

Process for Completion of IEPs

Annual IEP

Definition: Annual Review of the IEP

The IEP is to be reviewed at least once every 12 months, to determine whether the annual goals for the child are being achieved and to revise the IEP as appropriate. The review and revision of the IEP is to address: (a) any lack of expected progress toward the annual goals and in the general education curriculum, when appropriate; (b) the results of any reevaluation conducted; (c) information about the child provided by the parents; (d) the child's anticipated needs; or (e) other matters. The IEP Team is to consider any of the special factors related to the child's IEP. (K.S.A. 72-987(f))

Preparation for Annual IEP:

a. Complete final progress reports on the current IEP if it has been longer than 14 days since the last report. Be sure that all other providers for the student have completed their progress reports, as well. Print them out to give to parents at the IEP meeting.

** You do not need to send a copy of the final progress reports to the Cooperative ***

b. Create a new IEP record **prior to** completing new ESC 400 and ESC 401 forms for the new meeting.

*** Do **not** type over any forms in the previous IEP record***

Creating the new IEP Record:

a. Go to the student's IEP in the WebKIDSS program.

b. On the "Demographics/Parent/School Date Screen", click on the "**Add New/Amendment Record**" button found on the right hand side below the IEP Records box.

NOTE: If you do not see this button, then you have not been designated as the primary provider on the "Anticipated Services Chart." If this is an error, go to the Anticipated Services Chart and click the "P" in the circle after your name. When the new screen appears, click "**Primary Provider**" and "**OK**". This will designate you as the primary provider for that student. If you are not the primary provider, you do not have permission to archive records.

c. When you see the new screen, click on the "**Add New IEP**" button. The "**Add New IEP**" screen will appear.

d. Enter the new IEP date and the Initiation Date. These two dates will generally be the same. These dates can be changed at a later time, if necessary (e.g.; meeting is postponed, etc.).

e. Select the appropriate Educational Status from the drop down menu (C for Continuing Student, etc). **NOTE:** Education Status does not change during a

school year, so if a student was coded “E” during that school year, the status will remain “E” even if a new IEP is completed during that school year.

f. Click the “**Add IEP**” button and the program will take you back to the “**Demographics**” screen. You should now see the newly created IEP in the “**IEP Records**” box (top right of screen) with the new IEP meeting date. The newly created IEP will be highlighted and will always appear at the top of the box.

Archive the old IEP:

Once you have created the new record, you will need to **archive** the old IEP.

a. On the student’s “**Demographics/Parent/School Data Screen**” screen in the IEP records box (top right side), click on the IEP date immediately below the record you have just created. This date should be the date of the last IEP and will now be highlighted in blue. Click the “**Change Archive Status**” button, also found on the right side of the “Demographics” screen below the IEP Records Box.

NOTE: If you do not see this button, then you have not been designated as the primary provider on the “Anticipated Services Chart.” If this is an error, go to the Anticipated Services Chart and click the “P” in the circle after your name. When the new screen appears, click “**Primary Provider**” and “**OK**”. This will designate you as the primary provider for that student. If you are not the primary provider, you do not have permission to archive records.

b. Once you have clicked the button, the program will take you to the “**Change Archive Status**” screen. You will see a list of some of the student’s demographic information. Below the list, you will see two archive categories: **Student Archived** and **IEP Record Archived**. Student archived will be followed by the word “No” because teachers do not archive students. Next to **IEP Record Archived**, click the radio button in front of “**Yes.**”

c. Click the “**Change**” button to archive the IEP.

d. The program will take you back to the “Demographics/Parent/School Data Screen”. You will now see the following message in red:

“IEP record is archived. Changes cannot be made.”

e. Return to the **IEP Records** box and click on the top record (the newly created IEP record). You are now ready to complete the necessary forms.

Completing the required forms (ESC 400, ESC 401, ESC 99) in WebKIDSS Forms Data:

a. On the “**Demographics**” screen, above the Student’s name, click on the button which says “**Enter IEP data**”.

b. Click on “**Enter Forms Data**” in the drop down menu.

c. On the new screen, click on “**Select a Form**”.

d. Click on the desired ESC form number in the drop down menu.

- e. When the form appears on the screen, you will see that all the student's demographic information is already complete.
- f. Complete the forms with the additional data you have available.
 - The **ESC 400 and ESC 401** can be completed fully and printed for distribution to the IEP Team, including the parent, as notification of the meeting.
 - The **ESC 99** can be partially completed prior to the meeting, with additional information to be added during the meeting.
- g. Click "**SAVE**".
- h. Click "**Display Form**" to bring up a print ready version. Then print the form(s).

Prior to the IEP meeting:

- a. On the demographics screen, make sure the button above the student's name says "**Enter IEP Data**".
 - b. Also, make sure that the new IEP date in the **IEP Records** Box is the top record and that it is highlighted.
 - c. At this point, the IEP will contain all information from the previous IEP. You will need to consider what information is still pertinent/accurate and should stay on the new IEP. Delete anything that is no longer current or accurate. Then enter any new information you have available. Additional information discussed at the IEP meeting will be entered at that time.
- NOTE:** Please remember that each new IEP must reflect **current** information including present levels of performance in all areas and current, accurate baseline information to support the development of new goals.
- d. The **Special Education and Related Services** sections should be completed **during** the IEP meeting when the Team has discussed and determined the most appropriate services for the student. Be sure to delete old services.
 - e. Print a copy of the new IEP, clearly marked as a "**Draft**" to take to the meeting.

During the IEP Meeting:

- a. Present the new IEP to the parents and the Team as a "**Draft**". Explain that you will be reviewing all sections of the IEP during the meeting and will be adding any changes recommended by the Team and any new information presented by parents and other Team members.
- b. Complete the sections on the IEP draft copy regarding whether all required participants were present, the IEP distribution section, the parental rights distribution section, the Medicaid section (if appropriate), and the IEP Team Checklist by hand during the meeting. If a required participant is absent, there should be an ESC 300 Excusal Form available to be signed at the meeting.
- c. Complete the new **ESC-99** form with the services being proposed following the guidelines for **ESC-99** completion (see Prior Written Notice and Consent section of this Manual) and have the parent(s) sign the **Consent** section. Please remember to ask the parent(s) to check the appropriate "Consent/Do not Consent" boxes next to their signature(s). These consent boxes should never be pre-checked by

computer. If the parent does not wish to sign the ESC 99 at the meeting, they may take it home and send it back to school once it has been signed.

d. Obtain signatures from all those who participated in the meeting (including the student, if she/he attended) on the Signature Page. IEP Signatures should include **ONLY** those team members who were present at the meeting. The parent/legal educational decision maker will need to initial and date the two statements at the bottom of the page indicating that she/he received a copy of the IEP. The Primary Provider will then sign as the person who provided the parent/legal education decision maker with the copy of the IEP. Once the IEP has been completed and all signatures are in place, a **copy** of the IEP with the hand written changes and a **copy** of the ESC 99 will be made and given to the parent. This will be the **official** copy of the IEP. Please explain to the parent that a “clean” (computer generated) copy will be sent to them by the Coop.

Following the IEP Meeting:

- a. Return to the student’s IEP in WebKIDSS to make any changes recorded on the IEP at the meeting exactly as they were recorded on the original, hand written copy at the meeting including the **Special Education and Related Services** sections. The **Anticipated Services Chart** must also be completed **after** the meeting since it is not a part of the official IEP and should never be given to the parents. (see Anticipated Services Chart section in this manual).
- b. Click on “**Enter IEP Data**” above the student’s name and click on “**Enter Forms Data**” in the drop down menu. Return to the **ESC-99** and enter the information regarding the decisions made at the meeting that were hand written on the ESC 99 signed at the meeting. **NOTE:** It is not necessary to print out the new 99. The handwritten document signed at the meeting should be sent to the Cooperative.

Prior to submitting any paperwork to the Cooperative Office:

- a. Make a copy of the signed signature page and the signed 99 to keep in your student file. You may also want to keep a copy of the DRAFT IEP you completed at the meeting in the student file.

Submit Paperwork to the Cooperative Office:

- a. After making all of the necessary revisions to the IEP and the 99, send **only** the **required** paperwork to the Cooperative Office:
 - The original hard copy of the DRAFT IEP completed at the meeting including the IEP Signature page with **original** signatures
 - ESC-99 Form completed at the meeting with **original** signatures
 - The ESC 401 Meeting Notice Acknowledgement (signed original)
 - Behavior Intervention Plan if a separate behavior plan is utilized
 - Admit/Dismiss Form (if new student, or if adding or deleting a service)
 - Medicaid Form (if applicable and not previously signed this year)
 - ESC 300 Excusal Form if a legally required member of the Team was unable to attend

- b. It is the Cooperative's expectation that **ALL** required paperwork will be submitted to the Coop office **within 10 school days** following the IEP meeting.

***** Please do not send additional paperwork or documentation. *****

IEP Review:

- a. The IEP will be reviewed at the Cooperative Office. If changes or additional information are required, you will be notified by e-mail or through an "IEP Checklist".
 - 1. If there is a discrepancy between the original, hard copy of the IEP and what has been entered into the WebKIDSS IEP, where the WebKIDSS version appears to be in error, you will be notified to make the necessary correction in WebKIDSS.
 - 2. If it appears that the original, hard copy is in error, you will be asked to complete an amendment to the IEP (626) to correct the error. This will require signatures from the parent, administrator, and the primary provider. A new ESC 99 will also need to be completed.
 - 3. If the error(s) on the original, hard copy is/are substantial, you will be asked to re-convene the IEP Team and complete an Amendment to the IEP and a new ESC 99 to make the correction(s).
- b. Once the IEP has been reviewed and finalized, a hard copy of the WebKIDSS IEP will be printed and sent to the parent. The IEP will then be "**Adopted**" so no further changes can be made.

***** Please do NOT make changes to an IEP (other than requested revisions) or create a new IEP record until you see "**IEP has been Adopted**" on the Demographics page of the student's IEP in WebKidss. If you do need to make a change, please contact the Coop Office and we will review the existing IEP as soon as possible*****

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