

Memorandum

Margot Tobias

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To: Mildred Browne, Assistant Superintendent
Greg Rolen, General Counsel

From: Margot Tobias

Re: Fulfillment of SEIS Contract for 2010-2011

I have contracted with Mt. Diablo Unified School District 2010-2011 for post-retirement work focused on the Special Education Management Information System. This is a summary report of the services rendered including recommendations.

The assignment included:

- Organize withdrawal of MDUSD from Spectrum/Encore MIS System. MDUSD contracted with Spectrum K-12/Encore in March 2007. After much delay and an unsatisfactory experience in piloting, the contract was terminated in April, 2010
 - All Encore IEPs have been corrected and entered in the MIS System
 - Completed 9/1/2010
- Prepare materials, training and support for State SELPA forms.
 - All Special Ed forms were replaced by PDF fillable State SELPA forms
 - Completed: 8/15 2010
 - All Special Education Staff and Administrators were trained on the use of the forms and began the school year using them. All forms available on updated Special Education Webpage.
 - Completed: 9/15/2010
- Supervise implementation of new SEIS Special Education Management Information System
 - In August 2010, the School Board approved a contract with San Joaquin Office of Education for SEIS (Special Education Information System). Implementation has included:
 - Integration of data from MDUSD and SEIS
 - Completed: December 2010
 - Training of Special Education Staff (Administrators, Teachers and Clerical). This included organizing multiple trainings of Trainers as well as rolling-out training district wide by the trainers and providing support clinics weekly.
 - Completed: Over 500 staff members were trained in March and April, 2011. As of Monday, April 18 all IEPs are now completed using SEIS.

Recommendations: Required to support the ongoing success of this new system

- Supervise completion of CASEMIS reporting with new system

- This will need to be completed in June/July 2011
- Supervise Final filing and clean-up of paper IEPs from prior system
 - This is scheduled for July 2011
- Integration of SEIS with Aeries and VersaTrans.
 - In Process: SEIS and Aeries Data Fields are being finalized with initial implementation in June 2011. Correction and follow up will be required in July/August once Aeries rolls over to new school year.
 - Integration with VersaTrans can be accomplished via Aeries but all parties must develop a common understanding of tasks, roles and expectations. This will need action in June and follow up in August/September 2011
- Train new staff on new SEIS Special Education Management Information System
 - Will be required in August, 2011
- Review and update and provide support for current staff on SEIS Special Education Management Information System
 - Will be required in August, 2011 as ongoing staff will have only limited opportunity to practice using the system in May and June.

In addition, San Joaquin County Office of Education will soon be offering an expansion of the SEIS data system for SSTs (Student Success Teams) meetings. SST general education meetings represent the first step in possibly identifying a student for Special Education. Tracking and documenting these key meetings will provide another resource in confirming that RTI support has been provided prior to any consideration of Special Education services. This may have an impact of reducing the number of students qualifying for Special Education by assuring that all general education resources have been provided using web-based data based on consistent documentation.

The use of SEIS for tracking SSTs will certainly require training for general education staff and leadership not only on the use of the online system but also in process and any required forms.

I have enjoyed that challenges of this contract and can report that the implementation has gone very smoothly. I have been consistently available to staff via phone and email when not at the district. I would welcome the opportunity to complete the process on 2011-12 if that is requested. It is my understanding that MediCal funds have been set aside for this purpose so that general funds would not be impacted.

Again, I have appreciated this chance to continue to support the students and staff of Mt. Diablo Unified School District.