



EDUCATION		
4420.11 Special Education: Quality Assurance	Effective	01/31/2019
	Replaces	4420.11
	Dated	07/12/2011 01/04/2006

The Arizona Department of Juvenile Corrections (ADJC) Education Division shall be responsible for the implementation and administration of Special Education monitoring and Quality Assurance.

AUTHORITY

Arizona Revised Statutes (A.R.S.)	
41-2804	Duties and Powers of Director

PROCEDURES

1. The **SUPERINTENDENT OF EDUCATION** shall ensure that the Special Education personnel are highly qualified through the following:
 - a. Verification of certification and endorsements; and
 - b. Bi-annual verification of certification and endorsement renewals.
2. The **PEA DESIGNEE** shall recruit and maintain highly qualified Special Education personnel.
3. The **PEA DESIGNEE** shall:
 - a. Conduct annual training at the start of each school year for all special education personnel;
 - b. Include in the training the following to promote professional growth:
 - i. Child Find;
 - ii. Confidentiality;
 - iii. Policy and Procedures for Special Education; and
 - iv. Individuals with Disabilities Education Act (IDEA) updates.
 - c. Ensure the participants' documentation is reported in:
 - i. Training Rosters which are kept in the Education office; and
 - ii. Sign in sheets which are kept in the Education office.
4. The **PEA DESIGNEE** shall ensure that forms are maintained and include:
 - a. All approved Child Find forms:
 - i. 4420.02A Student Study Team;
 - ii. 4420.02B Behavioral Observation in the Classroom;
 - iii. 4420.02C RAC Education History/Child Find Screening;
 - iv. 4420.02D Summary of Classroom Behavior
 - v. 4420.03A Child Find Screening; and
 - vi. 4420.03B Student Interview.
 - b. Special Education Policy and Procedures:
 - i. 4420 Special Education;
 - ii. 4420.01 Special Education: Free Appropriate Public Education (FAPE);
 - iii. 4420.02 Special Education: Child Find;

- iv. 4420.03 Special Education: Initial Evaluation, Reevaluation and Eligibility Determination;
 - v. 4420.04 Special Education: Individualized Education Program (IEP);
 - vi. 4420.05 Special Education: Least Restrictive Environment;
 - vii. 4420.06 Special Education: Procedural Safeguards with Respect to FAPE;
 - viii. 4420.07 Special Education: Confidentiality of Information;
 - ix. 4420.08 Special Education: Discipline;
 - x. 4420.10 Special Education: Graduation; and
 - xi. 4420.11 Special Education: Quality Assurance.
- c. A Log book for designated Special Education personnel sign out of special education files.
5. The **PEA DESIGNEE** shall ensure:
- a. That a 4420.02A Student Study Team referral process is documented and interventions have taken place:
 - i. The **STUDENT STUDY TEAM** shall review and discuss the following:
 - (1) Completed 45-Day 4420.03A Child Find Screening Forms;
 - (2) Classroom Strategies;
 - (3) Behavioral Interventions;
 - (4) Completed 4420.02A Student Study Team referrals; and
 - (5) Completed 4420.03B Student Interviews.
 - b. A list of students who were referred to the student study team is submitted to the PEA designee:
 - i. The **PEA DESIGNEE AND THE SCHOOL PSYCHOLOGIST** shall review and document the following:
 - (1) All referrals to the special education teacher;
 - (2) All strategies and interventions before sending consent to evaluate; and
 - (3) Request a written consent to evaluate to the parent or guardian.
6. At the start of a new education block, the **SPECIAL EDUCATION TEACHER** shall disseminate to all teachers serving special education students a copy of:
- a. Student goals and objectives; and
 - b. Accommodations and modifications based on each student's IEP.
7. The **PEA DESIGNEE** shall ensure that the special education process is audited by the Education Program Administrator each school quarter using five random files at the facility:
- a. **EDUCATION PERSONNEL** shall maintain all documentation in student files;
 - b. The **PEA DESIGNEE** shall ensure that the following information is completed for the audit:
 - i. Utilize the current Arizona Department of Education Secure Care File Review Form to ensure compliance documentation is maintained and up-to-date;
 - ii. Conduct in classroom observations to ensure each student receives special education and/or related services according to the student's IEP;
 - iii. Review transcripts and class schedules to ensure students are receiving classes appropriate to their needs in their IEP;
 - iv. RAC transition documents from the Arizona Career Information System (AzCIS) are in the student's file;
 - v. Review any career and technical surveys the student completed during RAC; and
 - vi. Place documentation of the student's interview in each student's file;
 - c. The **AUDITOR(S)** shall focus on the following in each audit:
 - i. Completed Arizona Department of Education IEP Self-Assessment Student Form;
 - ii. Reevaluation within a three year period;
 - iii. IEP dated less than one year old;
 - iv. Transition goals are appropriate to the student's career choice;
 - v. RAC documentation of AzCIS career inventory and Education and Career Action Plan (E-CAP) portfolio;
 - vi. Quarterly progress reports; and

- vii. Student schedules and transcripts reflecting services according to the IEP.
 - d. Upon completion of the audit, the **AUDITOR(S)** shall submit a written report which includes trends seen in the completed IEP Self-Assessment Student Forms to the Quality Assurance office and the Education Superintendent after each audit.
8. The **EDUCATION SUPERINTENDENT** shall meet with Education Administrators after each audit and discuss the Quality Assurance Quarterly Report.

Signature Date

01/30/2019

Approved by

Original Signature on File

Dr. Kim Eger, Education Superintendent

Signature Date

01/30/2019

Approved by

Original Signature on File

Jeff Hood, Director

Effective Date

01/31/2019