

**Sacramento City Unified School District (SCUSD)  
Plan to Address Overdue Initial/ Triennial Assessments**

**INTRODUCTION**

On January 19, 2021, the District received an Investigation Report from CDE in relation to CDE Case S-0297-20/21, issued in response to a complaint filed on behalf of students awaiting special education assessments. CDE cited the District’s failure to comply with Education Code section 56043(f), which requires convening an IEP team meeting to review an assessment within 60 calendar days (not counting days between the pupil’s regular school sessions, terms or days of school vacation in excess of five school days) from the date of receipt of the parent’s or guardian’s written consent for assessment, unless the parent or guardian agrees in writing to an extension. As part of the corrective action ordered by CDE, the District has been directed to develop a plan that ensures all overdue assessments from March to November 20, 2020, will be completed by July 30, 2021. The plan must include the number of assessments that will be completed weekly and by whom, whether District staff or qualified, non-District, contracted assessors.

On Friday, February 26, 2021, SCUSD and SCTA reached an agreement to begin conducting special education assessments with SCTA volunteers. The MOU required the District to monitor if 20% of the outstanding assessments were completed during the first month prior to contracting with appropriately credentialed contractors to complete special education assessments.

<b>Overdue Assessment Plan: Action Steps</b>
<p><b>Phase 1:</b></p> <p>On Friday, February 26, 2021, SCUSD and SCTA reached an agreement to begin conducting special education assessments with SCTA volunteers per the MOU.</p>
<p><b>Action Steps:</b></p> <ul style="list-style-type: none"> <li>• Identify SCTA volunteers</li> <li>• Monitor if 20% (170/854) of the backlog of assessments are completed during the first month of implementation, beginning with students with the earliest dates of parental consent provided in the District’s special education information system.</li> <li>• Operationalize all other components of the MOU, including establishing master contracts with non-public agencies in the Sacramento area.</li> </ul>
<p><b>Conclusions:</b></p> <ul style="list-style-type: none"> <li>• 113 initial and triennial IEP meetings were completed during the first month.</li> <li>• There are not enough non-public agencies in the Sacramento area to complete the remaining outstanding special education assessments by July 30, 2021.</li> </ul>
<p><b>Phase 2:</b></p> <p>On Tuesday, March 20, 2021, SCUSD and SCTA reached an agreement to safely reopen schools to in-person instruction and services.</p>
<p><b>Action Steps:</b></p> <ul style="list-style-type: none"> <li>• Notify SCTA of the intent to renegotiate the Special Education Assessment MOU.</li> </ul>

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**Phase 3:**

On Tuesday, April 13, 2021, SCUSD and SCTA reached an agreement, in alignment with the Safely Re-open Schools MOU, outlining that all SCTA special education staff members shall conduct special education assessments.

**Action Steps:**

- Identify current outstanding assessments, as of April 9, 2021:
  - Initial Assessments
    - 305 overdue initial assessments
    - 31 initial assessments will become overdue in the next 30 days.
  - Triennial Assessments
    - 518 overdue triennial assessments
    - 485 triennial assessments will become overdue between 4/15/21 and 6/17/2021.
- Analyze the staffing required to complete these assessments:
  - School psychologists are required to conduct a psych education evaluation for each initial and triennial assessment. The average length of time to complete a psych education evaluation is 15 hours. Please note: This includes observations, interviews, direct assessments, scoring, reporting writing, and IEP meeting attendance. This amount of time exceeds the time needed for other related service providers to complete their assessments. For this reason, we are utilizing this timeframe to develop and analyze the District's plan to complete all outstanding assessments for the 2019-20 and 2020-2021 school years.
  - The District currently employs 34 school psychologists who work 30 hours a week. At this time, the primary focus of the school psychologist is to conduct special education assessments.

Action	Calculation	Timeframe
Number of hours needed to complete all outstanding assessments for the 2019-2021 year.	1,039 assessments x 15 hours = 20,085 hours	

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<p>The current MOU allows 10 additional hours to be accrued by 1.0 FTE per week.          Number of additional hours available if all staff participate.</p>	<p>34 school psychologists x 10 hours a week = 340 hours</p>	<p>April 19, 2021- June 17, 2021</p>
<p>Number of assessments that may be completed on a weekly basis, given the number of additional contract hours available for the last 9 weeks of 2020-21 school calendar.</p>	<p>340 hours / 15 hours (avg. # of hours to complete a psych assessment) = 22 assessments           22 assessments / 9 weeks = 2.5 assessments per week</p>	<p>April 19, 2021- June 17, 2021</p>
<p>Number of hours &amp; IEPs needed to complete outstanding assessments after the 9 weeks of school remaining in the 2020-21 school year</p>	<p>9,180hours + 340hours = 9,520 hours           20,085hours – 9,520hours = 10, 565 hours           10,565hours / 15 hours = 704 assessments           704 assessments / 6 weeks = 117 assessments per week.</p>	<p>June 17, 2021 – July 30, 2021</p>