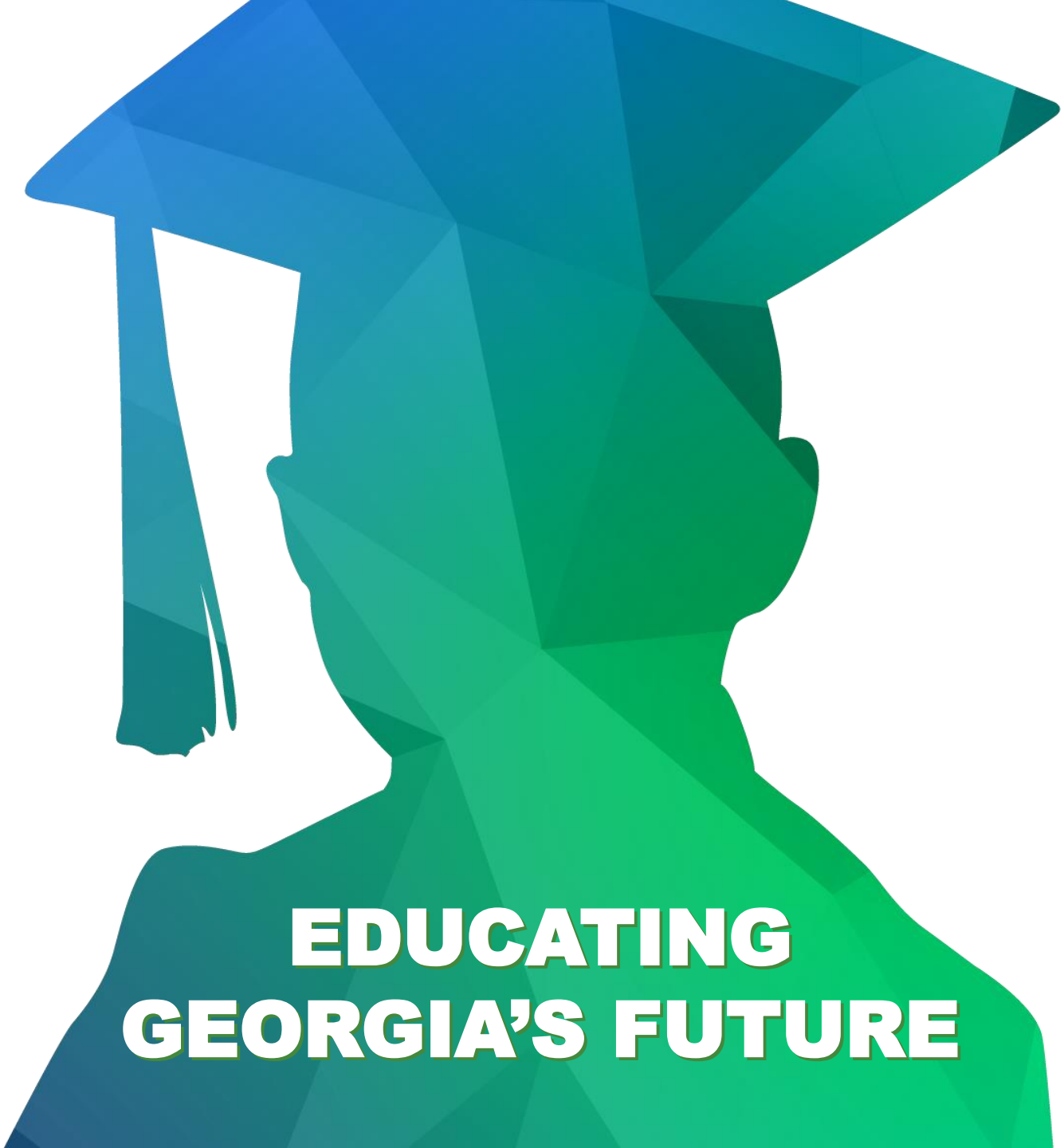
…..or reach out to your District Liaison

www.gadoe.org

@georgiadeptofed

youtube.com/user/GaDOEmedia

Georgia Department of Education