TCM TIDBITS

September 2014 approved by Kathy Chisholm, SPED Director

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Remember to up-date the **File Cabinet Access** lists to show all new TEAM members and your TCM. Please attach the form to the side of the file cabinet.

New Kid on the Block

We would like to Welcome the new DSD SPED Data/Compliance Manager **Tom Johnson** (who has replaced Bradie Ormond). Welcome to our District. Congratulations to Bradie Ormond on her new position as Related Services Coordinator. Please address all myIDEA questions to your TCM or Tom Johnson.

Special Education Funding

September 30th is an important deadline for our Special Education Department for funding. **Accuracy directly affects funding for staffing throughout the district, please ensure all your students have a correct scram.** This count includes the Self-Contained units (Functional Skills, Learning Centers, etc.) and all students who are served 180 min or more daily (on average including related service time). Your TCM can assist you in verifying SCRAM. For students who have transferred to your school from <u>out of district,</u> please remember to enter the pertinent information into the Move-in screen on myIDEA. Any questions you have on Move-ins please refer to the Districts PIE Site or your TCM. After verifying and finalizing, a scram will automatically set our update as needed.

It's the case manager's responsibility to verify their own caseload.

OTHER NEW FACES
Jocelyn Taylor- Related Server Supervisor

Terri Drca- Replaced Susan Blackham's position on the Autism Team

What your TCM can do for you….
Transfer Active files for you
Put in Current Information
Up-Date File Cabinet access
Set SCRAM
Review Files
Generate Reports
Verify Data for October 1st and December 1st count.

REMINDER:
ALL FILES TRANSFERRING OUT OF DISTRICT NEED TO BE SENT TO TRACY BLACK AT THE DISTRICT OFFICES, THIS INCLUDES CHARTER SCHOOLS.

Please note service time for students who had an education level change this year. Please verify that the SCRAM range reflects the service listed on IEP that starts 2014/2015 school year. If not an Addendum needs to be done. A copy of the Addendum does not need to be sent to parent or put in file. If you have any questions please contact your TCM.

Case Manager and Service Provider

Case Managers and Service Providers need to be current in myIDEA for the 2014-2015 School Year. Please make changes in both Contacts and Service Provider areas. The Service Provider tab is located on the IEP above the finalized IEP link.

To ensure that Special Education Services continue smoothly for students transferring within the district, check for the following:
A student is no longer on your caseload but you have a SPED file, check Encore to locate new school.
You have received a file for a student and will be serving him/her, please check that SCRAM is set.

FYI
Please be sure to pull out all TCM file folders from all inactive files!!!!!!
RECYCLE SAVES MONEY