

BACKLOG REDUCTION PLAN STATUS REPORT

3/28/2008

Plan Area	Plan Ref	Activity	Deadline	Primary Owner	Deliverable	Status
Create Dashboard	I.	Initiate Klemm Contract	1/15/2008	Richard Nyankori	Signed Contract	Contract initiated 1/17/08
Create Dashboard	I. A	Create initial set of student-level dashboards for Charter and Non-public schools	3/7/2008	KAG	Initial set of student-level dashboards (OSSE)	In progress; DCPS working with OCTO to create platform for dashboards
Create Dashboard	I.A	Train Disposition specialists in closure protocols	3/21/2007	KAG	Training Agenda/Attendance/Post-Training Survey	Complete. This informal training gave background on B/J as well as what would be expected of them. Follow-up check in meetings with DCPS SERT and KAG often address proper methods of implementation or closure as well. An additional training on implementation will be held 3/31.
Create Dashboard	I.A	Create initial set of student-level dashboards for DCPS schools	1/11/2008	KAG	Initial set of student-level dashboards (DCPS)	Partially complete. An initial set of dashboards was presented to SECs during their training. It contained all actions up until the start of the year. Since then, the SECs have not received a consistent type of dashboard.
Create Dashboard	I.A	Train SECs and SECSs in closure protocols	1/15/2008	KAG	Training Agenda/Attendance/Post-Training Survey	Complete. SECs were trained in early January
Create Dashboard	I.A	DCPS schools begin receiving weekly updated dashboards	2/4/2008	KAG	Weekly updated dashboards/ Confirmation Emails	Incomplete. Target date of May 1 to start dashboard distribution. DCPS is working with OCTO to get the dashboard structure operational. Dashboards will be simplified so as to not replicate the future SEDS program.

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Create Dashboard	I.A	OSSE develop a system/policy for interacting directly with all charters and non-public schools to close HODs/SAs	5/2/2008	OSSE SERT	Policy statement	Incomplete. Still slated for May.
Create Dashboard	I.A	Create Interim Tracking System	1/4/2008	KAG	Functional Access database	Complete. The interim tracking system however is based on Excel spreadsheets. These will be entered into an OCTO database.
Update Dashboard	I.B	Start Bi-Weekly progress meetings with SECSs and CSs	2/18/2008	Phyllis Harris	Sign-in Sheets/Agendas/Meeting Notes	In progress. Bi-weekly progress meetings are scheduled between SERT and OSE.
Update Dashboard	I.B	Start 30-minute conference calls with cluster instructional superintendents	2/29/2008	Phyllis Harris	Agendas/Meeting Notes	Incomplete. Meetings held with instructional superintendents; time for calls need to be scheduled in conjunction with OSE.
Update Dashboard	I.B	Establish final documentation guidelines and protocols for satisfaction of HOD/SA provisions	4/1/2008	DCPS/OSSE SERT	Final protocols and guidelines	Incomplete. KAG and DCPS are starting to discuss this but will need more input from the parties to ensure we are moving in the proper direction.
Complaint Resolution	I.C	Create rapid response team	2/1/2008	DCPS SERT	Response team roster and guidelines for usage	Incomplete. The parameters of the team will still need to be set based upon identified needs. As we analyze data to determine what needs to be ironed out, the formulation of this team will become more clear.
Complaint Resolution	I.D	KAG will receive due process complaints for immediate KAG action or assignment to OGC/OAG attorneys.	2/1/2008	KAG	100% of incoming complaints are triaged	Complete. KAG has been receiving all complaints regularly since before the backlog reduction plan.
Complaint Resolution	I.E	Establish broad guidelines for all payments made by KAG and an approval process for payments exceeding \$5K	2/4/2008	DCPS SERT	Payment guidelines	Incomplete. Thus far, KAG has made no payments exceeding \$5K and we have adhered to the broad guideline of a \$5000 cap.

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Outstanding Jones IBL	I.G	KAG will review and report on action required by the HODs remaining in the Jones IBL and the barriers to implementation	1/30/2008	KAG	Report on outstanding Jones IBL cases	Partially Complete. KAG made an initial review of the IBL, which plaintiffs did not think was extensive enough as it did not address barriers to implementation. As disposition specialists work further on these cases, another report will be made.
Outstanding Jones IBL	I.G	Begin intensive effort to clear Jones IBL	2/4/2008	KAG	Reports on IBL closure	Complete. Efforts have begun in earnest. Nine disposition specialists have taken the remaining 66 cases and are following through on them currently.
Outstanding Jones IBL	I.G	Jones IBL fully eliminated	6/6/2008	KAG	Final Jones IBL Closure Report	Incomplete but on schedule.
Legal Access Folders	II.A	Policy on LAF transport, organization, and management complete	3/1/2008	DCPS/OSSE SERT	Approved Policy	Partially complete. DCPS has created a first draft. OSSE and DCPS will work together to issue joint policy.
Legal Access Folders	II.A	Determination of FileNet feasibility	3/3/2008	Richard Nyankori	Feasibility statement	Complete. FileNet was considered but determined to be unnecessary at this time in light of the new SEDS system.
Legal Access Folders	II.A	LAF audit complete	5/1/2008	KAG	LAF Audit Report	Incomplete. Next step will be to create parameters of the audit and then assemble a team to complete the audit.
Legal Access Folders	II.A	DCPS begins implementation of LAF policy	9/26/2008	DCPS SERT	Monitoring reports	Incomplete but on schedule.
Legal Access Folders	II.A	DCPS is fully compliant with LAF policy	6/1/2009	DCPS SERT	Internal audit report from DCPS Deputy Chief of Staff for Accountability	Incomplete but on schedule.

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Policy Revisions	II.B	Suspension of Directive No. 530.6	1/15/2008	DCPS and OGC	Issue notice of suspension	Complete. Policy drafted and distributed for those involved in backlog reduction.
Policy Revisions	II.B	DCPS to issue updated directive establishing pay rates for independent evaluations	5/1/2008	DCPS SERT	Approved directive	In progress. Draft policy complete with an evaluation of current pay rates for independent assessments.
Policy Revisions	II.C	Phase out MDT terminology	3/4/2008	DCPS SERT		In progress. Policy drafted and sent to Office of Special Education.
Policy Revisions	II.C	Rewrite forms that contain MDT terminology	4/4/2008	DCPS SERT	Revised IEP forms	Incomplete.
Policy Revisions	II.C	Issue guidance on IEP Team Meeting composition	4/7/2008	DCPS/OSSE SERT	Guidance document	In progress. Draft ready for review.
Policy Revisions	II.C	Complete training of necessary staff on IEP Team meeting guidance	6/6/2008	DCPS/OSSE SERT	Training/Post Training Survey	Incomplete but in progress. DCPS is currently exploring types of training, including online modules.
Policy Revisions	II.D	Suspend current non-BJ comp. ed. Policy and implement "fact-based" approach pilot	2/1/2008	DCPS/OSSE SERT	Monitor Compensatory Education "Fact-Based" Pilot	Incomplete. There has not been a clear directive suspending previous comp ed policy. Yet the new policy is drafted and will be ready for implementation as soon as formal suspension occurs.
Policy Revisions	II.D	DCPS and OSSE will develop a policy for awarding compensatory education	3/7/2008	DCPS/OSSE SERT	Approved policy	In progress. Policy was drafted by DCPS, has input from class counsel and OSSE. Will meet to finalize policy and then submit policy to special education bar for comment.
Policy Revisions	II.D	Develop and promulgate a policy for DCPS and Charter schools for comp. ed.	5/9/2008	DCPS/OSSE SERT	Policy Statement	In progress. Draft policy reviewed by plaintiffs and DCPS. Will be circulated to OSSE and charter schools for comment.
Policy Revisions	II.D	Train necessary staff in new comp. ed. Policy	7/9/2008	DCPS/OSSE SERT	Training/Post Training Survey	Incomplete but in progress. DCPS is currently exploring types of training, including online modules.

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Policy Revisions	II.E	Issue "immediate receipt" of services policy	3/14/2008	DCPS/OSSE SERT	Approved policy	In progress. Internal draft complete and will be circulated for comment.
Policy Revisions	II.F	Ensure copies of assessments and evaluations are provided to parents or attorney 7 days before scheduled meeting	1/15/2008	DCPS/OSSE SERT		In progress. Draft is ready for review. This will be circulated to class counsel.
Policy Revisions	II.F	Complete impact analysis of changing current timeline policy to <i>Mills</i> standards	2/18/2008	KAG	Timeline Impact Report	Complete. DCPS finished Impact analysis and will formulate incentive structures for schools to meet the <i>Mills</i> timeline.
Policy Revisions	II.F	Issue revised Referral-Evaluation-IEP timeline policy	8/11/2008	OSSE SERT	Approved policy	Incomplete.
Related Service Capacity	III	Issue report on related service provider and evaluator capacity	5/16/2008	Contractor	Related Service Provider Capacity Report	In progress. DCPS SERT creating a draft services plan and will incorporate comments from plaintiffs counsel and evaluation team
Related Service Capacity	III	Implement recommendations generated from related service provider capacity report	1/5/2009	DCPS/OSSE SERT	Status report on related service provider report recommendations	Incomplete.
Sped Bar/ DCASE	IV.A	Determine long-term agenda and meeting schedule with DCASE	1/30/2008	Plan Executives		Incomplete. Regular meetings have been held with DCASE to discuss various aspects of their work but a
Sped Bar/ DCASE	IV.A	Attend by invitation SPED Bar monthly roundtables	1/30/2008	Plan Executives		In progress. Letters and communications have been sent to roundtable but have not attended a meeting yet.
Sped Bar/ DCASE	IV.C	Set up OSSE and DCPS hotlines for Sped. Bar	1/15/2008	Plan Executives	Send email with contact info and expectations for use	A hotline has been set up with a DCPS SERT member responding to attorney inquiries.
Reporting/ Monitoring		Backlog Reduction Plan status meeting	7/1/2008	DCPS/OSSE SERT		Incomplete.
Reporting/ Monitoring		Begin generating internal monitoring reports	2/5/2009	KAG		In progress. Some reports are created but on a sporadic basis.