





# MARCH 2021 SPEDOMETER FOR LEA ACTION

## Getting up to Speed with IDEA and Accelerating Results for Students with Disabilities






### IMPORTANT DATES

Description	Date
Deadline to Update Phone Numbers for 2020 Exiters	April 16, 2021
Policies and Procedures Manual Q&A Session 2	April 22, 2021
USEAM	April 29, 2021
Special Education Personnel Survey Deadline	June 30, 2021
Deadline for Final Approval of Updated Policies and Procedures Manual	October 18, 2021

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### INDICATOR 14 EXITER LIST PHONE NUMBER VERIFICATION

-  Download the **2020 Exiter List** from the Data folder in Document Storage in the old UPIPS.
-  **Review and update** and phone numbers for students to ensure increased response rates for the 2021 Utah Post School Outcomes Survey (Indicator 14).
-  Columns are available for additional student phone numbers and comments.
-  **DO NOT change the format or add columns** to the spreadsheet.
-  **Upload the updated spreadsheet in Document Storage in the old UPIPS no later than Friday, April 16, 2021.**

Contact [Lavinia Gripentrog](#) (801-538-7645) or [Deanna Taylor](#) (801-538-7775) with questions.

### ANNUAL SPECIAL EDUCATION PERSONNEL SURVEY

The [2020–2021 Special Education Personnel Survey](#) is available for submission. Answers must be based on your LEA's personnel as of December 1, 2020. You can complete the survey anytime in the next four months, but it must be submitted no later than June 30, 2021. Contact [Tami Gear](#) with questions.



**Utah State Board of Education**

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#### Special Education

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ADA Compliant: March 2021

ADA Compliant March 2021

## BRaille TRAINING FOR TEACHERS OF THE VISUALLY IMPAIRED

The USBE is interested in providing statewide Braille training to Teachers of the Visually Impaired (TVIs). Please share this [Braille Training Needs Survey](#) link with all TVIs in your LEA. This will provide the USBE with a better understanding of what training is needed.

Contact [Dana Archuleta](#) or [Tracy Gooley](#) with questions or concerns.

## NEW CASE MANAGER ROLE IN UPIPS

An update was deployed to the new UPIPS program the morning of January 21, 2021. Case managers can now be assigned to student files in internal file reviews and USBE file reviews. The purpose of this update is to protect student personally identifiable information (PII).

This allows those with a role of LocalAdmin to restrict the students those with a role of LocalUser can see. Case Managers will only be able to view file reviews for students assigned to them. They will have access to complete the initial review, view the summary report, and make any subsequent corrections.

## New Internal File Review Process

1. An LEA user with the assigned role of LocalAdmin will need to add the role of CaseManager to appropriate LEA users with the assigned role of LocalUser.
2. Only a LocalAdmin can initiate an internal file review.
3. Once initiated, the LocalAdmin will need to select the students, then assign the case manager.
4. The questions on the review about case manager name and email have been removed.
5. On the Internal File Reviews screen, the Case Manager can be assigned in two ways:
  - a. Click on the caret (^) icon to reveal the student list for the desired review.
    - 1) There are two new columns – Options and Case Manager.
    - 2) The Case Manager can be manually assigned to multiple students by checking the box in the Options column next to each relevant student name.
    - 3) Once one or more boxes are checked, the Options column header will activate and turn a darker gray like the other column names.
    - 4) Click on the column heading to assign a Case Manager.
  - b. The pencil icon (✎) in the Case Manager column allows assignment of the Case Manager for individual students.

LEA	LEA #	Type	Status	Questions Set	% Completed	Created	Number Of Days	Updated By
Utah Military Academy	2K	Internal	In Progress	Complete	10.418%	11/09/2020	N/A	Pond, Jayson
Options	Student Name	School	SSID	Updated By	Case Manager	Status	% Completed	Actions
<input type="checkbox"/>		Utah Military Academy		Patsy Milligan	Jared Pickett	Compliant	23.64%	Delete

## UPDATED POLICIES AND PROCEDURES MODEL MANUALS

The model manuals have been posted to the USBE Special Education Services webpage. USBE special education staff offered a live virtual training session on December 11, 2020 to introduce the new model manuals and the accompanying guidance document to help LEAs navigate through the process. A recording of the training and accompanying documentation is all together in the [Model Policies and Procedures Manuals and Guidance](#) OneDrive folder.

One more live virtual Q&A session will be provided to support LEAs needing additional assistance. Register for MIDAS course #58644.

✍ April 22, 2021 | 2:00–4:00 PM

Follow the directions below for submission and approval:

- ✍ Once your LEA's Special Education Policies and Procedures Manual is ready, email it to [Janet Hanson](#) for USBE approval (Rules IX.A.2).
- ✍ After receiving approval from USBE, your local board must approve your manual in a public meeting (Rules IX.A.2).
- ✍ Upon obtaining approval from your local board, email documentation of the approval to [Janet Hanson](#) within 30 days of your local board's approval (Rules X.B.2.a). Documentation may include:
  - A board agenda and copy of the board meeting minutes showing approval, or
  - An official letter signed by the local board.
- ✍ The approved manual may then be posted to your LEA website.

**Final approval must be completed no later than October 18, 2021.**

We would like to give a shout out to those LEAs who have already submitted their manual for approval. This month we have had one submission. We appreciate the diligent effort of all the LEAs and look forward to continued submissions.

## UTAH SPECIAL EDUCATION ADMINISTRATORS' MEETING (USEAM)

Please save the dates for the final USEAM for this year. Register for MIDAS course #42970.

Date	Location
April 29, 2021	Virtual