

# TUCSON UNIFIED

SCHOOL DISTRICT

## EXCEPTIONAL EDUCATION INTERNAL AUDIT RESPONSES



Dr. Sabrina Salmon  
SY 23-24

June 10, 2024

To The Office of Internal Audit (OIA),

The Exceptional Education (Ex Ed) department received and reviewed the audit feedback from document reviews, systems examinations, and observations based on data, practices, and procedures from August 3, 2023, to May 13, 2024. Observations included the following information:

1. Review of the ADE folder review for MET and IEP findings and Management Responses and Commitment (MRCs).
2. Activities of Daily Living (ADLs).
3. Duplication of efforts in transition programs.
4. Ex Ed TUVA reporting of attendance.
5. Rights and accesses in iVisions.
6. Management of cumulative student files.
7. Employee roles and titles.
8. Updates, mistakes, and errors in some Ex Ed-materials

The Ex Ed Department reviewed, reflected and developed responses to the proposed objectives.

### **1. Objectives and Responses**

ADE Folder Review -displayed as provided- by Ex Ed Compliance Coordinator.

Ex Ed is creating a screener to determine language dominance, this screening information will assist with confirming the language that will yield the most relevant assessment results when testing a multilingual student.

### **2. Activities of Daily Living (ADLs)**

Ex Ed will continue to provide training on the required forms and documentation procedures for ADL billing and emphasize the need for continuum and consistency of information throughout the form in related areas. The department will conduct internal reviews to ensure IEP documentation and billing align with services provided.

### **3. Duplication of Efforts in Transition Programs**

Catalina High School hired a candidate for the Job Developer position at the May 11, 2024, TUSD Job Fair. Sahuaro had a Job Developer at the beginning of the 23-24 school year. The Ex

Ed Department is working in collaboration with TSW, the Ex Ed Job Developer, and school administrators to address IEP transition goals and services and CBI needs of high school students. Ex Ed will provide professional development for high school administrators, Department Chairs, and Job Developers to establish consistency in expectations, roles, and services at each comprehensive high school.

#### **4. Ex Ed TUVA Reporting of Attendance**

Ex Ed teachers take attendance according to district procedures. The Ex Ed department will continue to collaborate with the Synergy general education team to ensure that all educators record attendance according to ADE guidelines.

#### **5. Rights and Accesses in iVisions**

The Ex Ed Department reviewed iVisions access and limited the ‘Remote User’ role to the Senior Director, Accounting Specialist and Sr. Administrative Assistant who functions as the HR liaison. The Ex Ed Program Coordinator Remote User access has been removed. This individual will collaborate with other Remote User to process iVisions functions.

#### **6. Management of Cumulative Student Files**

The Ex Ed Department reviewed information related to supporting evidence. We anticipate the information in student files will continue to vary based on demographics, suspected and confirmed disabilities, and state required supporting evidence. Further discussion on this topic indicates that the Ex Ed Department will improve the process of maintaining files in accordance with federal, state, and district requirements. Staff will adhere to the records destruction statutes and policies.

#### **7. EMPLOYEE ROLES AND TITLES CONDITION**

The Ex Ed Department will continue to collaborate with HR and Synergy staff to improve the alignment and consistency of job positions including titles and roles. The Ex Ed Department will also review the organizational structure to determine the most efficient and effective organization for providing services to students with disabilities and for supporting school staff. Staff will continue to receive professional development, performance review feedback, and support with aligning their strengths, skills, and abilities with department job roles.

#### **8. Mistakes and Errors on Some Ex Ed Materials**

Ex Ed began updating the department’s website, resources, and printed materials in January of 2023. The department will continue to review written information and make updates based on necessary revisions to the content, grammar, and spelling.

#### **CONCLUSION**

The Ex Ed Department appreciates the opportunity to receive feedback and to review our practices to improve efficiency, effectiveness, and reliability. We are pleased that many of the identified areas align with the department’s focus on implementing program options that demonstrate a high level of service delivery to students with disabilities across the continuum of

public-school educational options. The Ex Ed Department continues to review existing practices and procedures for alignment and consistency with federal, state, and district guidelines.

### **Acknowledgment**

The Ex Ed Department appreciates the responsiveness of Ms. Smith and the TUSD Internal Audit Committee.

### **REPORT DISTRIBUTION**

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Natalie Luna Rose, President  
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#### Superintendent and Management

Dr. Gabriel Trujillo, Superintendent  
Robert Ross, Legal Counsel  
Dr. Sabrina Salmon, Sr. Director of Ex. Ed.

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