



**2022-23 RDA: Procedural Compliance Self-Assessment
Application User Guide
Updated July 2022**

ACCESS

The RDA: Procedural Compliance Self-Assessment application is accessed through the Special Education Web Portal.

The Special Education Web Portal is available to school district personnel only and is accessed from the Special Education Team web page, <https://dpi.wi.gov/sped/educators/webportal>.

The Portal uses your WAMS ID for authentication. Information about requesting and granting access to the Portal using WISEsecure is available here: <https://dpi.wi.gov/wise/wisehome-info>

Each LEA should assign an application administrator for the “Special Education Portal-Cyclical Indicators,” if they have not yet done so. The application administrator will then grant “Director/Designee” or “District User” access to staff who will be reviewing records and entering results for the RDA: Procedural Compliance Self-Assessment.

1.) ENTER CONTACT INFORMATION

Log-in to the Special Education Web Portal and open the RDA: Procedural Compliance Self-Assessment application. The home page of the application requests LEA contact information. If contact information is not displayed, click the blue “Edit” box in the “Action” column to open a window where the LEA can enter and save the requested information.

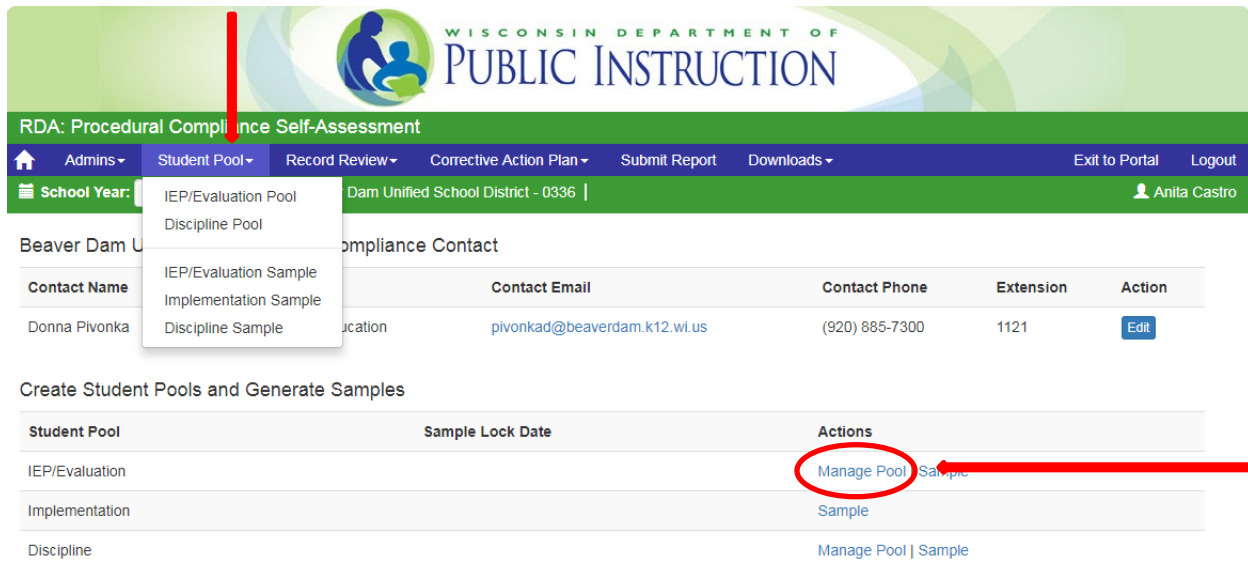
Contact Name	Contact Title	Contact Email	Contact Phone	Extension	Action
					Edit

Student Pool	Sample Lock Date	Actions
IEP/Evaluation		Manage Pool Sample
Implementation		Sample
Discipline		Manage Pool Sample

2.) REVIEW STUDENT POOLS

Start at the home page or select “Student Pool” from the blue bar at the top of the page.

Click on “Manage Pool” to open a new window.



RDA: Procedural Compliance Self-Assessment

Admins Student Pool Record Review Corrective Action Plan Submit Report Downloads Exit to Portal Logout

School Year: IEP/Evaluation Pool Dam Unified School District - 0336 | Anita Castro

Discipline Pool

Beaver Dam U... Compliance Contact

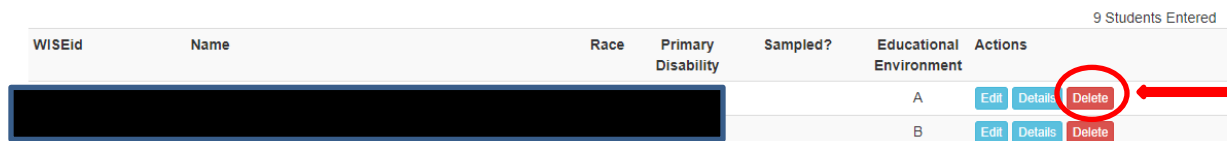
Contact Name	Contact Email	Contact Phone	Extension	Action
Donna Pivonka	pivonkad@beaverdam.k12.wi.us	(920) 885-7300	1121	Edit

Create Student Pools and Generate Samples

Student Pool	Sample Lock Date	Actions
IEP/Evaluation		Manage Pool Sample
Implementation		Sample
Discipline		Manage Pool Sample

Review the LEA’s lists of students for the IEP/Evaluation Pool and the Discipline Pool to ensure students meet the pool criteria.

If a student is not supposed to be in the pool – you may delete the student using the “Delete” button.



9 Students Entered

WISEid	Name	Race	Primary Disability	Sampled?	Educational Environment	Actions
					A	Edit Details Delete
					B	Edit Details Delete

3.) CREATE AND UPLOAD SHORTENED DAY POOL

Create a list of students with IEPs who attend school fewer minutes per day than their non-disabled peers. Include all students for whom the LEA has FAPE responsibility including students in alternative and off-site programs. Exclude the following students from the list:

1. Parentally placed private school students.
2. Students placed in residential care facilities (RCCs) by a county.
3. Students in jails or juvenile detention facilities.
4. Students in day treatment programs.



5. Three-year-old children, and four year-old children not enrolled in an LEA-operated 4K program.
6. Students beyond the 12th grade participating in postsecondary transition programming.
7. Students who have been excused from full-day attendance for medical reasons pursuant to the LEA's general attendance policies.
8. Students who have been expelled

Go to "Manage Pool" for Shortened Day.

Student Pool	Sampling Status	Actions
IEP/Evaluation	Sample Not Locked	Manage Pool (50) Sample (19)
Implementation	Sample Not Locked	Uses IEP Pool Sample (5)
Discipline	Sample Not Locked	Manage Pool (2) Sample (2)
Shortened Day	Sample Not Locked	Manage Pool (1) Sample (1)

Click on the blue "Upload List" button, OR if the LEA has no students meeting the shortened day criteria outlined above click on the yellow "Confirm the LEA has zero students meeting the pool criteria" button and complete the confirmation.

If the LEA has students meeting the pool criteria, download the .csv template and transfer the names of the students from the list to the template. Save the completed .csv file.

Upload Students for Shortened Day

Using the template from the prior page, click the button below and select the file populated with student names for the category. No records will be uploaded if there are errors in the template.

[Download CSV Template](#)

Upload CSV file of student names for Shortened Day

Click here to select the file of names for this area.

[Upload CSV File](#) [Return](#)



Select the saved file's name from the options available.

Upload Students for Shortened Day

Using the template from the prior page, click the button below and select the file populated with student names for the category. No records will be uploaded if there are errors in the template.

[Download CSV Template](#)

Upload CSV file of student names for Shortened Day

Click here to select the file of names for this area.

[Upload CSV File](#)

[Return](#)

Click on the blue "Upload .CSV File" button to upload the selected file

Upload Students for Shortened Day

Using the template from the prior page, click the button below and select the file populated with student names for the category. No records will be uploaded if there are errors in the template.

[Download CSV Template](#)

Upload CSV file of student names for Shortened Day

Click here to select the file of names for this area.

[Upload CSV File](#)

[Return](#)

Confirm the accuracy of the uploaded Shortened Day pool.

Shortened Day: Upload Student Pool

Create a list of students with IEPs who attend school fewer minutes per day than their non-disabled peers. Include all students for whom the LEA has FAPE responsibility in students from the list: parentally placed private school students, students placed in residential care facilities, students in jails or juvenile detention facilities, students in day to program, students beyond the 12th grade participating in postsecondary transition programming, students who have been excused from full-day attendance pursuant to the

[Generate Sample](#)

[Download List](#)

[Reload Students](#)

[Return](#)

Shortened Day Pool Students Available for Sampling:

Student Name

TEST, TEST



4.) CREATE SAMPLES

Click “Generate Sample.”

IEP/Evaluation: Maintain Student Pool

Below is a list of students for whom the LEA has completed an initial evaluation, a reevaluation, or waived a reevaluation between July 1, 2020 through June 30, 2021. Carefully review this list **before** generating your sample. Use the “delete” button to remove any of the following students:

- Students for whom your agency is no longer FAPE responsible because the student has graduated or moved to another LEA.
- Students found to be not eligible for special education (after either an initial or a reevaluation).
- Students found eligible for special education but the parent did not provide consent for services or revoked consent.
- Transfer students whose evaluations or reevaluations have been adopted from their previous LEAs.
- Students attending under Full-time Open Enrollment unless the evaluation or reevaluation was completed by your agency.
- Parentally placed private school students.
- Home-schooled students.

Generate Sample Download List Return

Last Name First Name WISEid Unverified WISEids No Disability Entered Apply Clear

191 Students Entered

Review the generated sample to again insure included students meet the pool criteria. (When reviewing the discipline pool/sample – contact the Special Education Team at (608) 266-1781 if you have questions.)

Click “Lock Sample.”

IEP Sample

Pool size from which to sample: 191

Generate IEP & Implementation Sample Lock IEP & Implementation Sample Race/Ed Env Distribution Return

Current Sample: 26 Students Unlocked

5.) RECORD REVIEW

Once the required samples have been generated select “Record Review” from the blue bar at the top of the page. Records are reviewed in four categories: IEP/Evaluation, Implementation, Discipline, and Shortened Day. The records to be reviewed in each category will be displayed by the application.

Select a student to begin the review process.

The application user will move from item to item with the application displaying the compliance statement for each item. Results, “yes,” “no,” or “NA,” should be entered item by item for each student.



Entered results are automatically by the application, so it is possible to exit the application and return at a later time to continue entering results.

Results may be changed for a particular item at any time prior to submitting the report.

6.) CORRECTIVE ACTION PLAN

The LEA must develop a corrective action plan to ensure future compliance for self-assessment items with identified noncompliance. Once all records have been reviewed select “Corrective Action Plan” from the blue bar at the top of the page. LEAs will need to enter corrective action for each area (Evaluation, IEP, Implementation, and Discipline) where noncompliance has been identified. LEAs may select corrective actions from the approved list or manually enter other appropriate corrective actions.

7.) SUBMIT REPORT

The RDA: Procedural Compliance Self-Assessment report must be submitted to the department no later than **November 1st**. Selecting “Submit Report” from the blue bar at the top of the screen will take the user to a summary page. Any items in red indicate tasks yet to be completed. The “Submit” button at the bottom of the screen will not be activated until all required tasks are completed.