



# Arizona Department of Education

## Exceptional Student Services

### Memorandum

**To:** Special Education Directors and Staff

**From:** Program Support and Monitoring Unit

**Date:** May 28, 2021

**Re:** Release of Updated Program Support and Monitoring (PSM) Guide Steps

Each year, ADE/ESS reviews and revises, as needed, the Program Support and Monitoring (PSM) Guide Steps, which are used during the PSM programmatic monitoring activities. Revisions are generally made to adjust for updates in federal and state requirements and/or interpretations as well as case law, including state due process hearing decisions. Revisions are also made based on feedback from the field, where clarifications may be needed. Below are highlights of some areas where revisions were made this year. Public education agencies (PEAs) are encouraged to review the entire document for all programmatic compliance requirements to ensure that PEA policies and practices are properly aligned.

- IA1: Added areas to be compliant with federal requirements
- IA2: Added areas to be compliant with federal requirements
- IIA4: Added clarification and resources specifically about language learners and eligibility categories
- IIIA3: Added clarification about alternate assessment required forms

It is important to remember that the guide steps is a technical assistance document created to aid PEAs in understanding the requirements for programmatic monitoring. The examples included are intended to provide additional clarification and understanding on how to apply a compliance lens to a student's evaluation or individualized education program (IEP). These examples are not in any specific student context and, therefore, should not be taken directly and added to a unique student's IEP or evaluation. ADE/ESS hopes these guide steps and the examples provided assist PEAs in reviewing their created documents for compliance purposes and in the review of systemic programmatic needs within the PEA.



**Kathy Hoffman, Superintendent of Public Instruction**

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