

# Step-by-Step Instructions for Supplemental Reviews

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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](http://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.

**Note: When changing a student's primary placement federal regulations require assessment. The district procedure is to follow the Triennial Review process in most cases instead of the Supplemental IEP Review process.**

There are three sets of circumstances that determine how to start a Supplemental IEP Review. In the first instance, a review of the student's IEP is requested. In this scenario, the event group Request for IEP Review is added. It is used only when someone on the team, such as the parent, has requested the review and its purpose is to generate a 30-day timeline.

In the second situation, assessments are needed. Some common scenarios would be when assessing to add any Related Service such as speech-language therapy, occupational therapy, vision therapy, or when assessing to determine the need for Special Circumstance Individual Assistance (SCIA). These situations require an assessment plan; therefore the Supplemental Assessment Plan event group is the starting point.

A third circumstance occurs when an IEP team member decides to review an IEP to change anything on the IEP not requiring assessment. (Adding CMH services does not require an assessment plan; thus it falls in this category.)

*Follow the steps below to complete Supplemental Reviews.*

- Open **Encore**. Log in and navigate to the Special Ed events screen for the student.
- Complete only the sections necessary for your situation.

## Section One: Create and complete a Request for IEP Review

1. Click on ADD EVENT GROUP
2. Select the checkbox for Request for IEP Review
3. Click on CREATE
4. Complete the forms



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 a Supplemental IEP Review. Proceed to part three.

### Section Two: Create and complete a Supplemental Assessment Plan

1. Click on ADD EVENT GROUP
2. Select the checkbox for Supplemental Assessment Plan
3. Click on CREATE
4. Complete pages 1-3 of assessment plan, print, get signature
5. Click on ADD EVENT
6. Select the checkbox for Consent – Supplemental Assessment
7. Click on CREATE
8. Click on Assessment Plan p. 3 (Make sure it is underlined)
9. Enter Parent Acknowledgment section info, save and close



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

The system will generate a Supplemental IEP Review with a due date 60 days after the receipt of the assessment plan. Proceed to part three.

### Section Three: Complete the Supplemental IEP Review

1. If the Supplemental IEP Review has not been generated by completing the sections One or Two, click on ADD EVENT GROUP. Select the checkbox for Supplemental IEP Review and click on CREATE.

OR

When a previous event has already generated the event, click on Supplemental IEP Review and begin completing the forms.

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2. If the review is to be an entire annual review, import the annual into the supplemental or vice versa. (See the job aid on importing events for more information.)

The Supplemental IEP Review event clones the previously locked IEP.

3. Complete the forms including the meeting notice.

Delete the information in the signature section of Signature Page by deleting the fields from right to left.

Changes should not be listed on the IEP Team Action; instead they should be made on the appropriate pages. For example, if the purpose of the meeting is to document a manifestation determination, the information should be updated on Present Levels p. 2. A Behavior Support Plan or BIP may need to be completed or changed and a goal may need to be written.

4. All pages that continue to be accurate need to be saved. Open the pages and save and close.

At/After the meeting

5. Enter all changes and additions by clicking on Supplemental IEP Review and each form desired

If the parent gives consent, continue with Step 6.



If the parent does not give consent, complete the IEP Team Action form and proceed to Step 10.

6. Make sure you are on the Forms screen and that you see the list of IEP forms.
7. Click on ADD EVENT
8. Select the checkbox for Consent- Supplemental IEP (or Consent - Annual Review if Annual Review has been added)
9. Click on CREATE
10. Click on IEP Signature Page and enter signature info



11. Click on CHECK COMPLIANCE
12. Click on blue LOCK in upper left-hand corner
13. Click on LOCK in upper right-hand corner (Add info requested)
14. Click on LOCK again
15. Click on SAVE

The system will generate an Annual Review for future use if the annual review is included in the event group.