



TCM TIDBITS

May 2015

Approved by Kathy Chisholm

Remember – Before school is out **FINALIZE ALL FORMS** (including Move-ins) in myIDEA. Sometimes changes are made during the summer, IEPs are held, and all of these documents need to be finalized.

July First Count

The third of three counts will be on July 1st and is a critical count for state funding, and accounts for 85% of the funds we receive for our programs. Accurate counts insure the necessary funding to staff our classrooms appropriately. Please take the time to review the scam reports provided by your TCM. Make sure all new students have SCRAM set; including move-ins and recently placed students.

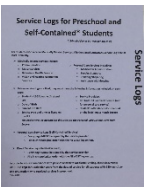
For students who have been released from all special education services, please finalize the Change of Placement form, *checking the box indicating which exit statement applies*. Scram will exit on the date the team indicated placement would change.

For students found eligible at the end of the 2015 school year who will not begin receiving services until the 2015-2016 school year please set the initiation date on the IEP as 24-AUG-2015 (for traditional school).

Finalizing and Pending

Please remember to finalize all students' documents on your case load, even if it was not created by you!! Finalizing documents from a previous school year is very difficult and sometimes not possible due to system updates. For any OOPS documents created in error, please contact your TCM.

4th Term Progress Reports – Progress reports can be emailed now if a consent letter is signed by parents. Be sure to send a copy of the report to the transferred school for all transferred files.



Medicaid billing logs- Teachers remember to consider Medicaid Eligible services for qualifying students. Medicaid service logs (Personal Care Logs or Direct Service Logs) need to be signed by the service provider and filed. All logs should be filed in the purple section of the Special Education file except for motor service providers who need to send theirs to Cozette Freckleton in the Related Service office.

Referrals in Process: Any pending referrals not completed by the end of the school year should be communicated to the next school year's case manager. This is especially important for students who are transferring to another location. When there is a pending referral, please flag the student's name and add them to your team's agenda for the starting for the school year.



THANKS FOR A GREAT YEAR!!!!

