

# COHORT SPREADSHEET

The Child Study Team is broken into Cohorts. Each Cohort consists of 1-3 schools and is staffed by a School Psychologist, an LDTC, a School Social Worker, and a Speech Therapist. Each Cohort has its own spreadsheet containing useful information. This information is updated weekly or monthly, as indicated below.

**ANNOUNCEMENTS:** This tab is used to disseminate information. Each announcement is added to the top of the list so that it's always easy to find. CST have been instructed to check this tab twice per day.

*Updated:* Daily, as needed.

Cohort One					
File Edit View Insert Format Data Tools Add-ons Help All changes saved in Drive					
Cohort					
	A	B	C	D	
1	Cohort 1				
2					
3	Date:	Audience:	Announcement:	Action:	Notes:
4	10/31/2015	Case Managers	[Shira Baratz is our winner! Congratulations, Shira!] PRIZE GIVEAWAY!!!!	The first person to send me an email with the subject line "Prize Giveaway" will get a prize!	
5				At the bottom of the spreadsheet, click the stacked lines on the right of the tabs. Choose Compliance November form the list. Correct any errors in "Annual Review Date" on the student's demographic page. If you don't remember how to do that, shoot me an email!	
6	10/28/2015	Case Managers	The November Compliance list is up!		
7	10/28/2015	All Special Services Staff	All required forms are now available in the LINKS tab. They are to the right, in yellow for easy visibility.		
			TEACHBOOST TRAINING - All Board Employed Child Study Team members must attend a Teachboost Training. The training will take place at the Ferry Avenue Library, in 3 different sessions: November 4 11:00-12:00, November 4 12:30-1:30, November 9 2:00-3:00. Bring your laptop to the training.		
	10/26/2015	All Special Services Staff	If you attended Teachboost training at your school with the teachers you are not required to attend CST training (but you can attend if you choose to.) The CST information will be slightly different from the teacher's information, but the processes and procedures will be essentially alike.	You have received an email for a google doc entitled Teachboost Training. Please open that document to indicate which session you will attend.	
8	10/20/2015	All Special Services Staff	Hi, everyone! I recently came across this website for learning a foreign language. It's similar to Duo Lingo, and it's FREE! So, if you're interested, check it out!	<a href="#">Language Transfer</a>	
9	10/24/2015	All Special Services Staff	Please Check YOur Email. Jill and I have sent out an important email about information we need for Consolidated Monitoring. It is very important that we get this information as soon as possible. Thank you for your help!		
10	10/11/2015	All Special Services Staff	If you worked during SUMMER ASSESSMENT this year, please double check that you have uploaded all evaluation reports to the students' Document Repository. This must be completed no later than Friday, October 14, 2016. If you have evaluations that are not uploaded after 10/14/16, you will receive disciplinary action.	Upload all summer evaluation reports to Document Repository no later than the end of the day 10/14/2016.	
11	10/6/2015	All Special Services Staff	If you work at a school that has an I&RS team that runs well, please send me an email. Let me know the school, and the name of the person in charge of I&RS (if you know it.)		

**ASSIGNMENTS:** This tab lists all the CST members and their current locations. It also lists dates for Cohort meetings, discipline meetings, and full CST meetings.

*Updated:* As needed

Cohort One									
File Edit View Insert Format Data Tools Add-ons Help All changes saved in Drive									
Cohort									
	A	B	C	D	E	F	G	H	I
1	Cohort 1								
2									
3									
	Cohort	School	Psychologist	LDTC	Social Worker	Speech	Monthly Check In	OT	PT
5	1	R.T. Cream Family School		Vacancy		Vacancy #2 (25)	1st Tuesday	Scott Gold	Diane Smith
6		Henry L. Bonsall Family School	Abina Duncan			Vacancy #2 (7)		9	0
7		H. B. Wilson Family School	Abina Duncan		Clara West	Mindy Fox (42)	9:00-10:00 am		
8	2	Charles Sumner Elementary School	Jean Gwathney		Mialsha Brown	Gina Depetro (25)	1st Tuesday	Scott Gold	Janet Weschler
9		Veterans Memorial Family School	Jean Gwathney	Kathleen McCourt		Gina DePetro (13)	11:00 am-12:00 pm	4	1
10		Dr. Ulysses S. Wiggins College Preparatory Lab Family School	Tenri Richardson		Renee Mitchell	Melanie Feller (Bilingual) (30)	1st Tuesday	Scott Gold	Janet Weschler
11		Henry H. Davis Family School		Kellie Smith	Renee Mitchell	Nechama Tropper (50)	1:00-2:00 pm		17 3
12	4	Octavius V. Catto Community Family School	Nacovin Norman	Dawn Selden		Debbie Roberts (62)	2nd Tuesday	Samantha Gettner	Diane Smith
13		Thomas H. Dudley Family School	Nacovin Norman		Tony Cousar	Karen Barrie, 1/2 Karylle Jose (57)	9:00-10:00 am	33	2
14	5	Camden High School	Anahita Scheinberg, Troy Turner	Sollie Pinkston-Miles	Olga Sellers-Gibson	Patrice Curtis (52)	2nd Tuesday	Allison Felscher	Janet Weschler
15		Goodwill				Patrice Curtis	11:00 am-12:00 pm	2	1
16	6	Alfred Cramer College Preparatory Lab School			Jenene King	Karylle Jose (43)	2nd Tuesday	23	6
17		Cooper's Poynt School	Kristine Smalls	Syreeta Hines		Catharine DePalma (Consultant) (60)	1:00-2:00 pm	Christina Tabasco	Janet Weschler
18	7	Camden Big Picture Learning Academy	Louis Fair	Debbie McShane (Contractor, 2 days)		Vacancy#1 (Consultant) (7)	3rd Tuesday	Sheila Mulvenna	Janet Weschler
19		Creative Arts Morgan Village Academy			Bruce Brown	Vacancy#1 (Consultant) (1)	9:00-10:00 am	0	0
20	8	Harry C. Sharp Elementary School	Irene Varnes			Vacancy#1 (Consultant) (36)	3rd Tuesday	37	10
21		Forest Hill Elementary School		Melania Wallis	Dorita Hollingsworth	Hester Hannon (55)	11:00 am - 12:00 pm	Sandra Jacob	Phyllis Mulvenna

CST/DISCIPLINE MEETINGS				
September	October	November	December	January
Friday 9/9/2016 Quarterly Full CST Mtg	Friday 10/7/2016 Discipline Leader	Friday 11/4/2016 Discipline Leader	Friday 12/2/2016 Discipline Leader, Quarterly Full CST Mtg	Friday 1/13/2017 Discipline Leader
Friday 9/23/2016 LDTC (am), Psych (pm)	Friday 10/14/2016	Thursday 11/17/2016 LDTC (am), Psych (pm)	Friday 12/9/2016 LDTC (am), Psych (pm)	Friday 1/20/2017 LDTC (am), Psych (pm)
Friday 9/30/2016 Social (am), Speech (pm)	Friday 10/21/2016 LDTC (am), Psych (pm)	Friday 11/18/2016 Social (am), Speech (pm)	Friday 12/16/2016 Social (am), Speech (pm)	Friday 1/27/2017 Social (am), Speech (pm)
	Friday 10/28/2016 Social (am), Speech (pm)			
February	March	April	May	June
Friday 2/3/2017 Discipline Leader	Friday 3/3/2017 Discipline Leader	Friday 4/7/2017 Discipline Leader	Friday 5/5/2017 Discipline Leader	Friday 6/2/2017 Discipline Leader
Friday 2/10/2017	Friday 3/10/2017 Quarterly Full CST Mtg	Thursday 4/27/2017 LDTC (am), Psych (pm)	Friday 5/12/2017	Friday 6/9/2017 Final CST Meeting/Team Building?
Friday 2/17/2017 LDTC (am), Psych (pm)	Friday 3/17/2017 LDTC (am), Psych (pm)	Friday 4/28/2017 Social (am), Speech (pm)	Friday 5/19/2017 LDTC (am), Psych (pm)	Thursday 6/16/2016
Friday 2/24/2017 Social (am), Speech (pm)	Friday 3/24/2017 Social (am), Speech (pm)		Friday 5/26/2017 Social (am), Speech (pm)	
	Friday 3/31/2017			

**AMENDMENTS:** This tab is populated from the Lead Educator spreadsheet. It lists students whose IEPs may need to be amended to reflect updated transportation, home instruction, medical needs, etc.

*Updated:* As needed

Cohort One							
File Edit View Insert Format Data Tools Add-ons Help All changes saved in Drive							
Student has a medical condition and should have transportation on her IEP- NEEDs a doctor's note to support transportation request							
A	B	C	D	E	F	G	H
Cohort 1				When complete, please email the person who requested the action.			
School	Student	ID	Action Needed	Requested By	Case Manager	Status	Notes
H. B. Wilson Family School			Student requires transportation. IEP did not address transportation either way. Update IEP to include transportation	Megan Cox	Abina Duncan	Completed	amendment request completed- parent contacted notice mailed home
R.T. Cream Family School			Student requires transportation. IEP did not address transportation either way. Update IEP to include transportation. If done without meeting make sure parent signs consent to amend without meeting	Jill Trainer			
R.T. Cream Family School			Student has a medical condition and should have transportation on her IEP	Vanessa Hamilton			
H. B. Wilson Family School			7 Please change IEP to reflect HI until last day in June 2017	Renee Wickensky			
R.T. Cream Family School			Student was in a car accident during the summer. He was in fight last week and was kicked where he was hit. Parent is requesting additional accommodations or HI for Amir. Please reach out to the parent Shante Johnson(Fleming) (856) 659-3572	Vanessa Hamilton	Abina Duncan	Completed	eligibility meeting was held. Amire's placement changed to MD 4th-6th
R.T. Cream Family School			Mr. Nancy Guzman is very upset with the student's placement for this year. Parent states he is sitting in a severe LD class and that is not what he needs. Parent spoke with clerk and principal at the school and they promise they were going to take care of the situation but nothing has been done yet. According to parent, student is coming home with work that is too easy for him and is not learning anything. Can you please reach out to parent to follow up on this case? Phone: 856-670-5969	Vanessa Hamilton	Abina Duncan	In Progress	Annual Review meeting set up for Filman Guzman (10.27.16)
R.T. Cream Family School			Student has a medical condition and should have transportation on her IEP- NEEDs a doctor's note to support transportation request	Renee Wickensky	Abina Duncan	In Progress	Parent is working on getting documentation from physician so that CST can add transportation to IEP

**COMPLIANCE:** This tab lists all students whose annual review or eligibility is out of date. CST have been instructed to prioritize students on this tab to bring them back into compliance.

*Updated:* Monthly, at the end of the month.

Cohort One								
File Edit View Insert Format Data Tools Add-ons Help All changes saved in Drive								
Cohort								
A	B	C	D	E	F	G	H	I
Cohort 1			October			Pulled 09/30/2016		
STUDENT	ID #	Annual Review date	Eligibility Date	Status	School	Grade	Case Manager	Notes
A	2	07/19/2017	5/21/2016	Receiving Services	R.T. Cream Family School Grade 7			- inactive student 8.2.16
A	1	04/25/2017	03/13/2015	Receiving Services	R.T. Cream Family School Grade 8			- needs learning
B	9	05/06/2016	03/12/2017	Exited	Henry L. Bonsall Family S Grade 9			- exited
B	20	05/07/2016	06/17/2016	Receiving Services	H. B. Wilson Family School Grade 3			- reviewed consent
B	3	09/07/2016	06/17/2016	Declassified	H. B. Wilson Family School Grade 3			- Grey
C	5			Referral Process Terminated	Henry L. Bonsall Family S Grade 5			- referral process terminated
E	5	04/13/2017	03/07/2016	Receiving Services	R.T. Cream Family School Grade 8			- needs learning
E	5	04/15/2017	09/17/2016	Receiving Services	R.T. Cream Family School Grade 5			- needs planning meeting
F	3	05/18/2017	03/21/2016	Receiving Services	R.T. Cream Family School Grade 6			- eligibility meeting scheduled 10.6.2016
F	6	04/22/2016	06/11/2016	Receiving Services	H. B. Wilson Family School Grade 6			- Corrected date, need psych, learning, and social
F	3	04/16/2017	5/28/2016	Receiving Services	R.T. Cream Family School Grade 6			- needs planning meeting
H	4	03/20/2017	10/03/2016	Exited	H. B. Wilson Family School Grade 5			- needs learning
H	5	03/20/2017	10/03/2016	Receiving Services	H. B. Wilson Family School Grade 5			-
H	7	05/22/2018	Receiving Services	H. B. Wilson Family School Grade 9				-
H	6	04/06/2017	10/08/2016	Exited	H. B. Wilson Family School Grade 4			- Exited
H	0	03/10/2017	10/08/2016	Receiving Services	H. B. Wilson Family School Grade 5			- Exited
H	0	03/10/2017	10/08/2016	Not Receiving Services	H. B. Wilson Family School Grade 5			-
I	8	03/23/2017	10/22/2016	Exited	Henry L. Bonsall Family S Grade 6			- Exited
J	6	06/22/2017	09/24/2016	Receiving Services	R.T. Cream Family School Grade 8			- needs planning meeting
J	6	06/22/2017	05/06/2016	Receiving Services	R.T. Cream Family School Grade 8			- needs planning meeting
L	0	04/13/2017	06/06/2016	Receiving Services	R.T. Cream Family School Grade 8			- exited
M	7	09/02/2017	09/30/2016	Receiving Services	H. B. Wilson Family School Grade 8			- exited
M	6	03/16/2017	09/19/2016	Receiving Services	H. B. Wilson Family School Grade 5			- exited
M	7	05/13/2016	04/25/2017	Receiving Services	R.T. Cream Family School Grade 5			- Corrected IEP Date
M	6	04/05/2017	10/31/2016	Receiving Services	H. B. Wilson Family School Grade 6			- needs planning meeting
M	6	05/06/2016	10/01/2016	Receiving Services	H. B. Wilson Family School Grade 3			- Corrected Date
N	5	06/21/2017	05/30/2016	Receiving Services	R.T. Cream Family School Grade 8			- needs planning meeting
P	6	03/23/2017	04/17/2016	Receiving Services	R.T. Cream Family School Grade 6			- needs planning meeting
P	2	06/22/2017	06/24/2016	Receiving Services	R.T. Cream Family School Grade 8			- needs planning meeting
R	2	03/15/2017	11/29/2016	Declassified	H. B. Wilson Family School Grade 7			- declassified
S	8	05/06/2016	12/16/2016	Exited	Henry L. Bonsall Family S Grade 9			- exited



*Updated:* Monthly, on the 15<sup>th</sup> of the month.

[illegible]

**MANIFESTATION:** This tab lists all students who have been suspended in the district. It indicates whether the student is general ed or special ed, and the cumulative number of days the student has been suspended. CST have been instructed to check this tab weekly.

*Updated:* Weekly, on Friday



Cohort One												
File Edit View Insert Format Data Tools Add-ons Help All changes saved in Drive												
Cohort												
	A	B	C	D	E	F	G	H	I	J	K	L
1	Cohort 1 Pulled 10/28/2016											
2												
3	ID	Last Name	First Name	Grd	Enrollment Status	Tot-Days	Ethnicity Primary	Gen	Current School Name	Spec Ed Status	Spec Ed	
4	2008	AS	M	6	ACTIVE	2	Black	M	H.B. WILSON ELEMENTARY SCHOOL	NO	YES	
5	2008	EM	F	8	ACTIVE	10	Black	M	H.B. WILSON ELEMENTARY SCHOOL	YES	YES	
6	2008	CH	D	6	ACTIVE	3	Hispanic	F	H.B. WILSON ELEMENTARY SCHOOL	YES	YES	
7	2307	HA	T	6	ACTIVE	2	Black	M	H.B. WILSON ELEMENTARY SCHOOL	NO	YES	
8	2008	JO	E	7	ACTIVE	3	Black	M	H.B. WILSON ELEMENTARY SCHOOL	NO	YES	
9	2803	LA	D	1	ACTIVE	2	Black	F	H.B. WILSON ELEMENTARY SCHOOL	NO	YES	
10	2007	FR	U	6	ACTIVE	3	Black	M	H.B. WILSON ELEMENTARY SCHOOL	NO	YES	
11	2406	SE	Z	4	ACTIVE	1	Black	M	H.B. WILSON ELEMENT. Eligible for Special Ed a	YES	YES	
12	2506	VA	V	4	ACTIVE	1	Black	M	H.B. WILSON ELEMENTARY SCHOOL	NO	YES	
13	2000	EM	J	8	ACTIVE	2	Black	M	R.T. CREAM FAMILY SC Eligible for Special Ed a	YES	YES	
14	2108	DA	I	8	ACTIVE	14	Black	F	R.T. CREAM FAMILY SC Eligible for Special Ed a	YES	YES	
15	2003	FA	A	6	ACTIVE	2	Black	M	R.T. CREAM FAMILY SC Eligible for Special Ed a	YES	YES	
16	2004	CH	N	8	ACTIVE	3	Black	M	R.T. CREAM FAMILY SC Eligible for Special Ed a	YES	YES	
17	2203	CH	A	5	ACTIVE	3	Hispanic	M	R.T. CREAM FAMILY SCHOOL	YES	YES	
18	2001	CH	P	8	ACTIVE	3	Hispanic	M	R.T. CREAM FAMILY SC Eligible for Special Ed a	YES	YES	
19	2000	CH	M	8	ACTIVE	2	Black	M	R.T. CREAM FAMILY SC Eligible for Special Ed a	YES	YES	
20												
21												
22												
23												
24												
25												
26												
27												
28												

**REFERRALS:** In this tab, CST list all students who have had an initial referral. When the referral date is entered, subsequent due dates are automatically calculated.
















*Updated:* As needed, by CST

Cohort One												
File Edit View Insert Format Data Tools Add-ons Help All changes saved in Drive												
9/26/2016												
	A	B	C	D	E	F	G	H	I	J	K	L
1	Cohort 1 Initial Referrals											
2												
3	Case Manager	Student Last Name	Student First Name	Student ID#	Student DOB	School	Teacher	Referral Submitted Date	Referral by	Meeting Must Be Scheduled By	Initiation Date	Meeting Date
4	Alina Duncan	AS	M	2008	08/08/2008	Crest	Ms Townsend	09/07/2016	Parent Letter	09/21/2016	9/15/2016	9/20/2016
5	Alina Duncan	EM	F	2008	08/08/2008	Crest	Barnett	9/12/2016	Parent Letter	10/20/2016	9/21/2016	9/20/2016
6	Class West	CH	D	2008	08/08/2008	H.B. Wilson	Christina Goodrich	9/16/2016	Parent Letter	9/15/2016	9/13/2016	9/15/2016
7	Class West	HA	T	2307	07/23/2007	H.B. Wilson	Bakely Colon	9/13/2016	PSD call	9/21/2016	9/14/2016	9/22/2016
8	Class West	JO	E	2008	08/20/2008	H.B. Wilson	Adams	9/13/2016	Parent Letter	10/30/2016	9/23/2016	9/27/2016
9	Class West	DA	I	2108	08/21/2008	H.B. Wilson	Shannon/Ensign	9/23/2016	Teacher	11/12/2016	Yes	Yes
10	Class West	FA	A	2003	03/20/2003	Crest	Carl Daly	9/26/2016	Teacher	10/26/2016	Yes	Yes
11	Class West	CH	N	2004	04/20/2004	Crest	Bright-Sandberg	9/26/2016	Parent Letter	11/19/1990	Yes	Yes
12	Alina Duncan	CH	P	2001	01/20/2001	Crest	Parent	9/13/2016	PSD call	9/21/2016	9/23/2016	9/29/2016
13	Alina Duncan	CH	M	2000	00/20/2000	Crest	McLean	10/27/2016	Parent Letter	11/16/2016	Yes	Yes

*Updated: Weekly, on Friday.*

**Cohort One**  

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	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
1			These are all of the students who receive related services in your Cohort.													
2			Do not make ANY changes to this information other than sorting!													
3			Click on the small white arrow next to the words below to sort the list													
4	Cohort	1	Pulled 10/20/2016													
5	Last Name	First Name	ID	School	Grade	Class	Placement	Related Service	Type	Location	Size	Begin	End	Freq	Period	Days
167			70	H. B. Wilson Family School	Full-Day Kindergarten	Communication Impaired	In General Early Childhood Program or Kindergarten	Speech-Language Therapy	Pull-Out of Classroom	General Education	Group (not to exceed 2)	9/12/2016	6/15/2017	52	Yearly	30
168			70	H. B. Wilson Family School	Full-Day Kindergarten	Communication Impaired	In General Early Childhood Program or Kindergarten	Occupational Therapy Consultation	General Education Classroom		Individual	9/12/2016	6/15/2017	10	Yearly	15
169			9	H. B. Wilson Family School	Grade 8	Specific Learning Disability	In General Education Setting	Speech-Language Therapy	Pull-Out of Classroom	General Education	Group (not to exceed 5)	10/11/2016	6/9/2017	1	Monthly	30
170			22	H. B. Wilson Family School	Grade 6	Multiply Disabled	In General Education Setting	Speech-Language Consultation	Special Education Classroom		Individual	9/19/2016	6/9/2017	10	Yearly	15
171			31	R.T. Cream Family School	Full-Day Kindergarten	Eligible for Speech-Language Services	In General Early Childhood Program or Kindergarten	Speech-Language Therapy	Pull-Out of Classroom	General Education	Group (not to exceed 2)	9/12/2016	6/15/2017	52	Yearly	30
172			9	R.T. Cream Family School	Grade 7	Communication Impaired	In General Education Setting	Speech-Language Therapy	Pull-Out of Classroom	Special Education	Group (not to exceed 5)	9/19/2016	6/9/2017	26	Yearly	30
173			31	H. B. Wilson Family School	Grade 4	Specific Learning Disability	In General Education Setting	Speech-Language Therapy	Pull-Out of Classroom	Special Education	Group (not to exceed 5)	9/19/2016	6/9/2017	26	Yearly	30
174			31	H. B. Wilson Family School	Grade 4	Specific Learning Disability	In General Education Setting	Occupational Therapy	Pull-Out of Classroom	Special Education	Group	9/19/2016	6/9/2017	18	Yearly	30
175			2	R.T. Cream Family School	Grade 8	Multiply Disabled	In General Education Setting	Speech-Language Therapy	Special Education Classroom		Group (not to exceed 5)	9/12/2016	6/15/2017	1	Weekly	30
176			33	R.T. Cream Family School	Grade 6	Specific Learning Disability	In General Education Setting	Speech-Language Therapy	Pull-Out of Classroom	General Education	Group (not to exceed 5)	9/12/2016	6/15/2017	2	Weekly	30
177			33	R.T. Cream Family School	Grade 6	Specific Learning Disability	In General Education Setting	Counseling Services	Pull-Out of Classroom	General Education	Individual	9/12/2016	6/15/2017	2	Weekly	30
178			9	H. B. Wilson Family School	Grade 8	Specific Learning Disability	In General Education Setting	Counseling Services	Pull-Out of Classroom	General Education	Group	10/15/2016	6/16/2017	2	Monthly	30



*Updated: Weekly, on Friday.*

Cohort One									
File Edit View Insert Format Data Tools Add-ons Help All changes saved in Drive									
Cohort									
	A	B	C	D	E	F	G	H	I
1	Cohort	1		Pulled 10/28/2016					
2									
3	Date Signed	Service	Service Date	Student First Name	Student Last Name	Type	Provider	Student ID	Medicaid Eligible
4	9/7/2016	Speech/Language	9/7/2016	Z...	R...	Student not present	Mindy Fox	2...	3 Y
5	9/7/2016	Speech/Language	9/7/2016	Z...	J...	Student not present	Mindy Fox	2...	40 Y
6	9/7/2016	Speech/Language	9/7/2016	J...	S...	Student not present	Mindy Fox	2...	9 Y
7	9/7/2016	Speech/Language	9/7/2016	J...	P...	Direct Service	Mindy Fox	2...	67 N
8	9/7/2016	Speech/Language	9/7/2016	H...	M...	Direct Service	Mindy Fox	2...	8 Y
9	9/7/2016	Speech/Language	9/7/2016	D...	G...	Student not present	Mindy Fox	2...	62 N
10	9/7/2016	Speech/Language	9/7/2016	A...	M...	Direct Service	Mindy Fox	2...	2 N
11	9/7/2016	Speech/Language	9/7/2016	N...	L...	Direct Service	Mindy Fox	2...	11 Y
12	9/7/2016	Speech/Language	9/7/2016	C...	N...	Student not present	Mindy Fox	2...	8 Y
13	9/7/2016	Speech/Language	9/7/2016	R...	C...	Direct Service	Mindy Fox	2...	29 N
14	9/7/2016	Speech/Language	9/7/2016	V...	S...	Direct Service	Mindy Fox	2...	30 Y
15	9/7/2016	Speech/Language	9/7/2016	T...	M...	Student not present	Mindy Fox	2...	97 Y
16	9/7/2016	Speech/Language	9/7/2016	R...	M...	Student not present	Mindy Fox	2...	98 Y
17	9/7/2016	Speech/Language	9/7/2016	S...	C...	Direct Service	Mindy Fox	2...	26 Y
18	9/27/2016	Occupational Therap	9/12/2016	J...	S...	Direct Service	Scott Gold	2...	31 Y
19	9/23/2016	Occupational Therap	9/12/2016	J...	M...	Student not present	Scott Gold	2...	46 Y
20	9/27/2016	Occupational Therap	9/12/2016	J...	P...	Direct Service	Scott Gold	2...	63 Y
21	9/27/2016	Occupational Therap	9/12/2016	J...	J...	Direct Service	Scott Gold	2...	73 N
22	9/20/2016	Occupational Therap	9/12/2016	S...	J...	Direct Service	Scott Gold	2...	83 Y
23	9/27/2016	Occupational Therap	9/12/2016	C...	S...	Direct Service	Scott Gold	2...	70 Y
24	9/14/2016	Speech/Language	9/12/2016	Z...	J...	Direct Service	Mindy Fox	2...	40 Y
25	9/14/2016	Speech/Language	9/13/2016	M...	R...	Direct Service	Mindy Fox	2...	67 Y
26	9/27/2016	Occupational Therap	9/13/2016	M...	M...	Direct Service	Scott Gold	2...	57 Y
27	9/27/2016	Occupational Therap	9/14/2016	J...	S...	Direct Service	Scott Gold	2...	22 N
28	9/14/2016	Speech/Language	9/14/2016	L...	S...	Other	Kathy Leven	2...	22 Y
29	9/14/2016	Speech/Language	9/14/2016	M...	R...	Other	Mindy Fox	2...	67 Y
30	9/14/2016	Speech/Language	9/14/2016	M...	R...	Other	Mindy Fox	2...	67 Y
31	9/19/2016	Speech/Language	9/16/2016	M...	R...	Direct Service	Mindy Fox	2...	67 Y
32	9/16/2016	Occupational Therap	9/16/2016	D...	R...	Direct Service	Sheila Mulven	2...	68 Y

**LINKS:** This tab contains links to every important form or website that the CST may need to access during the day.

*Updated:* As needed.

Cohort One						
File Edit View Insert Format Data Tools Add-ons Help All changes saved in Drive						
Cohort						
	A	B	C	D	E	F
1	Cohort 1					
2						
3	Form	Link	Instructions	REQUIRED FORMS		
4	AAC Request	<a href="#">AAC Request</a>	Complete in full. Scan to jtrainor@camden.k12.nj.us and kmass@camden.k12.nj.us	Special Services Procedures	<a href="#">Special Services Procedures</a>	This memo lists all required documentation that must be submitted for an Initial Evaluation or Reevaluation
5	Division of Developmental Disabilities	<a href="#">DDD</a>	The Division of Developmental Disabilities provides public funding for services and supports that assist New Jersey adults with intellectual and developmental disabilities age 21 and older to live as independently as possible	Psychological or Educational Evaluation Report Checklist	<a href="#">Psych Ed Report Requirements</a>	This document lists everything that must be included in and with an evaluation report. It must be attached to the evaluation report
6	Division of Vocational Rehabilitation Services	<a href="#">DVRS</a>	Any individual with a physical, mental, cognitive, or other form of disability that has a substantial impediment to employment may qualify for the following services through the New Jersey Division of Vocational Rehabilitation Services (DVRS).	Social Evaluation Report Checklist	<a href="#">Social Report Requirements</a>	This document lists everything that must be included in and with an evaluation report. It must be attached to the evaluation report
7	Easy Trac	<a href="#">Easy Trac Login</a>		Speech Evaluation Report Checklist	<a href="#">Speech Report Requirements</a>	This document lists everything that must be included in and with an evaluation report. It must be attached to the evaluation report
8	Easy Trac - Add Student	<a href="#">Request to add student to Easy Trac</a>		Structured Observation Form	<a href="#">Structured Observation Form</a>	Every evaluation must include a copy of a structured observation. If one person completes the observation, copies can be made and shared with the team. But do not turn in an evaluation without a structured observation attached
9	Genesis	<a href="#">Genesis Login</a>		Teacher Interview Form	<a href="#">Teacher Interview Form</a>	Every evaluation must include a copy of a teacher interview. If one person completes the interview, copies can be made and shared with the team. But do not turn in an evaluation without a teacher interview attached
10	Home Instruction Tracking sheet	<a href="#">Home Instruction Tracking Sheet</a>		Eligibility Criteria for CST	<a href="#">Eligibility Criteria for CST</a>	This document lists all requirements to qualify for a disability. This must be attached to every initial and reevaluation eligibility document, with supporting documentation
11	IEP Direct	<a href="#">IEP Direct Login</a>		Eligibility Criteria for Speech	<a href="#">Eligibility Criteria for Speech</a>	This document lists all requirements to qualify for speech and language services. This must be attached to every ESLS initial and reevaluation eligibility document
12			Please use this form when you complete an intake	Initial Evaluation Required	<a href="#">Initial Evaluation</a>	This document outlines all requirements for an Initial Evaluation to be complete and correct. This must be attached to every initial Eligibility

**LDTC COVERAGE:** This tab lists the coverage that is needed due to LDTC vacancies in the district. The LDTCs have created a coverage schedule, and rotate to ensure that all meetings and evaluations are covered.

*Updated:* As needed, by Cohort 1.

Cohort One								
File Edit View Insert Format Data Tools Add-ons Help All changes saved in Drive								
Student Last Name								
	A	B	C	D	E	F	G	H
1	Student Last Name	Student First Name	Student ID#	Student DOB	Student Grade	School	Needed	Details: Include date/time of meeting and any other relevant information
2	A. Brown	C. Brown	20160004	12/05/05	10 K	Cream	Meeting	Meeting Date: 9/29/2016
3	R. Brown	J. Brown	20160006	05/08	6	Bonsall	Meeting	Meeting Date: 9/30/2016
4	E. Brown	B. Brown	20160008	08/03	3	HB Wilson	Meeting	Meeting Date: 9/27/2016 @10:30
5	Z. Brown	S. Brown	20160006	06/02	3	HB Wilson	Meeting	Meeting Date: 9/27/2016 @9:30
6	B. Brown	A. Brown	20160007	02/02	2	HB Wilson	Testing	
7	H. Brown	M. Brown	20160006	11/05	11 K	HB Wilson	Testing	PK - Exit needed- priority - Educational
8	K. Brown	M. Brown	20160003	03/05	12 Pre-K	HB Wilson	Testing	PK - Educational
9	V. Brown	J. Brown	20160006	06/02	8	HB Wilson	Testing	Re-eval Educational needed
10	H. Brown	N. Brown	20160003	03/05	5	HB Wilson	Testing	Re-eval Educational needed
11	K. Brown	D. Brown	20160007	07/03	7	HB Wilson	Testing	Re-eval Educational needed
12	M. Brown	N. Brown	20160007	07/03	7	HB Wilson	Testing	re-eval
13	A. Brown	C. Brown	20160004	12/05	10 K	Cream	Testing	re-eval
14	R. Brown	J. Brown	20160006	06/05	6	Bonsall	Testing	Initial
15	R. Brown	J. Brown	20160006	06/05	11 K	Cream	Meeting	Eligibility Meeting Date: 10/27/16
16	R. Brown	J. Brown	20160005	05/03	7	Cream	Meeting	re-eval planning meeting
17	P. Brown	D. Brown	20160005	05/10	7	Cream	Meeting	30 day review
18	P. Brown	J. Brown	20160004	04/05	5	Cream	Meeting	30 day review
19	M. Brown	J. Brown	20160006	06/03	6	Bonsall	Meeting	re-eval planning meeting
20								
21								
22								



**Other tabs that provide useful information are:** Transportation, Special Services staff email and phone list, Cohort meeting planning, and CST Core Values,.