



WELCOME BACK CHILD STUDY TEAM!

2018-2019 SCHOOL YEAR



ICE BREAKER

SHOW AND TELL - WHO ARE YOU?

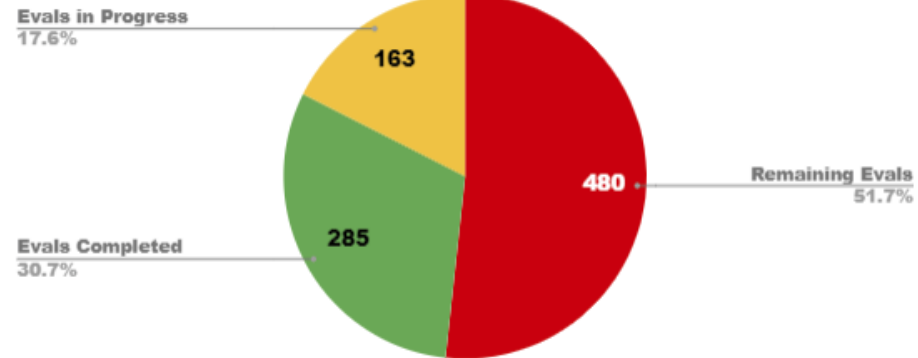


SUMMER ASSESSMENT 2018

This summer, you completed 285 evaluations and 95 meetings!

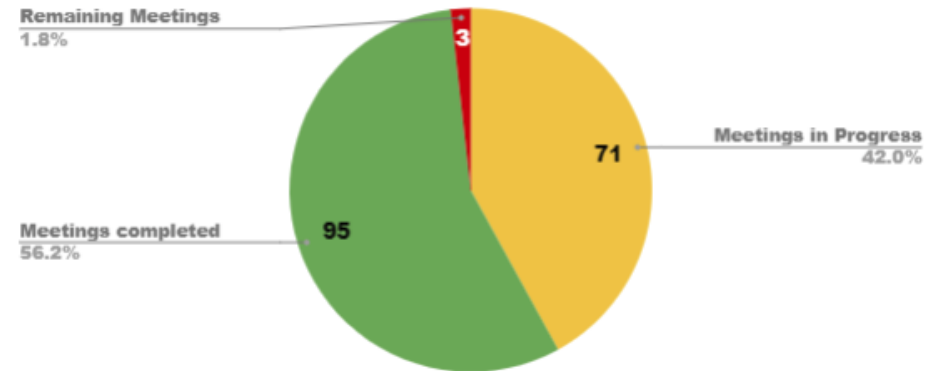
2018 SUMMER EVALUATIONS

SUMMER EVALUATIONS



2018 SUMMER MEETINGS

SUMMER MEETINGS



2018-2019 THEME

CONSISTENCY

ACCOUNTABILITY

PRECISION

TIME MANAGEMENT

CALENDAR BOOKS – LET’S TAKE A TOUR!

○ MONTHLY CALENDAR

- Important Items are pre-filled for you! Cohort/Discipline Meetings; SEMI Logs; GCN Trainings; Due Dates. Year At A Glance in the back of this section.

○ WEEKLY CALENDAR

- Includes Four Week Review. The purpose of the FWR is to help you become more reflective about your work and your time-management. It is not required of everyone, but it is strongly suggested.
- Each week, list your 3 most important tasks. At the end of the week, reflect on your productivity.

CALENDAR TOUR – CONT'D

- MEETING NOTES
 - These DO NOT REPLACE entering information in IEP Direct. I should never have a question that you can answer by looking back at your notes.
- FLOW CHARTS
 - These do not replace your Cohort Spreadsheet.
- MORE NOTES, QUESTIONNAIRES, ETC
- MEETING NOTES
 - This includes a pre-meeting checklist. These are the things that you should do before every cohort meeting.

NEW THIS YEAR

- **WEEKLY CALIBRATION MEETINGS**

- These are mandatory for all.* They occur on the first work day of the week and should take about 15 minutes. You can meet in person or via phone. Each person in the cohort must fill out the calibration form. <https://goo.gl/forms/T59Q7sDBm4c6H1eE2>
- *OT and PT are not required, but can be included if they are available. Any speech therapist who provides services in more than one cohort will rotate.

- **MEETING WITH SELF**

- These are not mandatory for everyone, but are strongly suggested. These meetings are a chance to center your thoughts and reflect on your work.
<https://goo.gl/forms/70COVkjbvCCWEayD2>

OUTLOOK CALENDAR / EMAIL

- I WILL BE SENDING YOU A ~~SHITLOAD~~ **LOT** OF CALENDAR EVENTS
 - Accept each event. You can choose “Send the Response Now” or “Do Not Send A Response” (preferred).
 - Your Outlook Calendar should match your paper calendar/planner.
- Check your Outlook Calendar daily.
 - You can set your calendar up to assign different colors to different events.
- You can set up to To-Do list that will show next to your calendar or email.
 - Click “View” -> “To-Do Bar”



LET'S TAKE A BREAK!

COHORT SPREADSHEET

- **LET'S TAKE A TOUR!**

- If you forgot your password, please contact Tiffany Godette.
 - If you're not able to log on today, please share with a cohort member.
- You should be checking the spreadsheet daily.
- There are some new AMAZING features! I'm so excited!



LET'S TAKE A BREAK!

CHECKLISTS, CHECKLISTS, CHECKLISTS!

- Yes, I know there are a lot. Some are required, some are not.
- **REQUIRED:**
 - Evaluation report checklists. NOTE: Interventions are always required! Do not write “See other report.”
 - Eligibility Criteria
 - 1:1 Para Determination. (If a 1:1 Para is required, the student also needs a behavior plan.)
 - Out of District Worksheet. (Also: Soon! OOD Checklist)

Please note that administrators do not “approve” things like tuition placement, 1:1 paras, or more restrictive placements. Those are team decisions. However, the case manager will be responsible for providing appropriate, detailed documentation about those decisions. If district procedures are not followed, the case manager will be held accountable.

- **NOT REQUIRED BUT STRONGLY RECOMMENDED:**

- Meeting template checklists (New!) (Although the checklist is not required for each meeting, all procedures and timelines contained on the list are required. Please keep a copy handy for reference.)
- Transportation Determination
- IEP Checklist
- Intake Status Form

- **Speaking of Intakes ...**

- Any student that transfers into CCSD from another state must be reevaluated within 30 days to determine if he qualifies based on NJ Code.

- **Notes about IEPs:**

- Start date can't be before IEP is finalized.
 - Start date has to be 15 days after IEP finalization.
 -
 - IEP should be finalized at meeting.
 - ALL dates need to be changed.
 - Change meeting/Agreement Reason if you are updating an IEP.
 - Reeval timeline starts from date of meeting, not 15 days later.
 - If parent wants changes, she has to send in WRITTEN notice.
 - New IEP must be created at every eligibility meeting.

NOTES ABOUT TUITION PLACEMENTS:

- A tuition placement is the second-most restrictive environment available. It should not be taken lightly.
- A tuition placement should ONLY be considered when the student needs a program, accommodations, or modifications that are not available in CCSD. Examples: Student requires a braille curriculum; student requires psychiatric care; student requires intensive medical interventions.
- CCSD already offers:
 - Lower class size
 - 1:1 para; behavior intervention
 - Personal nurse.
- “Mom really wants him to go to Yale” is not an appropriate reason to consider a tuition placement. Additionally, “Student never comes to school” is not a reason to consider a tuition placement.
- Tuition placement should only be considered if the SPED LE has already been involved with the student.

OTHER THINGS TO NOTE:

- All 10th, 11th, and 12th graders who are up for reevaluation must be tested.
- All evaluations uploaded to IEP Direct must be signed (guidance on signing a PDF is available.)
- Make sure everything in the IEP matches. If you mention a program in one section, it must match the program section; behavioral needs/behavior plan must match; needs must match goals.
- Plan out your reevaluations – we should not be holding annual reviews before a reevaluation eligibility meeting.
- Be sure to hold assess/review/revise meetings for students who are struggling. Students should not be facing retention or a move to a more restrictive placement if they have not had any meetings during the year to address their difficulties.

TIME AND ATTENDANCE

- You don't have to wait for approval to take a sick day.
- Some requests must be made a certain number of days in advance – such as personal days, professional days, etc. Check your contract for guidance.
- Graduation days are for when an IMMEDIATE family member (child, spouse, or self) is graduating HIGH SCHOOL or COLLEGE.
- If you take a professional day, you must turnkey the information within 60 days.
- There's no "they," there's only me.
- Use the Comprehensive Request Form for things like:
 - Arrived late
 - Need to arrive late or leave early
 - Forgot to punch
- If there is a problem with the Time and Attendance System, contact VU Apps.

FINAL REMINDER, SUMMER ASSESSMENT:

- The absolute last day to turn in evaluations or paperwork is September 11, 2018.
- This includes making changes such as adding interventions to reports, finalizing IEPs, uploading checklists, etc.
- Any work that is not completed and turned in by September 11 will not be paid. There are no exceptions – the account will be dissolved.
- If you are not sure if you have anything outstanding, ASK!
- When you complete something, email both me and Danielle.



QUESTIONS?



GO FORTH AND
CONQUER!