

Issues Related To Finalizing and Reactivating IEPS

After an IEP is developed in the IEP Manager, it is expected that the case manager will click on the 'Print/Preview' to create a draft of the IEP. After the meeting, is held, the case manager should click the Meeting Held button and enter the Parent Participation information. This lets anyone who looks at the IEP Manager know the status of the meeting.

If a computer and printer are not available during the meeting, the hard copy draft of the IEP should have changes on it written in by the case manager or other members of the team. At the very least, the team would need to add the Parent Comments to the Present Levels page on this copy. In most instances there will also be meeting notes written onto the IEP. Any other changes to the draft of the IEP would also be written onto the hard copy. At the close of the meeting, the parents will be asked to initial and sign this copy. This will then be the legal copy of the IEP.

The case manager is now responsible for going into the electronic copy of the IEP, and entering all changes made by hand on the paper copy so that the electronic copy of the IEP in SIRAS matches the hard copy of the IEP signed by the parent. Once this process is complete, the case manager should Finalize the meeting, enter the Parent Input and Follow-up information on the IEP Manager, and send the hard copy of the IEP to the CASEMIS staff to verify that the hard copy and electronic copy match.

The IEP should never be Finalized before the case manager has a chance to make the electronic copy in SIRAS the same as the hard copy of the IEP because once the IEP has been Finalized, it no longer pushes new information into the MIS Summary page. In the event that the case manager accidentally Finalizes a meeting prior to completing the electronic copy, s/he will need to contact a CASEMIS staff person who can go to the archived meeting in the IEP Manager and Re-activate that meeting.

Once the meeting has been reactivated the case manager can enter the corrections on the IEP forms and Finalize the meeting again; however, once a meeting has been Finalized there is NO data transfer between the re-activated forms and SIRAS. This could result in compliance errors. For this reason, any corrections and/or changes to CASEMIS data after a meeting has been reactivated must be entered on the MIS Summary page as well as on the IEP meeting forms.

In the event that something superficial was left out on the IEP which was noticed AFTER the parent signed the hard copy, it is permissible for the case manager to do an **Addendum or Administrative Amendment (per district policy)**. Some examples would be things like entering vision or hearing test results, adding an accommodation, or checking a box on one of the pages. In the event that the change is more significant such as dismissing or adding a service it is recommended that an Other Review be held.

It is never permissible to make changes to the electronic copy of the IEP that are not on the original hard copy of the IEP signed by the parents. The IEP document is a legal agreement between the parent/guardian/adult student and it cannot be altered after it is signed without permission from the parent/guardian/adult student. Any changes to the IEP must be made by one of the methods listed above.

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