



Department of
Education

2021-22 Special Education Supervisor Planner

Special Populations

Tennessee Department of Education



Introduction

The Special Populations Special Education Supervisor Planner provides detailed and specific information on items that must be submitted to the department, as well as providing a checklist for obligations and recommendations for best practice. Information on and links to available resources, including department contacts, are also included. In addition, the District Notifications Calendar provides a one page overview of the notifications that the department anticipates sending each month. As with the calendar, not all of the items will apply to all districts each month, and additional notifications and activities may occur throughout the year. However, we hope that this resource is helpful in navigating the complexities associated with overseeing a special education program.

Contacts

CORE Special Education Interventionists				
Erin Lavery	Director of Academic Support	Erin.Lavery@tn.gov	(615) 917-2052	<ul style="list-style-type: none"> • LEA planning related to SWDs • LEA planning for districts identified as “needs assistance” or “needs intervention” • Access to core instruction for SWDs • Tier 2, 3, and special education intervention • District support for SPDG • Liaisons for special education supervisor study council meetings
Cindy Ables	South Central	Cynthia.Ables@tn.gov	(931) 408-4363	
Jennifer Briggs	Upper Cumberland	Jennifer.Briggs@tn.gov	(931) 319-8109	
Sharon Potts	Southeast	Sharon.Potts@tn.gov	(423) 435-6063	
Kim Raybon	Mid-Cumberland	Kim.Raybon@tn.gov	(615) 483-7646	
April Myers	First	April.Myers@tn.gov	(423) 616-4645	
Summer Robertson	East	Summer.Robertson@tn.gov	(865) 440-0226	
Vacant	Southwest	TBD	TBD	
Katie Ward	Northwest	Katie.Ward@tn.gov	(731) 343-0591	

Special Populations				
Theresa Nicholls	Assistant Commissioner, Special Populations	Theresa.Nicholls@tn.gov	(615) 347-1909	<ul style="list-style-type: none"> • Oversight of policy, guidance, and technical assistance for the implementation of IDEA, MTSS, EL, and immigrant programs
Kate Martin	Senior Director, Special Populations	Kate.B.Martin@tn.gov	(615) 829-9331	<ul style="list-style-type: none"> • State Personnel Development Grant (SPDG) 1.0, 2.0, and 3.0/Access for All • Access to core instruction for students with disabilities • Providing increasingly intensive intervention • General technical assistance on special education programming • Teaching All Students (TAS) grant project director

Special Populations

<p>April Ebbinger</p>	<p>Director, School Psychology Services</p>	<p>April.Ebbinger@tn.gov</p>	<p>TBD</p>	<ul style="list-style-type: none"> • Disability standards (including gifted) • Evaluations and reevaluations (including gifted) • Child find/referrals for special education and 504 eligibility • School psychology services • Restraint and isolation rules and regulations • Functional behavior assessments (FBAs) • Timeline extension requests • APR Indicator 4: discrepant disciplinary practices • APR Indicator 9: disproportionate representation in special education that is the result of inappropriate identification • APR Indicator 10: disproportionate representation in specific disability categories • APR Indicator 11: timeframe between evaluation and eligibility determination
<p>Angela Wegner</p>	<p>Director, MTSS and Instructional Programming</p>	<p>Angela.Wegner@tn.gov</p>	<p>(615) 854-0167</p>	<ul style="list-style-type: none"> • Multi-tiered system of support (MTSS) for academics and behavior • Special education intervention • Special education instructional programming
<p>Anika Chambers</p>	<p>Coordinator, Academic Intervention and Enrichment</p>	<p>Anika.Chamber@tn.gov</p>	<p>(615) 478-5128</p>	<ul style="list-style-type: none"> • Academic intervention and/or enrichment practices • Instructionally Appropriate IEPs (IAIEPs) • Data-based decision making for intervention, instruction, and IEPs • Instructional programming for students with intellectual giftedness • Dyslexia-specific intervention guidance and technical assistance
<p>Alison Gauld</p>	<p>Coordinator, Low Incidence and Autism</p>	<p>Alison.Gauld@tn.gov</p>	<p>(615) 406-1839</p>	<ul style="list-style-type: none"> • Alternate assessment and participation • Instructional practices for students with significant cognitive disabilities • Teaching All Students (TAS) grant project manager • Diploma options for students with disabilities • Supports and instructional practices for students with autism

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				<ul style="list-style-type: none"> Information, supports, and instructional practices related to deafness, hearing impairments, visual impairment, and blindness
Martina Stump	Coordinator, Postsecondary Readiness and Transition	Martina.Stump@tn.gov	(615) 486-8029	<ul style="list-style-type: none"> APR Indicator 13: transition planning and goals APR Indicator 14: post-school outcomes (student survey) Course codes for high school students High school intervention practices Transition programs TransitionTN website
Susan Usery	Coordinator, Speech-Language and Related Services	Susan.Usery@tn.gov	(615) 428-8812	<ul style="list-style-type: none"> Speech, language, and related services practices (including occupational and physical therapy and assistive technology) Evaluation and eligibility support on Speech-Language Impairment and communication needs Medicaid reimbursement Supports school-age and preschool programs
Vacant	Coordinator, Behavior Intervention	Send questions to April.Ebbinger@tn.gov	TBD	<ul style="list-style-type: none"> Systematic framework for tiered systems of behavioral intervention Behavior instruction, prevention, and intervention practices Data based decision making Utilizing Restraint and Isolation and discipline data Behavior Intervention Plans (BIPs)
Debra Frantz	Director, English Learner and Immigrant Programs	Debra.Frantz@tn.gov	(901) 538-0936	<ul style="list-style-type: none"> WIDA ACCESS 2.0 Individual Learning Plans (ILP) for English Learners (ELs) Instructional supports for ELs
Gary Smith	Director, Early Childhood Special Education	Gary.x.Smith@tn.gov	(615) 332-4888	<ul style="list-style-type: none"> Early childhood inclusive practices APR indicator 6: preschool least restrictive environment APR indicator 7: early childhood outcomes
Sherry Walker	Consultant, Early Childhood Special Education, West	Sherry.Walker@tn.gov	(615) 920-0144	<ul style="list-style-type: none"> Early childhood inclusive practices APR indicator 6: preschool least restrictive environment APR indicator 7: early childhood outcomes

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Dolly Gerregano	Consultant, Early Childhood Special Education, Middle	Dolly.Gerregano@tn.gov	(615) 761-6670	<ul style="list-style-type: none"> • Support to families, TEIS, and districts related to early childhood transition • APR indicator 12: preschool children transitioning by 3rd birthday
Colleen Van Dyke	Consultant, Early Childhood Special Education, East	Colleen.Vandyke@tn.gov	(865) 210-6748	
Phara Williams	Director, Early Childhood Transition	Phara.Williams@tn.gov	(731) 343-3915	
Allyson Baertels	Coordinator, Early Childhood Transition, First TN	Allyson.Baertels2@tn.gov	(865) 292-3221	
Kristi Borer	Coordinator, Early Childhood Transition, East	Kristi.Borer2@tn.gov	(865) 333-2062	
Diana Burton	Coordinator, Early Childhood Transition, Upper Cumberland	Diana.Burton2@tn.gov	(865) 253-0901	
Emily Greer	Coordinator, Early Childhood Transition, Greater Nashville	Emily.Greer@tn.gov	(615) 917-7988	
Beth Hailey	Coordinator, Early Childhood Transition,	Beth.Hailey@tn.gov	(731) 234-0160	

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	Northwest and Southwest			
Catherine Pippin	Coordinator, Early Childhood Transition, Southeast	Catherine.Pippin2@tn.gov	(423) 421-6867	<ul style="list-style-type: none"> • Support to families, TEIS, and districts related to early childhood transition • APR indicator 12: preschool children transitioning by 3rd birthday
Angie Powell	Coordinator, Early Childhood Transition, Memphis Delta	Angie.Powell@tn.gov	(901) 390-0277	
Charmaine Woods	Coordinator, Early Childhood Transition, South Central	Charmaine.Woods2@tn.gov	(615) 686-8410	
Zac Stone	Senior Director, Data Analysis	Zachary.Stone@tn.gov	(615) 532-9702	<ul style="list-style-type: none"> • IDEA data collection and analysis • EDPlan/EasyIEP liaison with PCG • Annual performance report (APR) • Significant disproportionality
Adam Rollins	IDEA Data Manager	Adam.Rollins@tn.gov	(615) 588-7140	<ul style="list-style-type: none"> • IDEA data collection and analysis • Required federal and state reporting • Statewide SPP/APR • APR local determinations • Significant disproportionality
Sheryn Ordway	EasyIEP Help Desk	Sheryn.Ordway@tn.gov	(615) 253-4027	<ul style="list-style-type: none"> • Troubleshooting EDPlan/EasyIEP issues • Support for managing EDPlan/EasyIEP student data • Suggestions for EDPlan/EasyIEP improvements

Special Populations

Michael Holman	Operational Support Coordinator	Michael.Holman@tn.gov	(615) 770-1064	<ul style="list-style-type: none"> • Division administrative support • Special Populations Update • Special Education Director listserv • Governor’s Advisory Council for the Education of Students with Disabilities
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Federal Programs and Oversight

Debby Thompson	Assistant Commissioner, Federal Programs and Oversight	Deborah.Thompson@tn.gov	(615) 864-5162	<ul style="list-style-type: none"> • Oversight of monitoring and funding application processes • Oversight of ESEA guidance and technical assistance of programs
Scott Indermuehle	Senior Director, IDEA, NEP, and IEA Programs	Scott.Indermuehle@tn.gov	(615) 648-9048	<ul style="list-style-type: none"> • Oversight of the IEA program • Oversight of the FPO IDEA Coordinators • Oversight of NEP Coordinators • JDC POC
Danny Bounds	Federal Programs Ombudsman	Danny.Bounds@tn.gov	(615) 917-3465	<ul style="list-style-type: none"> • Equitable Services concerning parentally placed students in private schools • Alternative Schools/Programs
Jamie Eldridge	Director, IDEA Oversight and Coordinator of 20 Most Populous Districts	Jamie.Eldridge@tn.gov	(731) 697-1314	<ul style="list-style-type: none"> • Consolidated Funding Application (CFA) • Technical assistance for Results-based monitoring • Comprehensive Coordinated Early Intervening Services (CCEIS) and Coordinated Early Intervening Services (CEIS) technical assistance • Significant Disproportionality resources and support • Private School Proportionate Share support and evaluation
Michelle Mansfield	Coordinator, IDEA West	Janet.Mansfield@tn.gov	(731) 881-1410	
Vacant	Coordinator, IDEA Middle	TBD		
Melanie Lamberson	Coordinator, IDEA East	Melanie.B.Lamberson@tn.gov	(615) 580-2038	

Federal Programs and Oversight

Marisa Hunter	Program Specialist, IEA Program	Marisa.Hunter@tn.gov	(615) 499-0497	<ul style="list-style-type: none"> Individualized Education Account (IEA) application process and technical assistance IEA Reporting and Data Manage payments to families IEA district support
Shelley Johnson	Special Projects Coordinator, IEA Program	Shelley.R.Johnson@tn.gov	(629) 702-0410	
Heather Anderson	Director, IEA Program	Heather.Anderson@tn.gov	(615) 804-0299	
Melissa Brown	Operations Director	Melissa.Brown@tn.gov	(629) 395-4684	<ul style="list-style-type: none"> Oversight of ePlan
Erin Christian	Coordinator, NEP	Erin.Christian@tn.gov	(901) 504-9627	<ul style="list-style-type: none"> Title I, D-Subpart 1 JDC support Data Coordination Monitoring Coordination
Jackie Jacobson	Coordinator, NEP	Jackie.Jacobson@tn.gov	(615) 390-4549	<ul style="list-style-type: none"> Title I, A Neglected Title I, D-Subpart 2 Foster Care POC
Geneva Taylor	Senior Director, Compliance	Geneva.Taylor@tn.gov	(615) 580-2039	<ul style="list-style-type: none"> Risk Analysis Monitoring Protocols Results-Based Monitoring (ESEA/IDEA & Perkins)
Laura Dunn	Coordinator, IDEA Compliance	Laura.Dunn@tn.gov	(615) 961-1331	<ul style="list-style-type: none"> Lead on supports and resources on EasyIEP monitoring platform IEP Monitoring Protocol CCEIS, CEIS, and Discretionary Instrument
Stanley Cook	Specialist, IDEA/Perkins Monitoring Middle	Stanley.Cook@tn.gov	(615) 772-3253	<ul style="list-style-type: none"> IEP monitoring (compliance and Instructionally Appropriate IEPs [IAIEP]) Region-specific support to LEAs regarding IEPs & Perkins Perkins V monitoring (on-site, desktop, self-assessment)
Latrese Watson	Specialist, IDEA/Perkins Monitoring West	LaTrese.Watson@tn.gov	(615) 486-8022	

Federal Programs and Oversight

Rob Taylor	Specialist, IDEA/Perkins Monitoring East	Robert.Taylor@tn.gov	(615) 829-9465	
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Office of General Counsel

Rachel Suppé	Assistant General Counsel, Civil Rights and Special Populations	Rachel.E.Suppe@tn.gov	(615) 253-4596	<ul style="list-style-type: none"> • IDEA statute or regulations • Tennessee special education statute • Special education state board rule <p><i>More information about special education legal services and the dispute resolution processes can be found here.</i></p>
Shaundraya Hersey	Staff Attorney	Shaundraya.Hersey@tn.gov	(615) 289-1887	
Taylor Jenkins	Staff Attorney	Taylor.Jenkins@tn.gov	(615) 626-0283	
Dana Johnson	IDEA Complaints Investigator	Dana.Johnson@tn.gov	(615) 478-2811	<ul style="list-style-type: none"> • Dispute resolution • Filing an administrative complaint, due process request, or mediation request
Tricia Craig	IDEA Complaints Investigator	Tricia.Craig@tn.gov	(615) 964-2627	

Local Finance

Maryanne Durski	Senior Director, Local Finance	Maryanne.Durski@tn.gov	(615) 532-9510	<ul style="list-style-type: none"> • Basic Education Program (BEP) funding
Cindy Smith	Fiscal Consultant, Region One	Cindy.Smith@tn.gov	(731) 571-4548	<ul style="list-style-type: none"> • Budget assistance • State and federal reporting assistance • Training in fiscal procedures • Technical support for all things financial in nature • Excess cost calculation • Indirect cost calculation • Fiscal monitoring of federal grants
Brad Davis	Fiscal Consultant, Region Two	Brad.Davis@tn.gov	(615) 308-3616	
Rob Mynhier	Fiscal Consultant, Region Three	Robert.Mynhier@tn.gov	(615) 238-1008	
Taffe Bishop	Fiscal Consultant, Region Four	Taffe.Bishop@tn.gov	(423) 677-1405	

Dustin Winstead	Fiscal Consultant, Region Five	Dustin.Winstead@tn.gov	(865) 253-5821	<ul style="list-style-type: none"> • Allocations • Grant award letters • Budget assistance • Budget review (if requested) • High-cost calculation • CFA review and approval (original and revisions)
Vacant	Fiscal Consultant, Region Six	TBD	TBD	
Vacant	Director, Grants Management	TBD	TBD	
Brett Printz	Analyst, IDEA Preschool	Brett.Printz@tn.gov	(615) 253-5698	
Durice Wallace	Fiscal Grants Manager	Durice.X.Wallace@tn.gov	TBD	

District Notifications 2021-22

July	August	September	October	November	December
<ul style="list-style-type: none"> ➤ IDEA funds available with approved application ➤ Private school proportionate calculations finalized ➤ Notification of results-based monitoring status (on-site, desktop, or self) ➤ TEIS monthly district notification ➤ Summer updates to EasyIEP ➤ Updates to restraint and isolation reporting form ➤ Indicator 14 survey reminder (email from ETSU-if applicable) 	<ul style="list-style-type: none"> ➤ CORE follow-up on district improvement plan ➤ TEIS monthly district notification ➤ Indicator 4 & 10 action plan updates for 2021-22 ➤ reminder (if applicable) ➤ Indicator 14 survey reminder (only if selected) ➤ IEP Monitoring Wave 1 Cohort release ➤ IEP Monitoring Wave 1 district submission 	<ul style="list-style-type: none"> ➤ Actions required for Indicators 4, 10, 11, & 12 for 2021-22 APR ➤ Dyslexia-specific intervention coding reminder ➤ School psychology internship application for 2022-23 ➤ Funding options in EIS provided ➤ TEIS monthly district notification 	<ul style="list-style-type: none"> ➤ Significant disproportionality status report (two-month appeal window opens) ➤ Revised allocations available in ePlan ➤ On-site monitoring fall window begins (virtual) ➤ IEP Monitoring Wave 1 monitoring reports released ➤ IEP Monitoring Wave 2 cohort released 	<ul style="list-style-type: none"> ➤ Needs assessment opens for district planning in InformTN ➤ Desktop monitoring window opens ➤ School psychology internship notifications for 2022-23 ➤ TEIS monthly district notification ➤ IEP Monitoring Wave 2 district submission ➤ IEP Monitoring Wave 1 corrective actions due 	<ul style="list-style-type: none"> ➤ TEIS monthly district notification ➤ Desktop monitoring closes ➤ District participation in APR Indicators 8 (parent surveys) and/or Indicator 14 (post-school outcomes)
January	February	March	April	May	June
<ul style="list-style-type: none"> ➤ APR local determinations released ➤ District planning opens in InformTN (CORE) ➤ On-site monitoring spring window begins (virtual) ➤ Monitoring self-assessment opens ➤ Indicator 8 and 14 data summaries from ETSU (for applicable districts) ➤ Dyslexia-specific intervention coding reminder ➤ TEIS monthly district notification 	<ul style="list-style-type: none"> ➤ Grant opportunities for 2022-23 announced ➤ TEIS monthly district notification ➤ IDEA grant opportunities announced for the upcoming school year ➤ Desktop monitoring results provided ➤ CEIS/CCEIS monitoring begins 	<ul style="list-style-type: none"> ➤ District improvement plan feedback provided ➤ TEIS monthly district notification ➤ IEP Monitoring Wave 4 cohort release ➤ IEP Monitoring Wave 4 district submission ➤ IEP Monitoring Wave 3 monitoring reports released ➤ IEP Monitoring Wave 2 corrective actions due 	<ul style="list-style-type: none"> ➤ Preliminary calculations of private school proportionate amount ➤ IDEA preliminary allocations provided ➤ TEIS monthly district notification ➤ Dyslexia-specific intervention coding reminder ➤ IEP Monitoring Wave 3 corrective actions due ➤ IEP Monitoring Wave 4 monitoring reports released 	<ul style="list-style-type: none"> ➤ Indicator 14 postsecondary survey available (for applicable districts) ➤ TEIS monthly district notification ➤ Indicator 8 parent survey closes (for applicable districts) ➤ Monitoring self-assessment results provided (tentative) ➤ IEP Monitoring Wave 4 corrective actions due 	<ul style="list-style-type: none"> ➤ TEIS monthly district notification

July

Date	Item	Action Required	Contact Person(s)
July 1	CFA revisions due	Submit in ePlan	Federal Programs and Oversight Divisional Coordinators
July 9	End of Year Reports (2020-21) and Feb. 1, 2021 Court Reports for districts due	Submit to Zachary Stone	Zachary Stone Zachary.Stone@tn.gov (615) 532-9702

Notifications	Checklist
<ul style="list-style-type: none"> ➤ IDEA funds available with approved application ➤ Private school proportionate calculations finalized ➤ Notification of results-based monitoring status (on-site, desktop, or self) ➤ TEIS monthly district notification ➤ Summer updates to EasyIEP ➤ Updates to restraint and isolation reporting form ➤ Indicator 14 survey reminder (email from ETSU-if applicable) 	<ul style="list-style-type: none"> <input type="checkbox"/> Submit End of Year Reports (2020-21) and Feb. 1, 2021 Court Reports for districts <input type="checkbox"/> Complete CFA revisions <input type="checkbox"/> Ensure that district calendar is set in EasyIEP <input type="checkbox"/> Participate in early childhood transition planning conferences <input type="checkbox"/> Follow up on any late referral to TEIS sent to district <input type="checkbox"/> Send <i>Notice of Procedural Safeguards</i> to parents of TEIS referrals (monthly notifications and late referrals) <input type="checkbox"/> Set up IDEA grant budgets in appropriate sub-fund (891-899) and revenue code (47143) <input type="checkbox"/> Request use of alternate accounting codes for discretionary grants (if needed) <input type="checkbox"/> Contracts for external placements in place prior to service or within 30 days of placement <input type="checkbox"/> Procedures developed to ensure IEP compliance and FAPE in regard to contracts for external placements <input type="checkbox"/> Data entry process established for isolation and restraint <input type="checkbox"/> Data review process to help address patterns and training needs for isolation and restraint <input type="checkbox"/> Consultation with private school(s) held/documented attempts <input type="checkbox"/> Services determined and school notified in regard to private schools

Resources Available	
EasyIEP Summer Updates	Recorded webinar on TDOE Communications tab of EDPlan/EasyIEP
CFA Training Materials	Presentation in ePlan TDOE Resources
Federal Funding Handbook	Document in ePlan TDOE Resources
IDEA Private School Proportionate Amounts	Excel document in ePlan TDOE Resources
2020-21 End of Year and New Year Start-Up Checklist	Manual on EasyIEP tab of EDPlan/EasyIEP
School Accounting Codes Manual	Manual in ePlan TDOE Resources
EOY Reporting Process	Document in EDplan/EasyIEP TDOE Communications Folder

August

Date	Item	Action Required	Contact Person(s)
Aug. 18	EasyIEP conference call 1 pm CT	Call in	Zachary Stone Zachary.Stone@tn.gov (615) 532-9702
Aug. 31	Sped Supervisor Call	Webex Link	Michael Holman Michael.Holman@tn.gov (615) 770-1064

Notifications	Checklist
<ul style="list-style-type: none"> ➤ CORE follow-up on district improvement plan ➤ TEIS monthly district notification ➤ Indicator 4 & 10 action plan updates for 2021-22 reminder (if applicable) ➤ Indicator 14 survey reminder (only if selected) ➤ IEP Monitoring Wave 1 Cohort release ➤ IEP Monitoring Wave 1 district submission 	<ul style="list-style-type: none"> <input type="checkbox"/> Check IDEA grant awards in ePlan <input type="checkbox"/> Complete the end of year reporting process <input type="checkbox"/> Participate in early childhood transition planning conferences <input type="checkbox"/> Follow up on any late referral to TEIS sent to district <input type="checkbox"/> Send <i>Notice of Procedural Safeguards</i> to parents of TEIS referrals (monthly notifications and late referrals) <input type="checkbox"/> Complete private school services evaluation <input type="checkbox"/> Check with local finance office on completion of Special Education Expenditure Report (SEER) <input type="checkbox"/> Attend EasyIEP conference call <input type="checkbox"/> Prepare for on-site/desktop monitoring <input type="checkbox"/> Notices provided in native language <input type="checkbox"/> IEPs translated and/or interpreter provided <input type="checkbox"/> Annual training conducted for isolation and restraint <input type="checkbox"/> Rooms inspected and meet requirements for isolation

Resources Available	
Results-based Monitoring Training	To be scheduled by FPO
IDEA Parentally-placed Private Schools Evaluation Form	Document in ePlan TDOE Resources
IEP Monitoring Protocol and Process Training	To be scheduled by FPO
Monitoring Office Hours (all types of monitoring including IEP)	Weekly on Mondays at 2 pm CT/3 pm ET and Fridays at 9 am CT/10 am ET
IEP Monitoring Protocol and User Guides	Document in EDPlan>Main Page>TDOE Monitoring Resources

September

Date	Item	Action Required	Contact Person(s)
Sept. 1	Private school services evaluation due	Submit to Fiscal	Maryanne Durski Maryanne.Durski@tn.gov (615) 532-9510
Sept. 4	Special Education Expenditure Report (SEER) due	Upload to ePlan	Maryanne Durski Maryanne.Durski@tn.gov (615) 532-9510
Sept. 15	Indicator 14 surveys due (only if selected)	Upload into ETSU RedCap	Martina Stump Martina.Stump@tn.gov (615) 486-8029
Sept. 15	Easy IEP conference call 1 pm CT	Call in	Zachary Stone Zachary.Stone@tn.gov (615) 532-9702
Sept. 17	Complete SLP Director/Supervisor survey and disseminate SLP survey to appropriate staff	Survey link	Susan Usery Susan.Usery@tn.gov (615) 428-8812

Notifications	Checklist
<ul style="list-style-type: none"> ➤ Actions required for Indicators 4, 9, 10, and 12 for 2021-22 APR ➤ Dyslexia-specific intervention coding reminder ➤ School psychology internship application for 2022-23 ➤ Funding options in EIS provided ➤ TEIS monthly district notification 	<ul style="list-style-type: none"> <input type="checkbox"/> Submit school psychology internship application for 2022-23 <input type="checkbox"/> Review indicator 4, 9, and 10 plans within InformTN to ensure they are being implemented as planned (if applicable) <input type="checkbox"/> Participate in early childhood transition planning conferences <input type="checkbox"/> Follow up on any late referral to TEIS sent to district <input type="checkbox"/> Send <i>Notice of Procedural Safeguards</i> to parents of TEIS referrals <input type="checkbox"/> Attend EasyIEP conference call <input type="checkbox"/> Complete EasyIEP user agreements <input type="checkbox"/> Prepare for on-site/desktop monitoring (if selected-FPO) <input type="checkbox"/> Submit final expenditure report for technology grant <input type="checkbox"/> Proportionate amount determined in regard to private schools <input type="checkbox"/> Annual count data reviewed in regard to private schools <input type="checkbox"/> Child find conducted in community, district schools, and private schools

Resources Available	
Dyslexia-specific Intervention Coding Information	Special Education Directors Update/CUFD
IEP Monitoring Protocol and Process Training	To be scheduled by FPO
Monitoring Office Hours (all types of monitoring including IEP)	Weekly on Mondays at 2 pm CT/3 pm ET and Fridays at 9 am CT/10 am ET
IEP Monitoring Protocol and User Guides	Document in EdPlan>Main Page>TDOE Monitoring Resources

October

Date	Item	Action Required	Contact Person(s)
Oct. 1	EdPlan/EasyIEP LEA User Access Agreement due	Submit to Zachary Stone	Zachary Stone Zachary.Stone@tn.gov (615) 532-9702
Oct. 5	Sped Supervisor Call	Webex Link	Michael Holman Michael.Holman@tn.gov (615) 770-1064
Oct. 8	SLP Caseload/Workload Survey for Public Chapter 34	Submit completed survey to Susan Usery	Susan Usery Susan.Usery@tn.gov (615) 428-8812
Oct. 13	EasyIEP conference call 1 pm CT	Call in	Zachary Stone Zachary.Stone@tn.gov (615) 532-9702

Notifications	Checklist
<ul style="list-style-type: none"> ➤ Significant disproportionality status report (two-month appeal window opens) ➤ Revised allocations available in ePlan ➤ On-site monitoring fall window begins (virtual) ➤ IEP Monitoring Wave 1 monitoring reports released ➤ IEP Monitoring Wave 2 cohort released 	<ul style="list-style-type: none"> <input type="checkbox"/> Submit Indicator 12 documentation for 2020-21 APR <input type="checkbox"/> Verify Indicator 6 data for upcoming year December 1 report <input type="checkbox"/> Participate in early childhood transition planning conferences <input type="checkbox"/> Follow up on any late referral to TEIS sent to district <input type="checkbox"/> Send <i>Notice of Procedural Safeguards</i> to parents of TEIS referrals (monthly notifications and late referrals) <input type="checkbox"/> Attend EasyIEP conference call <input type="checkbox"/> Check discretionary grant expenditures <input type="checkbox"/> Prepare for onsite/desktop monitoring (if selected) <input type="checkbox"/> Submit Indicator 4, 9, and 10 self-assessments for 2020-21 APR (if applicable) <input type="checkbox"/> Proportionate amount spent in regard to private schools

Resources Available	
Significant Disproportionality Determination Training	Presentation in ePlan TDOE Resources
December 1 and October 1 Reporting Process Instructions	Document on TDOE Communication tab of EDPlan/EasyIEP
IEP Monitoring Protocol and Process Training	To be scheduled by FPO
Monitoring Office Hours (all types of monitoring including IEP)	Weekly on Mondays at 2 pm CT/3 pm ET and Fridays at 9 am CT/10 am ET
IEP Monitoring Protocol and User Guides	Document in EdPlan>Main Page>TDOE Monitoring Resources

November

Date	Item	Action Required	Contact Person(s)
Nov. 2	Sped Supervisor Call	Webex Link	Michael Holman Michael.Holman@tn.gov (615) 770-1064

Notifications	Checklist
<ul style="list-style-type: none"> ➤ Needs assessment opens for district planning in InformTN ➤ Desktop monitoring window opens ➤ School psychology internship notifications for 2022-23 ➤ TEIS monthly district notification ➤ IEP Monitoring Wave 2 district submission ➤ IEP Monitoring Wave 1 corrective actions due 	<ul style="list-style-type: none"> <input type="checkbox"/> Complete significant disproportionality appeal (if applicable) <input type="checkbox"/> Submit final Indicator 4 & 10 action plan updates for 2020-21 <input type="checkbox"/> Participate in early childhood transition planning conferences <input type="checkbox"/> Follow up on any late referral to TEIS sent to district <input type="checkbox"/> Send <i>Notice of Procedural Safeguards</i> to parents of TEIS referrals (monthly notifications and late referrals) <input type="checkbox"/> Verify Indicator 6 data for the upcoming December 1 report <input type="checkbox"/> Prepare for onsite/desktop monitoring (if selected)

Resources Available	
APR Local Determinations Overview	Presentation in ePlan TDOE Resources
December 1 and October 1 Reporting Process Instructions	Document on TDOE Communication tab of EDPlan/EasyIEP
IEP Monitoring Protocol and Process Training	To be scheduled by FPO
Monitoring Office Hours (all types of monitoring including IEP)	Weekly on Mondays at 2 pm CT/3 pm ET and Fridays at 9 am CT/10 am ET
IEP Monitoring Protocol and User Guides	Document in EdPlan>Main Page>TDOE Monitoring Resources

December

Date	Item	Action Required	Contact Person(s)
Dec. 1	Significant disproportionality appeal due (if applicable)	Submit to ePlan	Adam Rollins Adam.Rollins@tn.gov (615) 588-7140
Dec. 7	Sped Supervisor Call	Webex Link	Michael Holman Michael.Holman@tn.gov (615) 770-1064
Dec. 17	Dec. 1, 2021 Census and Oct. 1, 2021 Court Reports for districts due	Submit to Adam Rollins	Adam Rollins Adam.Rollins@tn.gov (615) 588-7140
Dec. 24	IDEA parentally-placed private school student count due	Submit to Fiscal	Maryanne Durski Maryanne.Durski@tn.gov (615) 532-9510

Notifications	Checklist
<ul style="list-style-type: none"> ➤ TEIS monthly district notification ➤ Desktop monitoring closes ➤ District participation in APR Indicators 8 (parent surveys) and/or Indicator 14 (post-school outcomes) 	<ul style="list-style-type: none"> <input type="checkbox"/> Submit significant disproportionality appeal (if applicable) <input type="checkbox"/> Submit Dec. 1, 2021 Census and Oct. 1, 2021 Court Reports for districts <input type="checkbox"/> Complete parentally-placed private school student count <input type="checkbox"/> Participate in early childhood transition planning conferences <input type="checkbox"/> Follow up on any late referral to TEIS sent to district <input type="checkbox"/> Send <i>Notice of Procedural Safeguards</i> to parents of TEIS referrals (monthly notifications and late referrals) <input type="checkbox"/> Child find conducted in community, district schools, and private schools

Resources Available	
CORE LEA Planning Trainings	Live/recorded webinar TBD
December 1 and October 1 Reporting Process Instructions	Document on TDOE Communication tab of EDPlan/EasyIEP
IEP Monitoring Protocol and Process Training	To be scheduled by FPO
Monitoring Office Hours (all types of monitoring including IEP)	Weekly on Mondays at 2 pm CT/3 pm ET and Fridays at 9 am CT/10 am ET
IEP Monitoring Protocol and User Guides	Document in EdPlan>Main Page>TDOE Monitoring Resources

January

Date	Item	Action Required	Contact Person(s)
Jan. 30	Excess cost calculations due	Submit to Fiscal	Maryanne Durski Maryanne.Durski@tn.gov (615) 532-9510

Notifications	Checklist
<ul style="list-style-type: none"> ➤ APR local determinations released ➤ District planning opens in InformTN (CORE) ➤ On-site monitoring spring window begins (virtual) ➤ Monitoring self-assessment opens ➤ Indicator 8 and 14 data summaries from ETSU (for applicable districts) ➤ Dyslexia-specific intervention coding reminder ➤ TEIS monthly district notification ➤ IEP Monitoring Wave 2 monitoring reports released ➤ IEP Monitoring Wave 3 cohorts released ➤ IEP Monitoring Wave 3 district submission ➤ APR Indicator 8 (parent survey) delivery (if selected) 	<ul style="list-style-type: none"> <input type="checkbox"/> Complete analysis of data related to flagged indicators <input type="checkbox"/> Submit excess cost calculations <input type="checkbox"/> Participate in early childhood transition planning conferences <input type="checkbox"/> Follow up on any late referral to TEIS sent to district <input type="checkbox"/> Send <i>Notice of Procedural Safeguards</i> to parents of TEIS referrals (monthly notifications and late referrals) <input type="checkbox"/> Gather documentation needed CEIS/CCEIS SY 20/21 for monitoring

Resources Available	
CORE LEA Planning Trainings	Live/recorded webinar TBD
APR Overview Webinar and APR Regional Planning Meetings (may be mandatory for some districts based on APR local determinations)	To be scheduled by Special Populations/CORE
Dyslexia-specific Intervention Coding Information	Special Education Directors Update/CUFD
Partnership for Systemic Change Grant Training/Information	Special Education Director Update/recorded webinar
IEP Monitoring Protocol and Process Training	To be scheduled by FPO
Monitoring Office Hours (all types of monitoring including IEP)	Weekly on Mondays at 2 pm CT/3 pm ET and Fridays at 9 am CT/10 am ET
IEP Monitoring Protocol and User Guides	Document in EdPlan>Main Page>TDOE Monitoring Resources

February

Date	Item	Action Required	Contact Person(s)
Feb. 1	Sped Supervisor Call	Webex Link	Michael Holman Michale.Holman@tn.gov (615) 770-1064
Feb. 16	EasyIEP conference call 1 pm CT	Call in	Zachary Stone Zachary.Stone@tn.gov (615) 532-9702

Notifications	Checklist
<ul style="list-style-type: none"> ➤ Grant opportunities for 2022-23 announced ➤ TEIS monthly district notification ➤ IDEA grant opportunities announced for the upcoming school year ➤ Desktop monitoring results provided ➤ CEIS/CCEIS monitoring begins 	<ul style="list-style-type: none"> <input type="checkbox"/> Address flagged indicators in district improvement plan (CORE) <input type="checkbox"/> Complete required actions for APR if designated as Needs Assistance, Needs Intervention, or Needs Substantial Intervention <input type="checkbox"/> Participate in technical assistance for indicators 4 and 10 (if flagged) <input type="checkbox"/> Work on district improvement plan <input type="checkbox"/> Participate in early childhood transition planning conferences <input type="checkbox"/> Follow up on any late referral to TEIS sent to district <input type="checkbox"/> Send <i>Notice of Procedural Safeguards</i> to parents of TEIS referrals (monthly notifications and late referrals) <input type="checkbox"/> Attend EasyIEP conference call <input type="checkbox"/> Disseminate Indicator 8 parent survey information (if selected) <input type="checkbox"/> Submit 2020-21 discretionary grant monitoring documents

Resources Available	
IEP Monitoring Protocol and Process Training	To be scheduled by FPO
Monitoring Office Hours (all types of monitoring including IEP)	Weekly on Mondays at 2 pm CT/3 pm ET and Fridays at 9 am CT/10 am ET
IEP Monitoring Protocol and User Guides	Document in EDPlan>Main Page>TDOE Monitoring Resources
CEIS/CCEIS Monitoring user guide	Available in ePlan

March

Date	Item	Action Required	Contact Person(s)
Mar. 1	Sped Supervisor Call	Webex Link	Michael Holman Michael.Holman@tn.gov (615) 770-1064
Mar. 15	District improvement plans due	Submit in InformTN	CORE Special Education Interventionist
Mar. 16	Easy IEP conference call 1 pm CT	Call In	Zachary Stone Zachary.Stone@tn.gov (615) 532-9702
March	CEIS/CCEIS monitoring completed	Monitoring instrument completed in ePlan	Laura Dunn Laura.Dunn@tn.gov (615) 961-1331

Notifications	Checklist
<ul style="list-style-type: none"> ➤ District improvement plan feedback provided ➤ TEIS monthly district notification ➤ IEP Monitoring Wave 4 cohort release ➤ IEP Monitoring Wave 4 district submission ➤ IEP Monitoring Wave 3 monitoring reports released ➤ IEP Monitoring Wave 2 corrective actions due 	<ul style="list-style-type: none"> <input type="checkbox"/> Complete district improvement plan <input type="checkbox"/> Submit indicator 4 & 10 action plans for 2021-22 APR (if findings) <input type="checkbox"/> Complete monitoring self-assessment (all districts not selected for on-site or desktop monitoring) <input type="checkbox"/> Begin work on IDEA grant applications based upon needs identified in district improvement plan <input type="checkbox"/> Participate in early childhood transition planning conferences <input type="checkbox"/> Follow up on any late referral to TEIS sent to district <input type="checkbox"/> Send <i>Notice of Procedural Safeguards</i> to parents of TEIS referrals (monthly notifications and late referrals) <input type="checkbox"/> Attend EasyIEP conference call <input type="checkbox"/> Disseminate Indicator 8 parent survey information (if selected) <input type="checkbox"/> Submit final expenditure report for 2020-21 discretionary and supplemental grants <input type="checkbox"/> Child find conducted in community, district schools, and private schools

Resources Available	
Significant Disproportionality Planning Training	Live/recorded webinar TBD
IEP Monitoring Protocol and Process Training	To be scheduled by FPO
Monitoring Office Hours (all types of monitoring including IEP)	Weekly on Mondays at 2 pm CT/3 pm ET and Fridays at 9 am CT/10 am ET
IEP Monitoring Protocol and User Guides	Document in EdPlan>Main Page>TDOE Monitoring Resources

April

Date	Item	Action Required	Contact Person
April 1	Monitoring self-assessment documents due	Submit in ePlan	Geneva Taylor Geneva.Taylor@tn.gov (615) 253-0047
April 5	Sped Supervisor Call	Webex Link	Michael Holman Michael.Holman@tn.gov (615) 770-1064
April 15	District improvement plans finalized	Submit in InformTN	CORE Special Education Interventionist

Notifications	Checklist
<ul style="list-style-type: none"> ➤ Preliminary calculations of private school proportionate amount ➤ IDEA preliminary allocations provided ➤ TEIS monthly district notification ➤ Dyslexia-specific intervention coding reminder ➤ IEP Monitoring Wave 3 corrective actions due ➤ IEP Monitoring Wave 4 monitoring reports released 	<ul style="list-style-type: none"> <input type="checkbox"/> Finalize district improvement plan <input type="checkbox"/> Begin work on Consolidated Funding Application (CFA) <input type="checkbox"/> Submit IDEA grant applications based upon needs identified in LEA plan <input type="checkbox"/> Participate in early childhood transition planning conferences <input type="checkbox"/> Follow up on any late referral to TEIS sent to district <input type="checkbox"/> Send <i>Notice of Procedural Safeguards</i> to parents of TEIS referrals (monthly notifications and late referrals) <input type="checkbox"/> Check ECO data for accuracy <input type="checkbox"/> Ensure that all Indicator 8 surveys have been collected (if selected)

Resources Available	
Self-Assessment Monitoring Document	Document in ePlan under TDOE Resources (link to 2020-21 doc)
CFA Training	To be scheduled by FPO
Dyslexia-specific Intervention Coding Information	Recorded Webinar
Private School Services Training	Recorded Webinar TBD
IEP Monitoring Protocol and Process Training	To be scheduled by FPO
Monitoring Office Hours (all types of monitoring including IEP)	Weekly on Mondays at 2 pm CT/3 pm ET and Fridays at 9 am CT/10 am ET
IEP Monitoring Protocol and User Guides	Document in EdPlan>Main Page>TDOE Monitoring Resources

May

Date	Item	Action Required	Contact Person
May 1	CFA due	Upload in ePlan	Debby Thompson Deborah.Thompson@tn.gov (615) 864-5162
May 3	Sped Supervisor Call	Webex Link	Michael Holman Michael.Holman@tn.gov (615) 770-1064
May 13	Indicator 10 plans due	Submit to April Ebbinger	April Ebbinger April.Ebbinger@tn.gov (615) 478-1268
May 13	Indicator 14 survey opens	Begin collecting and entering data	Martina Stump Martina.Stump@tn.gov (615) 486-8029
May 18	Indicator 8 Parent Survey closes (if selected)	Ensure that all surveys have been collected	Adam Rollins Adam.Rollins@tn.gov (615) 588-7140

Notifications	Checklist
<ul style="list-style-type: none"> ➤ Indicator 14 postsecondary survey available (for applicable districts) ➤ TEIS monthly district notification ➤ Indicator 8 parent survey closes (for applicable districts) ➤ Monitoring self-assessment results provided (tentative) ➤ IEP Monitoring Wave 4 corrective actions due 	<ul style="list-style-type: none"> <input type="checkbox"/> Submit Consolidated Funding Application (CFA) <input type="checkbox"/> Collect Indicator 14 data and enter online <input type="checkbox"/> Participate in early childhood transition planning conferences <input type="checkbox"/> Follow up on any late referral to TEIS sent to district <input type="checkbox"/> Send <i>Notice of Procedural Safeguards</i> to parents of TEIS referrals (monthly notifications and late referrals) <input type="checkbox"/> Review isolation and restraint data for August 2021-May 2022 <input type="checkbox"/> Summary of performances completed for high school graduates <input type="checkbox"/> Recruitment plan developed for surrogate parents <input type="checkbox"/> Current list of surrogates kept on file <input type="checkbox"/> Annual training conducted for surrogate parents <input type="checkbox"/> Point of contact designated for JDC <input type="checkbox"/> Formal agreement signed with jail <input type="checkbox"/> Meeting held with jail/JDC <input type="checkbox"/> Plan for the delivery of services for upcoming school year in jail/JDC

Resources Available	
Restraint and Isolation Data Review Training	Live/recorded webinar TBD
High Cost Reimbursement Training	Live/recorded webinar TBD
IEP Monitoring Protocol and Process Training	To be scheduled by FPO
Monitoring Office Hours (all types of monitoring including IEP)	Weekly on Mondays at 2 pm CT/3 pm ET and Fridays at 9 am CT/10 am ET
IEP Monitoring Protocol and User Guides	Document in EdPlan>Main Page>TDOE Monitoring Resources

June

Date	Item	Action Required	Contact Person
June 30	Reimbursement request for high cost students due	Submit to Fiscal	Maryanne Durski Maryanne.Durski@tn.gov (615) 532-9510
June 30	ECO verification due	Submit to preschool consultant	Preschool Consultant

Notifications	Checklist
<ul style="list-style-type: none"> ➤ TEIS monthly district notification 	<ul style="list-style-type: none"> <input type="checkbox"/> Complete high cost reimbursement requests <input type="checkbox"/> Participate in early childhood transition planning conferences <input type="checkbox"/> Follow up on any late referral to TEIS sent to district <input type="checkbox"/> Send Notice of Procedural Safeguards to parents of TEIS referrals (monthly notifications and late referrals) <input type="checkbox"/> Indicator 12 non-compliance training completed (if required) <input type="checkbox"/> Certification of special education personnel verified <input type="checkbox"/> Check ECO data for accuracy <input type="checkbox"/> Documentation of attempts to secure certified personnel

Resources Available	
EOY Reporting Process	Instructions in EdPlan under the TDOE Communications Tab

IDEA Annual Requirements Checklist

Child Find

- Conducted in community
- Conducted in district schools
- Conducted in private schools

Notes:

Private Schools

- Consultation held/documented attempts
- Services determined and school notified
- Annual count data reviewed
- Proportionate amount determined
- Proportionate amount spent

Notes:

Incarcerated Youth Requirements

- Point of contact designated
- Formal agreement signed with jail
- Meeting held with jail/JDC
- Plan for the delivery of services in jail/JDC

Notes:

Isolation and Restraint

- Annual training conducted
- Rooms inspected and meet requirements
- Data entry process established
- Data review process to help address patterns and training needs

Notes:

[Isolation and Restraint Webinar](#)

Surrogate Parents

- Recruitment plan developed
- Current list of surrogates kept on file
- Annual training conducted

Notes:

[Surrogate Parent Manual](#)

Translations

- Notices provided in native language
- IEPs translated and/or interpreter provided

Notes:

Certified Personnel

- Certification of special education personnel verified
- Documentation of attempts to secure certified personnel

Notes:

Contracts for External Placements

- Contracts in place prior to service or within 30 days of placement
- Procedures developed to ensure IEP compliance and FAPE

Notes:

Summary of Performance

- Summary of performances completed for high school graduates

Notes: