

**Work Arounds to Meet Locking Requirements for an Initial Evaluation**

Below are the editors and locking requirements for an Initial Evaluation. If the initial evaluation was planned last year or at another district or state we will not have it available in an editor based document. We will have paper copies for out of state students that need to be uploaded. If the student is within state, we will receive either a written copy and/or a transferred planning meeting documentation in the pdf uploaded documents. Therefore, information will need to be entered into those editors reserved for the planning meeting in order to be able to lock the KY Eval after the eligibility meeting. This document includes examples for the editors that may require “N/A” explanations.

**After the documentation is printed after each meeting, hand write the appropriate ARC date at the top of each page after the title page!**

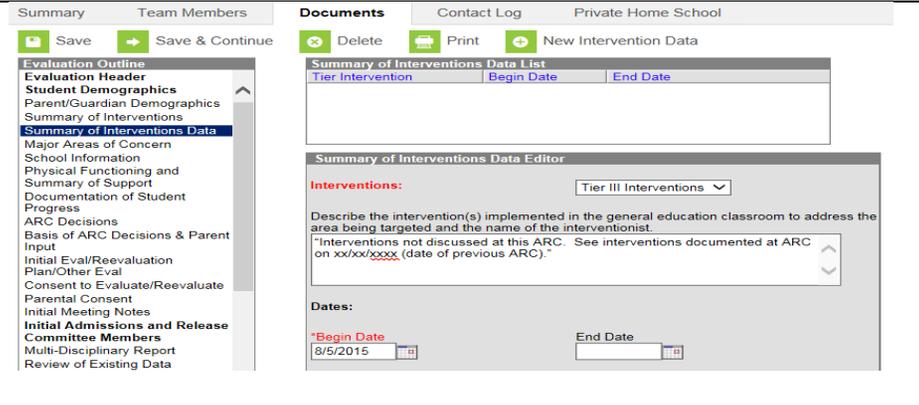
**Do not use the “Save and Continue.” Use “Save” and then go to the editor you need. If an editor is not required for locking, do not open it. If you do so, it may become required as a result.**

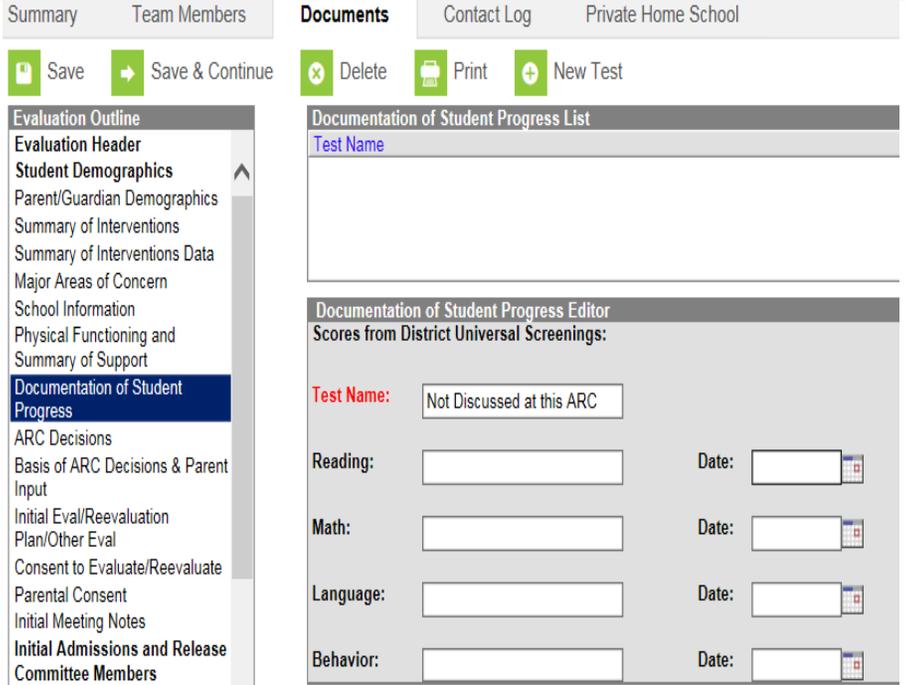
**Do not use the staple option for uploading. Only use associate. Associate allows you to tie the document to the correct calendar year when a student transfers.**

**\*** = Editor is to be used at ARC for evaluation planning.      **\*\*** = Editor is to be used at the eligibility determination meeting.

**Initial Evaluation – required for locking**

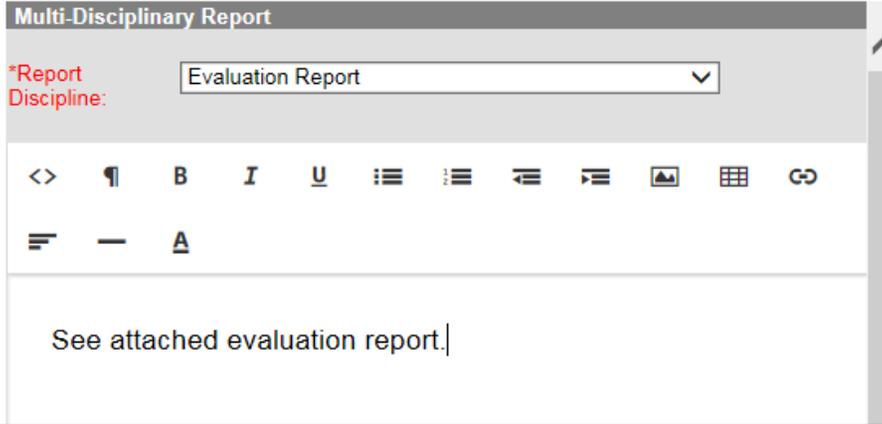
<b>Editor</b>	<b>Required for locking</b>	<b>Work Around for Locking if Editor Is Not Needed</b>
Evaluation Header <b>Use for all meetings. After printing, write the correct ARC date on the paper copy.</b>	YES	None Needed; Write correct ARC date on all printed pages. The “ARC Planning Date” prints as the ARC Date.
Student Demographics <b>Use for all meetings.</b>	YES – auto-populates	None Needed; Refresh for each meeting
Parent Demographics <b>Use for referral meeting.</b>	YES – auto-populates	None Needed; Refresh for each meeting
*Summary of Interventions <b>Used at time of Initial Referral. It may be uploaded and associated instead of using this editor.</b>	YES	In Box #1, write “ <b>NA – Summary of Interventions was not discussed at this meeting</b> ”. Save.
*Summary of Interventions Data <b>Used at time of Initial Referral. It may be uploaded and associated instead of using this editor.</b>	YES	Select New Intervention Data. Select Tier III interventions and add the start date only for Tier III interventions. In the first box write “ <b>Interventions not discussed at this ARC. See interventions documented at ARC on xx/xx/xxxx (date of previous ARC).</b> ” Save.

		
*Major Area(s) of Concern Use for Referral Meetings.		
*School Information Use for Referral Meetings.		
*Physical Functioning/Summary of Support Use for Referral Meetings.		
*Documentation of Student Progress Use for Referral Meetings.	YES	In the field named Test Name, write <b>“Not discussed at this ARC”</b> . Save

		
<p>*ARC Decisions <b>Use for Referral Meetings.</b></p>	<p>YES</p>	<p>Check the first box. After printing the document, <u>hand write</u> on this section, <b>“NA – This was not discussed at this meeting”</b>.</p>
<p>*Basis of ARC Decisions and Parent Input <b>Use at Evaluation Planning Meeting to document what was considered to make informed decisions.</b></p>	<p>YES</p>	<p>Scroll to the bottom of the screen. In the box for Parent Concerns and Input write <b>“NA - An evaluation was planned at another ARC meeting prior to today and was not discussed.”</b></p>
<p>*Initial Evaluation/Re-evaluation Plan/Other Evaluation <b>Use to document whether an evaluation of any kind will or will not be completed.</b></p>	<p>YES</p>	<p>Select Initial Evaluation from the drop down. Select the box for “Other” and write: <b>“N/A Evaluation planning was not discussed at this ARC meeting.</b></p>

<p>*Consent to Evaluate/Re-evaluate Use to plan an evaluation. This is the Evaluation Planning Form.</p>	<p>YES</p>	<p>Scroll to the bottom of the page and in the last text box on the page write <b>“NA - Evaluation Planning was discussed at a previous ARC meeting and was not discussed today.”</b></p>
<p>*Parental Consent Used to document the domains that will be tested and for the parent to sign to give consent to evaluate.</p>	<p>YES</p>	<p>Choose “Other” in the Area of Assessment. In the text box, write <b>“NA – Consent to evaluate was not a topic of discussion for this meeting. Consent was already obtained.”</b></p>

		<p><b>Parental Consent</b></p> <p>The parent agrees for evaluation in each of the ARC selected areas for assessment indicated below:</p> <p><b>Area of Assessment:</b></p> <p><input type="text" value="x Other (Specify)"/></p> <p>Other, Specify:</p> <p>NA - Consent to evaluate was not a top of discussion for this meeting. Consent was already obtained.</p> <p><b>Parent Consent</b></p> <p><input type="checkbox"/> Yes, I understand the above information and do give my consent for a full individual evaluation in the area(s) listed above.</p> <p><input type="checkbox"/> For Reevaluation purposes, I acknowledge that there is no additional data needed to determine that my child/student continues to be a child/student with an educational disability. I have been informed of the reasons no additional data is needed. I understand that I may request further assessment should I feel it is needed.</p> <p><input type="checkbox"/> No, I understand the above information <b>and do not</b> give my consent.</p>
<p>*Initial Meeting Notes <b>This editor is misnamed. It should be named "Planning Meeting Notes" and is the notes page for the meeting where evaluation planning occurs.</b></p>	<p>YES</p>	<p><b>Write "NA – The evaluation planning meeting occurred prior to today. This section was required to be completed only for the purpose of locking the KY Eval document."</b></p> <p><b>Initial Meeting Notes</b></p> <p>&lt;&gt; ¶ B I U ☰ ☷ ⏪ ⏩ 🖼️ 📄 🔗 ☰</p> <p>— A</p> <p>"NA – The evaluation planning meeting occurred prior to today. This section was required to be completed only for the purpose of locking the KY Eval document."</p>
<p>*Initial Admissions and Release Committee Members <b>This editor is misnamed. It should be named "Planning Meeting Members".</b></p>	<p>YES</p>	<p>In the field for Name of Student Representative, write <b>"NA – Signatures obtained at a prior meeting. This section was completed today to meet locking requirements for the KY EVAL document."</b></p>

		<p>can receive an additional copy of my procedural safeguards, a further explanation of my rights, or assistance in understanding the content of this notice by contacting the student's school or the Director of Special Education.</p> <p><b>Name(s) of Student Representative(s)*</b></p> <p>NA – Signatures obtained at a prior meeting. This section was completed today to meet locking requirements for the KY EVAL document</p> <p><input type="checkbox"/> Parent participated via alternate means.</p> <p><b>*(if age 18 or older or younger if appropriate)</b></p> <p><input type="checkbox"/> Parents did not attend meeting.</p>
<p><b>*Editors above this line are to be used at the Evaluation Planning Meeting.</b></p> <p><b>**Editors below this line are to be used at the Eligibility Determination Meeting and should NOT be used at the planning meeting for an Initial Evaluation.</b></p>		
<p>**Multi-disciplinary Report</p>	<p>YES</p>	<p>Create a New Multi-disciplinary Report. Select Evaluation Report from the drop down menu for the Report Discipline. In the text section write “<b>See attached evaluation report</b>”.</p> 
<p>**Review of Existing Data Use to start the process of completing the Review of Existing Data for reevaluation purposes.</p>		
<p>**Re-evaluation Summary Use to document past evaluation data for the Review of Existing Data.</p>		
<p>**Evaluator Assessments Use to document current data for the Review of Existing Data.</p>		

**Eligibility/Continued Eligibility <b>Select “New Checklist”, which is actually the Eligibility form.</b>	YES	
**Eligibility Determination <b>Use to document the Evaluation Type, Date of Eligibility Determination, and the Primary Disability.</b>	YES	<b>IMPORTANT!!! CHILD COUNT REQUIREMENT!!</b> This editor must be completed for all out of state students and any in-state students who do not have an eligibility category and determination date in an editor-based KY Eval or the previously used Conference Summary. The Conference Summary we now have does not have a place to enter the eligibility and date. It must go in the KY Eval.
**Placement Options and Decisions <b>Use at the eligibility determination meeting to document placement.</b>	YES	
**Disciplinary Review <b>Use at Manifestation Review</b>		
IEP Developed/Reviewed/Revised <b>Use at the eligibility determination meeting to document that the IEP was developed, reviewed or revised.</b>	YES	
**Notice of Graduation or Aging Out <b>Use at the eligibility meeting to discuss graduation indicators for age 16+.</b>		
Medicaid <b>Do not open editor.</b>		
**Other Factors <b>Use at eligibility meeting to document Other Factors.</b>		
**Eval Meeting Notes <b>Use at eligibility meeting to document notes.</b>		
**Eval Admissions and Release Committee Members <b>Use at eligibility meeting to document attendance.</b>		

**Work Arounds to Meet Locking Requirements for a Re-Evaluation**

Below are the editors and locking requirements for a reevaluation. If the reevaluation was planned last year or at another district or state we will not have it available in an editor based document. We will have paper copies for out of state students that need to be uploaded. If the student is within state, we will receive either a written copy and/or a transferred planning meeting documentation in the pdf uploaded documents. Therefore, mock information will need to be entered into those editors reserved for the planning meeting in order to be able to lock the KY Eval after the eligibility meeting.

**After the documentation is printed after each meeting, hand write the appropriate ARC date at the top of each page after the title page!**

**Do not use the “Save and Continue.” Use “Save” and then go to the editor you need. If an editor is not required for locking, do not open it. If you do so, it may become required as a result.**

**Do not use the staple option for uploading. Only use associate. Associate allows you to tie the document to the correct calendar year when a student transfers.**

\* = Editor is to be used at ARC for evaluation planning.      \*\* = Editor is to be used at the eligibility determination meeting.

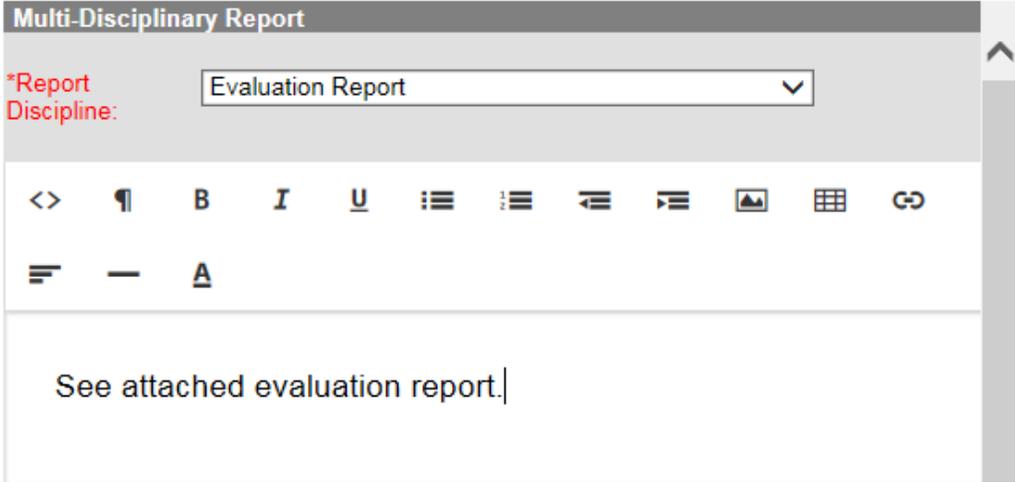
**Re-evaluation – Required for locking**

Editor	Required for locking	Work Around for Locking if Editor Is Not Needed
Evaluation Header <i>Use for all meetings.</i>	YES	None Needed. Enter dates as applicable.
Student Demographics <i>Use for all meetings.</i>	YES - auto-populates	None Needed; Refresh for each meeting
Parent Demographics <i>Use for all meetings.</i>	YES - auto-populates	
*Summary of Interventions <i>Use for referral meetings.</i>		
*Summary of Interventions Data <i>Use for referral meetings.</i>		
*Major Area(s) of Concern <i>Use for referral meetings.</i>		
*School Information <i>Use for referral meetings.</i>		

*Physical Functioning/Summary of Support <b>Use for referral meetings.</b>		
*Documentation of Student Progress <b>Use for referral meetings.</b>		
*ARC Decisions <b>Use for referral meetings.</b>	YES	Check the first box. After printing the document, <u>hand write</u> on this section, <b>“NA – This was not discussed at this meeting”</b> .
*Basis of ARC Decisions and Parent Input <b>Use at Evaluation Planning Meeting to document what was considered to make informed decisions.</b>	YES	<b>Note: This editor is not available for the second meeting where eligibility is discussed and the information must be entered into the Eval Meeting Notes at the second meeting.</b>
*Initial Evaluation/Re-evaluation Plan/Other Evaluation <b>Use to document whether an evaluation of any kind will or will not be completed.</b>	YES	Select Reevaluation Plan from the Drop Down. Check the box for “Current Data is Sufficient” and “the parent has been informed of these decisions. After the page is printed, <u>hand write</u> on the page, <b>“NA – Reevaluation was not discussed at this meeting.</b>
*Consent to Evaluate/Re-evaluate <b>Use to plan a reevaluation. This is the Evaluation Planning Form.</b>	YES	<p>Scroll to the bottom of the page and in the last text box on the page write <b>“NA - Evaluation Planning was discussed at a previous ARC meeting. See Evaluation Planning form dated xx/xx/xxxx.”</b></p> <p>List the recommendations for student needs (e.g., glasses, hearing aids), any modifications/adaptations of evaluation instruments, procedures, or settings to be used for the evaluation (i.e., native language, mode of communication, cultural factors).</p> <div style="border: 1px solid gray; height: 40px; width: 100%;"></div> <p>List existing reports/assessment data, which will be used as part of the multi-disciplinary assessment.</p> <div style="border: 1px solid gray; padding: 5px;"> <p>NA - Evaluation Planning was discussed at a previous ARC meeting. See Evaluation Planning form dated xx/xx/xxxx.</p> </div>

*Parental Consent Use to document the domains that will be tested and for the parent to sign to give consent to evaluate.	YES	Choose "Other" in the Area of Assessment. In the text box, write "NA - Consent to Evaluate was previously obtained and was not discussed at this meeting. See Consent

		<p><b>to Evaluate dated xx/xx/xxxx.</b></p> <div style="border: 1px solid gray; padding: 5px;"> <p><b>Parental Consent</b></p> <p>The parent agrees for evaluation in each of the ARC selected areas for assessment indicated below:</p> <p><b>Area of Assessment:</b></p> <div style="border: 1px solid gray; padding: 2px; margin-bottom: 5px;"> <span style="border: 1px solid gray; padding: 2px;">x Other (Specify)</span> </div> <p>Other, Specify:</p> <div style="border: 1px solid gray; padding: 2px; min-height: 40px;">           NA - Consent to Evaluate was previously obtained and was not discussed at this meeting. See consent to Evaluate dated xx/xx/xxxx.         </div> </div> <p><b>Parent Consent</b></p> <p><input type="checkbox"/> Yes, I understand the above information and do give my consent for a full individual evaluation in the area(s) listed above.</p> <p><input type="checkbox"/> For Reevaluation purposes, I acknowledge that there is no additional data needed to determine that my child/student continues to be a child/student with an educational disability. I have been informed of the reasons no additional data is needed. I understand that I may request further assessment should I feel it is needed.</p> <p><input type="checkbox"/> No, I understand the above information <b>and do not</b> give my consent.</p>
<p>*Initial Meeting Notes <b>This editor is misnamed. It should be named "Planning Meeting Notes" and is the notes page for the meeting where evaluation planning occurs.</b></p> <p><b>If an IEP and placement were discussed at this meeting, this notes section must include documentation that goes in editors that are missing and not available for use at this meeting.</b></p>		<p>This editor is not required for locking. If the planning meeting already occurred, write <b>"See meeting notes dated xx/xx/xxxx."</b></p> <hr/> <p>If an IEP was reviewed at this meeting AND reevaluation planning completed, a discussion and decision on the following must be included in this notes editor:</p> <ol style="list-style-type: none"> <li>1. IEP Developed/Reviewed/Revised</li> <li>2. Placement Options and Decisions</li> <li>3. Other Factors</li> <li>4. Disciplinary Review (if applicable)</li> <li>5. Notice of Graduation or Aging Out (if applicable). Is required starting at age 16.</li> </ol>

<p>*Initial Admissions and Release Committee Members <b>This editor is misnamed. It should be named "Planning Meeting Members".</b></p>		
<p><b>*Editors above this line are to be used at the Evaluation Planning Meeting.</b></p>		
<p><b>**Editors below this line are to be used at the Eligibility Determination Meeting and should <u>NOT</u> be used at the planning meeting for a Reevaluation, unless the purpose of the meeting is to discuss the Review of Existing Data AND determine eligibility.</b></p>		
<p><b>Note: If the ARC discusses Review of Existing Data AND determines eligibility, and does not need another ARC for evaluation discussions, the ARC would use any and all appropriate editors to maintain compliancy with documentation requirements. If in doubt, please ask.</b></p>		
<p><b>**Multi-disciplinary Report</b></p>	<p>YES</p>	<p>It is appropriate, but not required to use this editor for writing up the evaluation. Instead, it is preferred that the report continue to be uploaded.</p> <p>Create a New Multi-disciplinary Report. Select Evaluation Report from the drop down menu for the Report Discipline. In the text section write <b>"See attached evaluation report."</b></p> 
<p><b>**Review of Existing Data Use to start the process of completing the Review of Existing Data for reevaluation purposes.</b></p>		
<p><b>**Re-evaluation Summary Use to document past evaluation data for the Review of Existing Data.</b></p>		

**Evaluator Assessments Use to document current data for the Review of Existing Data.		
**Eligibility/Continued Eligibility Select “New Checklist”, which is actually the Eligibility form.	YES	Select the disability from the Eligible Disability drop down. Select whether it is an Initial or a Re-determination. In the text box for Supporting Evidence write “ <b>See attached xxxxxxxx eligibility form dated xx/xx/xxxx.</b> ”
**Eligibility Determination Use to document the Evaluation Type, Date of Eligibility Determination, and the Primary Disability.	YES	Choose Reevaluation as the Evaluation Determination Type from the drop down. In the screen that pops up, enter the Date of Eligibility Determination and the Primary Disability. <b>IMPORTANT!!! CHILD COUNT REQUIREMENT!!</b> This editor must be completed for all out of state students and any in-state students who do not have an eligibility category and determination date in an editor-based KY Eval or the previously used Conference Summary. The Conference Summary we now have does not have a place to enter the eligibility and date. It must go in the KY Eval.
**Placement Options and Decisions Use at the eligibility determination meeting to document placement.	YES	
Disciplinary Review Use at Manifestation Review		
**IEP Developed/Reviewed/Revised Use at the eligibility determination meeting to document that the IEP was developed, reviewed or revised.	YES	Generally, a work around for this editor would only be needed for those students who transfer to us immediately before December 1 with paper copies or PDF files and there isn’t enough time to hold an ARC prior to December 1 for Child Count purposes. If a work around is needed, check the first box.
**Notice of Graduation or Aging Out Use at the eligibility meeting to discuss graduation indicators for age 16+.		
**Medicaid Do not open editor.		
Other Factors Use at eligibility meeting to document Other Factors.		
**Eval Meeting Notes Use at eligibility meeting to document notes.	YES	Generally, a work around for this editor would only be needed for those students who transfer to us immediately before December 1 with paper copies or PDF files and there isn’t enough time to hold an ARC prior to December 1 for Child Count purposes. If a work around is needed, write “ <b>See ARC Conference Summary dated xx/xx/xxxx.</b> ”
**Eval Admissions and Release Committee Members Use at eligibility meeting to document attendance.	YES	Generally, a work around for this editor would only be needed for those students who transfer to us immediately before December 1 with paper copies or PDF files and there isn’t enough time to hold an ARC prior to December 1 for Child Count purposes. If a work around is needed, In the field for Name of Student Representative, write “ <b>NA – Signatures obtained at a prior meeting. This section was completed today to meet locking requirements for the KY EVAL document.</b> ”



**Other Evaluation – required for locking**

The “Other” Evaluation is to be used only when an assessed area does not impact eligibility dates; for instance, permission to complete an FBA, or permission for a related service area.

= Use editor at both meetings	= Use editor at planning meeting	= Use editor at evaluation results meeting
<b>Editor</b>		<b>Required for locking</b>
Evaluation Header		YES (both meetings)
Student Demographics		YES – auto-populates (both meetings)
Parent Demographics		YES – auto-populates (both meetings)
Summary of Interventions		
Summary of Interventions Data		
Major Area(s) of Concern		
School Information		
Physical Functioning/Summary of Support		
Documentation of Student Progress		
ARC Decisions		
Basis of ARC Decisions and Parent Input		YES
Initial Evaluation/Re-evaluation Plan/Other Evaluation		YES
Consent to Evaluate/Re-evaluate		YES
Parental Consent		YES
Initial Meeting Notes		
Initial Admissions and Release Committee Members		
Multi-disciplinary Report		
Review of Existing Data		
Re-evaluation Summary		
Evaluator Assessments		
Eligibility/Continued Eligibility		
Eligibility Determination		
Placement Options and Decisions		
Disciplinary Review		
IEP Developed/Reviewed/Revised		YES
Notice of Graduation or Aging Out		
Medicaid		

Other Factors	
Eval Meeting Notes	YES
Eval Admissions and Release Committee Members	YES

**Conference Summary – required for locking**

<b>Editor</b>	<b>Required for Locking</b>
ARC Header	
Student Demographics	
Basis for ARC Decisions	YES
Parent Concerns and Input	YES
Disciplinary Review	
IEP Developed/Reviewed/Revised	YES
Placement Options and Decisions	YES
Notice of Graduation or Aging Out	
Medicaid	
Other Factors	YES
Admissions and Release Committee Members	YES
Summary Notes	