



# TCM TIDBITS



SPRING 2021

## REMEMBER

If you are serving a Davis Connect student, and they are transferring education levels from PS to K, 6<sup>th</sup> to 7<sup>th</sup>, 9<sup>th</sup> to 10<sup>th</sup>, 12<sup>th</sup> to Vista Center, please contact your TCM to do a file compliance check.

## DON'T FORGET

When you or the case manager receive a signed consent back, please remember to write the date received on the bottom of the form.

## ADMINISTRATORS

Did you know that you can run a report in myIDEA that shows you all overdue and pending items?

### "OVERDUE LISTING"

(under Reports) would be a great tool to help you follow up with your team.

**DAVIS CONNECT SPED OFFICE IS NOW LOCATED AT ELLISON PARK ELEMENTARY PORTABLE 252**

**IF AN ADDENDUM IS NEEDED, ONLY PRINT OUT THE PAGE WITH THE CHANGES AND HIGHLIGHT THOSE CHANGES**

**REMEMBER FILES ARE TO BE TRANSFERRED BY APRIL 23<sup>RD</sup>**

**FYI: DUE TO A RECENT CHANGES IN THE LAW, RECORDS ASSISTANTS CAN NO LONGER DO VISION SCREENINGS. ONLY SCHOOL NURSES CAN DO THEM.**



**Service Providers** – Be sure to put yourself as the current service provider on a students IEP ~ also be SURE to remove yourself when you are no longer serving a student. Same with case managers – when you release a student, remove yourself as case manager.

**Pending documents in myIDEA:** Please be sure to go through all your pending documents and **FINALIZE!!** This includes all progress reports that have been completed.

TCMS can delete pending documents that were opened by mistake or accident. If you had made changes on the pending document, please make sure all data is changed back to its previous state as it was before you opened the document as other systems including Encore utilize those fields. Please make these changes before TCM deletion



## Medicaid Updates/Reminders

Behavioral Skills (use the drop-down) is a billable service and service time should be listed under the Special Education Service section of the IEP when it is a Behavioral only student. When there are multiple services, this should be listed under the Related Services section. The Teacher is the case manager and should sign as the Supervisor on the Direct Log each month. If School Psychology Services are needed, the school Psychologist only puts their minutes under the Related Services section as School Psychology Services (from the Drop down) and signs as the Supervisor for their Direct Tracking Log.

Behavior Plan implementation is no longer a Billable service, but you should put it in the Accommodations section of the IEP so all who work with the student are aware that there is a FBA/BIP in place.

[Medicaid Reimbursement Webpage - Full list of eligible services can be accessed.](#)

## MEDICAID: WHO SIGNS AS SUPERVISOR?

### SPECIAL EDUCATION SERVICES

BEHAVIORAL SKILLS

### MEDICAID ELIGIBLE NOTES

\* Use for Behavior Only IEP (Teacher is case manager)

### RELATED SERVICES

BEHAVIORAL SKILLS

Teacher Signs as Supervisor use Direct Log

EATING / FEEDING / MEAL PREP.

Teacher Signs as Supervisor. Can use Personal log if there is not an associated IEP goal.

GROOMING / DRESSING / BATHING

Teacher Signs as Supervisor. Can use Personal log if there is not an associated IEP goal.

NURSING (1:1 CONTRACT SERVICES)

Teacher Signs as Supervisor use Personal Log

PERSONAL/HEALTH CARE FEEDING

Teacher Signs as Supervisor use Personal Log

TEACHER DIRECTED COMMUNICATION

Speech Therapist must sign as Supervisor use Direct Log

TEACHER DIRECTED HEARING SKILLS

Hearing Specialist must sign as Supervisor use Direct Log

TEACHER DIRECTED VISION SKILLS

Vision Specialist must sign as Supervisor use Direct Log

TOILETING

Teacher Signs as Supervisor. Can use Personal log if there is not an associated IEP goal.

PERSONAL/HEALTH CARE DIAPERING

Teacher Signs as Supervisor use Personal Log

All Special Education staff (Aides, Teachers, Therapists) can access and enter information into the tracking system. When entering information, the system automatically records the staff member entering the information. If multiple staff worked with the student on the same service, the notes should not only include the activities or clinical notes, but who provided the services. **At the end of the month the logs are then signed by those who either delivered the service or supervised the service delivery. If a teacher or therapist is both the provider and supervisor, they can click on both areas and sign once.**

# 2021 File Transfer Procedures: Preschool, Resource K-12 and Special Programs

This document addresses the transfer of files from Pre-School to KG, 6th to 7th; 9th to 10th; 12th to transition programs. These guidelines include files for students in special programs (i.e. ASC, EE, SB, BCIS) that will be transferred to a new school location. These guidelines do not apply to files where a change of placement to a more restrictive placement (self-contained classroom) is team decision.

## 1. Role of TCMs

- Review all files that will transfer between Special Programs, Preschool, 6th, 9th and if appropriate 12th grades. Complete a TCM Compliance Checklist for each file.
  - The checklist is kept outside of the special education record and transferred to the receiving school for their review.
  - The receiving school can destroy these after the corrections have been verified.
- Train and assist paperwork assistants in file management in the sending, receiving, and daily management of files.

## 2. Role of Sending Team (all Special Education Professionals involved in file transfers)

- Ensure each student has a current IEP which will not expire before November 1 of the next school year. This deadline is **applicable for all transferring students**, including those students transferring to the post-high programs housed at the Vista Education campus.
- Complete the transition plan for all students turning 14 in the IEP year.
- Ensure that evaluation and student eligibility are current and that the eligibility is not due before November 1st of the next school year (for students who will transfer to a new setting).
- **Ensure that all open forms are finalized on myIDEA!**
- Review TCM File Compliance Checklist and correct all errors.
- Align the student's IEP services, placement, and proposed schedule. (See 5 + 1\* Compliance Reasons to Return a File).
  - Complete change of placement indicating start date of next year if appropriate.

Transfer **ALL** files (active and inactive) to the receiving school **no later than the last Friday in April of the current School Year. For the 2019-2020 school year, this is Friday, April 23, 2021.** TCMs will be reviewing all transferring student files by April 23, 2021 regardless of education programs (ASC, EE, SB, BCIS, Speech [only])

- **The receiving school should return any files that require corrections by May 7, 2021. Corrections are to be made and file returned by May 21, 2021** (See list of "Reasons to Return a File").  
*Please note, these timelines differ for Special Programs ASC, EE, SB, BCIS whom hold their file fair on May 21<sup>st</sup>, 2021.*
  - Progress reports that haven't been completed can be sent via Pony to the receiving school after they're done.
  - Year-round elementary schools need to follow this date because junior high teams need to review the files. Year-round schools can still access records on myIDEA.
- Complete a File Transfer Log with a list of names indicating the active and inactive files being transferred. Keep one copy for your records and provide the receiving school a copy.
- **A Note for Special Programs Teachers:** Avoid involving the anticipated self-contained teacher. Sharing teacher names with parents and suggesting specific schools creates parental expectations for student placement that may not be fulfilled.

## 3. Role of the Receiving Team (all Special Education Professionals involved in file receipt)

1. Review the School to School Transfer Form and the student files for compliance.
2. Receiving school can return ACTIVE files that require corrections within 10 contract days of date of receipt (See 5 + 1\* Compliance Reasons to Return a File).
3. If there is a question regarding the file compliance, contact your TCM.
4. Corrections must be made and file returned by **May 21, 2021.**

**Deliver files to SPECIAL EDUCATION DEPARTMENT PERSONNEL ONLY - not school custodian, office staff/secretaries.**