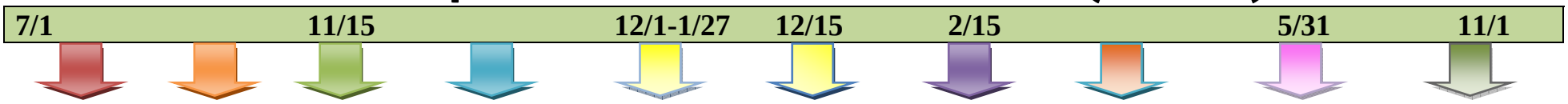
Procedural Compliance Self-Assessment (PCSA) Timeline



Create Samples

- LEAs appoint a PCSA ad hoc committee, which includes parent(s).
- LEAs engage in training about the PCSA.
- LEAs begin PCSA sampling and evaluation. **(Appendix C & D)**

Conduct Self-Assessment

- LEAs conduct the PCSA using the Standards & Directions. **(Appendix F)**
- Parent(s) on the ad hoc committee do not review student records.
- LEAs document compliance of student records on the appropriate Recording Form. **(Appendix E)**

Enter Self-Assessment Results

LEAs must:
- Complete the PCSA online Report and Corrective Action Plan; and
- Upload PCSA Evaluation, IEP, and Discipline Recording Forms **(Special Education Web Portal)** by **November 15**.

Correction of Noncompliance Begins

- LEAs begin correction of student-level noncompliance as soon as possible. Required student-level noncompliance corrective actions are listed in the Standards and Directions. **(Appendix F)**
- LEAs begin activities to ensure current compliance and review and revise internal systems of control.
- LEAs must make corrections and demonstrate current compliance with all previously noncompliant items.

Validation Activities

- DPI validates a ***select number*** of LEAs to ensure accurate data reporting.
- DPI staff notifies LEAs selected for validation and schedules an onsite visit.
- After the visit, DPI sends LEAs a validation report summarizing the findings.
- The report may redirect LEAs to create a new sample, reassesses the student records in question, update and resubmit the PCSA Report and Corrective Action Plan, upload new Recording Forms, and submit an additional assurance form (**PI-3202-VEA**) within 30 days of the validation report.

Notifications

DPI notifies LEAs of:
- Findings of noncompliance and directs correction of noncompliance (***Step 1***).
- The requirements for current compliance verification (***Step 2***).
- The one-year timeline, which begins with the notification.

Submit Assurances

LEAs must submit form (**PI-3202 assurance**) that documents correction of student-level noncompliance and a system of internal controls to DPI by **February 15**.

Verification Activities Begin

- Verification consists of two steps and may be conducted onsite or through a desk audit.
- ***Step 1***: Ensuring student-level noncompliance has been corrected. DPI randomly selects student names from the Self-Assessment recording forms and examines the records. If all records are not corrected, DPI provides technical assistance, requires correction, and verifies compliance.
- ***Step 2***: Ensuring LEAs are in current compliance with requirements through a new sample of student records. DPI randomly selects pupil records created after the agency completes its corrective action activities. If all records are not corrected, DPI provides technical assistance, requires, correction, and requests a second sample to verify compliance.
- Verification activities continue until LEAs are able to demonstrate 100% compliance.

Submit Current Compliance List

- For each item in which noncompliance was identified, LEAs develop a list of students from **February 15 to May 15** for use in ***Step 2*** verification activities.
- LEAs send the above lists to DPI by **May 31**.
- DPI randomly selects sample from list.

Verification Activities Completed

- **Within one year** of notifying the LEAs of noncompliance, DPI verifies all LEAs have corrected any identified noncompliance, and are currently in compliance with regulatory requirements.
- DPI notifies LEAs when it determines that all student-level noncompliance is corrected and LEAs are in current compliance with regulatory requirements.