

Step-by-Step Instructions for Interim Placements: Full Assessment Needed

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Procedures such as adding events or event groups and locking are illustrated in the User Guide online at www.sandi.net/encore/readandlearn/handbooks. Many procedures such as locking are also illustrated in job aids at <http://www.sandi.net/encore/readandlearn/jobaids>. Not all situations are described below. For additional information, contact Encore Support.

Follow the steps below to complete an Interim Placement when full assessment is needed.

Caution: This process must be completed within 30 days!

- Open **Encore**. Log in and navigate to the Special Ed events screen for the student. The screen should say “No records to display” since the student is not yet in special ed in our district.
- Complete Steps One through Three.

Step One: Create and complete an Interim Placement

1. Click on ADD EVENT GROUP
2. Select the checkbox for Interim Placement
3. Click on CREATE
4. Complete the form
5. Click on CHECK COMPLIANCE
6. Click on blue LOCK in upper left-hand corner
7. Click on LOCK in upper right-hand corner
8. Click on SAVE



The system will generate an Interim Placement Review and a Triennial Assessment Plan for future use.

Step Two: Complete the Triennial Assessment Plan

1. Click on Triennial Assessment Plan
2. Complete pages 1-3, print, get signature
3. Make sure you are on the forms screen and you see the list of forms.
4. Click on ADD EVENT
5. Select the checkbox for Consent – Triennial Assessment
6. Click on CREATE
7. Click on Assessment Plan p. 3 (Make sure it is underlined)
8. Enter Parent Acknowledgment section info



9. Click on CHECK COMPLIANCE
10. Click on blue LOCK in upper left-hand corner
11. Click on LOCK in upper right-hand corner
12. Click on SAVE

The system will generate a Triennial Review of Eligibility.

Step Three: Complete the Interim Placement Review

1. Click on Interim Placement Review
2. Click on ADD EVENT
3. Select the checkbox for Triennial Review of Eligibility
4. Click on CREATE
5. When you get the message asking if you want to import, click on IMPORT
6. Click on each form that is required for the student and complete

If eligible, continue with step 7.

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If not eligible, proceed to Step 12.

7. Make sure you are on the forms screen and you see the list of forms.
8. Click on ADD EVENT
9. Select the checkbox for Annual IEP Review
10. Click on CREATE
11. Complete the necessary forms

At/After the meeting

12. Enter all changes and additions by clicking on Interim Placement Review (if eligible, Annual Review Meeting) Triennial Review of Eligibility and each form desired

If the parent gives consent, continue with Step 13.

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If the parent does not give consent, complete the IEP Team Action form and go to Step 17.

13. Make sure you are on the Forms screen and that you see the list of IEP forms.
14. Click on ADD EVENT
15. Select the checkbox for Consent – Annual Review (or Consent – Exit if not eligible)
16. Click on CREATE
17. Click on IEP Signature Page and enter signature info



18. Click on CHECK COMPLIANCE
19. Click on blue LOCK in upper left-hand corner
20. Click on LOCK in upper right-hand corner (Add info requested)
21. Click on LOCK again
22. Click on SAVE

The system will generate an Annual Review and Triennial Assessment Plan for future use.