

Kentucky Continuous Monitoring Process (KCMP)

FFY 2008 Data (July 1, 2008 – June 30, 2009)

Calendar of Events

KCMP Quarter 1	April 1 – June 30, 2009
KCMP/APR Indicators	5, 9 and 10
Data Source	Indicators 5, 9 and 10 - December 2008 Child Count Data
Timeline and Process Steps for Districts	<ul style="list-style-type: none"> • April 1, 2009 – Pre-populated KCMP document and training materials are distributed to districts by KDE. • Districts verify and validate data. Report any inconsistencies or errors to Windy Newton (Windy.Newton@education.ky.gov) with copy to coop director no later than April 30, 2009. • May - District assembles District Review Team (DRT) to: Analyze Data, Determine Root Causes, Prioritize Root Causes and Develop Improvement Activities as outlined in General Overview Section of KCMP Instruction Manual. • May 30, 2009 – Districts submit completed KCMP document to Special Education Cooperative. The KCMP document remains on file at the coop. • June 30, 2009 – Districts with identified Disproportionate Representation submit DSAS survey to DECS and with copy emailed to coop director. <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p><i>In cases where a due date falls on a holiday or weekend, the due date will become the first business day after the established timeline.</i></p> </div>
Timeline and Process Steps for Cooperatives	<ul style="list-style-type: none"> • April - June - Special Education Cooperatives Compile District Level Data, Review District KCMP submissions, Conduct Data Analysis at the regional and state coop levels, Determine Root Causes and Develop Prioritized Regional Activities. • June 30, 2009 – Coops submit Regional Report to DECS.
Timeline and Process Steps for Division of Exceptional Children Services (DECS) <i>(Protocols to be developed.)</i>	<ul style="list-style-type: none"> • Based on review of Regional Reports and district DSAS documents identify list of districts to receive desk audits and on-site visits by July 15, 2009. • July 15, 2009 – Notify districts that are receiving desk audit verifications and require districts to submit student rosters to DECS no later than July 30, 2009. • Begin desk audit reviews on August 1, 2009. • Notify districts of findings and issue citations for Indicators 9 and 10 no later than August 30, 2009. • Within 30 business days, districts submit CAP to DECS for approval. • August - September 2009 – Notify districts receiving on-site visits exactly 2 weeks prior to the visit date. • Conduct onsite visits by core monitoring team. Team will have dedicated time upon return to the office to finalize report and prepare for division director's review. • On or before September 30, 2009 – Issue written Report of Findings

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	<p>via email to districts.</p> <ul style="list-style-type: none"> No later than November 11, 2009 – Corrective action plans (CAPs) are submitted to DECS for approval.
	<p><i>Note: This is 30 business days following the district's receipt of the monitoring report as specified in 707 KAR 1:380, Section 2.</i></p>

KCMP Quarter 2	August – October 2009
KCMP/APR Indicators	11, 12, 13 and 15
Data Source	Indicators 11 and 13 – District Generated Record Reviews Indicator 12 – Preschool Performance Report Indicator 15 – DECS Monitoring Data
Timeline and Process Steps for Districts	<ul style="list-style-type: none"> August 1, 2009 – KCMP monitoring Document (pre-populated for Indicators 12 and 15), Indicator 11 and 13 Data Report and training materials are distributed to districts by KDE. Districts verify and validate data (for Indicators 12 and 15). Report any inconsistencies or errors to Windy Newton (Windy.Newton@education.ky.gov) with copy to coop director no later than August 30, 2009. By August 15, 2009 – Districts complete and submit Indicator 11 and 13 Data Report to regional coop director. Prior to September coop meeting - District assembles District Review Team (DRT) to: Analyze Data, Determine Root Causes, Prioritize Root Causes and Develop Improvement Activities. September 30, 2009 – District submits completed KCMP document to Special Education Cooperative. <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p><i>Note: In cases where a due date falls on a holiday or weekend, the due date will become the first business day after the established due date.</i></p> </div>
Timeline and Process Steps for Cooperatives	<ul style="list-style-type: none"> August - October - Special Education Cooperatives Review district KCMP Submissions, Compile District Level Data, Conduct Data Analysis at the regional and state coop levels, Determine Root Causes and Develop Prioritized Regional Activities. October 30, 2009 – Coops submit Regional Report to DECS.
Timeline and Process Steps for Division of Exceptional Children Services (DECS) (Protocols to be developed.)	<ul style="list-style-type: none"> Based on review of Regional Reports identify list of districts to receive desk audits and on-site visits by November 15, 2009. January 2, 2010 – Notify districts that are receiving desk audit verifications and request student rosters (specifying which student records were used for KCMP purposes). Require districts to submit student records (including those used for KCMP) to DECS no later than January 20, 2010. Begin desk audit reviews no later than February 2, 2010.

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	<ul style="list-style-type: none"> • Notify districts of findings and issue citations for Indicators 11, 12 and 13 no later than February 28, 2010. • March - April 2010 – Notify districts receiving on-site visits exactly 2 weeks prior to the visit date. • Conduct onsite visits by core monitoring team. Team will have dedicated time upon return to office to finalize reports and prepare for division director's review. • On or before April 30, 2009 – Issue written Report of Findings via email to districts. • No later than June 10, 2009 – Corrective action plans (CAPs) are submitted to DECS for approval. <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p><i>Note: This is 30 business days following the district's receipt of monitoring report as specified in 707 KAR 1:380, Section 2.</i></p> </div>
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KCMP Quarter 3	November 1, 2009 – January 30, 2010
KCMP/APR Indicators	1, 2, 4 and 20
Data Source	Indicators 1, 2 and 4 – Section 618 Data (End of Year Report) Indicator 20 – DECS records of timely and accurate submissions
Timeline and Process Steps for Districts	<ul style="list-style-type: none"> • November 1, 2009 – Pre-populated KCMP document and training materials are distributed to districts by KDE. • Districts verify and validate data. Report any inconsistencies or errors to Windy Newton (Windy.Newton@education.ky.gov) with copy to coop director no later than November 30, 2009. • December - District assembles District Review Team (DRT) to: Analyze Data, Determine Root Causes, Prioritize Root Causes and Develop Improvement Activities. • January 15, 2009 – Districts submit completed KCMP document to Special Education Cooperative. <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p><i>In cases where a due date falls on a holiday or weekend, the due date will become the first business day after the established timeline.</i></p> </div>
Timeline and Process Steps for Cooperatives	<ul style="list-style-type: none"> • November - January - Special Education Cooperatives Compile District Level Data, Conduct Data Analysis at the regional and state coop levels, Determine Root Causes and Develop Prioritized Regional Activities. • February 15, 2010 – Coops submit Regional Report to DECS.

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<p>Timeline and Process Steps for Division of Exceptional Children Services (DECS) <i>(Protocols to be developed.)</i></p>	<ul style="list-style-type: none"> • DECS will determine any need for onsite visits relative to these indicators by February 28, 2010. • March - April 2010 – Notify districts receiving on-site visits exactly 2 weeks prior to the visit date. • Conduct visits by core monitoring team. Team will have dedicated time upon return to office to finalize reports and prepare for division director’s review. • On or before April 30, 2010 – Issue written Report of Findings via email • No later than June 10, 2009 – Corrective action plans (CAPs) are submitted to DECS for approval. <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p><i>Note: This is 30 business days following the district’s receipt of monitoring report as specified in 707 KAR 1:380, Section 2.</i></p> </div>
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KCMP Quarter 4	February 1 – March 30, 2010
KCMP/APR Indicators	3 and 8
Data Source	Indicator 3 – Kentucky Performance Reports (KPR), NCLB Reports Indicator 8 – Parent Survey Data
Timeline and Process Steps for Districts	<ul style="list-style-type: none"> • February 1, 2010 – Pre-populated KCMP document and training materials are distributed to districts by KDE. • Districts verify and validate errors. Report any inconsistencies or errors to Coop director by February 15, 2010. Coop directors report any needed corrections to KDE (Windy Newton). • District assembles District Review Team (DRT) to: Analyze Data, Determine Root Causes, Prioritize Root Causes and Develop Improvement Activities. • February 28, 2009 – Districts submit completed KCMP document to Special Education Cooperative.
Timeline and Process Steps for Cooperatives	<ul style="list-style-type: none"> • February - March - Special Education Cooperatives Compile District Level Data, Conduct Data Analysis at the regional and state coop levels, Determine Root Causes and Develop Prioritized Regional Activities. • March 30, 2010 – Coops submit Regional Report to DECS.
Timeline and Process Steps for Division of Exceptional Children Services (DECS) <i>(Protocols to be developed.)</i>	<ul style="list-style-type: none"> • April 2010 DECS will review regional and state data for Indicators 3 and 8, Conduct Root Cause Analysis to review/revise APR Improvement Activities