



## Director Designee

***A director designee is acting in the absence of the special education director. The designee is obligating the district and AU to provide the services outlined in the IEP. This includes binding the district/AU to any financial contracts.***

The designee needs to possess:

- A current understanding of all eligibility categories in Colorado
- The ability to converge data from multiple disciplines to determine if enough evidence exists to determine eligibility in any of the disability categories
- A thorough understanding of and ability to navigate Enrich
- Knowledge of and ability to produce correct paperwork for each type of meeting
- Ability to facilitate an IEP meeting to ensure active participation by all team members
- Knowledge of who needs to attend each type of meeting
- Understand the procedural safeguards
- A clear understanding of Pikes Peak BOCES expectations of the content of each section of the IEP as well as Evaluation Reports
- Thorough understanding of IDEA and ECEA and common violations of these laws

The designee is responsible for :

- ✓ For out of state transfers, ensuring the evaluation report from other state meets Colorado requirements
- ✓ For in state transfers, ensuring the district/AU can commit to services on IEP as written if accepting or if not accepting the interim services are comparable to those on incoming IEP
- ✓ Facilitating the meeting or supporting the facilitation if case manager or student is facilitating
- ✓ Review of all evaluation data prior to Eligibility meeting to ensure that enough assessments have been done to determine eligibility
- ✓ Prior to Initial Consent for Evaluation being sent home to parents, ensuring the pre-referral process has been followed
- ✓ Review and admin approve IEPs and other related documents within seven calendar days of meeting
- ✓ Explanation of procedural safeguards to parents and other team members
- ✓ Prior to IEP meeting, coordinating with case manager to ensure that all necessary paperwork is complete.
- ✓ Ensuring that the eligibility checklists are reviewed in entirety at eligibility determination meeting and data is available to support each item that is checked.

## Case Manager

***The case manager is the designated team member who has primary responsibility for the IEP process for the student, including organizing and facilitating IEP team meetings, providing notice to parents, and maintaining documentation of progress reports.***

The case manager must possess:

- A thorough understanding of how to use data to determine the strengths and needs of students
- Discipline specific knowledge of best practices in instruction
- An ability to work with parents and consult with general educators
- Thorough knowledge of Enrich and how to create, manage, and update paperwork within the system.
- Clear understanding of Pikes Peak BOCES expectations in regards to content of IEPs and evaluation reports

The Case Manager is responsible for:

- ✓ Determining the date/time/location of the IEP meeting with active participation of the parents and other team members
- ✓ Preparing the written notice of meeting to the parents and IEP team
- ✓ Gathering of information from parents, general educators, and other related service providers prior to the IEP meeting.
- ✓ Inputting of information and ensuring others have inputted information into the IEP prior to the meeting.
- ✓ Providing draft of IEP to parent prior to the meeting.
- ✓ Providing a IEP snapshot to general education staff and ensuring that all general educators have a chance to review full IEP
- ✓ Sharing Behavior Intervention Plans as well as other additional service plans (i.e. Communication Plans) to all need to know staff
- ✓ Explanation of confidentiality of IEPs to other school personnel
- ✓ Progress monitoring of IEP goals and coordination with all service providers who have goals to make sure the monitoring is occurring
- ✓ Informing director designee of when IEPs and other related documents are ready for administrator approval
- ✓ Sending paperwork to BOCES
- ✓ Completing transfer documents in Enrich
- ✓ If student is changing placement (i.e. going to School of Excellence), creating IEP that documents that change of placement.
- ✓ Communication with parents
- ✓ Serving as the liaison between school and parents
- ✓ Collecting and writing of academic body of evidence for evaluation reports for triennial and initial eligibility meetings.

✓ **Medicaid:** The CM is responsible to provide parents with the one time consent form (signature required) and/or annual notification form at the IEP. The consent form needs to be included in the original documents sent to Samantha within 10 days of the meeting.

If the student changes *districts*, the one time consent needs to be signed again. Send signed consent along with transfer paperwork to Samantha within 10 days.

**\*\*Please note that often a Special Education Teacher is serving both roles-if this is the case a different designee needs to Admin Approve your IEPs and related documents. This assures that more than one person reviews the document before it is sent home to parents.**

**\*\*Also, be aware the above lists of responsibilities are not exhaustive and your duties may vary slightly based on your building SPED team. This list was created to provide guidance on the general functions of the designee versus case manager.**