TCM TIDBITS

When students go Inactive due to unenrollment, or 10-day, etc. an Active record Ghosts in myIDEA for 20 school days so that you can complete paperwork. Because they are Inactive, they won't have a SCRAM record, and that is why they are found in the "All Students Tab". Be sure to FINALIZE all documents before the 20 school days are up.

FYI… We are seeing many expired IEPs and Eligibilities. Please start early or move them up!! Even one day past is out of compliance. You can send out three documented Notice of Meetings and then proceed forward!

"AUDIT PREPPERS"

*MAKE SURE YOUR FILES ARE IN ORDER WITH A RECORD OF ACCESS AND CURRENT STUDENT INFORMATION SHEET

SEE THE ATTACHED "ORDER OF FILE"

*CURRENT FILE SHOULD HAVE TWO ELIGIBILITIES IN THE GREEN FOLDER (CURRENT AND LAST PREVIOUS)

*MAKE SURE YOU HAVE ALL OF YOUR NOTICE OF MEETINGS AND PROGRESS REPORTS FILED

*MAKE SURE ALL OF YOUR DOCUMENTS ARE SIGNED CORRECTLY

*DIRECT SERVICE LOGS MUST BE FILED QUARTERLY

* PERSONAL CARE LOGS MUST BE FILED MONTHLY

PRESCHOOL
Do not send a file going through LRE to the ELC before your TCM has done a checklist on it!

ORDER OF FILE
(For CURRENT/Active IEP file)

Front Inside cover of the file folder: (back to front order)
1. File Record of Access
2. myIDEA Current Student Information Sheet

IEP/White Folder: AGE OF MAJORITY (STAPLED TO INSIDE LEFT OF FOLDER**)**
3. Current IEP (requires team signatures) ESY Determination
4. Meeting Summary (stapled to IEP)
5. Health Care Plan (if appropriate)
6. FUBA/BIP (if applicable)
7. Last/Previous IEP
8. Anecdotals

Notice of Meeting/Yellow Folder:
9. Notice of Meeting for each IEP or Eligibility from the last 5 years (Paperclip w/current on top)
10. Progress Reports for current and previous IEP (1 per term = 8 in the file)

Referral/Brown Folder:
11. Re-eval/Data Review (if applicable – needs to be done year before Eligibility comes due or on move in from out of district/state)
12. Prior Notice and Consent for Evaluation/Re-evaluation (permission to test – parent signatures with date) Retain ALL copies (Paper clip all together with most recent on top)
13. Referral for Evaluation (requires LEA signature)
14. At Risk documentation including attached data and interventions

Eligibility/Green Folder:
15. Current Eligibility (with team signatures)
16. Protocols for current/or previous evaluation – evaluation summaries if applicable
Other pertinent information relating to eligibility
17. Last/previous Eligibility signed by team

Placement/Blue Folder:
18. Prior Written Notice and Consent for Initial Placement
19. Change of Placement (if applicable)
20. LRE forms (if applicable-signatures required)

Purple Folder:
21. Personal Care logs (teacher directed time, diapering, etc.)
22. Direct service logs (OT,PT, SLP, etc.)