

LEA User Guide

EDPlan Monitoring Indicators Tool

Version 1.0

November 2022



PUBLIC
CONSULTING GROUP

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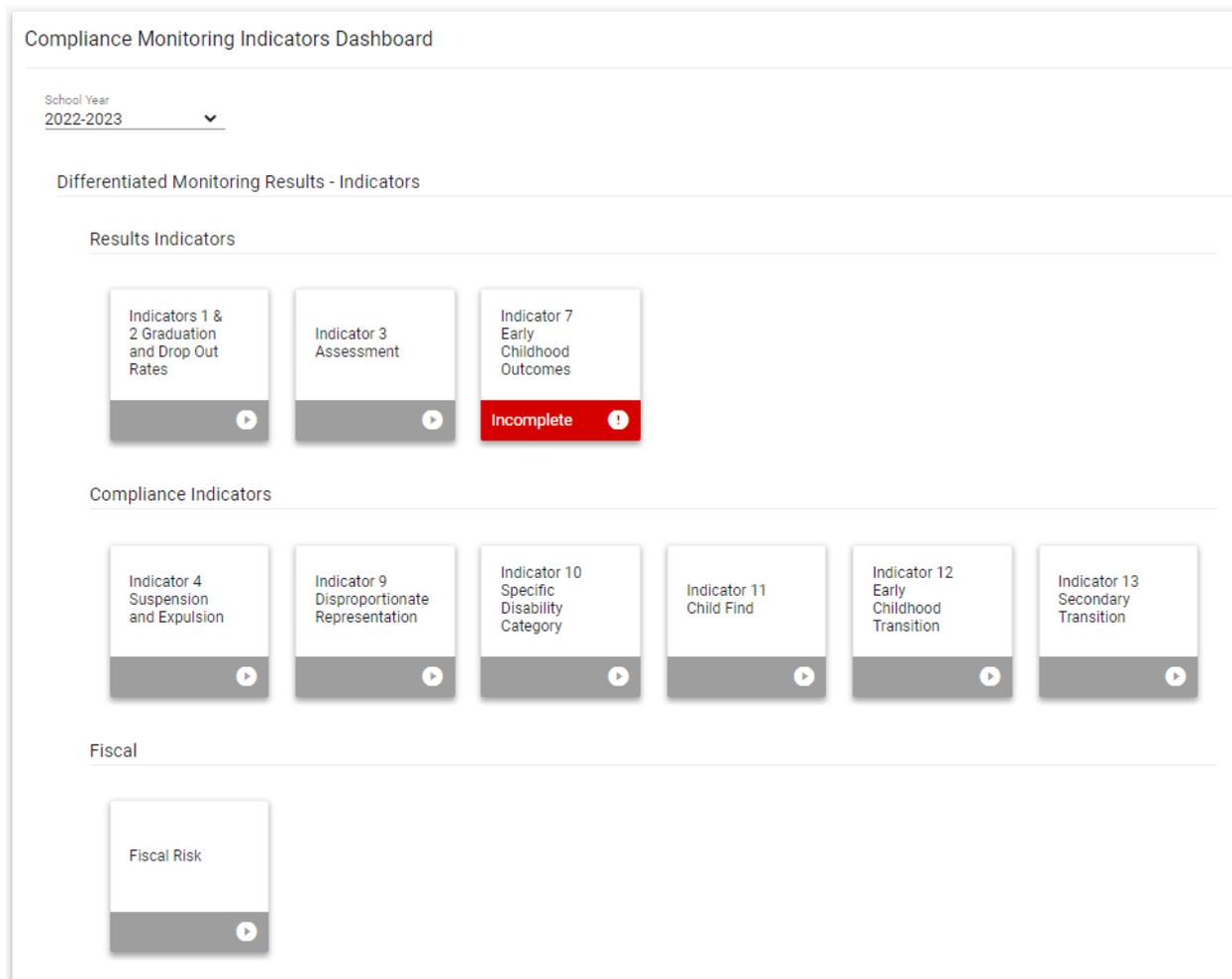
ACCESSING THE INDICATOR TOOL

1. To access the Indicator Tool, select Tools > **Indicators** from your Main Menu page in EDPlan.

Main Menu view:



This will take you to the Indicators dashboard. The dashboard contains a tile for each indicator. A red tile indicates your district has been flagged for that indicator, and must complete the required activities. In the screenshot below, the district was flagged for Indicator 7.



INDICATOR DETAILS

Click the Indicator tile to access the details for that indicator.

Due dates for each required activity will be listed at the top of the indicator details page.

Indicator Details

School Year
2022-2023 ▼

	Due Dates	Assurance Statement 10/28/2022	Root Cause 10/24/2022	Improvement Plan 11/01/2022	Progress Review 1 11/02/2022	Progress Review 2 11/03/2022	PD 03/31/2023
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Each indicator details page will display the purpose of the indicator. Please note this description, it contains additional information regarding where to locate the indicator toolkits.

Indicator 3 Assessment

 Purpose: Based on the district's Differentiated Monitoring Results (DMR) level of support, the target was not met for Indicator 3. Please refer to the district's Annual District Determination and District Data Profile for results. For complete information and instructions related to indicator 3, please refer to page 1 of the Indicator 3 Assessment Toolkit. The toolkit is located in EDPlan under the **Tools > LEA Document Library> Indicator Toolkit Tab**.

REQUIRED ACTIVITIES

Each indicator will have specified required activities, to which you can respond by entering data into the corresponding text field.

Required Activities for Indicator 3

 Indicator 3 Assessment Toolkit Process: This toolkit is designed to guide the district in a review of its special education program. Refer to the Indicator 3 Assessment Toolkit page 2 to review the complete process. The toolkit is located in EDPlan under the Tools > LEA Document Library> Indicator Toolkit Tab.

Assurance Statement

Submit an assurance statement ensuring the district's improvement plan for Indicator 3 will be implemented and monitored. Please provide the assurance statement in the box below and have it signed by the Superintendent and Special Education Director.

SUBMIT
SAVE

The Assurance Statement requires the signature of the district superintendent and the special education director.

Submit Assurance Statement

The Assurance Statement has been completed. Confirming with signatures below will indicate your approval as the LEA Director and send the responses to OSDE.

Assurance Statement

Superintendent

Date mm/dd/yyyy

Special Education Director

Date mm/dd/yyyy

CLEAR

CLOSE SUBMIT

Both parties will need to be in the same physical location in order to sign and submit the assurance statement.

SUBMITTING REQUIRED ACTIVITIES

As each required activity is completed, click the Submit button to submit your response to OSDE.

Identify Root Cause

Summarize the responses to the guiding questions below by identifying the factors that the team believes are most linked to the root cause. The Early Childhood Outcomes guiding questions are found on the Indicator 7 Early Childhood Outcomes Toolkit page 3. Enter the root cause summary in the box below.

The continuum of alternative placements includes instruction in general education classes, special education classes, special schools, home instruction, and instruction in hospitals and institutions. In determining appropriate settings and services for a student with a disability, the IEP team considers the student's needs and the continuum of alternative placements, including supplementary aids and services available to meet those needs.

Regardless of placement, the student will be given appropriate access to the general education curriculum, as determined by the IEP team. LRE decisions are always made individually for each student and based on the student's unique, disability-related needs. Placement decisions are never based solely on the student's category of disability. The student's IEP is developed before the determination of the placement of services and settings. The services and settings needed for each student with a disability must be based on the student's IEP and unique needs that result from their disability, not on the student's category of disability.

SUBMIT

SAVE

OSDE will review your response, and will either approve the response or require additional information. The approval will be noted with a date/time stamp.

Identify Root Cause

Summarize the responses to the guiding questions by identifying the factors that the team believes are most linked to the root cause. The graduation and dropout guiding questions are found on the Indicators 1 & 2 Graduation Rate & Drop Out Toolkit, page 3. Enter the root cause summary information in the box below.

Don't nosh on the birds humans, humans, humans oh how much they love us felines we are the center of attention they feed, they clean or kitty pounce, trip, faceplant you didn't see that no you didn't definitely didn't lick, lick, lick, and preen away the embarrassment! dangly balls! jump swat swing flies so sweetly to the floor crash move on wash belly nap or meow to be let out cereal boxes make for five star accommodation time to go zoom. Sleep on dog bed, force dog to sleep on floor, clickity clack on the piano, be frumpy grumpy toy mouse squeak roll over under the bed. Make plans to dominate world and then take a nap stares at human while pushing stuff off a table, jumps off balcony gives owner dead mouse at present then snatches yarn and fights with dog cat chases laser then plays in grass finds tiny spot in cupboard and sleeps all day jumps in bathtub and meows when owner fills food dish the cat knocks over the food dish cat slides down the water slide and into pool and swims even though it does not like water so like to spend my days sleeping and eating fishes that my human fished for me we live on a luxurious yacht, sailing proudly under the sun, like to walk on the deck, watching the horizon, dreaming of a good bowl of milk run in circles. My left donut is missing, as is my right catastrophe ooh, are those your \$250 dollar sandals? lemme use that as my litter box. When in doubt, wash. All of a sudden cat goes

Approved:2022-09-26 12:53:00

SUBMIT

SAVE

INDICATOR DOCUMENTS

The documents panel is at the bottom of each indicator details page. Once all required activities have been completed and approved by OSDE, you may create a document that will include all responses to required activities. You may also upload external documentation in the documents panel.

Documents CREATE DRAFT DOCUMENT CREATE FINAL DOCUMENT UPLOAD EXTERNAL DOCUMENTATION

Search: _____

Doc ID ↑	Date Generated ↑	Generated By ↑	Document ↑	Status ↑
	2022-09-22 16:05:00	Jill Burroughs	SS Consent for Screening with signature	
	2022-09-22 16:06:00	Jill Burroughs	IEP at a Glance	
	2022-09-22 17:22:00	Jill Burroughs	504 Procedural Safeguards	
	2022-09-26 10:51:00	Lillian Perkins	Test Document	
	2022-09-26 13:10:00	Admin Test	Sample COSP Document	
	2022-09-28 13:02:00	Jill Burroughs	Indicators 1 & 2 2022	Final
	2022-10-05 14:31:00	Dana Huskins	Indicators 1 & 2 2022	Final
	2022-10-05 14:33:00	Dana Huskins	Indicators 1 & 2 2022	Draft
	2022-10-05 14:40:00	Felica Denton	Indicators 1 & 2 2022	Final

Previous 1 Next

LEA DOCUMENT LIBRARY

To access the LEA Document Library, click Tools > LEA Document Library.

STUDENTS ▾ MY ACCOUNT ▾ REPORTS **TOOLS ▾** ADMIN ▾ PEPPER

WIZARDS SMARTSCAN ASSIGN SCHOOLS ASSIGN TEACHERS VIEW RESTRAINT/ISOLATIONS **LEA DOCUMENTATION LIBRARY** INDICATORS MONITORING

The LEA Document Library is now separated by category. Any documents that were uploaded last year will fall into the 'Uncategorized' category.

District Documentation

School Year
View All ▼

[Uncategorized](#)
 [Compliance Monitoring](#)
 [Child Count](#)
 [Fiscal](#)
 [Caseload/Class Size](#)
 [End of Year](#)
 [PD Bonus](#)
 [District Determinations](#)
 [Indicator Toolkits](#)

Search: _____

Position ↑	Document Name	Uploaded By	Uploaded Date	Delete
▼	Sample COSF Document	Admin Test	2022-09-26 13:10:00	
▼	Test Document	Lillian Perkins	2022-09-26 10:51:00	
▼	504 Procedural Safeguards	Jill Burroughs	2022-09-22 17:22:00	
▼	IEP at a Glance	Jill Burroughs	2022-09-22 16:06:00	
▼	SS Consent for Screening with signature	Jill Burroughs	2022-09-22 16:05:00	
4	▼ Part B Consent for Release of Information	Jill Burroughs	2022-09-23 15:25:00	
▼	EDPlan 504 Quick Reference Guide 2022-2023		2022-09-29 15:30:00	
▼	Testuff_Jssue		2022-09-30 09:04:00	

UPLOAD DOCUMENT(S)
 SAVE

OSDE Indicator Toolkits will be located in the Indicator Toolkit category.

District Documentation

School Year
View All ▼

[Uncategorized](#)
 [Compliance Monitoring](#)
 [Child Count](#)
 [Fiscal](#)
 [Caseload/Class Size](#)
 [End of Year](#)
 [PD Bonus](#)
 [District Determinations](#)
 [Indicator Toolkits](#)

Search: _____

Position ↑	Document Name	Uploaded By	Uploaded Date	Delete
1	▼ Indicators 1 & 2 Toolkit	Admin Test	2022-11-01 16:23:00	
2	▼ Indicator 3 Toolkit	Admin Test	2022-11-01 16:23:00	

UPLOAD DOCUMENT(S)
 SAVE

When uploading a document, select the document category.

Secure Document Upload ✕

 Permitted file extensions are: PDF, DOC, XLS, TXT, RTF, PPT, TIF, JPG, PNG, XLSX, PPTX, and DOCX. No file may be greater than 1000.00 MB in size.

File	Name (if not provided, the file name will be used)	File Category
		
		Compliance Monitoring
		Child Count
		Fiscal
		Caseload/Class Size
		End of Year
		PD Bonus
		District Determinations
		Indicator Toolkits

CLOSE CONFIRM