

The background features a light green vertical band on the left. To its left are large, overlapping abstract shapes in orange, teal, and red. Stylized foliage is scattered throughout: dark green leaves at the top left, orange-outlined leaves at the bottom left, and orange-outlined leaves at the bottom right.

Harlingen CISD

ROESC

Desk Review

Workshop: 294396

Check-in Code: desk review

Date: 10/03/2023

Purpose

The objective of the desk review is to help LEAs to:

- to build capacity within their district to develop a process for review of student IEP folders to ensure compliance
- prepare for cyclical review
- analyze their findings and create a plan to improve their special education program
- be proactive not reactive

Continuous Improvement!

Mock Desk Review Process

- Specialist/Liaison will guide the team through the compliance questions found in the TEA Desk Review Rubric using model folder.
 - LEA staff member will review student folder alongside ESC staff member.
 - Potential compliance will be indicated on the Desk Review Checklist Protocol with a Yes, No or N/A and a comment in the notes section when applicable.
 - All participants stay on the same question.
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- Glows/grows will be documented on chart paper for every compliance area
 - To ensure completion of the entire rubric, questions pertaining to items not on the rubric will be placed in the “parking lot”

Desk Review Rubric

Evaluation

Diagnostic Domain	Item	IDEA Citation	19 TEC/ 89 TAC Citation	Compliance Question
Implementation	SE1	34 CFR §300.305(a)		Was a review of existing data (REED) completed as a part of an initial evaluation (if appropriate) or a reevaluation by the IEP team and other qualified professionals as appropriate?
Family Engagement	SE2	34 CFR §300.304(a); 34 CFR §300.503		Did the school provide Prior Written Notice (PWN) to the student's parent/ guardian, containing all required elements, including: describing all evaluation procedures it proposed to conduct, an explanation of why the LEA proposes to take the action, and a description of each evaluation procedure, assessment, record, or report the LEA used as a basis for the proposed or refused action?

Desk Review Checklist Protocol

Potential Compliance		Compliance Area	Item	Compliance Question	Notes
	1	Evaluation	SE1	Was a review of existing data (REED) completed as a part of an initial evaluation (if appropriate) or a reevaluation by the IEP team and other qualified professionals as appropriate?	
	2	Evaluation	SE2	Did the school provide Prior Written Notice (PWN) to the student's parent/guardian, containing all required elements, including: describing all evaluation procedures it proposed to conduct, an explanation of why the LEA proposes to take the action, and a description of each evaluation procedure, assessment, record, or report the LEA used as a basis for the proposed or refused action?	

Access the Checklist Protocol

- Login to the workshop and access the presentation
 - Go to **Slide 6**
 - Click [here](#).
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- You will be assigned a student number. Rename your tab with the initials of your student's name.

Potential Compliance

YES

Pertains to the student
Evident
Compliant

Does NOT pertain to the
student

N/A



When should Yes, No
or N/A be indicated?

NO

Pertains to the student &
Noncompliant
OR
Not found in the folder
(complete notes section)

???

Questions

Norms

- Stay on task, be present and minimize distractions
- Stick to protocol and compliance questions

LET'S
Get Started

TIME TO *Reflect*

LEA Follow Up of Findings

Potential Compliance		Compliance Area	Item	Compliance Question	Notes	Staff responsible for follow up	Completion Due Date	Corrected
▼	57	State Assessment	SA2c	Did the student meet the Social Studies assessment standard? (If applicable, are the SS scores/results indicated in the IEP?)				
▼	58	State Assessment	SA2d	Did the student meet the Reading assessment standard? (If applicable, are the ELAR scores/results indicated in the IEP?)				▼
▼	59	State Assessment	SA3	Is there evidence an ARD committee designed an intensive program of instruction for each assessment where the student did not meet standard?				▼

Summary Report of ROESC Desk Review

Evaluation			
Diagnostic Domain	Item	Compliance Question	Desk Review
Implementation	SE1	Was a review of existing data (REED) completed as a part of an initial evaluation (if appropriate) or a reevaluation by the IEP team and other qualified professionals as appropriate?	100% (7 of 7)
Family Engagement	SE2	Did the school provide Prior Written Notice (PWN) to the student's parent/guardian, containing all required elements, including: describing all evaluation procedures it proposed to conduct, an explanation of why the LEA proposes to take the action, and a description of each evaluation procedure, assessment, record, or report the LEA used as a basis for the proposed or refused action?	0% (0 of 7)
Implementation	SE3	Was the evaluation based on information from a variety of sources (e.g., aptitude/achievement tests, parent input, teacher recommendations, as well as information about the student's physical, social/cultural, and adaptive behavior) to determine the student's educational needs?	43% (3 of 7)

Follow Up Meeting

Summary

Recommendations













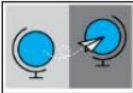
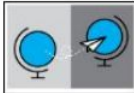






LEA Plan Development



Thank you!

Special Education Supports and Services Technical Assistance



<p><u>Dr. Carolina Campos</u> Special Education Director 956-984-6203 ccampos@esc1.net</p> 	<p><u>Noelia C. Perez</u> Special Education Coordinator, Regional Testing Coordinator, 504 & SLP Contact 956-984-6202 noperez@esc1.net</p> 	<p><u>Amy Ruvalcaba</u> Special Education Coordinator TEA-ESC Liaison 956-984-6205 aruvalcaba@esc1.net</p> 	<p><u>Vacancy</u> Special Education Coordinator TEA-ESC Liaison 956-984-6198</p> 
<p><u>Denise Anaya</u> Special Education Specialist-Multi-Tiered Systems of Support/Significant Disproportionality 956-984-6175 danaya@esc1.net</p> 	<p><u>Susana Andrews</u> Special Education Specialist-Visual Impairments 956-984-6000 sandrews@esc1.net</p> 	<p><u>Graciela Avalos</u> Special Education Specialist-Low Incidence Complex Access 956-984-6253 gavalos@esc1.net</p> 	<p><u>Martha Bustos</u> Special Education Specialist Direct Student Services Visual Impairments 956-984-6165 mbustos@esc1.net</p> 
<p><u>Ruby Coronado</u> Special Education Specialist- Direct Student Services Orientation & Mobility 956-984-6165 rcoronado@esc1.net</p> 	<p><u>Claudia Garcia</u> Special Education Specialist-Behavior 956-984-6244 cgarcia@esc1.net</p> 	<p><u>Angie Hinojosa</u> Special Education Specialist (Laredo Office) 956-795-0000 ahinojosa@esc1.net</p> 	<p><u>Cassidy Martinez</u> Special Education Specialist (Laredo Office) 956-795-0000 cassmartinez@esc1.net</p> 
<p><u>Rosario Nava</u> Special Education Specialist-Evaluation 956-984-6264 rnava@esc1.net</p> 	<p><u>Aliber Peña</u> Special Education Specialist-Autism 956-984-6228 alpena@esc1.net</p> 	<p><u>Jennifer Pesina</u> Special Education Specialist-Early Childhood Sp Ed School, Community, Family Engagement 956-984-6215 jpesina@esc1.net</p> 	<p><u>Josie Reyes</u> Special Education Specialist-Transition/DHH 956-984-6164 joreyes@esc1.net</p> 
<p><u>Diana Saenz</u> Special Education Specialist- Inclusion 956-984-6129 dsaenz@esc1.net</p> 	<p><u>Vanessa Villagran</u> Special Education Specialist-Assistive Technology 956-984-6157 vvillagran@esc1.net</p> 	<p><u>Veronica Lerma</u> Coordinator, Special Education Support Services Cooperative 956-984-6077 vlerma@esc1.net</p>	<p><u>Nelly I. Garcia</u> School Psychologist Sp. Ed. Support Services Co-op 956-984-6224 nlgarcia@esc1.net</p>
		<p><u>Roxana Saenz</u> Speech Language Pathologist Sp. Ed. Support Services Co-op 956-984-6168 roxaenz@esc1.net</p>	