









TCM TIDBITS

September 2019



Welcome Back!!

In this Issue...

-  Data Review
-  As Needed
-  New SPED Secretaries
-  New Units
-  Setting Scram
-  Housekeeping

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. It is only good for 90 days. 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 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.

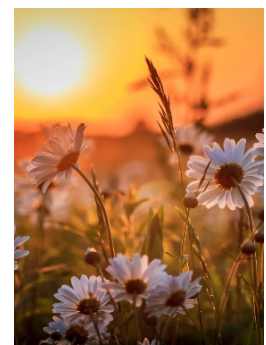
Gayle Barth (2-5955) - Related Services Secretary.

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.

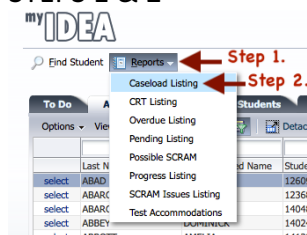
*The "Service Provider" field on the IEP screen in myIDEA is increasingly important and **MANDATORY**.* It is utilized for reports in myIDEA, Evaluate Davis Evaluations, and will be utilized in the upcoming, updated "Personal Care and Service Log" tool, and it displays server names in the "Gradebook"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

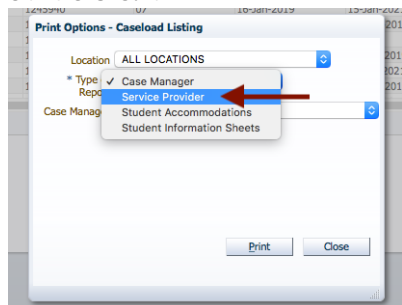
STEPS 1 & 2



STEP 1 – Click “Reports”

STEP 2 – Click “Caseload Listing”

STEPS 3 & 4

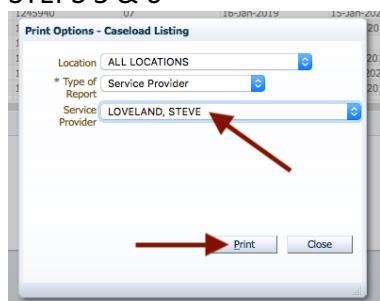


STEP 3 – In the Type of Report field, choose “Service Provider”

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@dsgmail.net

STEP 7

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Created by Service Provider

Page 1
SE CASLO

Service Provider: FAMILY ENRICHMENT CENTER

Student Name	Student ID	DOB	IEP Due	Elig Code/Chr	Next School	Service	Minutes	Frequency
ABAR, ABAR	12360	21-MAR-2018	CD 27-APR-2020	Speech		SPEECH/ARTICULATION SKILLS	30	WEEKLY
ABAR, ABAR	12360	22-APR-2018	CD 28-APR-2020	Speech		SPEECH/ARTICULATION SKILLS	30	WEEKLY
ABAR, ABAR	12360	23-MAY-2018	CD 29-MAY-2020	Speech		SPEECH/ARTICULATION SKILLS	30	WEEKLY
ABAR, ABAR	12360	24-JUN-2018	CD 30-JUN-2020	Speech		SPEECH/ARTICULATION SKILLS	30	WEEKLY
ABAR, ABAR	12360	25-JUL-2018	CD 31-JUL-2020	Speech		SPEECH/ARTICULATION SKILLS	30	WEEKLY
ABAR, ABAR	12360	26-AUG-2018	CD 01-AUG-2020	Speech		SPEECH/ARTICULATION SKILLS	30	WEEKLY
ABAR, ABAR	12360	27-SEP-2018	CD 02-SEP-2020	Speech		SPEECH/ARTICULATION SKILLS	30	WEEKLY

Total for FAMILY ENRICHMENT CENTER: 6

Service Provider: KING ELEMENTARY

Student Name	Student ID	DOB	IEP Due	Elig Code/Chr	Next School	Service	Minutes	Frequency
ABAR, ABAR	12360	07-MAR-2018	CD 08-MAR-2020	Speech		SPEECH/ARTICULATION SKILLS	120	MONTHLY
ABAR, ABAR	12360	12-MAR-2018	CD 13-MAR-2020	Speech		LANGUAGE/RECEIVING	120	MONTHLY
ABAR, ABAR	12360	17-MAR-2018	CD 18-MAR-2020	Speech		LANGUAGE/RECEIVING	120	MONTHLY
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ABAR, ABAR	12360	27-MAR-2018	CD 28-MAR-2020	Speech		LANGUAGE/RECEIVING	120	MONTHLY
ABAR, ABAR	12360	31-MAR-2018	CD 01-APR-2020	Speech		SPEECH/ARTICULATION SKILLS	30	WEEKLY
ABAR, ABAR	12360	05-APR-2018	CD 06-APR-2020	Speech		LANGUAGE/RECEIVING	120	MONTHLY
ABAR, ABAR	12360	10-APR-2018	CD 11-APR-2020	Speech		SPEECH/ARTICULATION SKILLS	30	WEEKLY
ABAR, ABAR	12360	15-APR-2018	CD 16-APR-2020	Speech		LANGUAGE/RECEIVING	120	MONTHLY
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ABAR, ABAR	12360	03-AUG-2018	CD 04-AUG-2020	Speech		LANGUAGE/RECEIVING	120	MONTHLY
ABAR, ABAR	12360	08-AUG-2018	CD 09-AUG-2020	Speech		SPEECH/ARTICULATION SKILLS	30	WEEKLY
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ABAR, ABAR	12360	23-AUG-2018	CD 24-AUG-2020	Speech		LANGUAGE/RECEIVING	120	MONTHLY
ABAR, ABAR	12360	28-AUG-2018	CD 29-AUG-2020	Speech		SPEECH/ARTICULATION SKILLS	30	WEEKLY
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ABAR, ABAR	12360	27-SEP-2018	CD 28-SEP-2020	Speech		SPEECH/ARTICULATION SKILLS	30	WEEKLY
ABAR, ABAR	12360	02-OCT-2018	CD 03-OCT-2020	Speech		LANGUAGE/RECEIVING	120	MONTHLY
ABAR, ABAR	12360	07-OCT-2018	CD 08-OCT-2020	Speech		SPEECH/ARTICULATION SKILLS	30	WEEKLY
ABAR, ABAR	12360	12-OCT-2018	CD 13-OCT-2020	Speech		LANGUAGE/RECEIVING	120	MONTHLY
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ABAR, ABAR	12360	22-OCT-2018	CD 23-OCT-2020	Speech		LANGUAGE/RECEIVING	120	MONTHLY
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ABAR, ABAR	12360	31-OCT-2018	CD 01-NOV-2020	Speech		LANGUAGE/RECEIVING	120	MONTHLY
ABAR, ABAR	12360	05-NOV-2018	CD 06-NOV-2020	Speech		SPEECH/ARTICULATION SKILLS	30	WEEKLY
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ABAR, ABAR	12360	30-NOV-2018	CD 31-DEC-2020	Speech		LANGUAGE/RECEIVING	120	MONTHLY
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ABAR, ABAR	12360	02-AUG						

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Created by Service Provider

Page 2
SE CASLO

Service Provider: KING ELEMENTARY

Student Name	Student ID	DOB	IEP Due	Elig Code/Chr	Next School	Service	Minutes	Frequency
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ABAR, ABAR	12360	30-MAY-2018	CD 31-MAY-					

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

myIDEA

Welcome TOM JOHNSON (sign out)

Find Student | Reports

Student Information

Last Name: [REDACTED] First Name: [REDACTED] Gender: [REDACTED]
Middle Name: [REDACTED] Ethnicity: [REDACTED]
Date of Birth: [REDACTED] Student Language: [REDACTED]
Age: [REDACTED] Home Language: [REDACTED]
Enrolled School: KING ELEMENTARY Home Phone: [REDACTED]
Student ID: [REDACTED] Home Address: [REDACTED]
Grade: 04 City/State/Zip: LAYTON, UT 84040-0000

Guardian Information

Guardian Name: [REDACTED] AS Phone: [REDACTED]
Location: [REDACTED] Email: [REDACTED]

File Information

Case Manager: [REDACTED] Eligibility Due Date: 2010-01-01
IEP Due Date: [REDACTED] Enrollment Code: Transfer Within District

SCRAM Information

Eligibility OTHER HEALTH IMPAIRMENTS

Start Date: [REDACTED]
Time Frame: [REDACTED]
Regular School Setting (5 year old-13th grade students only) (This includes almost all learning center and functional skills students)
Enrollment: [REDACTED]
Percent: [REDACTED]
Educational Functional Skills Program: [REDACTED]

Find Student | Print | Contact | Referral | Consent | Eligibility | Notice of Meeting | IEP | Progress | Initial Placement | Change Placement | Age of Majority | ETR | ETR Progress | Evaluation | Renewal | Re-eval | Re-eval

GO HERE

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

STEP 2

myIDEA

Welcome TOM JOHNSON (sign out)

Find Student | Reports

Individualized Education Program (IEP)

View + | Create Addendum

IEP Archive

View + | Detach

Report	Finalized By	Meeting Date	Due Date	Addendum Date
view	[REDACTED]	22 Apr 2010	21 Feb 2011	15 Feb 2011
view	[REDACTED]	27 Apr 2010	26 Apr 2010	
view	[REDACTED]	27 Apr 2010	26 Apr 2010	
view	[REDACTED]	13 Apr 2010	09 Apr 2010	
view	[REDACTED]	13 Apr 2010	09 Apr 2010	

Columns Hidden: 5

Update Service Providers

CLICK HERE

View Finalized Report

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

STEP 3

myIDEA

Welcome TOM JOHNSON (sign out)

Find Student | Reports

Individualized Education Program (IEP)

View + | Create Addendum

IEP Archive

View + | Detach

Report	Finalized By	Meeting Date	Due Date	Addendum Date
view	[REDACTED]	01-01-2010	01-01-2010	
view	[REDACTED]	15-Feb-2010	21-Feb-2010	
view	[REDACTED]	27-Apr-2010	26-Apr-2010	
view	[REDACTED]	27-Apr-2010	26-Apr-2010	

Columns Hidden: 5

Update Service Providers

Special Education Services

Service Name	Location Name	Minutes	Frequency	Provider
FUNCTIONAL MATH, READING, WRITTEN LANGUAGE, TRANSITION SKILLS	SPECIAL EDUCATION	322	DAILY	[REDACTED]
SOCIAL SKILLS	GENERAL/SPECIAL EDUCATION	20	4/WEEK	[REDACTED]
READING BASIC SKILLS	GENERAL EDUCATION	45	4/WEEK	[REDACTED]

Columns Hidden: 4

Related Services

Service Name	Location Name	Minutes	Frequency	Provider
Speech and/or Language Services	GENERAL/SPECIAL EDUCATION	30	WEEKLY	[REDACTED]
Teacher directed communication	GENERAL/SPECIAL EDUCATION	10	DAILY	[REDACTED]

Columns Hidden: 4

Save Provider Update

Change Providers

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@dstdmail.net

STEP 4

myIDEA

Welcome TOM JOHNSON (sign out)

Find Student | Reports

Individualized Education Program (IEP)

View + | Create Addendum

IEP Archive

View + | Detach

Report	Finalized By	Meeting Date	Due Date	Addendum Date
view	[REDACTED]	01-01-2010	01-01-2010	
view	[REDACTED]	15-Feb-2010	21-Feb-2010	
view	[REDACTED]	27-Apr-2010	26-Apr-2010	
view	[REDACTED]	27-Apr-2010	26-Apr-2010	

Columns Hidden: 5

Update Service Providers

Special Education Services

Service Name	Location Name	Minutes	Frequency	Provider
FUNCTIONAL MATH, READING, WRITTEN LANGUAGE, TRANSITION SKILLS	SPECIAL EDUCATION	322	DAILY	[REDACTED]
SOCIAL SKILLS	GENERAL/SPECIAL EDUCATION	20	4/WEEK	[REDACTED]
READING BASIC SKILLS	GENERAL EDUCATION	45	4/WEEK	[REDACTED]

Columns Hidden: 4

Related Services

Service Name	Location Name	Minutes	Frequency	Provider
Speech and/or Language Services	GENERAL/SPECIAL EDUCATION	30	WEEKLY	[REDACTED]
Teacher directed communication	GENERAL/SPECIAL EDUCATION	10	DAILY	[REDACTED]

Columns Hidden: 4

Save Provider Update

Then Click Save

STEP 4 – Click on the “Save Provider Update” button

myIDEA Contacts

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.

Contact Type	Contact Name	Contact Position	Phone	Alt Phone	Email
SPEECH-LANGUAGE PATHOL...	BLOCK, HEIDI				hblock@dstdmail.net
GUARDIAN / PARENT	COATES, LORIE		8018913288		lcoates@dstdmail.net
LEA REPRESENTATIVE	HANSEN, SPENCER				sdhansen@dstdmail.net
CASE MANAGER	JOHNSON, THOMAS				tomjohnson@dstdmail.net
SCHOOL PSYCHOLOGIST	VISKOSCHIL, JOSEPH				jviskoschil@dstdmail.net

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@dstdmail.net) to have the person added.

Contact Details

Contact Type: GENERAL TEACHER

Contact Name: ARBON, PATTY

Ok Cancel

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