

Albuquerque Public Schools  
Office of Innovation and School Choice

Health Leadership  
Fall Site Visits 2022-23

<b>Academic Performance</b>	
	<b>Student Achievement</b> 1) What analysis did you conduct of your proficiency results? a) Examples: Graphs/analysis/written communication to staff. 2) What immediate changes did you implement after this analysis? a) EXEMPLAR - Staff Documents 3) Complete student proficiency projections by subject and sub-group in google document.
<i>For Spring Site Visit</i>	<b>Student Growth</b> 1) What analysis did you conduct of your lowest performing students a) Examples: Graphs/analysis/written communication to staff. 2) What analysis did you conduct of your Highest performing students a) Examples: Graphs/analysis/written communication to staff. 3) What analysis have you done in comparing your student performance to other schools/districts/state? a) What were your key takeaways?
	<b>Mission Specific Goals</b> 1) Provide goal statements for your current two mission specific goals. a) <i>If you don't have or know your two mission specific goals, go to step 3.</i> 2) Provide any data from the last school-year (ex. Graph/Analysis). a) If no new data is available from spring site visit, use the same data/graph 3) Provide any new mission specific goals or revisions to your current goals.
	<b>Evidence of Knowledge Gained</b> 1) What are the top 3 data indicators of academic success to your school? a) Example: Short Cycle Assessments/Units of Inquiry 2) What are the top 3 data indicators that demonstrate the successful implementation of your mission?
	<b>Strategic Planning</b> 1) What strategic changes did you make as a result of your student achievement results? 2) What specific adult behavior changes are you focusing on for improvement in academic achievement? 3) What strategic changes have you made to the implementation of the core mission of your school throughout all academics?
<i>For Spring Site Visit</i>	<b>Strategic Planning</b> 1) What strategic changes did you make as a result of your student achievement results from the fall semester? 2) What specific adult behavior changes are you focusing on for improvement in academic achievement from the fall semester? 3) After comparing your student performance to other schools/districts/state, what changes did you make?

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<i>For High Schools Only</i>	<b>Graduation</b> 1) What analysis did you conduct of your graduation rates? a) Examples: Graphs/analysis/written communication to staff. 2) What strategic changes did you make as a result of your analysis? 3) Complete graduation projections by school and sub-group in google document.
<i>For High Schools Only For Spring Site Visit</i>	<b>Graduation</b> 1) What analysis have you conducted to ensure students are on track to graduation? a) Examples: Graphs/analysis/written communication to staff. 2) What measurements of post-secondary success do you use? a) If you currently do not measure this, what are some data indicators that you could collect?
<b>Educational Plan</b>	
<i>For Spring Site Visit</i>	<b>Mission of the School</b> 1) Review the original education program and mission that was proposed. 2) What changes do you need to make to realign to the mission or what changes need to be made to demonstrate the current/future mission of the school?
	<b>Attendance</b> 1) Describe highlights of your school attendance plan submitted to PED? 2) How will this plan improve attendance?
<i>For Spring Site Visit</i>	<b>Multi-Tiered Layered System of Supports (MLSS)</b> 1) Describe highlights of your school MLSS plan submitted to PED? 2) How will this plan improve academic achievement?
	<b>Social/Emotional Support of Students</b> 1) Describe how you have supported students' social/emotional needs. 2) How has your support changed over the past 3 years? 3) What is the future of social/emotional support of students?
<i>For Spring Site Visit</i>	<b>Discipline Policies and Practices</b> 1) Describe or Provide a copy of the data that you used to analyze discipline. 2) Describe any changes you have made to your discipline policy or practice as a result of analyzing that data.
<i>For Spring Site Visit</i>	<b>Controversial Issues</b> <b>1) Provide a copy of your instruction of controversial issues policy</b>
<i>For Spring Site Visit</i>	<b>English Learners</b> 1) Describe how you have supported English Learners. 2) Updated Protocol for the Spring
<b>Governing Council - For the following items please provide the information in the Google Document, located on the Google Drive titled "Governing Council Information."</b>	
	<b>Bylaws/Policies</b>
	<b>Membership/Regular Meetings</b>
	<b>Training</b>
	<b>Oversight of School Management</b>
<b>Employees</b>	

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<i>For Spring Site Visit</i>	<b>Licensure</b> <ul style="list-style-type: none"> <li>Will be measured through STARS Report</li> </ul>
<i>For Spring Site Visit</i>	<b>Employee Rights</b> <ul style="list-style-type: none"> <li>Provide a link to your employee handbook.</li> </ul>
<i>For Spring Site Visit</i>	<b>Background Checks</b> <ul style="list-style-type: none"> <li>Provide your Background Check Policy</li> </ul>
	<b>Professional Development Plan</b> <ul style="list-style-type: none"> <li>Describe your professional development plan for teachers, staff, and school leaders.</li> <li>Describe how this is aligned to your analysis of student achievement.</li> <li>What changes, if any, have you made to teacher/staff evaluation?</li> </ul>
<b>Operations</b>	
<i>For Spring Site Visit</i>	<b>Lottery Processes</b> Provide links/documents of any marketing material used for recruiting, any marketing videos used for recruiting, lottery application, and school enrollment.
<i>For Spring Site Visit</i>	<b>Facilities</b> <ul style="list-style-type: none"> <li>Provide an update on your facility. (ex. Renovating an area, upgrades, improvements, or expansion)</li> </ul>
<i>For Spring Site Visit</i>	<b>Safe School Plan</b> <ul style="list-style-type: none"> <li>Will be measured as schools turn in their site safety plan on December 4.</li> </ul>
<i>For Spring Site Visit</i>	<b>Transparency</b> <ul style="list-style-type: none"> <li>Provide a link to the sunshine portal on your website.</li> <li>Provide a link to the 2019-20 performance framework on your website.</li> </ul>
<i>For Spring Site Visit</i>	<b>Education Technology Plan</b> <ul style="list-style-type: none"> <li>Describe your education technology plan to support student learning.</li> </ul>

	Meets
	Working to Meet
	Does Not Meet

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Charter School Name: Health Leadership

Date of Site Visit: October 5, 2022

	Meets
	Working to meet
	Does not meet

### Financial Performance

This portion will contain data calculated by Charter School Business Manager

1. Current Ratios - Measures the school's ability to pay its debt as they come due. Ratio should be greater than 1:1 and not less than or equal to 0.9
2. Liquidity - Measures the school's ability to pay its obligations over the next 12 months. School should have at least 1 month and not less than .5 months
3. Total Margin - Measures the deficit or surplus a school yields out of its total revenues. Three year should be positive and most recent year is positive
4. Special Education Maintenance Of Effort (MOE) - School YTD expenditures must be equal to or greater than previous year or meet one of the three allowable exceptions

### Financial Compliance

	<b>Audit Findings</b> <ul style="list-style-type: none"><li>• Upload current approved Correction Action Plan 2020-21 CAP. Update to include artifacts of the implementation of the CAP<ul style="list-style-type: none"><li>○ Example: Updated Internal control policies and procedures</li></ul></li><li>• Is number of audit finding 2 or less – Yes, 1 audit finding</li><li>• Have repeat audit findings been cleared from previous year - Yes</li><li>• Are there any significant deficiencies or material weakness audit findings - No</li></ul>
	<b>Chief Procurement Officer Compliance</b> <ul style="list-style-type: none"><li>• Carolina Quinones-Suarez, license expires May 5, 2024<ul style="list-style-type: none"><li>○ Is CPO registered with NM General Services Department - Yes</li></ul></li></ul>
	<b>Business Official License</b> <ul style="list-style-type: none"><li>• Jolene Jaramillo, license expires June 30, 2027</li></ul>
	<b>Audit and Finance Committee</b> <ul style="list-style-type: none"><li>• Audit committee –<ul style="list-style-type: none"><li>○ Two members of GC – GRamirez, KLopez-Busnell</li><li>○ One parent – RSandoval, Sr.</li><li>○ One volunteer with financial expertise - WGalindo</li></ul></li><li>• Finance committee – at least two members of the GC – GRamirez, ARankin</li></ul>
	<b>Financial Reports posted on Website-</b> <ul style="list-style-type: none"><li>• Charter School Business Manager to review independently:<ul style="list-style-type: none"><li>○ Link to Sunshine portal present - Yes</li></ul></li></ul>

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	<ul style="list-style-type: none"> <li>○ Governing Council minutes from most recent GC meeting posted – Yes, September draft minutes</li> <li>○ Financial Reports presented to GC posted on website – Yes</li> <li>○ BARS have been approved by GC and noted in minutes – Yes</li> <li>○ Disbursements have been approved by GC and noted in minutes - Yes</li> </ul>
	<b>Special Ed Maintenance of Effort-</b> <ul style="list-style-type: none"> <li>• Is school on target for FYE compliance?</li> </ul>

**Financial Audit**

	<b>Bank Reconciliation</b> <ul style="list-style-type: none"> <li>• Upload August 2022 approved bank reconciliation and balance sheet <ul style="list-style-type: none"> <li>○ Verify Bank Reconciliation and Balance Sheet</li> <li>○ Are outstanding items on bank reconciliation stale dated per school policy or one year? None noted</li> <li>○ Are bank reconciliations being reviewed and approved by independent person? Yes they are being reviewed by Charter Leader</li> </ul> </li> </ul>
	<b>Federal Funds</b> <ul style="list-style-type: none"> <li>• Upload detailed list of expenditures for funds <b>24308</b> and <b>24330</b> <ul style="list-style-type: none"> <li>○ Have RfR's for each fund been submitted - Yes</li> <li>○ What is % expended life to date – 24308 92%, 24330 8%</li> <li>○ What has been purchased with funding – List provided</li> <li>○ Percentage of 20% evidence based funding for 24330 expended to date – 0%</li> </ul> </li> </ul>
	<b>Purchase Orders</b> <ul style="list-style-type: none"> <li>• Upload Purchase order report. Random samples will be chosen a week prior to site visit <ul style="list-style-type: none"> <li>○ Upload accounts payable packet that includes PO, Invoice, and check prior to site visit – Reviewed Phare LLC, Amazon, and P-Card purchases</li> </ul> </li> </ul>
	<b>Payroll Reports</b> <ul style="list-style-type: none"> <li>• Upload reports that correspond to August 2022 bank reconciliation for verification of date of submission and amounts <ul style="list-style-type: none"> <li>○ CRS-1 report due 25<sup>th</sup> of the following month – Paid 8/11/22</li> <li>○ Educational Retirement Board (ERB) due 15<sup>th</sup> of each month – Paid 8/15/22</li> <li>○ Retiree Health Care (RHC) due 10<sup>th</sup> of each month – Paid 8/9/22</li> <li>○ New Mexico Public School Insurance Authority (NMPSIA) due 10<sup>th</sup> of each month – Paid 8/9/22</li> </ul> </li> </ul>
	<b>Cash Receipts</b> <ul style="list-style-type: none"> <li>• Cash receipt journal from accounting system (to date of upload) <ul style="list-style-type: none"> <li>○ Cash receipt, bank deposit receipt, and corresponding bank statement – Reviewed deposits on 7/12/22, 7/27/22, and 8/4/22</li> <li>○ Are deposits being made within 24 hours of receipt - Yes</li> </ul> </li> </ul>
	<b>Journal Entries</b> <ul style="list-style-type: none"> <li>• JE's and supporting documentation for the month of August 2022 <ul style="list-style-type: none"> <li>○ Are JE's being approved by second party – Yes Charter Leader is reviewing and approving</li> </ul> </li> </ul>

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**Special Education Review**

0-59% - Does not Meet

60-79% - Working to Meet

80-100% - Meets

<b>1. Processes and Accountability</b>	<i>This section will be reviewed in the spring 2023</i>
<b>2. IEP Compliance</b>	Total points= 24.5 / 28.0 = 88%
<b>3. Transition Compliance</b>	Total points= 17.0 / 18.0 = 94%
<b>4. Evaluation Compliance</b>	Total points= 18.5 / 20.0 = 93%

**Health Leadership High School has no pending previously identified concerns.**

**Current site visit - Fall 2022**

Reviewer: **Patricia Espinoza** Date: **11/14/22**  
Grades: **9th-12th** Total Enrollment: **0** SWD: **41** GI: **0**  
Sp. Ed. Providers: **4-SE Teachers, 2-SW**  
Contracted: **1-SLP, 1-OT, 1-Diag.**

**1. Processes and Accountability - *This section will be reviewed during the Spring site visit.***

*\*See links to state and federal regulations for additional guidance.*

**20 points**

**1.a. The school has Special Education Policies and procedures that address implementation of IDEA and New Mexico Special Education Rules** - Each New Mexico public agency, within the scope of its authority, shall develop and implement appropriate policies, procedures, programs and services to ensure that all children with disabilities who reside within the agency's educational jurisdiction, ... are identified and evaluation and have access to a free appropriate public education (FAPE) in compliance with all applicable requirements of state and federal laws and regulations. If the public charter school is an LEA, that charter school is responsible for ensuring that the requirements are met 6.31.2.9(A), 6.31.2.11(I)(3)

**The school has a policy that states their provision of a free appropriate public education for all students with disabilities - 2 points**

**1.b. The school has a written process that documents how they complete annual IEPs - 2 points**

**1.c. The school has a written process that documents how they complete Tri-annual Re-evaluations. - 2 points**

**1.d. The school has an updated roster for Students with disabilities. Including: name, state ID, grade, Eligibility(ies), last IEP date and last Evaluation date - 3 points**

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**1.e. The School has Discipline plan that outlines implementation of school wide discipline policy for Students with Disabilities. Discipline policy includes specific provisions for students with disabilities and plan for the school to utilize IEP in discipline of students with disabilities – 3 points**

**1.f. School has a plan for the provision of an Alternative Education Setting (AES) and a written manifestation process.** A removal of a child with a disability from the child's current educational placement is a change of placement if: The removal is for more than 10 school days in a row; or The child has been subjected to a series of removals that constitute a pattern (34 CFR §300.536) – **3 points**

**1.g. The school has a written document explaining their continuum of services.** The school shall ensure that a continuum of alternative placements is available to meet the needs of children with disabilities for special education and related services. 34 C.F.R. 300.115(a) – **3 points**

**1.h. Special Education Coordinator Training Attendance – APS sponsored – Each item - .25 points**

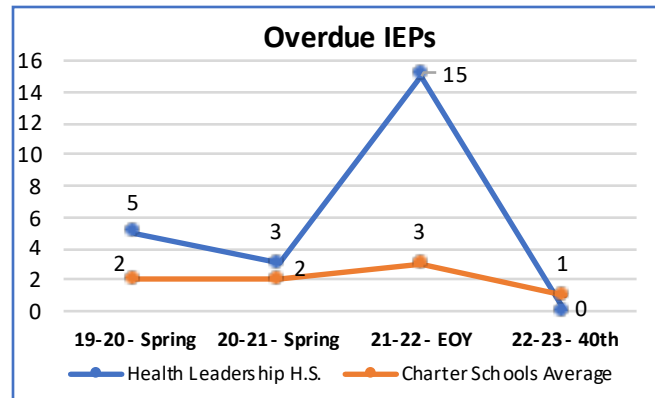
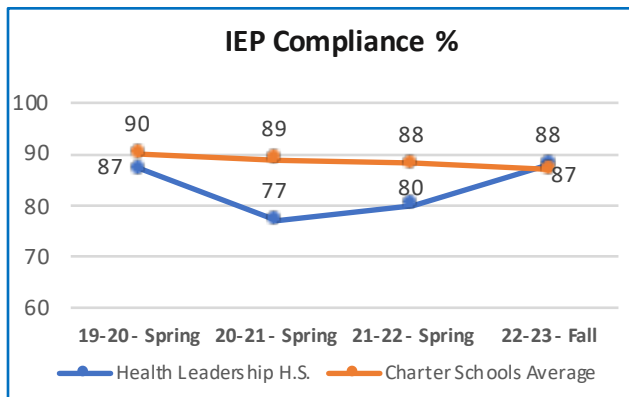
**1.i. Special education caseloads are balanced and with a licensed special education teacher per STARS report. Caseload waivers are appropriate for school size – Each reporting period - .33 points**

**1. Processes and Accountability**

*This section will be reviewed in the spring 2023*

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## 2. IEP Compliance

The following parts of the IEP reviewed are in compliance.

*\*See links to state and federal regulations for additional guidance.*

**32 - 50 possible points\***

Two IEPs reviewed

*\*Points will be adjusted to reflect all areas reviewed.*

**2.a. The IEPs reviewed are current per STARS report.** An IEP Team meeting must be held to review the child's IEP periodically, but not less than annually, to determine whether the annual goals for the child are being achieved. (34 C.F.R. § 300.324(b)(1)(i)). - Each reporting period - 2 points, 1-2-overdue IEPs= 1 point; 3+ overdue IEPs= 0

40th YES                      80th                         120th   

Total points= 2 / 2

No Overdue IEPs for 40th day.

**2.b. PLPs-Present levels of performance- Includes scores, data and narratives.** Must include all related services. The IEP shall include a statement of the child's present levels of academic achievement and functional performance. 34 CFR 300.320(a)(1) -

**Must meet all requirements per IEP - Each IEP - 2 points**

Total points= 4 / 4

IEP #1 - Incomplete present levels, missing information related to student's chronic absenteeism, what is the school doing to support this need. (1.5 points)

**2.c. Goals- Must be measurable.** Must include all related services. An IEP shall include both academic and functional goals. The IEP shall include a statement of measurable annual goals, including academic and functional goals. 34 C.F.R. § 300.320(a)(3) and 71 Fed. Reg. 46662 (August 14, 2006) -

**Must meet all requirements per IEP - Each IEP - 2 points**

Total points= 4 / 4

**2.d. PTGs-Goals must include measurable progress towards goals.** The IEP shall include a description of how the child's progress toward meeting the annual goals will be measured; and when periodic reports on the progress the child is making toward meeting the annual goals (such as through the use of quarterly or other periodic reports, concurrent with the issuance of report cards) will be provided to the parent. (34 C.F.R. § 300.320(a)(2)(ii))

**Must meet all requirements per IEP - Each IEP - 2 points**

Total points= 0 / 2

IEP #1 - N/A - Newly enrolled student, IEP #2 - PTGs are missing (0 points)



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<b>2.e. Service Schedule- Accurately reflects beginning date, frequency, duration and location of services, including related services.</b> The IEP shall include a statement of the special education and related services to be provided to the child, or on behalf of the child. (34 C.F.R. § 300.39(b)(3)) <b>Must meet all requirements per IEP – Each IEP – 2 points</b>	<b>Total points= 4 / 4</b>
<b>2.f. LRE- data based and reflects how the student is placed within the continuum of service. The Least Restrictive Environment</b> section of the IEP provides the necessary documentation that the IEP Team determined placement in the least restrictive environment according to the IDEA requirements and this procedural directive. (20 U.S.C. §1412(a)(5)(A); also, 34 C.F.R. §300.114(a)(2)) <b>Must meet all requirements per IEP – Each IEP – 1 point</b>	<b>Total points= 2 / 2</b>
<b>2.g. PWN- Prior Written Notice - Records all proposals by school and parents- documents what was discussed including the continuum of services.</b> Special education and related services are included in a child's FAPE; and therefore, a proposal to revise a child's IEP, which typically involves a change to the type, amount, or location of the special education and related services being provided to a child, would trigger requirements to provide prior written notice. (34 CFR § 300.503) <b>Must meet all requirements per IEP – Each IEP – 2 points</b> <b>IEP #2 - PWN is missing a description of the special education services to be provided (1.5 points)</b>	<b>Total points= 4 / 4</b>
<b>2.h. IEP Team Participants-</b> The IEP Team Meeting Participants signature page of the IEP shall reflect the members of the IEP Team who were present and participated in the IEP Team meeting, and shall further provide the necessary documentation that the IEP Team meeting was duly constituted. The names of the IEP Team meeting participants shall be typed as well as their participation reflected by their signature. (34 C.F.R. § 300.321(a)) <b>Must meet all requirements per IEP – Each IEP – 1 point</b> <b>IEP #2 - Signature page is incomplete, missing signature of the DVR representative (.5 points)</b>	<b>Total points= 2 / 2</b>
<b>2.i. Parent Involvement:</b> Schools shall afford parents of a child with a disability an opportunity to participate in meetings with respect to the identification, evaluation, and educational placement of the child and the provision of FAPE to the child. (34 C.F.R. § 300.501(b)(1)) <b>Must meet all requirements per IEP – Each IEP – 1 point</b> <b>IEP #2 - N/A - Adult student</b>	<b>Total points= 1 / 1</b>
<b>2.j. Parent notification:</b> The steps Schools shall take to ensure parent participation in EDT and/or IEP Team meetings shall include notifying parents of the meeting early enough to ensure that they will have an opportunity to attend and scheduling the meeting at a mutually agreed on time and place. (34 C.F.R. § 300.322(a)) <b>Must meet all requirements per IEP – Each IEP – 1 points</b> <b>IEP #2 - N/A - Adult student</b>	<b>Total points= 1 / 1</b>

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*The following items will be reviewed only for IEPs that include data indicating these items should be addressed by the IEP team.*

*Total points will be adjusted accordingly.*

**2.k. Testing Accommodations** – A statement of accommodations necessary to measure the academic achievement and functional performance of the child on state and districtwide assessment. 34 CFR 300.320(a)(6)(i)

**Must meet all requirements per IEP – Each IEP – 1 point**

**Total points= 2 / 2**

**2.l. FBA/BIP if appropriate-** The IEP team must, in the case of a child whose behavior impedes the child's learning or that of others, consider the use of positive behavioral interventions and supports, and other strategies, to address that behavior. Including conducting Functional Behavior Assessments (FBAs) and integration of Behavioral Intervention Plans (BIPs) into the IEPs. 34 CFR 300.324(a)(2)(i), (6.31.2.11(F) (1) NMAC)

**Alternate Assessment** – If the IEP team determines that a child must take an alternate assessment, the IEP must contain a statement of why the child cannot participate in the regular assessment and why the particular alternate assessment selected is appropriate for the child. 34 CFR 300.320(a)(6)(ii). Alternate Assessment must be included in the IEP.

**ESY - The school has ESY eligibility data recorded for every student receiving Extended School Year services.**

ESY services may be provided only if a child's IEP Team determines, on an individual basis, that the services are necessary for the provision of FAPE to the child. (34 C.F.R. § 300.106(a)(1-2))

**Each item per IEP – 1 point**

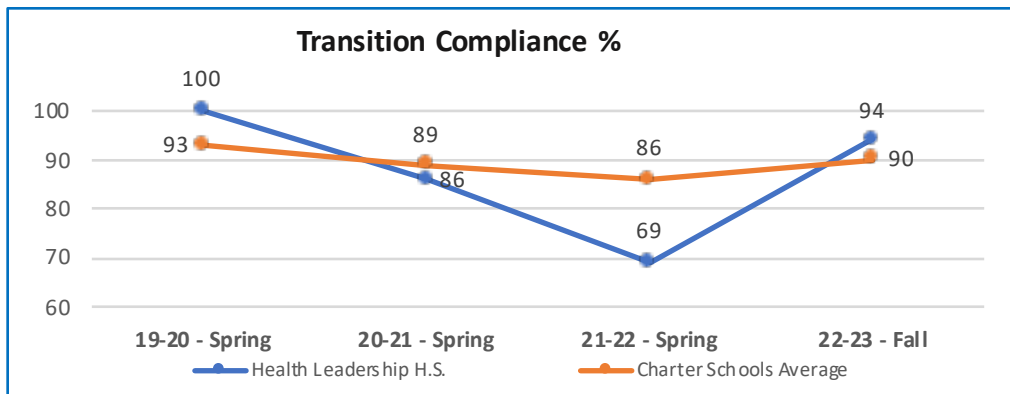
**Total points= 0 / 0**

**2. IEP Compliance**

**Total points= 24.5 / 28 Points**

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### 3. Transition Compliance

**The transition plans for students with disabilities (age 14+) are in compliance with Indicator 13.**

*\*See links to state and federal regulations for additional guidance.*

**10 - 30 possible points\***

Two Transition IEPs reviewed.

*\*Points will be adjusted to reflect all areas reviewed.*

**3.a. Measurable post-secondary goals:** The IEP must include appropriate measurable post-secondary goals based upon age-appropriate transition assessments related to Training, Education, Employment, and **where appropriate**, independent living skills. (34 C.F.R. § 300.320(b) (1); 6.31.2.11(G) (3) (a) NMAC

**Must meet all requirements per IEP – Each IEP – 1 point**

**Total points= 2 / 2**

**3.b. Post-secondary goals updated annually** – IEP must be current and contain Measurable post-secondary goals. Goals should be reviewed/updated annually.

**Must meet all requirements per IEP – Each IEP – 1 point**

**Total points= 2 / 2**

**3.c. Transition assessment** – The IEP must include evidence that the measurable post-secondary goals were based on age-appropriate transition assessment(s). Age-appropriate transition assessments from multiple sources providing information on strengths, needs, preferences, and interests.

**Must meet all requirements per IEP – Each IEP – 1 point**

**Total points= 2 / 2**

**3.d. Course of study** – The IEP must include a course of study that will reasonably enable the student to meet his or her post-secondary goals. Included in the course of study: A multi-year description, current school year through anticipated exit year, credits to be earned for all years, and specific electives identified by course name.

**Must meet all requirements per IEP – Each IEP – 1 point**

**Total points= 2 / 2**

**3.e. Coordinated Transition activities** – The IEP must include coordinated transition activities that will reasonably enable the student to meet his/her postsecondary goals related to: Instruction, Related service(s), Community experience(s), Development of employment and post-school objectives, Acquisition of daily living skills (if appropriate) and Functional evaluation (if appropriate)

**Must meet all requirements per IEP – Each IEP – 1 point**

**Total points= 2 / 2**

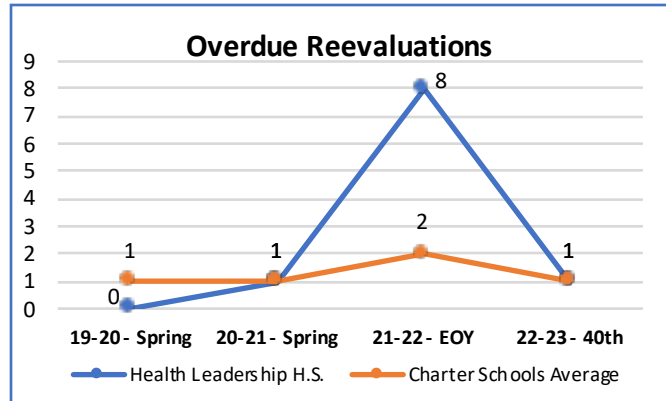
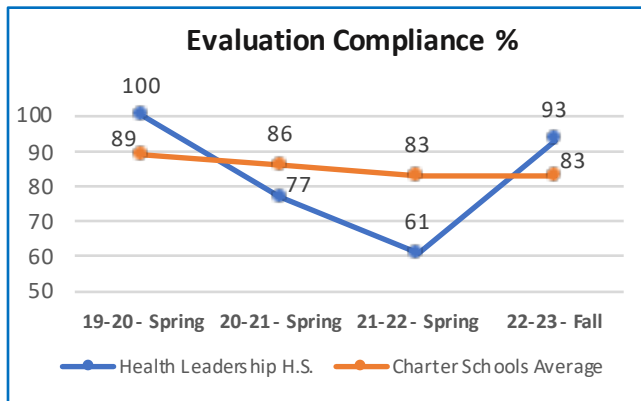
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<b>3.f. Annual goals related to post school goals</b> – The IEP must include annual IEP goal(s) related to the student's transition services needs. <b>Must meet all requirements per IEP – Each IEP – 1 point</b>			<b>Total points= 2 / 2</b>
<b>3.g. Student invited to IEP Team meeting</b> – The student's file must include documented evidence that the student was invited to participate in his/her IEP meeting prior to the date the meeting was held. <b>Must meet all requirements per IEP – Each IEP – 1 point</b>			<b>Total points= 2 / 2</b>
<b>3.h. Participating agency</b> – If appropriate, the IEP must include evidence that a representative of any participating agency was invited to the IEP meeting with the prior consent of the parent or student who has reached the age of majority. <b>Must meet all requirements per IEP – Each IEP – 1 point</b>			<b>Total points= 2 / 2</b>
<b>3.i. All students by the age of 14 have been informed of Rights That Will Transfer at Age of Majority.</b> Beginning no later than the first IEP to be in effect when the child turns fourteen (14), or younger, if determined appropriate by the IEP team, and updated annually thereafter; the IEP shall include a statement that the child has been informed of the child's rights under the IDEA that will transfer to the child on reaching the age of majority. (34 C.F.R. § 300.320(c); 6.31.2.11(G) (3) (c) NMAC). <b>Must meet all requirements per IEP – Each IEP – 1 point</b> <b>IEP #2 - Annual notification of the transfer of rights was not updated.</b>			<b>Total points= 1 / 2</b>
<b>3.j. IEPs submitted for SPP13 upload are compliant – 2 points each file</b> <div style="text-align: center;"> Number of compliant IEPs      0 out of      0 </div> <div style="text-align: right;"><b>Total points= 0 / 0</b></div> <b>Will update after SPP-13 submission</b>			
<b>3.k. Compliant IEPs submitted by APS internal deadline for SPP 13 upload – 2 points each file</b> <div style="display: flex; justify-content: space-between;"> <div>SPP 13 IEP file upload due date: 1/9/23</div> <div>File upload date completed: _____</div> </div> <div style="text-align: center;"> Number of compliant IEPs submitted by the deadline      0 out of      0 </div> <div style="text-align: right;"><b>Total points= 0 / 0</b></div> <b>Will update after SPP-13 submission</b>			
<b>3.1.</b> All districts are required to administer and report <b>Post-School Outcomes Survey</b> , even if they had no high school students that exited in the reporting year. The Public Education Department, Special Education Bureau conducts an annual State-Wide Follow-up Study, as a mandated requirement of the State Performance Plan, to provide post school follow-up information to OSEP to address <b>SPP Indicator 14</b> . <b>PSO surveys completed and uploaded by September 30, 2022 – 2 point</b> <b>Will update in the Spring 2023</b>			<b>Total points= 0 / 0</b>
<b>3. Transition Compliance</b>			<b>Total points= 17 / 18 Points</b>

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#### 4. Evaluation Compliance

The following parts of the Evaluation reviewed are in compliance

*\*See links to state and federal regulations for additional guidance.*

**20 - 30 possible points\***

One Evaluation reviewed

*\*Points will be adjusted to reflect all areas reviewed.*

**4.a. The school is in compliance with Indicator 11 per STARS report (60-day timeline: signed consent/date evaluation is complete)** to comply with this regulation, the school shall conduct a full and individual initial evaluation, in accordance with §300.305 and §300.306, before the initial provision of special education and related services to a child with a disability. (34 C.F.R. § 300.301(a)) - **Each reporting period - 1 point**

40th N/A

80th   

120th   

Total points= 0 / 0

N/A - No initial evaluations conducted for 40th day.

**4.b. The Re-evaluations are current per STARS report.** Schools shall reevaluate a child with a disability at least once every three (3) years, unless the parent and the district agree that a reevaluation is unnecessary. (34 C.F.R. § 300.303(b)(2)) - **Each reporting period - 2 points, 1-2-overdue Evals = 1 point; 3+ overdue Evals = 0 points**

40th NO

80th   

120th   

Total points= 1 / 2

1 - Overdue Reevaluations for 40th day.

**4.c. REED - Review of existing evaluation data.** As part of an initial evaluation (if appropriate) and as part of any reevaluation under this part, the IEP Team and other qualified professionals, as appropriate, must - Review existing evaluation data on the child, including - Evaluations and information provided by the parents of the child; Current classroom-based, local, or State assessments, and classroom-based observations; and Observations by teachers and related services providers; 34 CFR 300.305 (a)(1)(i,ii,iii)

**REED document - 5 points**

Total points= 5 / 5

IEP #2 - REED is incomplete, missing adult student's contribution in several areas (4.5 points)

**4.d. PWN - Prior Written Notice of intent to Evaluate/Reevaluate - Notice .** The public agency must provide notice to the parents of a child with a disability, in accordance with § 300.503, that describes any evaluation procedures the agency proposes to conduct. 34 CFR 300.304(a)

**Evaluation's PWN - 2 points**

Total points= 2 / 2

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**4.e. Consent for Initial Evaluation/Reevaluation with testing - Parental consent for initial evaluation.** (1)(i) The public agency proposing to conduct an initial evaluation to determine if a child qualifies as a child with a disability under § 300.8 must, after providing notice consistent with §§ 300.503 and 300.504, obtain informed consent, consistent with § 300.9, from the parent of the child before conducting the evaluation. **Parental consent for reevaluations.** Must obtain informed parental consent, in accordance with § 300.300(a)(1), prior to conducting any reevaluation of a child with a disability. 34 CFR 300.300(a) & (c)(1)(i)

**Evaluation's consent – 3 points**

**Total points= 3 / 3**

**4.f. Initial Evaluation/Reevaluation Report - Initial evaluations.** Each public agency must conduct a full and individual initial evaluation, in accordance with §§ 300.304 through 300.306, before the initial provision of special education and related services to a child with a disability under this part. **Reevaluations.** A public agency must ensure that a reevaluation of each child with a disability is conducted in accordance with §§ 300.304 through 300.311 - If the public agency determines that the educational or related services needs, including improved academic achievement and functional performance, of the child warrant a reevaluation; or If the child's parent or teacher requests a reevaluation. The public agency provides a copy of the evaluation report and the documentation of determination of eligibility at no cost to the parent. 34 CFR 300.301(a), 34 CFR 300.303(a)(1-2), 34 CFR 300.306(a)(2)

**Evaluation's report – 3 points**

**Total points= 3 / 3**

**4.g. Eligibility Determination Team Meeting (Initial/Reevaluation) - Determination of eligibility.** Upon completion of the administration of assessments and other evaluation measures, for each eligibility being considered - A group of qualified professionals and the parent of the child determines whether the child is a child with a disability, as defined in § 300.8, in accordance with paragraph (c) of this section and the educational needs of the child. In the case of a **reevaluation** of a child, whether the child continues to need special education and related services; 34 CFR 300.306(a)(1), 34 CFR 300.305 (a)(2)(iii)(B)

**Complete EDT forms per evaluation – 5 points**

**Total points= 5 / 5**

**4.h. Initial IEPs – provision of services.** Each public agency must ensure that - A meeting to develop an IEP for a child is conducted **within 30 days** of a determination that the child needs special education and related services; 34 CFR 300.323(c)(1)

**Meets 30 days initial placement timeline - 2 points**

**Total points= 0 / 0**

**N/A -File reviewed included a Reevaluation**

**4.i. Consent for Initial Placement - Parental consent for services.** A public agency that is responsible for making FAPE available to a child with a disability must obtain informed consent from the parent of the child before the initial provision of special education and related services to the child. 34 CFR 300.300 (b)(1)

**Consent for initial placement - 2 points**

**Total points= 0 / 0**

**N/A -File reviewed included a Reevaluation**

**4. Evaluation Compliance**

**Total points= 18.5 / 20 Points**

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Concerns from current site visit <u>11/14/22</u>	Recommendations	Action Plan (with completion dates)
<b>2.b. IEP Compliance - PLPs—</b> Present Levels of Performance  <b>IEP #1 - Incomplete present levels, missing information related to student's chronic absenteeism, what is the school doing to support this need. (1.5 points)</b>	<p>All IEPs must include a statement of the child's present levels of <b>academic achievement</b> and <b>functional performance</b>. Including scores, data and narrative that clearly describes the area of need. Present levels must also include all related services.</p> <p>Review NMPED IEP Manual, Writing the IEP section - "Tips on Present Levels of Academic Achievement and Functional Performance" for detailed guidance.</p>	<p>Ensure all IEPs include complete present levels of performance.</p> <p><b>Review spring 2023</b></p>
<b>2.d. IEP Compliance - PTGs—</b> Progress Towards Goals  <b>IEP #1 - N/A - Newly enrolled student , IEP #2 - PTGs are missing (0 points)</b>	<p>Periodic reports on the progress the student is making toward meeting the annual goal (such as through the use of quarterly or other periodic reports, concurrent with the issuance of regular education report cards) needs to be provided to the parent. Progress towards goals should include a description and data scores.</p> <p>Refer to "IEP Manual October 2011" Technical Manual from NMPED.</p>	<p>Ensure all IEPs include measurable and descriptive academic and functional progress towards goals. Including Ancillary services.</p> <p><b>Review spring 2023</b></p>
<b>2.g. IEP Compliance - PWN—Prior</b> Written Notice  <b>IEP #2 - PWN is missing a description of the special education services to be provided (1.5 points)</b>	<p>PWNs <b>must</b> include all items and options the <b>Public Agency</b> and/or <b>Parent/guardian</b> proposed during the IEP meeting. Proposals must include detailed documentation that supports the proposal. This page is a summary of the discussions held during the meeting. It includes information about: (but not limited to)</p> <ul style="list-style-type: none"> <li>-Provision of <b>services</b> and <b>setting</b></li> <li>-Provision of Related Services &amp; supports</li> <li>-Transition information (Transition services, goals, graduation path, outside agencies, transfer of rights)</li> <li>-State testing and accommodations</li> <li>-Behavioral supports</li> </ul>	<p>Ensure all IEPs include a complete and accurate Prior Written notice of all proposed actions. Proposals must include proper justification based on data that describes the reason(s) for acceptance or rejection.</p> <p><b>Review spring 2023</b></p>

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<p><b>2.h. IEP Compliance – Team Participants</b></p> <p>IEP #2 - Signature page is incomplete, missing signature of the DVR representative (.5 points)</p>	<p>Signature page shall reflect who were present and participated in the IEP Team meeting. This provides necessary documentation that the IEP Team meeting was duly constituted with the required members (at least 1-Regular Education Teacher, 1-Special Education Teacher, and 1-LEA representative) in addition to parent/guardian participation.</p>	<p>Ensure all required members of a properly constituted IEP attend every IEP meeting and that their attendance is documented in the signature page.</p> <p><b>Review spring 2023</b></p>
<p><b>3.i. Transition Plans – Transfer of rights at Age of Majority</b></p> <p>IEP #2 - Annual notification of the transfer of rights was not updated.</p>	<p>Beginning no later than the first IEP to be in effect when the student turns fourteen (14), or younger, if determined appropriate by the IEP team, and updated annually thereafter; the IEP shall include a statement that the parent and child have been informed of the child's rights under the IDEA that will transfer to the child on reaching the age of majority.</p>	<p>Train staff to ensure this section is completed accurately.</p> <p><b>Review spring 2023</b></p>
<p><b>4.b. Reevaluations are current per STARS report.</b></p> <p>STARS report indicates: 40th day <u>1</u> overdue Reevaluations</p>	<p>Ensure arrangements are made in advance to complete reevaluations on time. To gather all necessary information, review of REED, determination of needed testing and testing completed all with ample time before the deadline. Allowing extra time for unforeseen circumstances.</p> <p>If students are enrolling with overdue Reevaluations; it is recommended to develop a process that will promptly address newly enrolled students to bring them up to date on a timely manner.</p>	<p>Complete all Reevaluations due before the next STARS count day <b>by 2/8/23.</b></p> <p><b>Review spring 2023</b></p>
<p><b>4.c. Evaluation – REED – Review of Existing Evaluation Data</b></p> <p>IEP #2 - REED is incomplete, missing adult student's contribution in several areas (4.5 points)</p>	<p>As part of ... any reevaluation under this part, the IEP Team and other qualified professionals, as appropriate, must Review existing evaluation data on the child, including - Evaluations and information provided by the parents of the child; current classroom-based, local, or state assessments, and classroom-based observations; and observations by teachers and related services providers; to determine if additional data is needed.</p>	<p>For upcoming reevaluations, ensure the REED includes all the necessary data, including adult student's input, this will enable the Eligibility Determination Team to make the appropriate decisions as part of the Reevaluation process.</p> <p><b>Review spring 2023</b></p>

\* **Highlighted** items have not been completed. Follow-up will be conducted in the **Spring 2023**.



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Special Ed Specific School Site Visits

<b>School</b>	Health Leadership H. S.
<b>Areas of Improvement from Site Visit</b>	<ul style="list-style-type: none"> <li>• Transition compliance 69% - Working to Meet</li> <li>• Evaluation compliance 61% - Working to Meet</li> </ul>
<b>Goals and Focus Areas for Improvement</b>	<ul style="list-style-type: none"> <li>• To become more organized               <ul style="list-style-type: none"> <li>◦ Identify SWD more timely</li> <li>◦ PowerSchool transition from Jupiter</li> <li>◦ Obtaining signatures</li> <li>◦ Incomplete present levels</li> <li>◦ Scheduling IEPs</li> <li>◦ Have all required members present at IEP meetings</li> <li>◦ Increase communication with families</li> <li>◦ Delivery of special education services.</li> </ul> </li> </ul>
<b>Success</b>	<ul style="list-style-type: none"> <li>• Meeting was held on 9/30/22, 10 IEPs have been completed so far with all required team members present.</li> <li>• Students have been identified as SWD more consistently since intake process has been implemented</li> <li>• More staff members have access to STARS</li> <li>• 5 Sp. Ed. Teachers</li> <li>• Collaboration between Sp. Ed &amp; Reg. Ed. staff               <ul style="list-style-type: none"> <li>◦ Students</li> <li>◦ Best practices</li> <li>◦ Curriculum</li> <li>◦ Accommodations &amp; Modifications</li> </ul> </li> </ul>
<b>Improvement</b>	<ul style="list-style-type: none"> <li>• Peer observations Sp. Ed. to Reg. Ed. for support and guidance</li> <li>• Short cycle assessments, be more consistent</li> <li>• Parent communication</li> <li>• Collecting student data</li> <li>• Re-engagement program, to grow</li> <li>• Best practices that addresses the needs of SWD</li> <li>• Binders for all teachers with all SWD modifications</li> </ul>
<b>Artifacts</b>	<ul style="list-style-type: none"> <li>• Registration flowchart</li> <li>• Handout with presentation notes</li> </ul>
<b>School Learning Tour</b>	<ul style="list-style-type: none"> <li>• No students in school this afternoon</li> </ul>
<b>Is the school meeting Adequate Progress from Plan (Original/Updated)? Why or Why Not?</b>	<p>YES - The school is making adequate progress, they have updated several internal processes and procedures that are helping them address previous special education concerns. The school also hired a full time Sp. Ed. coordinator as a staff member and he is leading the work on setting short-term and long term goals to ensure special education compliance.</p>

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Special Ed Specific School Site Visits

<b>OTHER COMMENTS</b>	<p>From the charter leader:</p> <ul style="list-style-type: none"><li>• The Sp. Ed program is more organized</li><li>• Having one person in charge makes a big difference</li><li>• Being able to meet in person is making a big difference</li></ul>
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**Health Leadership High School**  
Protocol for Site Visits 2022-23

<b>Academic Performance</b>	
	<b>Student Achievement</b> 1) Review Student proficiency projections by subject and sub-group in google document. 2) Ensure that the entire document is complete. 3) Add any additional academic measures that you want to be held accountable to. 4) We will review this in detail so please spend some time reflecting on these projections.
	<b>Student Growth</b> 1) What analysis did you conduct of your lowest performing students a) Examples: Graphs/analysis/written communication to staff. 2) What analysis did you conduct of your Highest performing students a) Examples: Graphs/analysis/written communication to staff. 3) What analysis have you done in comparing your student performance to other schools/districts/state? a) What were your key takeaways?
	<b>Mission Specific Goals</b> 1) Anticipated Date of when you will have data from your mission specific goals.
	<b>Strategic Planning</b> 1) What strategic changes did you make as a result of your student achievement results from the fall semester? 2) What specific adult behavior changes are you focusing on for improvement in academic achievement from the fall semester? 3) After comparing your student performance to other schools/districts/state, what changes did you make?
<i>For High Schools Only</i>	<b>Graduation</b> 1) What analysis have you conducted to ensure students are on track to graduation? a) Examples: Graphs/analysis/written communication to staff. 2) What measurements of post-secondary success do you use? a) If you currently do not measure this, what are some data indicators that you could collect?
<b>Educational Plan</b>	
	<b>Mission of the School</b> 1) Review the original education program and mission that was proposed. 2) What changes do you need to make to realign to the mission or what changes need to be made to demonstrate the current/future mission of the school?
	<b>Multi-Tiered Layered System of Supports (MLSS)</b> 1) Describe highlights of your school MLSS plan submitted to PED? 2) How will this plan improve academic achievement?
	<b>Discipline Policies and Practices</b> 1) Describe or Provide a copy of the data that you used to analyze discipline.

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Protocol for Site Visits 2022-23

	2) Describe any changes you have made to your discipline policy or practice as a result of analyzing that data.
	<b>Controversial Issues</b> 1) Provide a copy of your instruction of controversial issues policy
	<b>English Learners</b> 1) Describe how you have supported English Learners. 2) Updated Protocol for the Spring
<b>Governing Council</b> - For the following items please provide the information in the Google Document, located on the Google Drive titled "Governing Council Information."	
	<b>Membership</b> <ul style="list-style-type: none"> <li>Note any changes to your membership of the Governing Council</li> </ul>
	<b>Training</b> <ul style="list-style-type: none"> <li>Identify who on your Governing Council follows up with their fellow members on training.</li> <li>Who is the PED Contact on Training</li> </ul>
<b>Employees</b>	
	<b>Licensure</b> <ul style="list-style-type: none"> <li>Will be measured through STARS Report</li> </ul>
	<b>Employee Rights</b> <ul style="list-style-type: none"> <li>Provide a link to your employee handbook.</li> </ul>
	<b>Background Checks</b> <ul style="list-style-type: none"> <li>Provide your Background Check Policy</li> </ul>
<b>Operations</b>	
	<b>Lottery Processes</b> Provide links/documents of any marketing material used for recruiting, any marketing videos used for recruiting, lottery application, and school enrollment.
	<b>Facilities</b> <ul style="list-style-type: none"> <li>Provide an update on your facility. (ex. Renovating an area, upgrades, improvements, or expansion)</li> </ul>
	<b>Safe School Plan</b> <ul style="list-style-type: none"> <li>Will be measured as schools turn in their site safety plan on December 4.</li> </ul>
	<b>Transparency</b> <ul style="list-style-type: none"> <li>Provide a link to the sunshine portal on your website.</li> <li>Provide a link to the 2019-20 performance framework on your website.</li> </ul>
	<b>Education Technology Plan</b> <ul style="list-style-type: none"> <li>Describe your education technology plan to support student learning.</li> </ul>

	Meets
	Working to Meet
	Does Not Meet

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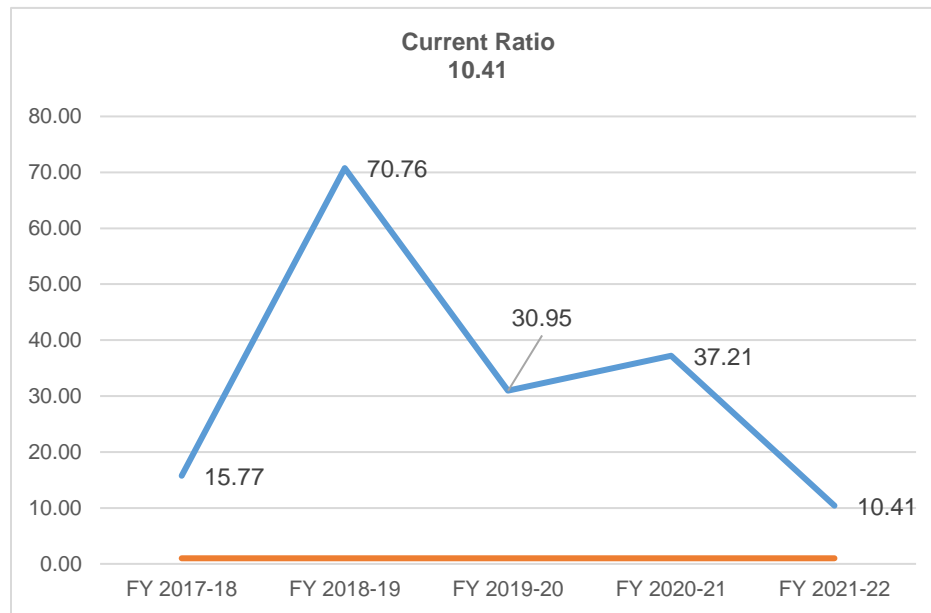
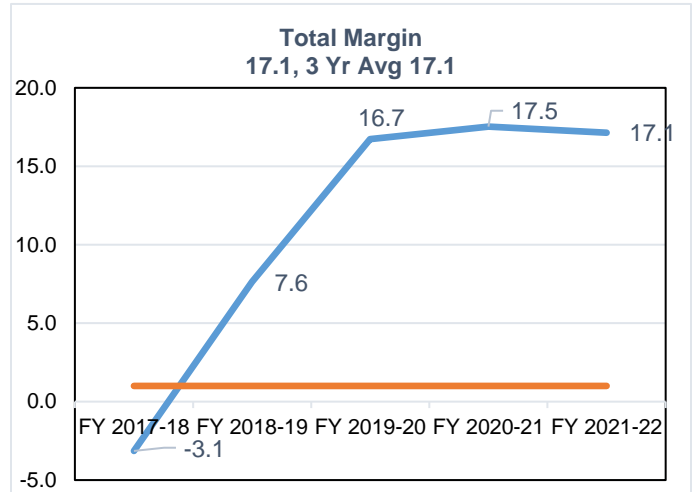
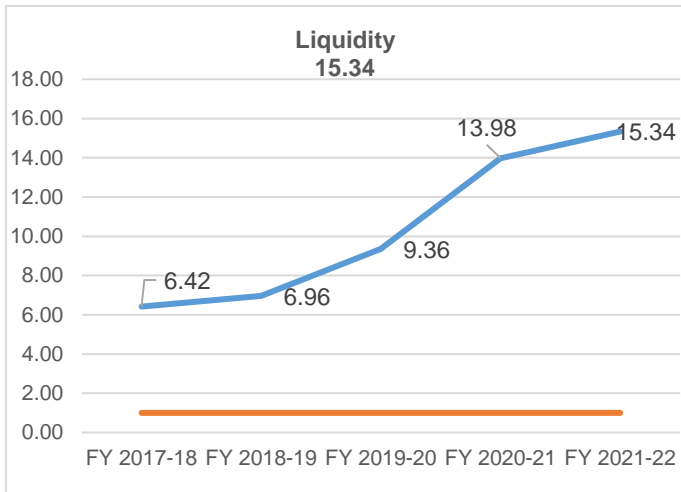
Spring Financial Site Visit 2022-23

Charter School Name: Health Leadership

Date of Site Visit: April 10, 2023

	Meets
	Working to meet
	Does not meet

**Financial Performance – Based on 2021-2022 Audited Financial Statements**



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Spring Financial Site Visit 2022-23

<b>Financial Compliance</b>	
	<b>Audit Findings</b> <ul style="list-style-type: none"> <li>• Current Correction Action Plan (FY 22) – Reviewed and updated.</li> <li>• Updated Internal control policies and procedures uploaded</li> <li>• Is number of audit finding 2 or less- Yes</li> <li>• Have repeat audit findings been cleared from previous year - NA</li> <li>• Are there any significant deficiencies or material weakness audit findings – Yes, significant deficiency</li> </ul>
	<b>Chief Procurement Officer Compliance</b> <ul style="list-style-type: none"> <li>• Carolina Quinones-Suarez, license expires May 5, 2024</li> <li>• Is CPO registered with NM General Services Department - Yes</li> </ul>
	<b>Business Official License</b> <ul style="list-style-type: none"> <li>• Jolene Jaramillo, license expires June 30, 2027</li> </ul>
	<b>Audit and Finance Committee</b> <ul style="list-style-type: none"> <li>• Audit committee – <ul style="list-style-type: none"> <li>○ Two members of GC – GRamirez, K Lopez-Busnell</li> <li>○ One parent – RSandoval, Sr.</li> <li>○ One volunteer with financial expertise - WGalindo</li> </ul> </li> <li>• Finance committee – at least two members of the GC – GRamirez, ARankin</li> </ul>
	<b>Financial Reports posted on Website. Goggle document will be provided in BM folder on Google Drive. Please provide the link for each of the following:</b> <ul style="list-style-type: none"> <li>• Link to Sunshine portal present - Yes</li> <li>• Governing Council minutes from most recent GC meeting posted – Yes</li> <li>• Financial Reports presented to GC posted on website – Yes</li> <li>• BARS have been approved by GC and noted in minutes - Yes</li> <li>• Disbursements have been approved by GC and noted in minutes - Yes</li> </ul>
	<b>Special Ed Maintenance of Effort – Information will be reviewed from quarterly reports submitted</b> <ul style="list-style-type: none"> <li>• School is projected to meet MOE by YE based on second quarter actuals plus encumbrances</li> </ul>
<b>Financial Audit</b>	
	<b>Request for Reimbursement- Expect to see at least 50% billed for each flow-through grant</b> <ul style="list-style-type: none"> <li>• 27502 – No RfR's have been submitted as of date of site visit. Will be submitting by end of year.</li> <li>• 24174 – No RfR's have been submitted as of date of site visit. Will be submitting by end of year.</li> <li>• 24308 – RfR will be submitted by end of April. All funds will be expended by year end.</li> <li>• 24346 – Submitted in April for full amount (grant not awarded until December 2022)</li> </ul>
	<b>Federal ESSER II and ESSER III Funding</b> <ul style="list-style-type: none"> <li>• Provide list of expenditures for funds 24308 ESSER II and CRRSA and 24330 ESSER III ARP – List provided</li> <li>• Provide percentage expended life to date- 24308 99% spent to date. 24330 37% spent to date</li> </ul>

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	<ul style="list-style-type: none"> <li>Percentage of 20% evidence based funding for 24330 expended to date – 100%</li> </ul>
	<b>Budget to Actual report</b> <ul style="list-style-type: none"> <li>24342 BAR still waiting for PED to get award letters to APS</li> <li>27502 BAR is being presented to GC at April meeting for approval</li> <li>27552 will be presented in April for approval</li> </ul>
	<b>Operational Expenses</b> <ul style="list-style-type: none"> <li>Projected YE Direct Instruction, Central Admin, Instructional Support, and Central Services will not meet.</li> <li>Projected YE Other is high due to new building.</li> </ul>
	<b>Current enrollment numbers</b> <ul style="list-style-type: none"> <li>Charter Leader discusses enrollment with the Business Manager on a regular basis.</li> <li>Provide document used to track enrollment to budget – Projection spreadsheet was provided</li> <li>Presentation to board during budget process. If impact after 40 day it is presented to GC with a BAR and discussion.</li> </ul>
	<b>Follow-up items from Fall 2022-23 site visit (those areas on fall site visit report indicating working to meet or does not meet) if necessary- No follow-up required</b>

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Health Leadership High School  
Special Education - Spring site visit

**Special Education Review**

0-59% - Does not Meet

60-79% - Working to Meet

80-100% - Meets

<b>1. Processes and Accountability</b>	Total points= 23.8 / 25.0 = 95%
<b>2. IEP Compliance</b>	Total points= 31.5 / 36.0 = 88%
<b>3. Transition Compliance</b>	Total points= 19.0 / 22.0 = 86%
<b>4. Evaluation Compliance</b>	Total points= 16.5 / 20.0 = 83%

Follow-up to previous site visit from Fall 2022

Fall site visit - 11/14/22

Recommendations

Evidence of Improvement  
During Current visit

**Health Leadership H.S. has no pending previously identified concerns from the Fall of 2022.**

\* **Highlighted** items have not been completed. Follow-up will be conducted in the **Fall 2023**.

**Current site visit - Spring 2023**

Reviewer: **Patricia Espinoza**

Date: **4/5/23**

Grades: **9th-12th**

Total Enrollment: **208**

SWD: **40**

GI: **0**

Sp. Ed. Providers: **2-SE Teachers, 1-Sp. Ed. Coordinator, 3-SW**

Contracted: **1-SLP, 1-OT, 1-PT, 1-Diagnostician**

**1. Processes and Accountability**

*\*See links to state and federal regulations for additional guidance.*

**25 points**

**1.a. The school has Special Education Policies and procedures that address implementation of IDEA and New Mexico Special Education Rules** - Each New Mexico public agency, within the scope of its authority, shall develop and implement appropriate policies, procedures, programs and services to ensure that all children with disabilities who reside within the agency's educational jurisdiction, ... are identified and evaluation and have access to a free appropriate public education (FAPE) in compliance with all applicable requirements of state and federal laws and regulations. If the public charter school is an LEA, that charter school is responsible for ensuring that the requirements are met 6.31.2.9(A), 6.31.2.11(I)(3)

**The school has a policy that states their provision of a free appropriate public education for all students with disabilities - 2 points**

**Total points= 2 / 2**



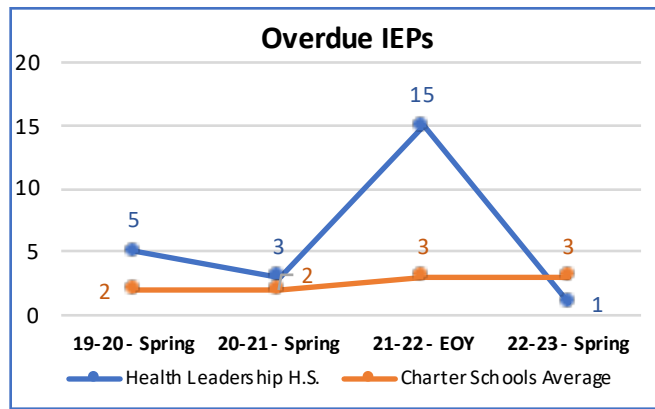
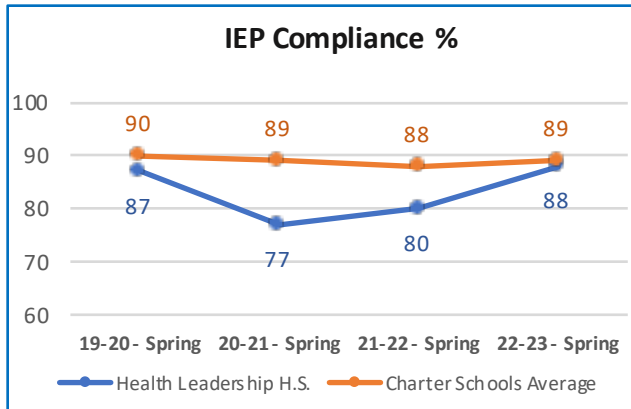
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Special Education - Spring site visit

<b>1.b. The school has a written process that documents how they complete annual IEPs – 3 points</b> <div style="text-align: right;">Total points= 3 / 3</div>
<b>1.c. The school has a written process that documents how they complete Tri-annual Re-evaluations. – 3 points</b> <div style="text-align: right;">Total points= 3 / 3</div>
<b>1.d. The school has a written process that documents how they complete Post-School Outcomes Surveys – SPP-14. Visit NEREC website for additional information <a href="http://www.rec4.com">www.rec4.com</a> . – 3 points</b> <div style="text-align: right;">Total points= 3 / 3</div>
<b>1.e. The school has an updated roster for Students with disabilities. Including: name, state ID, grade, Eligibility(ies), last IEP date and last Evaluation date – 3 points</b> <div style="text-align: right;">Total points= 3 / 3</div>
<b>1.f. The School has Discipline plan that outlines implementation of school wide discipline policy for Students with Disabilities. Discipline policy includes specific provisions for students with disabilities and plan for the school to utilize IEP in discipline of students with disabilities – 3 points</b> <div style="text-align: right;">Total points= 3 / 3</div> <p><a href="#">Policy needs to be uploaded to the school's website. (-.5 points)</a></p>
<b>1.g. School has a plan for the provision of an Alternative Education Setting (AES) and a written manifestation process. A removal of a child with a disability from the child's current educational placement is a change of placement if: The removal is for more than 10 school days in a row; or The child has been subjected to a series of removals that constitute a pattern (34 CFR §300.536) – 3 points</b> <div style="text-align: right;">Total points= 3 / 3</div> <p><a href="#">Policy needs to be uploaded to the school's website. (-.5 points)</a></p>
<b>1.h. The school has a written document explaining their continuum of services. The school shall ensure that a continuum of alternative placements is available to meet the needs of children with disabilities for special education and related services. 34 C.F.R. 300.115(a) – 3 points</b> <div style="text-align: right;">Total points= 3 / 3</div>
<b>1.i. Special Education Coordinator Training Attendance – APS sponsored – Each item - .25 points</b> Sep. 2022 <u>Yes</u> Nov. 2022 <u>Yes</u> Jan. 2023 <u>Yes</u> Mar. 2023 <u>Yes</u> <div style="text-align: right;">Total points= 1.0 / 1</div>
<b>1.j. Special education caseloads are balanced and with a licensed special education teacher per STARS report. Caseload waivers are appropriate for school size – Each reporting period - .33 points</b> 40th <u>Yes</u> 80th <u>No</u> 120th <u>Yes</u> <div style="text-align: right;">Total points= 0.8 / 1</div>
<b>1. Processes and Accountability</b> <div style="text-align: right;">Total 23.8 /25 points</div>

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## 2. IEP Compliance

The following parts of the IEP reviewed are in compliance.

*\*See links to state and federal regulations for additional guidance.*

**36 - 54 possible points\***

Two IEPs reviewed

*\*Points will be adjusted to reflect all areas reviewed.*

**2.a. The IEPs reviewed are current per STARS report.** An IEP Team meeting must be held to review the child's IEP periodically, but not less than annually, to determine whether the annual goals for the child are being achieved. (34 C.F.R. § 300.324(b)(1)(i)). - Each reporting period - 2 points, 1-2-overdue IEPs= 1 point; 3+ overdue IEPs= 0

40th Yes      80th No      120th Yes

Total points= 5 / 6

No overdue IEPs for the 40th or 120th day. 1 overdue IEP for the 80th day.

**2.b. PLPs-Present levels of performance- Includes scores, data and narratives.** Must include all related services. The IEP shall include a statement of the child's present levels of academic achievement and functional performance. 34 CFR 300.320(a)(1) -

**Must meet all requirements per IEP - Each IEP - 2 points**

Total points= 3 / 4

IEP #1 - Present levels missing a description for the significant increase in services (-.5 points), IEP #2 - Present levels are missing content based strengths and needs for Reading (-.5 points)

**2.c. Goals- Must be measurable.** Must include all related services. An IEP shall include both academic and functional goals. The IEP shall include a statement of measurable annual goals, including academic and functional goals. 34 C.F.R. § 300.320(a)(3) and 71 Fed. Reg. 46662 (August 14, 2006) -

**Must meet all requirements per IEP - Each IEP - 2 points**

Total points= 4 / 4

**2.d. PTGs-Goals must include measurable progress towards goals.** The IEP shall include a description of how the child's progress toward meeting the annual goals will be measured; and when periodic reports on the progress the child is making toward meeting the annual goals (such as through the use of quarterly or other periodic reports, concurrent with the issuance of report cards) will be provided to the parent. (34 C.F.R. § 300.320(a)(2)(ii))

**Must meet all requirements per IEP - Each IEP - 2 points**

Total points= 3 / 4

IEPs #1 & #2 - Both PTGs are incomplete and/or missing. IEP #1 (-.5 points), IEP #2 (-1 point)

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<b>2.e. Service Schedule- Accurately reflects beginning date, frequency, duration and location of services, including related services.</b> The IEP shall include a statement of the special education and related services to be provided to the child, or on behalf of the child. (34 C.F.R. § 300.39(b)(3)) <b>Must meet all requirements per IEP – Each IEP – 2 points</b>	<b>Total points= 4 / 4</b>
<b>2.f. LRE- data based and reflects how the student is placed within the continuum of service. The Least Restrictive Environment</b> section of the IEP provides the necessary documentation that the IEP Team determined placement in the least restrictive environment according to the IDEA requirements and this procedural directive. (20 U.S.C. §1412(a)(5)(A); also, 34 C.F.R. §300.114(a)(2)) <b>Must meet all requirements per IEP – Each IEP – 1 point</b>	<b>Total points= 2 / 2</b>
<b>2.g. PWN- Prior Written Notice - Records all proposals by school and parents- documents what was discussed including the continuum of services.</b> Special education and related services are included in a child's FAPE; and therefore, a proposal to revise a child's IEP, which typically involves a change to the type, amount, or location of the special education and related services being provided to a child, would trigger requirements to provide prior written notice. (34 CFR § 300.503) <b>Must meet all requirements per IEP – Each IEP – 2 points</b> <b>IEPs #1 &amp; #2 - Both PWNs contains an error and/or missing a proposal (-.5 points each)</b>	<b>Total points= 3 / 4</b>
<b>2.h. IEP Team Participants-</b> The IEP Team Meeting Participants signature page of the IEP shall reflect the members of the IEP Team who were present and participated in the IEP Team meeting, and shall further provide the necessary documentation that the IEP Team meeting was duly constituted. The names of the IEP Team meeting participants shall be typed as well as their participation reflected by their signature. (34 C.F.R. § 300.321(a)) <b>Must meet all requirements per IEP – Each IEP – 1 point</b>	<b>Total points= 2 / 2</b>
<b>2.i. Parent Involvement:</b> Schools shall afford parents of a child with a disability an opportunity to participate in meetings with respect to the identification, evaluation, and educational placement of the child and the provision of FAPE to the child. (34 C.F.R. § 300.501(b)(1)) <b>Must meet all requirements per IEP – Each IEP – 1 point</b>	<b>Total points= 2 / 2</b>
<b>2.j. Parent notification:</b> The steps Schools shall take to ensure parent participation in EDT and/or IEP Team meetings shall include notifying parents of the meeting early enough to ensure that they will have an opportunity to attend and scheduling the meeting at a mutually agreed on time and place. (34 C.F.R. § 300.322(a)) <b>Must meet all requirements per IEP – Each IEP – 1 points</b>	<b>Total points= 2 / 2</b>

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*The following items will be reviewed only for IEPs that include data indicating these items should be addressed by the IEP team.*

*Total points will be adjusted accordingly.*

**2.k. Testing Accommodations** – A statement of accommodations necessary to measure the academic achievement and functional performance of the child on state and districtwide assessment. 34 CFR 300.320(a)(6)(i)

**Must meet all requirements per IEP – Each IEP – 1 point**

**Total points= 2 / 2**

**2.l. FBA/BIP if appropriate-** The IEP team must, in the case of a child whose behavior impedes the child's learning or that of others, consider the use of positive behavioral interventions and supports, and other strategies, to address that behavior. Including conducting Functional Behavior Assessments (FBAs) and integration of Behavioral Intervention Plans (BIPs) into the IEPs. 34 CFR 300.324(a)(2)(i), (6.31.2.11(F) (1) NMAC)

N/A

**Alternate Assessment** – If the IEP team determines that a child must take an alternate assessment, the IEP must contain a statement of why the child cannot participate in the regular assessment and why the particular alternate assessment selected is appropriate for the child. 34 CFR 300.320(a)(6)(ii). Alternate Assessment must be included in the IEP.

N/A

**ESY - The school has ESY eligibility data recorded for every student receiving Extended School Year services.**

ESY services may be provided only if a child's IEP Team determines, on an individual basis, that the services are necessary for the provision of FAPE to the child. (34 C.F.R. § 300.106(a)(1-2))

N/A

**Each item per IEP – 1 point**

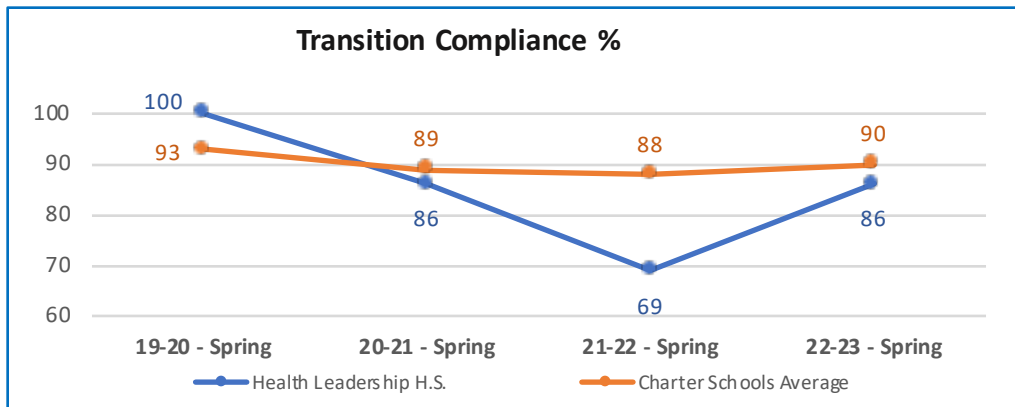
**Total points= 0 / 0**

**2. IEP Compliance**

**Total points= 31.5 / 36 Points**

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### 3. Transition Compliance

**The transition plans for students with disabilities (age 14+) are in compliance with Indicator 13.**

*\*See links to state and federal regulations for additional guidance.*

**9+ possible points\***

Two Transition IEPs reviewed.

*\*Points will be adjusted to reflect all areas reviewed.*

**3.a. Measurable post-secondary goals:** The IEP must include appropriate measurable post-secondary goals based upon age-appropriate transition assessments related to Training, Education, Employment, and **where appropriate**, independent living skills. (34 C.F.R. § 300.320(b) (1); 6.31.2.11(G) (3) (a) NMAC

**Must meet all requirements per IEP – Each IEP – 1 point**

**Total points= 2 / 2**

**3.b. Post-secondary goals updated annually** – IEP must be current and contain Measurable post-secondary goals. Goals should be reviewed/updated annually.

**Must meet all requirements per IEP – Each IEP – 1 point**

**Total points= 1 / 2**

**IEP #1 - Post-Secondary Goals were not updated (-1 point)**

**3.c. Transition assessment** – The IEP must include evidence that the measurable post-secondary goals were based on age-appropriate transition assessment(s). Age-appropriate transition assessments from multiple sources providing information on strengths, needs, preferences, and interests.

**Must meet all requirements per IEP – Each IEP – 1 point**

**Total points= 2 / 2**

**3.d. Course of study** – The IEP must include a course of study that will reasonably enable the student to meet his or her post-secondary goals. Included in the course of study: A multi-year description, current school year through anticipated exit year, credits to be earned for all years, and specific electives identified by course name.

**Must meet all requirements per IEP – Each IEP – 1 point**

**Total points= 2 / 2**

**3.e. Coordinated Transition activities** – The IEP must include coordinated transition activities that will reasonably enable the student to meet his/her postsecondary goals related to: Instruction, Related service(s), Community experience(s), Development of employment and post-school objectives, Acquisition of daily living skills (if appropriate) and Functional evaluation (if appropriate)

**Must meet all requirements per IEP – Each IEP – 1 point**

**Total points= 2 / 2**

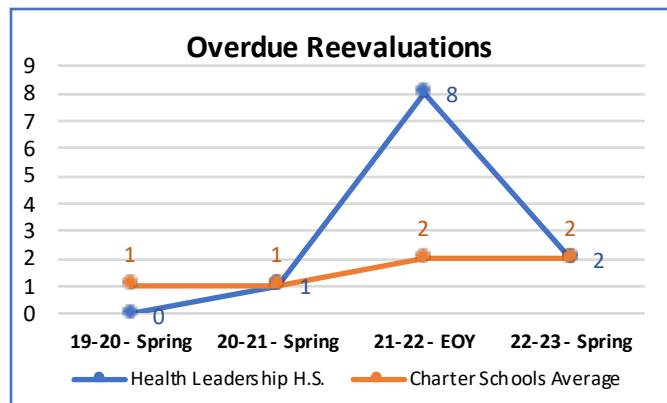
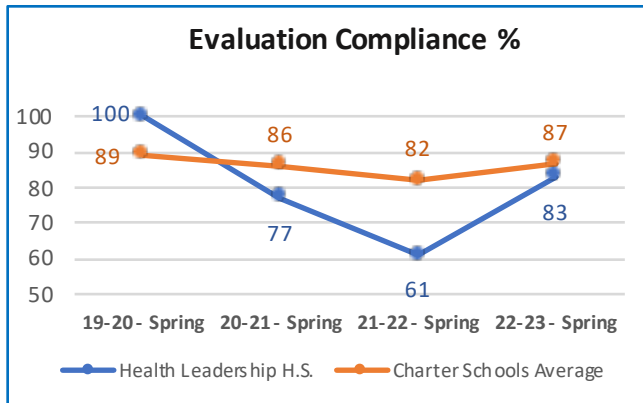
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<b>3.f. Annual goals related to post school goals</b> – The IEP must include annual IEP goal(s) related to the student's transition services needs. <b>Must meet all requirements per IEP – Each IEP – 1 point</b>				<b>Total points= 2 / 2</b>
<b>3.g. Student invited to IEP Team meeting</b> – The student's file must include documented evidence that the student was invited to participate in his/her IEP meeting prior to the date the meeting was held. <b>Must meet all requirements per IEP – Each IEP – 1 point</b>				<b>Total points= 2 / 2</b>
<b>3.h. Participating agency</b> – If appropriate, the IEP must include evidence that a representative of any participating agency was invited to the IEP meeting with the prior consent of the parent or student who has reached the age of majority. <b>Must meet all requirements per IEP – Each IEP – 1 point</b> <b>IEPs #1 &amp; #2 - Both IEPs are missing an explanation as to why an outside agency is not needed. (-1 point each)</b>				<b>Total points= 0 / 2</b>
<b>3.i. All students by the age of 14 have been informed of Rights That Will Transfer at Age of Majority.</b> Beginning no later than the first IEP to be in effect when the child turns fourteen (14), or younger, if determined appropriate by the IEP team, and updated annually thereafter; the IEP shall include a statement that the child has been informed of the child's rights under the IDEA that will transfer to the child on reaching the age of majority. (34 C.F.R. § 300.320(c); 6.31.2.11(G) (3) (c) NMAC). <b>Must meet all requirements per IEP – Each IEP – 1 point</b>				<b>Total points= 2 / 2</b>
<b>3.j. IEPs submitted for SPP13 upload are compliant – 2 points each file</b> <div style="text-align: right;"> <b>Number of compliant IEPs</b> </div> <div style="text-align: center;"> <b>1 out of 1</b> </div>				<b>Total points= 2 / 2</b>
<b>3.k. Compliant IEPs submitted by APS internal deadline for SPP 13 upload – 2 points each file</b> <div style="display: flex; justify-content: space-between;"> <div> <b>SPP 13 IEP file upload due date:</b> <b>1/9/23</b> </div> <div> <b>File upload date completed:</b> <b>1/3/23</b> </div> </div> <div style="text-align: right;"> <b>Number of compliant IEPs submitted by the deadline</b> </div> <div style="text-align: center;"> <b>1 out of 1</b> </div>				<b>Total points= 2 / 2</b>
<b>3.1. All districts are required to administer and report Post-School Outcomes Survey, even if they had no high school students that exited in the reporting year. The Public Education Department, Special Education Bureau conducts an annual State-Wide Follow-up Study, as a mandated requirement of the State Performance Plan, to provide post school follow-up information to OSEP to address SPP Indicator 14.</b> <b>PSO surveys completed and uploaded by September 30, 2021 – 2 point</b> <b>Review will be documented in the fall site visit-23/24 SY</b>				<b>Total points= 0 / 0</b>
<b>3. Transition Compliance</b>				<b>Total points= 19 / 22 Points</b>

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#### 4. Evaluation Compliance

The following parts of the Evaluation reviewed are in compliance

*\*See links to state and federal regulations for additional guidance.*

**20 - 32 possible points\***

One Evaluation reviewed

*\*Points will be adjusted to reflect all areas reviewed.*

**4.a. The school is in compliance with Indicator 11 per STARS report (60-day timeline: signed consent/date evaluation is complete)** to comply with this regulation, the school shall conduct a full and individual initial evaluation, in accordance with §300.305 and §300.306, before the initial provision of special education and related services to a child with a disability. (34 C.F.R. § 300.301(a)) - **Each reporting period - 1 point**

40th N/A      80th N/A      120th N/A

Total points= 0 / 0

No initial evaluations were conducted for 40th, 80th, or 120th day.

**4.b. The Re-evaluations are current per STARS report.** Schools shall reevaluate a child with a disability at least once every three (3) years, unless the parent and the district agree that a reevaluation is unnecessary. (34 C.F.R. § 300.303(b)(2)) - **Each reporting period - 2 points, 1-2-overdue Evals = 1 point; 3+ overdue Evals = 0 points**

40th No      80th No      120th Yes

Total points= 4 / 6

1 - Overdue reevaluation for 40th day and 1 - Overdue reevaluation for 80th day. No Overdue Reevaluations for 120th day.

**4.c. REED - Review of existing evaluation data.** As part of an initial evaluation (if appropriate) and as part of any reevaluation under this part, the IEP Team and other qualified professionals, as appropriate, must - Review existing evaluation data on the child, including - Evaluations and information provided by the parents of the child; Current classroom-based, local, or State assessments, and classroom-based observations; and Observations by teachers and related services providers; 34 CFR 300.305 (a)(1)(i,ii,iii)

**REED document - 5 points**

Total points= 4 / 5

IEP #3 - REED is incomplete, missing information from Teachers, Parent and student for several sections (-1.5 points)

**4.d. PWN - Prior Written Notice of intent to Evaluate/Reevaluate - Notice.** The public agency must provide notice to the parents of a child with a disability, in accordance with § 300.503, that describes any evaluation procedures the agency proposes to conduct. 34 CFR 300.304(a)

**Evaluation's PWN - 2 points**

Total points= 2 / 2

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**4.e. Consent for Initial Evaluation/Reevaluation with testing - Parental consent for initial evaluation.** (1)(i) The public agency proposing to conduct an initial evaluation to determine if a child qualifies as a child with a disability under § 300.8 must, after providing notice consistent with §§ 300.503 and 300.504, obtain informed consent, consistent with § 300.9, from the parent of the child before conducting the evaluation. **Parental consent for reevaluations.** Must obtain informed parental consent, in accordance with § 300.300(a)(1), prior to conducting any reevaluation of a child with a disability. 34 CFR 300.300(a) & (c)(1)(i)

**Evaluation's consent – 3 points**

**Total points= 0 / 0**

**N/A - Reevaluation completed with no formal testing.**

**4.f. Initial Evaluation/Reevaluation Report - Initial evaluations.** Each public agency must conduct a full and individual initial evaluation, in accordance with §§ 300.304 through 300.306, before the initial provision of special education and related services to a child with a disability under this part. **Reevaluations.** A public agency must ensure that a reevaluation of each child with a disability is conducted in accordance with §§ 300.304 through 300.311 - If the public agency determines that the educational or related services needs, including improved academic achievement and functional performance, of the child warrant a reevaluation; or If the child's parent or teacher requests a reevaluation. The public agency provides a copy of the evaluation report and the documentation of determination of eligibility at no cost to the parent. 34 CFR 300.301(a), 34 CFR 300.303(a)(1-2), 34 CFR 300.306(a)(2)

**Evaluation's report – 3 points**

**Total points= 0 / 0**

**N/A - Reevaluation completed with no formal testing.**

**4.g. Eligibility Determination Team Meeting (Initial/Reevaluation) - Determination of eligibility.** Upon completion of the administration of assessments and other evaluation measures, for each eligibility being considered - A group of qualified professionals and the parent of the child determines whether the child is a child with a disability, as defined in § 300.8, in accordance with paragraph (c) of this section and the educational needs of the child. In the case of a **reevaluation** of a child, whether the child continues to need special education and related services; 34 CFR 300.306(a)(1), 34 CFR 300.305 (a)(2)(iii)(B)

**Complete EDT forms per evaluation – 5 points**

**Total points= 5 / 5**  
**0**

**4.h. Initial IEPs – provision of services.** Each public agency must ensure that - A meeting to develop an IEP for a child is conducted **within 30 days** of a determination that the child needs special education and related services; 34 CFR 300.323(c)(1)

**Meets 30 days initial placement timeline - 2 points**

**Total points= 2 / 2**

**4.i. Consent for Initial Placement - Parental consent for services.** A public agency that is responsible for making FAPE available to a child with a disability must obtain informed consent from the parent of the child before the initial provision of special education and related services to the child. 34 CFR 300.300 (b)(1)

**Consent for initial placement - 2 points**

**Total points= 0 / 0**

**N/A -File reviewed included a Reevaluation**

**4. Evaluation Compliance**

**Total points= 16.5 / 20 Points**



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Concerns from current site visit <u>4/5/23</u>	Recommendations	Action Plan (with completion dates)
<b>2.b. IEP Compliance - PLPs –</b> Present Levels of Performance <b>IEP #1 - Present levels missing a description for the significant increase in services (-.5 points), IEP #2 - Present levels are missing content based strengths and needs for Reading (-.5 points)</b>	<p>All IEPs must include a statement of the child's present levels of <b>academic achievement</b> and <b>functional performance</b>. Including scores, data and narrative that clearly describes the area of need. Present levels must also include all related services.</p> <p>Review NMPED IEP Manual, Writing the IEP section - "Tips on Present Levels of Academic Achievement and Functional Performance" for detailed guidance.</p>	<p>Ensure all IEPs include complete present levels of performance.</p> <p><b>Review fall 2023</b></p>
<b>2.d. IEP Compliance - PTGs –</b> Progress Towards Goals <b>IEPs #1 &amp; #2 - Both PTGs are incomplete and/or missing. IEP #1 (-.5 points), IEP #2 (-1 point)</b>	<p>Periodic reports on the progress the student is making toward meeting the annual goal (such as through the use of quarterly or other periodic reports, concurrent with the issuance of regular education report cards) needs to be provided to the parent. Progress towards goals should include a description and data scores.</p> <p>Refer to "IEP Manual October 2011" Technical Manual from NMPED.</p>	<p>Ensure all IEPs include measurable and descriptive academic and functional progress towards goals. Including Ancillary services.</p> <p><b>Review fall 2023</b></p>
<b>2.g. IEP Compliance - PWN – Prior Written Notice</b> <b>IEPs #1 &amp; #2 - Both PWNs contains an error and/or missing a proposal (-.5 points each)</b>	<p>PWNs <b>must</b> include all items and options the <b>Public Agency</b> and/or <b>Parent/guardian</b> proposed during the IEP meeting. Proposals must include detailed documentation that supports the proposal. This page is a summary of the discussions held during the meeting. It includes information about: (but not limited to)</p> <ul style="list-style-type: none"> <li>-Provision of <b>services</b> and <b>setting</b></li> <li>-Provision of Related Services &amp; supports</li> <li>-Transition information (Transition services, goals, graduation path, outside agencies, transfer of rights)</li> <li>-State testing and accommodations</li> <li>-Behavioral supports</li> </ul>	<p>Ensure all IEPs include a complete and accurate Prior Written notice of all proposed actions. Proposals must include proper justification based on data that describes the reason(s) for acceptance or rejection.</p> <p><b>Review fall 2023</b></p>
<b>3.h. Transition Plans –</b> Participating agency invited (if <b>IEPs #1 &amp; #2 - Both IEPs are missing an explanation as to why an outside agency is not needed. (-1 point each)</b>	<p>If appropriate, the school must consider inviting a representative of any Participating Agency (that is likely to be responsible for providing or paying for transition services) <b>with prior consent of the parent or student who has reached the age of majority</b>.</p> <p>Review current transition process to include this information.</p>	<p>Ensure participating agencies are invited with parent/student consent prior to meeting. If it is not appropriate to invite a participating agency, document in PWN.</p> <p><b>Review fall 2023</b></p>

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<b>4.c. Evaluation – REED – Review of Existing Evaluation Data</b> <b>IEP #3 - REED is incomplete, missing information from Teachers, Parent and student for several sections (-1.5 points)</b>	As part of ... any reevaluation under this part, the IEP Team and other qualified professionals, as appropriate, must Review existing evaluation data on the child, including - Evaluations and information provided by the parents of the child; current classroom-based, local, or state assessments, and classroom-based observations; and observations by teachers and related services providers; to determine if additional data is needed.	For upcoming reevaluations, ensure the REED includes all the necessary data that will enable the Eligibility Determination Team to make the appropriate decisions as part of the Reevaluation process. <b><i>Review fall 2023</i></b>
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\* **Highlighted** items that have not been completed. Follow-up will be conducted in the ***fall 2023***.