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| **District Level Checklist for Completing Evaluations during COVID-19 School Closures** |
| **This working document is being provided by the Tennessee Association of School Psychologists (TASP) as a resource for districts as they work through the COVID-19 school closures. This document is a resource and is not mandatory. However, if a district determines to provide school psychological evaluations, this checklist is a broad list of considerations. Please contact** [**tasponline@gmail.com**](mailto:tasponline@gmail.com)  **with additional questions/comments. Also, reference/consult TDOE as needed.** |
| **Identify Staff:** |
| ☐ Access to files |
| ☐ Access to needed technology (work cell, computer, webcam, printer, writing stylus or knowledge how to obtain electronic signatures) |
| ☐ Access to the internet |
| ☐ Access to virtual platforms (subscriptions, sign-in information) |
| ☐ Individual limitations to public contact/completing evaluation components from home (e.g., self-quarantined, home workspace limitations, etc.) |
| ☐ Access to protocols & scoring system |
| ☐ Means for providing parent Procedural Safeguards |
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| **Evaluations:** |
| ☐ Complete and update evaluation tracker (see Evaluation Tracker-Excel Spreadsheet) |
| ☐ Document every parent contact (& attempted parent contact); **documentation is essential** |
| ☐ Document parent consent for **phone/virtual components** of the evaluation (e.g., parent interview, completing rating scales with parent) (see Evaluation Tracker-Excel) |
| ☐ Identify evaluation tasks that can be completed based on different levels of access to materials, technology, and workspace confidentiality **(ALL assessments designed to be face-to-face and observations must be delayed until school reopens. Follow copyright laws of materials (e.g., do not photocopy and mail or scan and email rating scales to parents when it is against the test publisher’s copyright; complete them only by interview style (phone, virtual) in such cases where allowable)** |
| ☐ Redistribute evaluation cases and tasks based on staffing considerations |
| ☐ Document that Procedural Safeguards were reviewed and provided to parent |
| ☐ Continually review TDOE timeline updates and communicate to school staff to determine if any extension requests need to be completed. Also, plan for initiating face-to-face assessments when the health restrictions lift. |
| **Meetings:** |
| ☐ Determine who is responsible for facilitating evaluation review and eligibility meetings (both initial and reevaluation) |
| ☐ Determine platform for meetings (phone &/or virtual) |
| ☐ Determine how to document meeting attendance, decisions, and signatures for eligibility meetings (consult district lawyer) |
| ☐ Determine who needs to be in attendance for initial evaluation and comprehensive evaluation reviews |
| ☐ Determine who needs to be in attendance for initial evaluation, comprehensive reevaluation, and secondary disability evaluation reviews/eligibility determination meetings |
| ☐ Determine who needs to be in attendance to determine proposed reevaluation needs (roles and individuals to meet those roles as defined by IDEA  (see federal guidance [document](https://www2.ed.gov/about/offices/list/ocr/frontpage/faq/rr/policyguidance/Supple%20Fact%20Sheet%203.21.20%20FINAL.pdf?utm_content=&utm_medium=email&utm_name=&utm_source=govdelivery&utm_term=)) |
| ☐ Determine communication to parent if the district is proposing no new assessment are needed as part of a reevaluation (see federal guidance [document](https://www2.ed.gov/about/offices/list/ocr/frontpage/faq/rr/policyguidance/Supple%20Fact%20Sheet%203.21.20%20FINAL.pdf?utm_content=&utm_medium=email&utm_name=&utm_source=govdelivery&utm_term=)) |
| ☐ Determine communication to parent and procedures if the district **is** proposing new assessments are needed as part of a reevaluation (see federal guidance [document](https://www2.ed.gov/about/offices/list/ocr/frontpage/faq/rr/policyguidance/Supple%20Fact%20Sheet%203.21.20%20FINAL.pdf?utm_content=&utm_medium=email&utm_name=&utm_source=govdelivery&utm_term=)) |