

Paperwork Procedures

Annual IEP (Not a Re-evaluation)

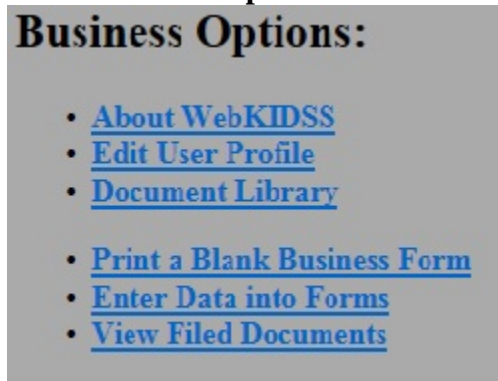
The intent of WebKIDSS is to have all special education paperwork housed electronically and an accurate database of all Tri-County students.

A *Provider* Request for access should be done as follows through the WebKIDSS process. Allow a 1-2 day turnaround, but in most cases the turnaround will be within a few hours. **Do not call the Tri-County office.**

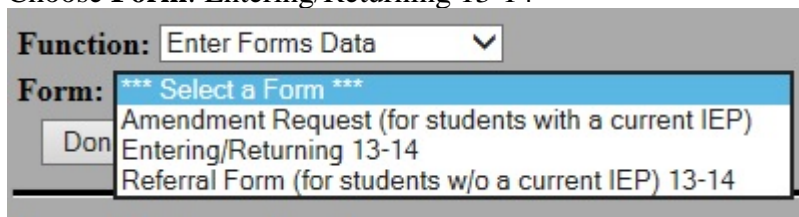
1. Log in to WebKIDSS,
Choose the **Group**: Add Students (MIS, Rtrn, New)

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Under **Business Options** select: Enter Data into Forms



Choose **Form**: Entering/Returning 13-14



Complete ALL fields. The “Additional Information” is important. This form is used for other purposes. Please specify in this area “Annual IEP”. IEP date is required to create student, so have an estimated date to provide on this form. **(If this changes, just send Jennifer Palmer a regular email stating IEP date change.)** If there is an unknown field, then enter “n/a”. Then “Email Document” at top of page. This will automatically email to Jennifer Palmer.

2. Once a new IEP record has been created by Jennifer, the person making the request has access to a new IEP record. Previous IEP will be archived. *(Justification: When there is only one person that can add a student to WebKIDSS, we no longer have the issue of duplicate students. Additionally, a Primary Provider will always be listed.)*
3. Prior to 10 days before the anticipated evaluation team meeting, the Primary Provider notifies parent and other required IEP Team participants (1. Parents 2. Local Education Authority (principal, designee, etc) 3. General Education Teacher 4. Special Education Staff) by sending **Notice of Meeting with Parent Concerns** (form in WebKIDSS) at least 10 days before the scheduled meeting date. The parent can choose to waive the 10 days, but then this box must be marked:
 I consent to waive my right to a 10-day prior written notice of the meeting to develop, review or revise the IEP for my child.

The purpose(s) of the meeting must be identified. A draft IEP will be presented, so this box must be marked:

- Conduct an annual review of your child's individualized education program (IEP).

“File” to save this document in WebKIDSS.

4. a) **Student services and placement will not change:** Ideally an IEP draft is prepared to send to parents prior to the annual meeting. Be sure that this document has “Draft” written on it, so that there is not an assumption this is the final copy and decisions weren't made without parents input.

The IEP is prepared by the teachers and related service providers. The information is shared with the team and parents at the meeting. The services must be implemented no later than 10 days after the IEP is signed, but cannot exceed the Annual IEP timeline. **Parental Rights** are offered and available annually – Tri-County Interlocal requires Parental Rights be offered at each Annual IEP.

- If a release of information is needed for Doctors, Mental Health, outside family & agencies, parent must sign **Authorization of Disclosure** form

In WebKIDSS IEP, go to the *Determining If Consent is Required* page.

- Look at the bullets and determine which action is being taken. You must select one of the two radial buttons at the bottom of that page.
 - If *Non-Significant Changes (less than 25% criteria)* is checked, a Prior Written Notice (No Consent Needed) will print with the amendment in the IEP #2 section.
 - If *Significant Changes (more than 25% change, addition, removal, etc)* is checked, the **School Psychologist or Related Service Provider must be contacted** to make available a Prior Written Notice for Identification, Initial Services, Placement, Change in Services, Change of Placement, and Request for Consent. **This is required and requires parent consent.**
5. In WebKIDSS, you will print two items for the IEP meeting:
Go to **Print IEP** section on main page
Choose *student*
Select **Print IEP #1** (Teacher Information Page and content of IEP will print.) *Teacher Information page is not for parents or team members – it is only for MIS use and to send to main office.*
Select **Print IEP #2** (These are all the documents that need signatures and/or initials/check boxes.)
Both, Print IEP and Print IEP #2, must be printed before the meeting. Copies should be made for the team members, excluding the Teacher Information Page.
6. Any changes made to the paper copy of the IEP must be updated within the WebKIDSS system. Make sure all paperwork is copied and given to parent, a copy is left for teacher file, and all originals are sent to the main office to the MIS clerk within 10 days. IEP will be locked by main office.

7. Required Paperwork to turn in to main office/MIS:

- Tri-County Paperwork Checklist
- Teacher Information Page
- Annual IEP (including signature pages)
- Medicaid Authorization Form signed by parent/guardian only
- Notice of Meeting
- Excusal From Meeting Form (when required team member is absent from meeting)
- Other: (as determined from procedures)
- Tri-County Paperwork Checklist (required-New)