

# West Linn-Wilsonville

## Special Education

### Meetings & Paperwork Organizational Grid

Type	Timeline	Paperwork	Team	ePEP
Annual IEP  Initial IEP	Once every 365 days	<ul style="list-style-type: none"> <li>*Meeting Notice</li> <li>*Meeting Notes</li> <li>*Complete IEP</li> <li>*Procedural Safeguards Offered</li> <li>*Prior Notice of SPED Action (<u>only if</u> substantive change or disagreement)</li> <li>*Initial Provision of SPED (if Initial IEP)</li> <li>*Medicaid Consent &amp; Notification (Initial)</li> </ul>	<ul style="list-style-type: none"> <li>Parent</li> <li>SPED Teacher</li> <li>Gen Ed Teacher</li> <li>District Rep</li> <li>Individual Interpreting Evaluations</li> </ul>	<p><b>Case manager submits for error checking <u>within 10 work days</u></b></p> <p>Student Services archives and emails full packet to parents <u>within 10 work days</u></p>
Placement Determination	Once every 365 days	<ul style="list-style-type: none"> <li>*Meeting Notice</li> <li>*Meeting Notes</li> <li>*Placement Page</li> <li>*Prior Notice of SPED Action (<u>only if</u> change or disagreement)</li> </ul>	<ul style="list-style-type: none"> <li>Parent</li> <li>Person Knowledgeable re: Child</li> <li>Person Knowledgeable re: Evaluations</li> <li>Person Knowledgeable re: Options</li> </ul>	<p><b>Case manager submits for error checking <u>within 10 work days</u></b></p> <p>Student Services archives and emails full packet to parents <u>within 10 work days</u></p>
Re-Evaluation Planning (May be completed without formal meeting if all team members are in agreement. When in doubt, meet.)	Usually about 3 months prior to 3 year date  <i>If team determines new assessments are needed: No more than 60 school days from signed consent to eligibility</i>	<ul style="list-style-type: none"> <li>*Re-Evaluation Plan Form</li> <li>*If meeting, include meeting notes and notice</li> <li><i>If no more info needed, go straight to eligibility.</i></li> <li><i>If More Info Needed:</i> <ul style="list-style-type: none"> <li>*Signed Consent for Evaluation</li> </ul> </li> <li><i>May need medical and/or release forms</i></li> </ul>	<ul style="list-style-type: none"> <li>Parent</li> <li>SPED Teacher</li> <li>Gen Ed Teacher</li> <li>District Rep</li> <li>Individual Interpreting Evaluations</li> </ul> <p>(Case manager alerts any staff responsible for assessments)</p>	<p><b>Case manager submits for error checking with eligibility paperwork</b></p>
3 Year Eligibility	Once every 3 years	<ul style="list-style-type: none"> <li>*Meeting Notice</li> <li>*Meeting Notes</li> <li>*Evaluation Cover Sheet</li> <li>*Eligibility Form(s)</li> <li>*Medical Statement (for all eligibilities except SLD and CD)</li> </ul>	<ul style="list-style-type: none"> <li>Parent</li> <li>Person Knowledgeable re: Evaluations</li> <li>Another Professional</li> <li>*If SLD, the other professional must be gen ed teacher</li> </ul>	<p><b>Case manager submits for error checking <u>within 10 work days</u></b></p> <p>Student Services archives and emails full packet to parents <u>within 10 work days</u></p>
Initial Evaluation Planning	After sufficient Child Study process	<ul style="list-style-type: none"> <li>*Child Study Summary</li> <li>*Signed Consent for Evaluation</li> <li><i>May need medical and/or release forms</i></li> <li>*Procedural Safeguards Offered</li> </ul>	<ul style="list-style-type: none"> <li>Parent</li> <li>Designated School Team Member</li> </ul>	<p><b>Case manager submits for error checking with eligibility paperwork</b></p>
Initial Eligibility	No more than 60 school days from signed initial consent for evaluation	<ul style="list-style-type: none"> <li>*Meeting Notice</li> <li>*Meeting Notes</li> <li>*Evaluation Cover Sheet</li> <li>*Eligibility Form(s)</li> <li>*Medical Statement (for all eligibilities except SLD and CD)</li> </ul>	<ul style="list-style-type: none"> <li>Parent</li> <li>Person Knowledgeable re: Evaluations</li> <li>Another Professional</li> <li>*If SLD, the other professional must be gen ed teacher</li> </ul>	<p><b>Case manager submits for error checking <u>within 10 work days</u></b></p> <p>Student Services archives and emails full packet to parents <u>within 10 work days</u></p>

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Type	Timeline	Paperwork	Team	ePEP
<b>Initial IEP</b>	No more than 30 calendar days after initial eligibility, generally held on different day from eligibility	*Meeting Notice *Meeting Notes *Procedural Safeguards Offered *Complete IEP *Signed Initial Provision of SPED Services *Medicaid Consent & Notification	Parent SPED Teacher Gen Ed Teacher District Rep Individual Interpreting Evaluations	<b>Case manager submits for error checking within 10 work days</b>  Student Services archives and sends full packet to parents <u>within 10 work days</u>
<b>In State Move-In</b>	*Within 1 week, contact Student Services to open ePEP tabs  *Implement IEP Services ASAP	*Prior Notice of SPED Action stating we will implement IEP *Medicaid Consent & Notification  <b>Find or Recreate:</b> <ul style="list-style-type: none"> <li>• Signed Initial Provision of SPED</li> <li>• Current IEP</li> <li>• Current Eligibility(s)</li> <li>• Current Evaluation Reports Including background documentation (med statement, outside psych eval, etc.)</li> </ul>	Convene IEP team as soon as necessary (could be at upcoming conference, could be immediately if revisions need to be discussed, could be at annual date)	<b>*Case manager uploads current eligibility, evaluation, IEP, signed initial provision of SPED, Medicaid consent into ePEP.</b> <b>*Case manager inputs Services Summary &amp; State Assessment info in ePEP (unless IEP mtg w/in 1 month)</b> <b>*Case manager sends Prior Written Notice of SPED Action to parents</b> <b>*Case manager sends <u>entire</u> SPED file to Student Services within 10 work days</b>
<b>Out of State Move-In</b>	*Within 1 week, contact Student Services to open ePEP tabs  *Implement IEP Services ASAP  *Meet within 10 work days to establish Oregon paperwork	*Meeting Notice *Meeting Notes *Re-Evaluation Planning *Procedural Safeguards Offered *Medicaid Consent & Notification <b>If enough information:</b> *Complete Eligibility Form(s) *Oregon IEP *Signed Initial Provision SPED <b>If not enough info (if testing needed):</b> *Signed Consent for Evaluation <i>May need medical and/or release forms</i>	For Re-Evaluation Planning: Parent 2 Professionals (1 of whom is Gen Ed if SLD)  For IEP: Parent SPED Teacher Gen Ed Teacher District Rep Individual Interpreting Evaluations	<b>Case manager submits for error checking within 10 work days after eligibility is established</b>  Student Services archives and emails full packet to parents <u>within 10 work days</u>
<b>Revision to the IEP</b>	*Can happen any time during the life of the IEP, as long as the revisions are minor  *Major revisions require a new IEP be developed	*Complete revised IEP with Revision Date noted on coversheet *Prior Notice of SPED Action (make sure parents' input and agreement are recorded here)	Meeting is not required, but consultation with all team members must occur.  When in doubt, meet – especially if you anticipate disagreement or confusion	<b>Case manager sends Prior Written Notice of SPED Action and completes revised IEP to parents within 10 work days</b>  <b>Case manager alerts Student Services of the changes</b>  <b>Student Services archives revised IEP</b>