Best Practices for Virtual IEP & Evaluation Meetings

Special Services Department

March 2020

EVERETT PUBLIC SCHOOLS

Accessing IEP Plus from Home

Access from Home*   www.everettsdorg/page/9167

Everett Public Schools maintains a Terminal Server which allows all employees to access any files that have been saved in their My Documents folder.

What does this mean to you? You can now update your gradebook and upload student progress reports to the web from home. You can access your files, update them, and save them into your folder on the server (My Documents). You can also save files into your Teacher folder so your lessons are ready for students. You can even print things on networked printers in your school.

How can you do this?

- Type in Remote desktop on your Windows machine search bar.
- Open the Remote Desktop Connection application.
- In the computer field, type in **remoteaccess.everett.k12.wa.us**
- Enter your district credentials.

This will connect you to the district terminal server. Login as you normally would, and start to work!
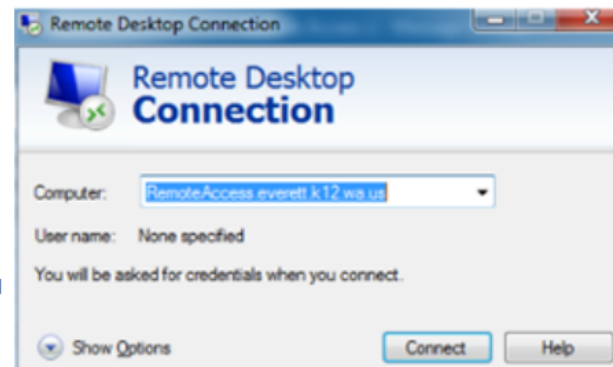
Need more help? Click here for a one page handout.

Instructions for Linux

Instructions for MAC (MAC instructions pdf)

TIP: Instead of copying files back and forth from your home computer, just work directly on the terminal server and save in My Documents to have your files ready for you when you get to school.

*The initial sign in needs to be within the district network

Accessing IEP Plus from Home

- Open Internet Explorer and access IEP Plus through Favorites (Star in top right corner)

- IEP Plus will not work as well using Google Chrome

- Note: If you need to adjust the size of the screen hold [Ctrl] and [+] to enlarge or [Ctrl] and [-] to reduce

Special Education Management

IEPPLUS

Preparing for Successful Virtual IEP & Evaluation Meetings

Setting the Stage

- Given the unexpected school closures we are using alternative ways of connecting with families to complete IEP and Evaluation meetings.

  1. Video conference using Zoom. Zoom can be used either on a smart phone via Zoom App or accessed on the web using a computer via meeting link emailed to participants. Paperwork can be shared and reviewed in real time display on the screen.

  2. Phone conference call using the Zoom App. Meeting attendees call in using a dedicated phone number. Paperwork will be sent home prior to the meeting either via email or snail mail for meeting attendees to review. Attendees who call the phone number will have access to audio only.
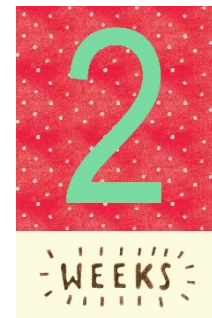
Two Weeks Prior to Meeting Date

1. Connect with the family to determine how the meeting will be held, with the mutually agreeable options of:
   a) Zoom Meeting with video and audio, documents shared in real time on the screen
   b) Zoom Meeting with audio only, documents shared with all participants via email or snail mail prior to the meeting

2. Send out an Outlook invite to all necessary IEP team members:
   a) Participants to include: Special Education Teacher, Administrator/District Rep, General Education Teacher, Related Service Provider(s), Parent/Guardian(s)
   b) Include the Zoom link in the Outlook invitation and send a follow up email to all participants that includes the Zoom link and a phone number they can call as a backup
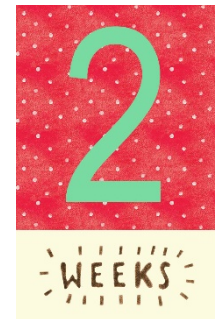
Two Weeks Prior to Meeting Date (cont'd)

3. Case Managers (IEP) or School Psychologists (Eval) ensure that all teachers and related service providers have completed their sections of the IEP or Evaluation
   a) School Psychologists should make sure that evaluations are open in IEP Plus to allow everyone to complete their sections

4. Invite a regional Director or Facilitator to attend any meeting where district level representation will be needed
   a) If Director or Facilitator representation is needed, please connect with the Director/Facilitator directly to share the purpose/need for their attendance
   b) Be sure that you have provided the Director or Facilitator with the Zoom link and phone number

One Week Prior to Meeting Date

1. Confirm attendance of all participants. If a required member is not able to attend, collect their input/notes to share. For an IEP, prepare an excusal form to be sent to the family.
    a) Excusal forms can be "electronically" signed by having a parent confirm via email the excusal of the staff member. For example, "I agree to the excusal of Susie Speech, SLP, from our IEP meeting today. Signed, Polly Parent"

2. Case manager (IEP) or School Psychologist (Eval) sends a PDF copy of the IEP, Evaluation and any other pertinent documents to the family and all IEP team members
    a) In IEP Plus go to Print Preview as if printing. Once the PDF loads as if you are printing you have the option to Save. You will Save the PDF then attach to email to send to meeting participants.

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ONE WEEK TO GO!

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Day of the Meeting

1. Well before the start time of the meeting, ensure internet connection, volume and visual display are working appropriately and ready for meeting

2. Call Language Link for phone translation services (if necessary). Provide them with the phone number to call in to the Zoom meeting and confirm they will be ready at the time of the meeting

3. Follow a typical IEP or evaluation agenda. The person speaking and reviewing the paperwork should be sure to identify the page number and section of the IEP or Evaluation so all participants can easily follow along

4. Document attendance of all participants in the PWN including how they participated (Via Zoom, via phone)

Immediately After the Meeting

1. If the team made changes to the IEP or Evaluation documents during the meeting, be sure to:
   a) Update all documents in IEP Plus
   b) Send all meeting participants an updated PDF with changes incorporated. Be sure to explicitly outline the changes made.

2. Prepare a PWN that includes specifics of the meeting discussion and any decisions made. If next steps were outlined or follow-up is needed by one or more participants, include this info in the PWN
   a) The PWN should include at least the following:
      a) In "Other" section include the following language, ""School is closed due to COVID-19 due to safety restrictions" this (IEP/Evaluation) meeting was held remotely during the school closure. The following is a list of attendees, titiles and how they participated:…."

Immediately After the Meeting (cont'd)

3. Send a PDF of all documents to your regional records staff in one email within 24 hours of completing the meeting. Be sure to attach PDF copies of the following:
   a) IEP Team Excusal forms (if applicable)
   b) Prior Written Notice
   c) Transportation form
   d) PDF of each email(s) reflecting electronic signatures

Evaluations

- Evaluations that have already been scheduled should proceed
    - Meet via Zoom or Phone Conference if mutually agreeable with parent/guardian(s)
    - If parents decline to participate remotely document in a PWN and plan to reconvene the team when school resumes

    - [Insert PWN language here]

Administering Assessments

- Make good decisions, try Zoom assessments when possible and with parent consent. There are NO in-person assessments at this time.

- If an evaluation cannot be completed without in-person assessment(s) a plan will need to be created for the completion of assessments and results meetings upon school resuming.

- Please make sure to document the reason we couldn't complete the evaluation in-person assessment(s) and/or meeting (s), at this time, in the PWN
    - <insert sample PWN language>.

Administering Assessments

- Share some ideas on how to evaluate students remotely.
  - What can be done?
  - What can't be done?

- How can teams determine if using a File Review of existing data is appropriate?

- Send ideas to your team leads

Question and Answer