This service will assist in the maintenance of special education student files (electronic and limited on-site), creating and processing IEP team paperwork with the special education staff, the district School Psychologist, and Director of Special Education.

Level 2   Customized Service

How can this service benefit your district?
• Compliance with IDEA, HIPAA, and FERPA
• Regular review of data to ensure accuracy for PCSA and Medicaid billing audits
• Correct October 1 counts
• Correct Educational Environment codes

(IEP4Schools®, Kompas Care-related only) Projected Duties including but not limited to:

• Maintenance of IEP4Schools® data, verification data matches Student Information System (SIS)
  ➤ Class Lists and Enrollments (including CESA provided staff)
  ➤ Addition of students, users, etc.
  ➤ Running reports, follow-up, rollover process
  ➤ Updating information in coordination with case managers (Data Collection form)
• Processing IEP team paperwork according to district process (district director to define)
  ➤ District to advise on specific IEP4Schools® steps throughout the IEP process
    • Meeting with Virtual Secretary, IEP4Schools® Director, and district SPED director to determine duties needed specific to the district
  ➤ Example:
    • Case manager completes majority of IEP process and paperwork, and then forwards to Psych or Director for form content review
    • Once approved and finalized by Psych/Director, this virtual support can then create any additional forms, if needed, and complete the Data Collection form
    • Upon final review, forms can then be mailed/sent to parents by district
• WISEdata troubleshooting in coordination with SIS and CESA 4 WISEdata Support (if WISEdata Support is purchased)
• Maintenance of SBS data via Kompas Care
  ➤Maintain all caseload lists in Kompas Care
  ➤Audit report follow-up