

## IEP DIRECT PLACEMENT: DISCUSSION TOPICS

IEP Direct Placement Timeline

Family Journey & Application Statuses

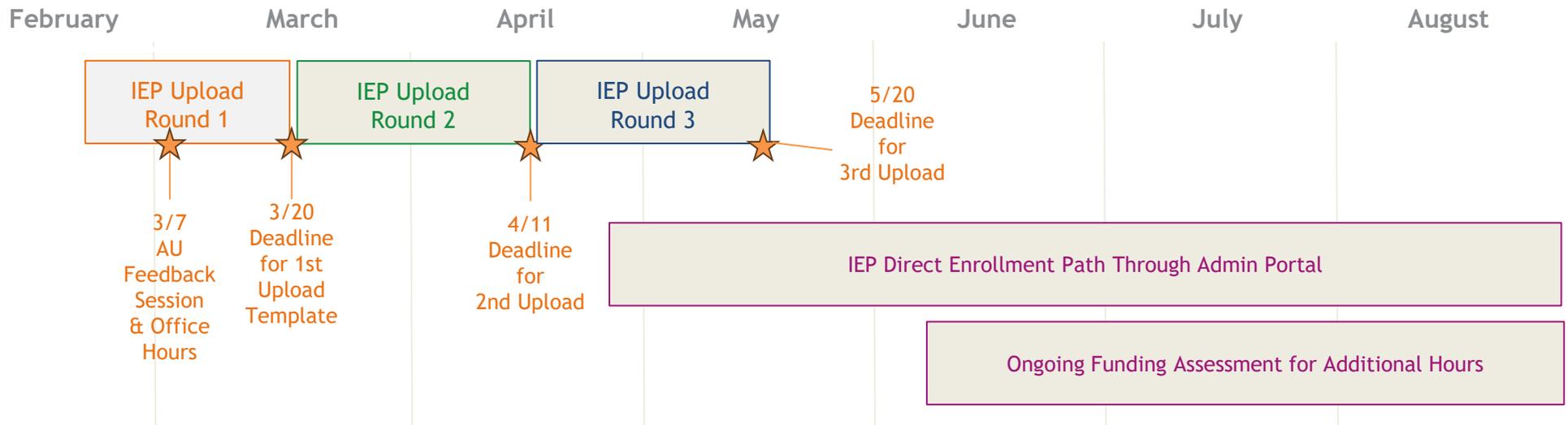
IEP Upload Process: Security & Permissions

Assigning Students to AU's



# IEP DIRECT PLACEMENT TIMELINE: OVERVIEW OF DATES

## IEP DIRECT PLACEMENT TIMELINE: SECURE UPLOAD & ADMIN PORTAL

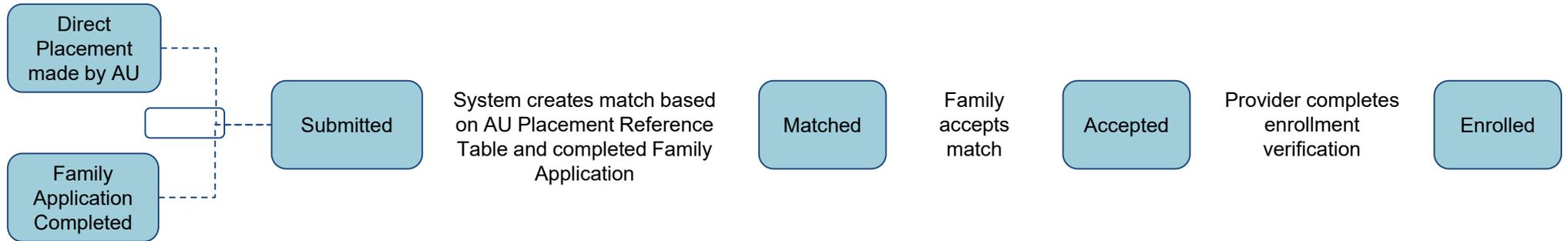


## IEP DIRECT PLACEMENT TIMELINE: OVERVIEW

- **IEP Upload Round 1:** IEP Direct Upload Templates are sent to AUs and Designees through secure folder starting 2/28. Instructions are included in this IEP Direct Upload Guide, as well as the IEP Direct Upload Template. AUs can participate in up to three rounds of template uploads to quickly place children with IEPs into programs. The first upload deadline is 5:00 PM 3/20. On 3/21-3/22, CDEC Admin will transfer the files via secure upload into the system. The upload will populate the IEP Placement Reference Table with the AU placements for each child in the template.
- **Optional Office Hours & Feedback Session:** CDEC will hold office hours for technical support periodically, please review email announcements for future office hours scheduling.
- **Upload Round 2:** Deadline is 5:00 p.m. 4/11. On 4/12, CDEC admin will transfer the files via secure upload into the system. The upload will populate the IEP Placement Reference Table with the AU placements for each child in the template. It is only additive; it will not overwrite previous uploaded placements.
- **Upload Round 3:** Deadline is 5:00 p.m. 5/20. On 5/22, CDEC admin will transfer the files via secure upload into the system. The upload will populate the Placement Reference Table. It is only additive; it will not overwrite previous uploaded placements.
- **IEP Direct Placement:** After the third upload, placements will be made directly in the Colorado Universal Preschool Admin Portal (one by one) by the AU from 5/21 through the end of the school year. Additional details to follow.
- **Ongoing Funding Assessment for Additional Hours:** Starting in June, CDEC will assess funding availability for students who are eligible for additional hours.



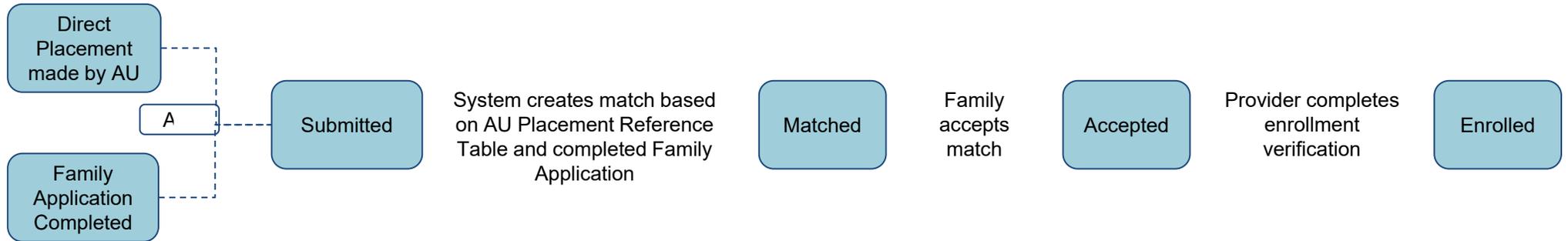
# FAMILY JOURNEY: OVERVIEW



## ENROLLMENT JOURNEY FOR CHILDREN WITH AN IEP:

1. Family learns of Colorado Universal Preschool Program (CO UPK) and indicates their child has an IEP.
2. Family registers for CO UPK. There are multiple ways to register ([General web portal](#), [IEP landing page](#), or a provider supplied program-specific link.) When the family registers, the parent/guardian selects the response to the question about whether the student has an IEP as “Yes, the child has an active Individualized Education Plan”. *NOTE: Once this response is selected, the family will NOT proceed to options for provider selections, because the AU is responsible for indicating the Program and Provider selection in alignment with the child's IEP.*
3. The AU, through the consultative IEP decision-making process—which includes the child’s family—will select an educational placement for a Provider and Program through the IEP Direct Placement Upload process or the IEP Direct Enrollment process.
4. Once the family registration (step 2) and the AU placement (step 3) are both complete, the CO UPK will match the student to the program specified by the AU. This system action will immediately notify the family of the placement.
5. The family will return to the family portal and accept the placement.
6. After the family accepts the placement, the provider is notified and may enroll the student in the system.

# MATCHING: APPLICATION STATUSES



## STUDENT APPLICATION MATCH-TO-PROGRAM STATUSES

- **SUBMITTED:** As soon as the family submits the child application AND the AU completes the direct placement (through direct enrollment or IEP Direct Upload Spreadsheet), the system will start to reference the IEP Placement Reference table, and will place students in programs. The IEP Direct Placement reference table is automatically checked by the system daily.
- **MATCHED:** The system has matched a student to a program. Families are notified of a match through email and within the family portal. When the family accepts the match, they will move to *ACCEPTED* status.
- **ACCEPTED:** The family has accepted a match to the program assigned by the AU. When the family accepts the match, the provider is notified immediately within the provider portal and prompted to review and enroll the student.
- **ENROLLED:** The provider has enrolled the student in the matched and accepted program. After the family accepts the match, the provider is able to verify income and other qualify factors as necessary, and can enroll the student.



# IEP UPLOAD PROCESS: SECURITY & PERMISSIONS

## WHO CURRENTLY HAS ACCESS TO THE SECURE GOOGLE DRIVE FOLDERS? WHO IS RESPONSIBLE FOR PROVIDING ADDITIONAL ACCESS?

AU Directors are given exclusive access to the secure Shared Google drive folders in accordance with the list of AU Directors published to the CDE Website. AU Directors are then responsible for providing access permissions to the secure folders for their designees.

## HOW CAN AU DIRECTORS SECURELY SHARE ACCESS WITH AU DESIGNEES?

1. Navigate to the google folder received through the email link
2. Select the “Shared” icon at the top of the folder page
3. View the “People with access” to understand who has access.
4. Add a AU Designee by typing their email address where it reads “Add people, groups, and calendar events”
5. Click “Done” when complete.

*Note: please see the step by step guide on the next page to better understand what to select.*

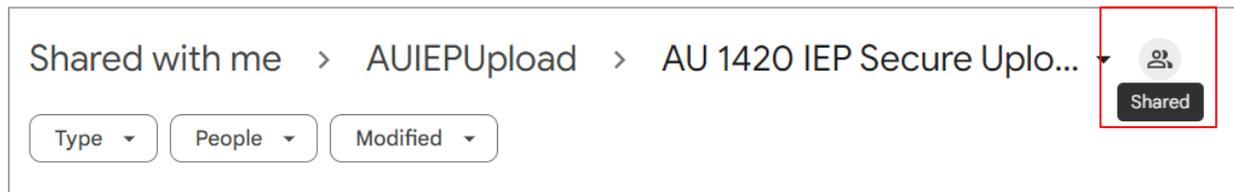


# IEP UPLOAD PROCESS: STEPS

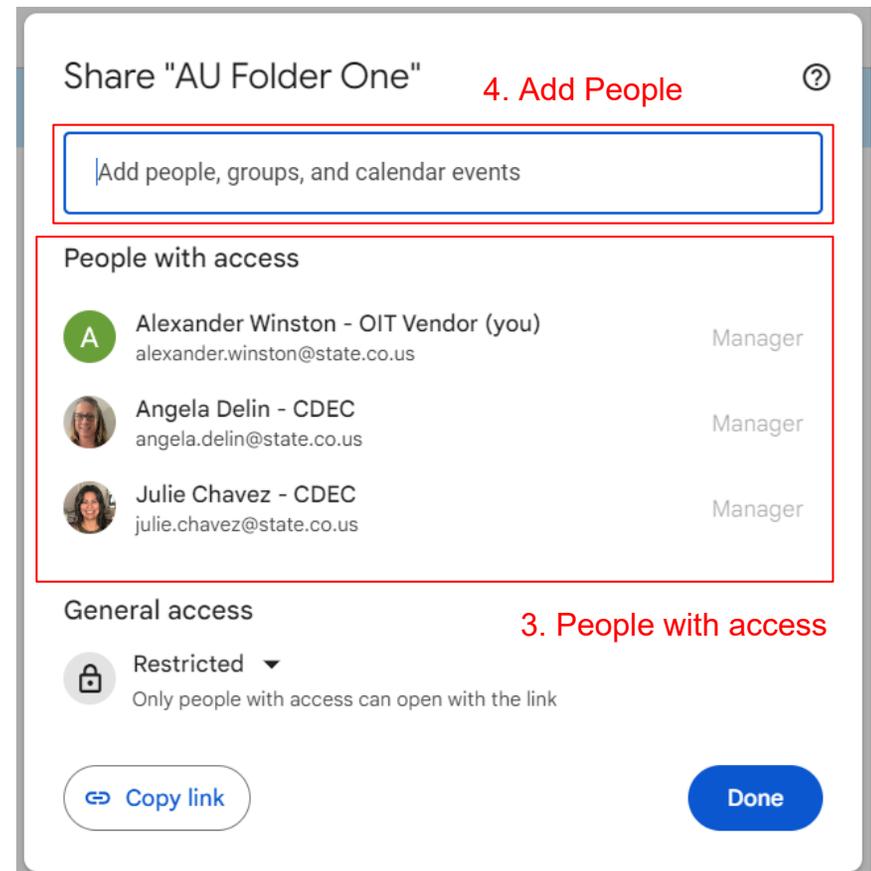
## WHAT ARE THE PROCESS STEPS TO SECURELY SHARE ACCESS WITH AU DESIGNEES?

1. Navigate to the google folder received through the email link
2. Select the “Shared” icon at the top of the folder page

2. Shared Button



3. View the “People with access” to understand who has access.
  - a) Please retain access for CDEC system administrators “alexander.winston@state.co.us”, “julie.chavez@state.co.us”, and “angela.delin@state.co.us” for communication and support.
  - b) “General access” must remain as “Restricted” to ensure only people with access can open the link. Please do not adjust this setting.
4. Add a AU Designee by typing their email address where it reads “Add people, groups, and calendar events”
  - a) When adding a Designee, ensure the Designee has “editor” access to modify the file
  - b) When sharing the folder with a Designee, the AU Director can select the option to “notify via email” to alert the Designee to updated access.
5. Click “Done” when complete.



# ASSIGNING STUDENTS TO AU's: OVERVIEW

## HOW ARE STUDENTS ASSIGNED TO AN AU?

AU's are assigned students in the system in one of two ways:

- Through the “IEP Direct Placement Upload Template”, which connects the student to the AU when the uploads are completed on 3/20, 4/11, and 5/20.
- Through a manual process by the CDEC team, when the family registers, the parent/guardian selects the response to the question about whether the student has an IEP as “Yes, the child has an active Individualized Education Plan” and is then assigned to the student’s AU of residence, based on the published AU Directors list in the CDE website.

## WHAT DO I DO IF A STUDENT APPLIED BUT IS NOT ASSIGNED TO THE CORRECT AU?

1. Search for the child by navigating to your portal, entering the applications tab in the left pane, and searching for the child.
2. Reach out to the CDEC Specialist Angie Delin at [angela.delin@state.co.us](mailto:angela.delin@state.co.us) to schedule time to connect and discuss AU Reassignments.
3. The CDEC Specialist will search for the student and will assign to the AU or report back on findings

## HOW DO I REASSIGN A STUDENT TO A DIFFERENT AU?

1. Navigate to your CO UPK portal, select the *Applications* tab in the left pane, and search for the student by name.
2. Reach out to the CDEC Specialist Angie Delin at [angela.delin@state.co.us](mailto:angela.delin@state.co.us) to schedule time to connect and discuss AU Reassignments.
3. The CDEC Specialist will reassign the student to the correct AU.



Thank You!

