



ROLL-OUT AND IMPLEMENTATION PLAN

I. INTRODUCTION

Utah Office of Education has contracted with LRP Publications to provide ***Special Ed Connection***[®] access to every full-time employee within each District in Utah.

Special Ed Connection[®] provides practical advice and guidance on compliance issues, program implementation, and commentaries from special education and Section 504 experts. In addition, you'll find coverage of the U.S. Department of Education (USDE) from LRP's Washington D.C. bureau. The site also provides legal summaries, full-text cases and commentaries — and all content is fully searchable with a powerful search function.

II. TEMPORARY ACCESS BEFORE IMPLEMENTATION

Contract start date for ***Special Ed Connection***[®] access is slated for July 1, 2011. LRP is providing FREE temporary access to all districts who are not currently subscribing to ***Special Ed Connection***[®] for analysis and planning. This will allow each district to determine the roll out assistance and support they would like, and to formulate their authorized users and Distribution Coordinator. Each District contact can call or email Laura Schneider (our state Senior Education Representative) at 1-800-515-4577 x 8523, or lschneider@lrp.com or request that Laura call you to arrange for temporary access.

III. ROLL-OUT ASSISTANCE AND SUPPORT

Choose from the Roll-Out and Support options outlined below:

● Notification to end users

Your users (*all special education staff, school psychologist(s), special education teachers, principals, superintendent, Section 504 Staff, etc.*) will need to be made aware that they now have access to this powerful tool. Here are the steps you will want to take to coordinate that process:

1. Create a list of the staff members who should have access to ***Special Ed Connection***[®]. Using Microsoft Excel, create a list with three columns (first name, last name and email address) or more. Make sure that you and another person on your staff keep the list in a safe place so that it can be easily updated when new staff comes on board (add them to the list) or when staff leaves your district (delete them from the list) and so it can be used for the following:
 - As an electronic distribution list for sending out a ***Welcome to Special Ed Connection***[®] email (we will provide you with a template that you can use at the commencement of the subscription and with new staff.

- A list to verify whether or not a staff member should have access, should an inquiry come forward from someone in your district. LRP Publications often receives inquiries directly and will email you to verify whether or not the person inquiring should be given access and/or assistance with using ***Special Ed Connection***[®].
 - A list that is used to distribute *eCONNECTIONS* – a daily e-newsletter that is a value-added component of your subscription. *eCONNECTIONS* summarizes hot topics of the day and provides links to the full text articles and highlights the best practices articles, new features and helpful tools on ***Special Ed Connection***[®].
2. Determine who will be the “official” administrator and who will be the distribution coordinator for your district and fill in the attached Subscription Set Up Form and send it to [Laura Schneider](#).

IV. TRAINING AND USAGE ASSISTANCE SUPPORT

We believe that training on how to maximize usage of ***Special Ed Connection***[®] is important. You will want to opt for at least one training option for yourself and your staff at the commencement of the subscription – however, training can be scheduled at any time during the subscription term. You can choose the training option(s) that are best for you/your staff:

- **FREE Group Phone Training** – via a Webinar or in your computer lab
- **FREE Individual Phone Training** – one-on-one training
- **FREE Quick Tips Sessions** – need just a little assistance to find something quickly? Call our Special Ed Connection Help Desk (M – F, 8:00 AM – 5:00 PM) toll-free 1-800-515-4577, ext. 6303 or email us at PATrainers@lrp.com
- **On-Site Training** – \$1500 for one full day (or two consecutive half days) of training at your district location

We would be happy to provide instructions for your staff to set up one or more RSS feeds so they can have access to the same articles (and many more) that are available on *eCONNECTIONS* as they are posted.

Mobile Access will be available soon – we will notify you when it is available, along with instructions for access and you will be able to pass that information on to all of your district users.

Your LRP Implementation and Support Coordinator, Lianne Richards, will contact you to set up training and review the roll-out and support options you choose – however, feel free to contact Lianne directly via email or toll-free 1-800-515-4577, ext. 6469.

Keep in mind that even though we cannot provide legal advice, we have legal/attorney editors on staff that can provide assistance in searching for answers to the toughest special education issues.