



## “60 Day Evaluation Timeline Notification System”

*HCS Technology w/ HCS Special Ed. Dept. Joint Project*

### Special points of interest:

- Track E went live on October 1st, 2008
- On the first day, Track E detected two requests which were within 5 days of their respective deadlines. Those requests were handled by the next day.



### What is Track E?

Track E is a joint HCS Technology and HCS Special Ed project designed to assist Horry County Schools with maintaining compliance with federal requirements concerning the 60 day timeline from when parents grant permission for student evaluation and placement determination. The purpose of the timeline is to ensure that students are not denied their right to an appropriate education due to a slow evaluation and placement process.

Track E performs the following tasks:

- Examines the Excent database looking for students who have received a parental consent to evaluation.
- Each night, Track E will determine how long it has been since a parental consent and email notification to the case managers on the 30th, 45th, 50th, 55th, 56th, 57th, 58th, 59th, and 60th day of the timeline.
- Track E will also notify the supervisor of the case manager if the timeline reaches the 45th day. Track E will continue to notify, via e-mail, at each interval after the 45th day.
- Track E records issues starting at the 45th day mark allowing supervisors to track their actions in resolving those issues.



### Track E

- Finally, Track E is able to produce reports on ongoing timeline issues as well as provide accountability reports for corrective action.
- In addition, Track E maintains itself by notification of the appropriate individuals when it detects errors within itself or Excent.

### Why is Track E Important?

Horry County Schools is required by both Federal and State law to have a placement meeting within 60 days of the parental consent to evaluate a student. With the large number of students involved, cases can slip through the cracks, and Horry County Schools can be

reported for non-compliance.

With Track E, we can now act preemptively to avoid issues with 60 day timelines, and it also facilitates communication between supervisors and case managers so that case managers can get the support they

need in a timely fashion.

Finally, Track E will provide the accountability and reporting features that we need in order to run as efficiently and effectively as possible.