Cyclical Monitoring At-A-Glance
An Overview

Introduction

To provide accountability for its local education agencies (LEAs) and ensure implementation of the Individuals with Disabilities Education Act (IDEA), the Office of Enhancing Student Opportunities (OESO) conducts cyclical monitoring on a three-year cycle. Cyclical monitoring ensures that OESO monitors each LEA to examine LEA compliance with federal and state special education requirements related to its selected priority areas at least once every three years and allows for collection of any monitoring data needed for SPP/APR reporting from each district at least once every three years. Cyclical monitoring can be done through a self-assessment that is verified by OESO or through on-site monitoring activities facilitated or directed by OESO.

Overview

Cyclical monitoring occurs each fall, from August to January. The selection of LEAs identified for cyclical monitoring in a specific year is referred to as a cohort. Each LEA cohort is notified of the upcoming monitoring activities and OESO holds a training annually for LEAs selected for cyclical monitoring. OESO seeks to notify each LEA that will be monitored at least 30 days prior to the scheduled monitoring activities. The notification includes the areas that will be monitored, the timeline of monitoring activities, and how to access OESO supports.

Specific monitoring activities, whether district-led or OESO-directed, may include file reviews, policy and procedure reviews, classroom observations, staff interviews, and focus groups. Cyclical monitoring activities and areas are determined and organized for each LEA based on their data, the Annual LEA Risk Assessment, and state priorities.

In preparation for notifying LEAs of their monitoring activities, OESO uses the LEA Risk Assessment and other data to determine:

- Which of the six priority areas will be the focus of cyclical monitoring activities? Priority areas include: Least Restrictive Environment (LRE), Individualized Education Program (IEP), Free Appropriate Public Education (FAPE), Discipline, Secondary Transition, and an OESO-determined emerging or emergency priority area.
- How many and which priority areas OESO or the LEA is required to complete as a part of cyclical monitoring. This information is differentiated based on each LEA's data.
- Whether cyclical monitoring will be on-site and directed by OESO or a district-led self-assessment that is reviewed and validated by OESO.
- Which monitoring activities (e.g., self-assessment, on-site review, interviews, observations) will be required and which may be optional.
- The number of validation checks OESO will conduct on self-assessment results.

OESO reserves the right to direct and require any LEA to complete specific activities, activities focused on specific student groups, or activities focused on specific students as part of monitoring activities. Based on the results of the self-assessment, OESO may determine that additional reviews by the state are needed, including reviews conducted through desk audits or on-site monitoring.

Need Support?

Additional information about these processes is available in the *Oregon Special Education General Supervision Framework*. Your District Support Specialist is also available to provide support as needed throughout this process.