

## **LEA/SOP Presentation Guidelines for OSSES IDEA Program Review**

As part of the IDEA Part B program review process, each local education agency (LEA) or State Operated Program (SOP) is required to present an overview of its programs, services, and systems for students with disabilities. The presentation should be no more than **30 minutes in duration** and should address the following areas:

### **Student Population Profile**

Provide a summary of the student population in the LEA/SOP, with a focus on students with disabilities. This summary should include the overall student population, number of schools in the LEA/SOP (broken down by level), and the total number of students with individualized education programs (IEPs). Other recommended items are a breakdown of the students with IEPs by disability category and least restrictive environment (LRE) percentage (0-39, 40-79, 80-100). Also include the number of self-contained classes and the number of manifestation determination reviews and initial evaluations conducted within the last year.

### **Data-Based Decisions**

Provide a summary of the IDEA data reviews that have been conducted by the LEA/SOP in the past year and the decisions that have been made based on the data reviews. It is OSSES's expectation that LEAs/SOPs will regularly review and analyze their IDEA data (compliance and performance data) to make programmatic and resource allocation decisions.

### **Administrative Structure and Staffing**

Provide a description of the administrative structure of the LEA's/SOP's special services department that identifies the member of the administrative team, their roles, and their responsibilities; also include a summary of special education staff in the LEA/SOP that lists the number of special education teachers and other service providers by area (e.g., resource teacher, occupational therapist, speech and language pathologist, etc.).

### **Internal Monitoring/Quality Assurance**

Describe the LEA's/SOP's quality assurance process with respect to developing and implementing IEPs. In this description, explain how the LEA/SOP identifies potential compliance issues, communicates with necessary parties, and addresses issues on both an individual student level and systemic level.

### **Specific Programs and Initiatives**

The presentation also provides an opportunity for the LEA/SOP to highlight any programs or initiatives for students with disabilities in the LEA/SOP. It is helpful to include any program or initiative description: the purpose of the program or initiative; where the program or initiative is located; how many students participate; and when the program or initiative began.

### **Professional Learning Opportunities**

Describe the LEA's system for providing LEA/SOP personnel (new and continuing) with professional learning opportunities relating to students with disabilities and how the LEA/SOP assesses the effectiveness of its professional learning opportunities. The description should identify the general format, frequency, and required participants for the professional learning opportunities. It should also explain how the LEA/SOP determines what topics will be covered and what data are used to make these determinations. Schedules and calendars for current or past professional learning opportunities can be used for illustration purposes.