

Out-of-State Placement Changes in ACHIEVE

Out-of-State AEA Administrators

IEP Management Section of the Learner Dashboard

- **Record Out-of-State IEP button.** A new *Record Out-of-State IEP* button will appear on the *IEP* stepper of *Learner Dashboard* for out-of-state learners. This button will:
 - Only be visible to ACHIEVE users with the assigned role of Out-of-State Placement AEA Administrator and members of the ACHIEVE Data Team.
 - Only be visible for learners added to ACHIEVE via the Child Search process specific to learners who were found eligible for special education, placed out of state, and did not have an IEP in ACHIEVE.
 - Only be used for learners who have transitioned to a non-Iowa IEP, typically due to the length of time the learner has been served outside of Iowa.
 - Allow Out-of-State AEA Administrators to upload a copy of the learner's current IEP, as well as track the IEP Start Date, End Date, and Weighted Level. Upon submitting the Out-of-State IEP record, a new row will be added to the *IEP Management* table on the *IEP* stepper in ACHIEVE.
- **Attending Building clarification.** Currently, on the Learner Dashboard of learners being served out-of-state, the "Attending Building" is listed as the most recent Iowa program the learner attended before being placed out of state. Going forward, the Attending Building for out-of-state learners will be indicated as "Out-of-State" along with the postal abbreviation of the state where the learner is being served (e.g., Out-of-State, NE).

Changes to the Out-of-State Tool: Continuation Applications

- **Removal of "Unknown" status.** In previous years, approved out-of-state applications automatically moved to "Unknown" status every spring to prompt users to either continue or end all placements. Moving forward, approved applications will no longer change to "Unknown" status, but can now be continued in ACHIEVE anytime.
- **End button.** There will no longer be any seasonal limitation on the availability of the "End" button. It will be available throughout the year for applications with a status of "Approved" or "Continued". Out-of-State LEA Administrators will now also have the ability to end an out-of-state placement using this button.
- **Continuation Applications.** When completing a Continuation application for a learner who does not have an IEP in ACHIEVE, the team must respond to the following questions:
 - What are the reasons Learner cannot be provided an education program in an integrated school setting?
 - What supplementary aids and services are needed to support Learner in the special education program?
 - Why is it not possible for these aids and services to be provided in an integrated setting?
 - What is the continuum of services available for Learner?
- **Upload Academic Calendar.** Out-of-State AEA Administrators will be required to upload a document describing the facility's academic calendar for the current academic year.

Changes to the Out-of-State Tool: New Applications

- **Which State will be Implementing the IEP?** This question appears on new applications to clarify whether the learner is being served with an Iowa IEP or an IEP created in another state. Either way, the learner's IEP will be viewable on the *IEP* stepper of the *Learner Dashboard* in ACHIEVE.
- **Agency/Facility Name.** Rather than typing the name of the out-of-state placement facility, all [approved facilities](#) will be accessible via a drop-down menu so the correct facility can be chosen. Facilities outside of Iowa that wish to provide special education programming services for Iowa students must [complete an application](#) for approval.
- **District Admin.** When completing a new application, Out-of-State AEA Administrators must select a district administrator to oversee the case. Users assigned with the Out-of-State LEA Administrator role within the corresponding AEA will appear in a drop-down menu.

- If an LEA has not assigned a District Administrator for this role, the district's **LEA User Manager** can assign this role to an administrator in their district.
 - When the application is approved, the learner's case will be transferred to the user selected in the "District Admin" field. The "District Admin" becomes the Case Facilitator and the learner appears on the district administrator's case list found on *My Dashboard* in ACHIEVE.
- **Upload Academic Calendar.** Out-of-State AEA Administrators will be required to upload a document describing the facility's academic calendar for the current academic year.
- **Reminder emails.** A reminder email to end or continue previously approved out-of-state applications will be sent out annually on July 1st to Out-of-State AEA Administrators. If ending an out-of-state placement, the Out-of-State AEA Administrator will be required to select the placement end date and a new Iowa IEP Facilitator.

LEA User Managers

- When completing a new application, Out-of-State AEA Administrators must select a district administrator to oversee the case. Users assigned with the Out-of-State LEA Administrator role within the corresponding AEA will appear in a drop-down menu.
 - If an LEA has not assigned a District Administrator for this role, the district's LEA User Manager can assign this role in ACHIEVE to an administrator in their district.

IEP Facilitators

- Once a learner's application for out-of-state placement has been approved, the case will automatically transfer to a district administrator with the OOS LEA Administrator role in ACHIEVE.

Out-of-State LEA Administrators

- **District Admin.** When completing a new application, Out-of-State AEA Administrators must select a district administrator to oversee the case. Users assigned with the Out-of-State LEA Administrator role within the corresponding AEA will appear in a drop-down menu.
 - If an LEA has not assigned a District Administrator for this role, the district's LEA User Manager can assign this role to an administrator in their district.
 - When the application is approved, the learner's case will be transferred to the user selected in the "District Admin" field. The "District Admin" will become the Case Facilitator and the learner will now appear on the district administrator's case list on their ACHIEVE dashboard.
- **Progress Monitoring.** LEAs retain the responsibility to collect Progress Monitoring data from the educational services provider(s) and upload them into ACHIEVE, regardless of whether the learner has an Iowa IEP or an IEP from another state.
- **Reminder emails.** A reminder email to end or continue previously approved out-of-state applications will be sent out annually on July 1st to Out-of-State LEA Administrators. If ending an out-of-state placement, the District Admin will be required to select the placement end date and a new Iowa IEP Facilitator.
- **Transferring a Case.** Out-of-State LEA Administrators will now have the option to transfer cases to another administrator in their district who has been assigned the same user role in ACHIEVE.
- **Exiting OOS Learners without an ACHIEVE IEP.** The case facilitator will have the option to exit learners even if they have never had an IEP created in ACHIEVE. The following [exit codes](#) will be available for such learners: DEC, DRO*, GCP*, GRD*, MSK, PRC, RMA*, RRG, UNK.
 - **Codes marked with an asterisk reflect options for learners who have reached age of 14 or above (secondary transition). These exit codes will require the case facilitator to upload Post-Secondary Summary documentation as part of the final exit process.*