

INITIAL EVALUATION (80 DAY TIMELINE)

When an initial referral for evaluation is entered for a student the system calculates a date 80 “Calendar” days in the future from the date of referral that the evaluation must be completed by. Federal requirements emphasize that State Holiday’s (Spring, Christmas, Thanksgiving, etc.) are not excluded within the 80 days. If the evaluation is not completed by the 80th Calendar day then a reason code must be selected from the Over 80 Days Reason list. If 01 – Extenuating Circumstances is selected further explanation must be provided.

Select Referral/Reevaluation from the Special Education screen to enter the initial referral and also to update the data once the evaluation is completed.

Select Records to Display:

- Basic Information
- Services
- Referral/Reevaluation
- IEP
- Miscellaneous Information
- Medicaid Billing
- Testing
- Discipline

If the Eligibility determined date is greater than the calculated 80 days then a reason code must be selected. An explanation can be entered for any reason code but **it is required for reason code 01.**

Eligibility Determined Date: 5/04/2015 Over 80 Days Reason: 01

Why is the evaluation later than 80 days?

Select record: [X]

Over 80 Days Reason Codes

Position to: [] Search Rows Per Page: 10 [v] [K] [L] [R] [N]

Code	Description
01	<u>EXTENUATING CIRCUMSTANCES-SCH CLOSED</u>
02	<u>EXCESSIVE STUDENT ABSENCES</u>
03	<u>STUDENT MEDICAL CONDITION DELAYED EVALUATION</u>
04	<u>PARENT FAILED TO PRODUCE THE STUDENT FOR EVALUATION DURING</u>
05	<u>ELIGIBILITY COMMITTEE MEETING EXCEEDED TIMELINES DUE TO</u>
06	<u>ELIGIBILITY COMMITTEE RECONVENED AT PARENT REQUEST</u>
07	<u>STUDENT TRANSFERRED INTO DISTRICT DURING THE EVALUATION</u>
08	<u>STUDENT TRANSFERRED OUT OF THE DISTRICT</u>
09	<u>WV BTT FAILED TO PROVIDE NOTIFICATION 90 DAYS OR MORE</u>
10	<u>WV BTT 90 DAY FACE-TO-FACE MEETING EXCEEDED TIMELINE OR DID</u>

Reset

INITIAL EVALUATION (80 DAY TIMELINE)

Menu SPE200 – Special Education Reports

IVI.EVAL – Initial Evaluation

1. Click on the Calendar icon beside the first block after 80 Days Date Range and select the beginning date for the report
2. Click on the Calendar icon beside the second block after 80 Days Date Range and select the ending date for the report
3. Click on the down arrow beside Select the Report to Generate and you will see a listing of the types of reports that can be created.
4. Click Submit to generate the report.

The following are samples of the various PDF reports generated. They display the parameters selected along with the date range at the top of the report. They show the consent to evaluate date, the 80 Calendar day due date, the eligibility determined date, the eligibility status code, the eligibility exceptionality code, the reason code if the eligibility determined date is greater than the due date, and the additional explanation if it was entered.

80 Day Timeline Reporting Application										
User ID/Role:		MAS99999/STAFF				County: 				
80 Day Timeline Report - Not Over 80 Days Criteria: 80 day date >= 05/22/2015 and 80 day date <= 09/17/2015										
1.	Dist.	Stud.ID	Name	Curr. School	Consent Date	80 Days Date	Elig. Date	Elig. Status	Elig. Code	Reason Code
				250	04/28/2015	07/17/2015	05/05/2015	1	CD	
				201	03/26/2015	06/14/2015	0		CD	
				261	04/07/2015	06/26/2015	0			
				220	03/11/2015	05/30/2015	03/27/2015	1	CD	
				244	03/23/2015	06/11/2015	0			

INITIAL EVALUATION (80 DAY TIMELINE)

80 Day Timeline Reporting Application										
User ID/Role: MAS99999/STAFF					County: 					
80 Day Timeline Report - With Reason Code										
Criteria: 80 day date >= 03/22/2015 and 80 day date <= 09/17/2015										
Dist.	Stud.ID	Name	Curr. School	Consent Date	80 Days Date	Elig. Date	Elig. Status	Elig. Code	Reason Code	
1.			214	01/27/2015	04/17/2015	04/20/2015	1	LD	04	
2.			222	01/12/2015	04/02/2015	04/10/2015	2		01	
3.			285	02/05/2015	04/26/2015	04/28/2015	1	LD	04	
4.			222	02/06/2015	04/27/2015	05/05/2015	1	LD	04	
5.			513	02/05/2015	04/26/2015	04/28/2015	1	OH	01	

80 Day Timeline Reporting Application										
User ID/Role: MAS99999/STAFF					County: 					
80 Day Timeline Report - Without Reason Code										
Criteria: 80 day date >= 03/22/2015 and 80 day date <= 09/17/2015										
Dist.	Stud.ID	Name	Curr. School	Consent Date	80 Days Date	Elig. Date	Elig. Status	Elig. Code	Reason Code	
1.			201	03/26/2015	06/14/2015	0				
2.			261	04/07/2015	06/26/2015	0				
3.			244	03/23/2015	06/11/2015	0				
4.			285	03/26/2015	06/14/2015	0				
5.			275	03/18/2015	06/06/2015	0		GF		
6.			510	04/23/2015	07/12/2015	0				

80 Day Timeline Reporting Application										
User ID/Role: MAS99999/STAFF					County: 					
80 Day Timeline Report - No Eligibility Date										
Criteria: 80 day date >= 03/22/2015 and 80 day date <= 09/17/2015										
Dist.	Stud.ID	Name	Curr. School	Consent Date	80 Days Date	Elig. Date	Elig. Status	Elig. Code	Reason Code	
1.			201	03/26/2015	06/14/2015	0				
2.			261	04/07/2015	06/26/2015	0				
3.			244	03/23/2015	06/11/2015	0				
4.			285	03/26/2015	06/14/2015	0				
5.			275	03/18/2015	06/06/2015	0		GF		
6.			510	04/23/2015	07/12/2015	0				
7.			231	04/29/2015	07/18/2015	0				
8.			507	04/17/2015	07/06/2015	0				

INITIAL EVALUATION (80 DAY TIMELINE)

80 Day Timeline Reporting Application										
User ID/Role:		MAS99999/STAFF				County: 				
80 Day Timeline Report Criteria: 80 day date >= 03/01/2015 and 80 day date <= 06/30/2015										
	Dist.	Stud.ID	Name	Curr. School	Consent Date	80 Days Date	Elig. Date	Elig. Status	Elig. Code	Reason Code
1.				239	12/11/2014	03/01/2015	03/11/2015	1	GF	01
2.				248	12/17/2014	03/07/2015	03/09/2015	2		01
3.				203	12/17/2014	03/07/2015	03/11/2015	1	LD	01
4.				214	01/27/2015	04/17/2015	04/20/2015	1	LD	04
5.				222	01/12/2015	04/02/2015	04/10/2015	2		01