## WELCOME BACK!

Welcome back! I hope you all enjoyed your summer! For the 2014-2015 school year we will be trying a new method for distributing news on Illuminate. A monthly newsletter will be created to highlight new release information, general reminders, and information on best practices. This newsletter will be distributed to Illuminate User Group members and Special Education Coordinators for distribution around the county. Enjoy!
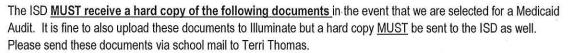
## UPLOADING VS. HARD COPIES

The following documents **must be uploaded to Illuminate**. Please do not send hard copies of these documents to the ISD as they are no longer needed since they are housed in Illuminate.

Upload to the IEP

*Signed Notice page
*ESY documentation sheet and plan for students that will be receiving ESY
*Personal care script

Upload to the REED

*Signed Notice page
*Parent consent on the REED for evaluations
*Evaluation reports (including provider signature)
*MET cover sheets (including signatures)
*Medical Opinion Forms for eligibility (including signatures)
*Signed timeline extensions

The ISD **MUST receive a hard copy of the following documents** in the event that we are selected for a Medicaid Audit. It is fine to also upload these documents to Illuminate but a hard copy MUST be sent to the ISD as well. Please send these documents via school mail to Terri Thomas.

*One time Medicaid consent (A new consent is needed for each enrollment within an Ionia County ISD local district. A new consent is not needed for within ICISD transfers. Ex: Portland to Lansing to Ionia requires a new Medicaid consent. Belding to Saranac does not.)
*Speech/PT/OT Scripts (reminder that this service MUST be on the IEP in order to bill Medicaid)
*Personal care script (must be for health-related, NOT academic needs in order for the HCA to bill Medicaid)

*Each district may also have it's own internal policies for maintaining a comprehensive record on each student. Please follow district policy for determining where to house special education records within the district.*

## PUBLISHING/CLOSING & THE DASHBOARD

*Initial IEPs require parent consent to implement the IEP. Therefore it is important that parent consent is obtained PRIOR to publishing the Initial IEP.

*In all other cases, IEPs should be published within 24 hours of the meeting date. Team members are able to upload to the IEP after publishing.

*REEDs should not be closed until after all evaluations are completed, documents are uploaded, and the IEP has been held. However, it is important to close all REEDs in a timely manner.

*Please keep an eye on your dashboard on a regular basis. Look for open REEDs and IEPs and work collaboratively with your teams to ensure that all processes are published/closed in a timely manner. These processes remaining open impacts our ability to generate accurate reports in Illuminate and also could negatively impact the district's rating on the State Performance Plan Indicators.