

## Initial Eligibility Meeting

Student: \_\_\_\_\_ ID: \_\_\_\_\_ Meeting Date: \_\_\_\_\_

Case Manager: \_\_\_\_\_ Teacher: \_\_\_\_\_

### Before the meeting:

| ✓ | When:                     | Task:   | Completed: |
|---|---------------------------|---|------------|
|   | 20 days before meeting    | Gather all completed CST evaluations.   |            |
|   | 20 days before meeting    | Ensure that all evaluations are uploaded into the document repository and scores are entered in "Evaluations/Reports" and "Standardized Test Results".  |            |
|   | 15 days before meeting    | Mail all evaluations to the parent. Note this in Contact Log.   |            |
|   | 15 days before meeting    | During a Weekly Calibration Meeting, review the results of the evaluations and compare the information to the Eligibility Checklist.  |            |
|   | 15 days before meeting    | If the student is eligible, create an IEP for the student. The IEP should be completed IN FULL using the Initial IEP Checklist before the meeting. All start dates must be 15 days after the date of the meeting. |            |
|   | 15 days before meeting    | Speak with the student's teacher about the student's eligibility and/or the IEP process.  |            |
|   | 10 days before meeting    | Schedule the Initial Eligibility Meeting.   |            |
|   | 10 days before meeting    | Create and mail the invitation to the parent. Check the Meeting Participants tool for required participants; send the invitation via email to each of the required participants.                                  |            |
|   | 5 days before the meeting | Check with the Senior Program Manager about possible placements for the student.  |            |
|   | 2 days before meeting     | Send an email reminder to the student's teacher.  |            |

### At the meeting you should have:

| ✓ | Item:                                 |
|---|---------------------------------------|
|   | Your charged laptop                   |
|   | A copy of each evaluation             |
|   | The Eligibility Checklist             |
|   | A copy of the draft IEP (if eligible) |

### During the meeting:

- If the parent does not attend, call the parent. Ask if he/she can participate by phone. If you cannot reach the parent, hold the meeting.
- Introductions: Allow each person present to introduce him/herself.
- State the purpose of the meeting.
- Review the results of the evaluations.
- Compare the results of the evaluations to the Eligibility Checklist and state the student's eligibility.

If the student is eligible, discuss the least restrictive placement for the child. No child should go from general education to full-day self-contained.

In process tracking:

- Meeting or Agreement Result: Yes
- New Action: Initial Eligibility Determination with IEP (eligible) OR Initial eligibility determination (not eligible)
- Referred for: (Choose one)
- Determination: (Choose one)
- Action Date: Today's Date
- Click "ADD."
- If the student is not eligible, fill in EACH SECTION in Prior Written Notice.
- Click Save & Print

Review the completed IEP with the parent and teacher. Make any necessary changes or adjustments to the IEP on your laptop. All start dates should be 15 days after today's date, even if the parent waives the 15 day consideration period.

**Finalize the IEP.** If the parent is present, ask the parent to provide written consent to implement the IEP.

In Process Tracking:

- Meeting or Agreement Result - > No
- Consent for Initial IEP Implementation Received or Refused
- Date: Today's date
- Click "ADD" then Save.

Print out the full IEP and give a copy of all paperwork, including the PRISE and the NJ Code, to the parent.

If the parent is not present, send a copy of all meeting paperwork, including the PRISE and the NJ Code, to the parent. Attempt to contact the parent to discuss the meeting. If student is eligible, wait 10 days for a parent response. If the parent does not respond, contact the parent. If the parent still does not respond, send the "Consent Refused" letter and log "Consent Refused" in process tracking.

Ask all participants to sign the Participation Page. If someone participated by phone, write in "Participated by phone" next to their name. Do not allow anyone who did not participate to sign this page.

**After the Meeting:**

| ✓ | When:                                | Task:  | Completed: |
|---|--------------------------------------|--|------------|
|   | Within 1 business day of the meeting | Upload the participation page to the student's document repository.                  |            |
|   | Within 1 business day of the meeting | Upload any additional documentation that you received at the meeting.                |            |
|   | Within 1 business day of the meeting | Send the original, finalized IEP and participation page to the Placement Specialist. |            |
|   | 15 days after the meeting            | Log either Initial IEP Implemented or Consent Refused.                               |            |