



TCM Tidbits

Quarantine Edition

March 2020

TCMs are still working and available for your compliance needs.

TCMs will be working off-site for the most part until the soft closure is concluded. A new modified TCM Checklist has been created and approved for file checks and files transferring education levels. If pre-transfer checks haven't occurred at your school already, you will be sent a pre-filled out pdf version for each transferring student. Sections marked in green will need to be checked by school staff on site (this can be a Case Manager, SPED Teacher or Records Assistant) School Staff will print 2 copies and place one completed checklist on the front cover until corrections are made, and file is transferred. The second copy is kept for your own records.

NEVER place the checklist in the file.

Don't forget when doing your transferring files to the next school to attend, that you send your inactive files along with the active ones. Also don't forget if an active file has outdated files to make sure all the outdated go as well.



Soft Closure Documentation: We recognize that this is a different approach to delivery of services. Please remember that if it isn't documented then it never happened. It is imperative that you document how you are working with students. Examples have been included in Teams that you can use, or you may develop your own model. It is up to you to decide what works best for you. These will need to be included in every student's IEP folder (attached to the back of the current IEP) at the end of this temporary school dismissal. (See March 24th Memo)



Preschool - remember the contents of the pink folders are to be given back to your parents at the last transition meeting as a team decision.

If you are retiring or won't be back next year, please contact your TCM.

Remember to Finalize!!!

Be sure to USE your Records Assistant's! They can make appointment phone calls from home. They can do the electronic versions of the progress reports as well as arrange for them to come in to print the ones going in the mail and printing copies for the files. They can also go through the pending tab for you and finalize documents with your permission.

When transferring files to another school you need a TCM Compliance Checklist as well as a completed School to School Transfer log.

