**Who Can Answer My Questions About… (updated 7/23)**

**Deb/Teri:**

* Program model adaptations or new programs desired
* Budget items
* Licensure questions
* State and Federal Compliance items (Indicator 1-20) that cannot be answered in the field
* Departmental issues
* PDC contacts in all 3 districts
* Policy and Procedure items
* Waiver Process and Renewals

**Diana:**

* WebKIDSS troubleshooting
* TIPs pages and troubleshooting
* Confirm records sent on students transferring to other schools or transfers in
* Early Childhood Outcomes Data

**Mary:**

* Medicaid
* Purchases
* IMC materials available to loan
* Classroom inventory

**Robin:**

* Reservations and registrations to conferences (minimum of 48-hour notice)
* Confirmation of address/phone number changes
* Coop calendar of events updates
* Newsletter items (births/deaths/other – new/acknowledgement of not receiving such)
* Extended School Year (ESY)
* Child Find
* NCI course registration

**Jennifer:**

* Para inquiries (trainings/absences and need for subs/clarification of time cards/applicants available to work that are ready to interview/appraisal concerns/inservice logs/other concerns)
* Infinitec
* HATS packets

**School Psychologists:**

* *Invite this person to all of your IEP meetings (they will determine if they can attend or not based on the demands of their schedule and other priorities*
* Initial Placements as well as all re-evaluations
* Increases or decreases in service time and dismissal from services
* IEP content information and related compliance issues (to include IEP amendments)
* Questions about how to fill out PWN and other IEP related forms
* Retrieval of student records and determination of whether a new IEP needs to be written or not (all out-of-state IEPs need to be re-written within 30 days)
* Permission to Test forms and all Special Education form questions
* Data Collection and summarizing such data
* Transcribe staffing notes if available at meetings

**Social Workers:**

* Provide parent and family information of an education nature
* Define community resources
* Define case managers and other providers of Mental Health Services to the student and family
* Provide feedback of their counseling sessions
* Coordinate/Facilitate community “Wrap-around” meetings
* Transcribe staffing notes if available at meetings
* Assist with behavior questions, concerns, interventions, and ideas

**Stephanie Hegarty, Transition Coodinator:**

* Transition (age 14 on) – Goal statements in IEPs – Job Placements
* Post high school survey and senior survey
* Post-Secondary – Summary of Performance (for all seniors)
* High School user accounts for post HS survey and senior survey

**Courtney Carpenter/Cyndi Mayle:**

* Insurance Benefits enrollment
* Talent Ed
* Payroll
* Skyward

**\*\*Please direct any questions about returned IEPs to the person that returned the IEP\*\***