TCM TIDBITS

September 2019

Welcome Back!!

Data Review - The RDR has been transformed! Now referred to as the "Data Review", it has been updated in myIDEA, The tab in the student information page has been changed, and the name of the document as well. <u>It is only good for 90 days</u>. The Data Review can no longer be held at the previous year's IEP - it needs to be held closer to the Eligibility. Also, you will be able to do the Consent to Test at the same time if you like - it will only be good for 90 days as well.

>> [Self-Enrolling Link to the Data Review Compliance Module](#)

As Needed - As a result of the recent UPIPs audit last March, the state has asked us to remove the "AS NEEDED" frequency option for accommodations and modifications. The option is no longer in the drop down choices in myIDEA. Student's whose IEP's currently have "AS NEEDED" frequency will still reflect that until a change is made. Case managers need to edit/change it to a more appropriate and compliant option as new IEPs or addendums are created during this school year. In many cases, frequency may most appropriately be set to "Daily".   (Please discuss this decision as a team.)

We have a reorganized the support structure at the SPED Office, due in part to Dolores retiring and other departmental changes. Please contact the following for their specific duties:

Robin Driggs (2-5158) - Head Secretary: SPED Director, Finance, Purchasing, Contract Nursing
Tracy Black (2-5485) - SPED Secretary: Special Programs, Move-in Management, Transportation Management, Human Rights, YIC
Kathi Lewis (2-5151) SPED Secretary for Mild Moderate, Support Team, Data manager, Calendaring, Safety Care, MIDAS, ATP testing, Teachtown.
Cozette Freckleton (2-5142) Medicaid Specialist & Billing/Management, ESY, Wellness, CPR
**Kristen Bright** (2-5169) SPED Office Assistant: Move-out File management, Legal Case file imaging.
Gayle Barth (2-5955) - Related Services Secretary.
Meridee Litster (2-5482) - Payroll Technician, USBE Legislative Days, USBE High Cost

There are changes in the district special programs.
A new program was added and there are new names & acronyms!

- 🍎 **EE - Essential Elements**
- 🍎 **SB - Social Behavioral**
- 🍎 **ASC - Academic Social Communication**
- 🍎 **BCIS - Behavior Communication Intensive Supports**
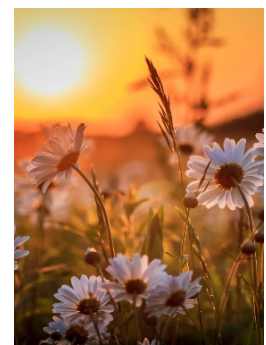
Setting Scram

If a student isn't showing up in the "All SPED Students" tab, they need SCRAM. When you are finding a student needs SCRAM, you can contact your TCM with the following information:

- *Student's Name*
- *Student's ID number*
- *Student Classification*
- *Service Time*

Finalizing an IEP, Addendum IEP, and a Move-in all sets the SCRAM record automatically. Don't forget to FINALIZE!

Housekeeping Items -

Move-in Student information is no longer done by Gayle Barth. This means that as these students move in, the assigned case manager (or however it is decided by the team) will then need to enter the information into the move-in button and finalize it so that SCRAM will set. **This needs to be done within 45 days**. Holding the Data Review and creating new documents can be done *after* this action.

The "Service Provider" field on the IEP screen in myIDEA is increasingly important and **MANDATORY.** It is utilized for reports in myIDEA, Evaluate Davis Evaluations, and will be utilized in the upcoming, updated "Personal Care and Service Log" tool, and it displays server names in the "Gradebook" application in Encore for general ed teachers to see.

Case managers and Service Providers are responsible for updating these fields at the beginning of the year, and throughout the year as assignments change.

Thanks for all you do! We appreciate you. 😊

How to Generate a Service Provider Report in myIDEA

STEPS 1 & 2
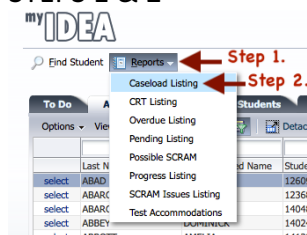
STEP 1 – Click "Reports"
STEP 2 – Click "Caseload Listing"

STEPS 3 & 4
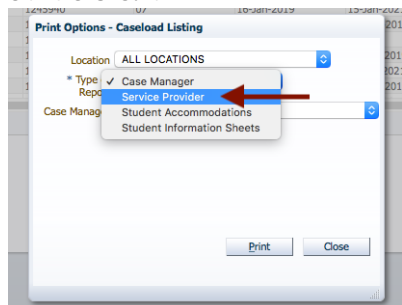
STEP 3 – In the Type of Report field, choose "Service Provider"

STEP 4 – Wait 10 seconds for the app to load the Service provider dropdown list (watch for the spinning blue circle to stop)

STEPS 5 & 6
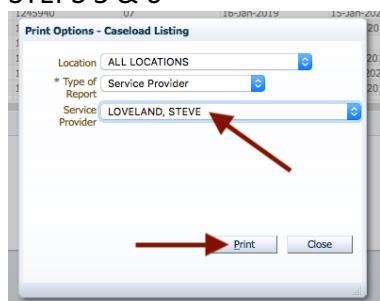
STEP 5 – Select the Service provider from the dropdown list.

STEP 6 – Click "Print" to generate the report

If a provider is missing from the lists, please contact Tom Johnson with the provider's name and school location.
tomjohnson@dsdmail.net

STEP 7

STEP 7 – a popup window will open up with the .pdf version of the report. This can be examined, saved or printed from the pdf window.

This report includes: Students names, Student ID, Grade, Date of Birth, IEP Due Date, Eligibility Classification & Due Date, Next School (to attend), Name of the Service in which the service provider provides to the student, number of Minutes and Frequency of the service.

This report can be generated for all locations and will display different locations in subsequent tables on the report.

If students and their services are missing from this report, the service provider has not been specified on the IEP. (see the how-to document entitled: "How to Update Service Providers in myIDEA".

How to Update Service Providers in myIDEA

Dear case managers and service providers,
Going forward, it is now MANDATORY to keep these fields up-to-date as service providers change. These fields are tied to service provider reports and to the Evaluate Davis system.

STEP 1

STEP 1 – From the student information page. Press the "IEP" button.

STEP 2

STEP 2 – Click the arrow next to the "Update Service Providers" box.

STEP 3

The box will expand and show the SPED & Related Services for the Student.

STEP 3 – Change the providers by clicking the drop-down menus and selecting the correct provider.

If a provider is missing from the lists, please contact Tom Johnson with the provider's name and school location.
tomjohnson@dsdmail.net

STEP 4

STEP 4 – Click on the "Save Provider Update" button

myIDEA Contacts

The Contacts button is where you set all of the IEP team participants and designate the case manager for the student. The IEP and other forms in myIDEA will automatically pull the information from what you set in the contact screen.

Case Managers are responsible to add all IEP team members who will be participate in the meetings from this Contact screen.

To add a contact
Click on the "Add Contact" button.

To edit a contact
Click on the "Edit" button.

With either of the above options, a Dialog box will appear with two drop-down menus. It is here that you'll choose the **Contact Type** (e.g. Case Manager, General Teacher, Lea Rep, Related Server), and you'll choose a **Contact Name**.

If the name of the educator is not in the list, please contact Tom Johnson (tomjohnson@dsdmail.net) to have the person added.

Updating the Contact screen is important to ensure that the appropriate members of the IEP team are listed on the documents they are required to sign. After you have updated the Contact screen if there are other team members added you will need to return to Contact and add the new team member.

There will be blank spaces on the printed document if there was someone left off the list, but the four required team members will have to be set in this section. (The four required team members are: Guardian/Parent, LEA Designee, and Special Education Teacher (if the only service is from a related server, the special education teacher is the related server) and General Education Teacher).

To delete a contact
Highlight the desired contact, then click on the "Delete" button

updated July 2019