CT-SEDS Rollout Plan Considerations for Special Education Directors

Over the next school year, CT-SEDS experts can assist your district to turnkey training, provide technical assistance and communicate with staff, parents and students. The rollout plan considerations template below provides suggestions around action steps and timelines for rolling out CT-SEDS training.

If you need assistance or advice from the RESCs about your rollout plan or any of the goals listed below, please go to the CT IEP Training Webpage for info on requesting technical assistance or submit a request by clicking here.

Goal What do we want to accomplish?	Action Steps What activities need to happen?	Timeline	Technical Assistance & Support	Additional Recommendations and Resources
1. Train CT-SEDS Experts	**Who are my district CT-SEDS Experts?** Review list of registrants for your district at **CT-SEDS Experts** Additional training/support will be offered throughout the school year.	July-Aug Sept – June 2022-2023	See CT-SEDS Launch Infographic	
2. Plan for PPTs that will occur prior to CT-SEDS Expert users being trained.	**Which teams will be conducting PPTs during the summer months?** Identify PPT teams that will be conducting meetings this summer before your CT-SEDS experts participate in training. Develop a plan to share user guide/recorded videos and other resources to support these initial PPT meetings. Once CT-SEDS Experts are trained, prioritize support for initial entry into the system.	July-Aug	PCG, CSDE, and RESC Alliance Trainers are available to assist.	
3. Develop a Rollout Plan for 2022-2023	**How will your district CT-SEDS experts turnkey CT-SEDS training to other staff?**	June-Aug	See CT-SEDS Launch Infographic	Recommended minimum training time for *initial exposure* of staff to understand functionality and

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	Develop a training plan for delivery of CT-SEDS training. Divide training content into segments and determine which staff need training on which modules/functions of CT-SEDS: ● IEP ● Referral & Evaluation ● Section 504 Plan ● Individual Service Plan (ISP) ● Restraint and Seclusion Reporting ● Service Documentation (related service hour for Medicaid claims) As part of roll-out plan, determine which experts will train district-based staff versus school-based staff.		Preview Series Additional resources to be posted to the CSDE New IEP Webpage as well as accessible in CT-SEDS ● User Guides ● Quick Guides ● Module Video Recordings	navigation within each module: o IEP Module (1 hour) o Referral & Evaluation (2 hours) o Section 504 Plan (1 hour) o Services Plan (30 min) o Restraint and Seclusion Reports (30 min) o Service Documentation (45 min) CT-SEDS Experts will have access to a training site to model procedures and processes. Create teams to work together to populate IEP/504 data in the system.
4. Build Internal Capacity and Communication	**Who do district staff contact when help is needed?** Designate which CT-SEDS experts are to be contacted by school or districtwide staff. Create a quick reference directory of district-based CT-SEDS experts and "who to call" with CT-SEDS or IEP questions. Assess and adjust plan as needed throughout the year.	June-Aug Sept – June 2022-2023	See CT-SEDS Launch Infographic	Your CT-SEDS experts are the first contact for staff; if they are unable to answer the question or resolve the issue, PCG, RESC IEP Specialists, and the CSDE are available to support the expert users.

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5. Access External Support for District Experts	**Who do CT-SEDS Experts Call for assistance?** Depending on the type of question, CT-SEDS experts understand where to refer questions: ● Which questions go to PCG? ● Which questions go RESC/CSDE	Ongoing	See CT-SEDS Launch Infographic	
6. Calibrate Staff Practices through Check-ins	**How do CT-SEDS experts assist in aligning practices?** Plan quarterly staff check-ins to ensure that practices are aligned within and across teams, schools and the district.	Sept – June 2022-2023	Office Hours, Technical Assistance Calls will be available throughout the school year.	
7. Inform/educate District Administration of what CT-SEDS implementation means for their General Education staff, SRBI processes and Curriculum Teams	**Review and determine the responsibilities of general education staff relative to review and development of IEPs, 504 plans, referral/evaluation, and progress reporting. How will this be communicated?** **How will CT-SEDS expert trainers support general education teachers in their role in the process? Prepare for launch of MTSS Module: July 1, 2023;** ● Help bridge SRBI/MTSS process for referrals, in addition to knowledge of the multidisciplinary report and specific learning disabilities worksheets. ● Support collaboration between general education teacher knowledge of curriculum and core standards with their special education peers.	Ongoing	Specific Learning Disability Preview Series User Guides	General education teachers will need training and support on using and completing the SLD/Multidisciplinary Evaluations related to SRBI Interventions implemented for students referred for Special Education evaluation. New IEP Resources

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	● Ensure understanding of supports and accommodations for students with 504 plans by both general education teachers and district administration.			
8. Communicate IEP Transition and Training Efforts with District Stakeholders	**Have you identified existing structures for district leaders to share and/or provide an overview of CT-SEDS information and updates to stakeholders?** ● Board of Education ● Leadership (see #3 above) ● Staff ● Members of the Community	August - Oct		New IEP Resources IEP Quality Training Resources The IEP Guide to Parents and Families (40 minute recorded module) provides a good overview and serves as a tool for communicating statewide efforts to transition to the new IEP.
9. Provide Overviews of the new IEP for General Education Administrators, Teachers and Content Specialists	**What should general education teachers know about CT-SEDS and the new IEP? Prepare for launch of Standards Aligned IEP Goals: July 1, 2023** ● IEP at a Glance ● IEP User Guide ● IEP Manual (Revised 9/1/22)	Sept - June	RESC IEP Specialists are available to support your CT-SEDS experts in designing and delivering this training to general education teachers. New IEP Resources	In Spring 2023, RESCs will be offering training series for general education teachers statewide on the following components: ▪ PLOPs ▪ SLD Worksheets in Reading, Writing, Mathematics ▪ Collaboration on Developing Standards-Aligned Goals and Objectives ▪ Supplementary Aids and Services

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10. Parent and Student Communication and Training	**What and when do we need to communicate to parents and students?** District communication can include: ● General info about transition to the new IEP ● Refer parents to access the 40 minute recorded module: IEP Guide to Parents and Families ● Refer parents to the Parent Portal Quick Guide	Sept-June	CPAC: IEP Training for Parents Please refer to the CSDE IEP Page for future postings A brief (5 min) video for parents will be made available to demonstrate accessing records in the Parent Portal	
11. Train Existing and New Staff on IEP Quality	**How can CT-SEDS experts assist existing staff or new hires who need training on developing the IEP?** The CSDE will continue to make IEP Quality Training available in 2022-23 and beyond.	Sept-June		Register for training here: https://ct.ieptraining.org/
12. Other				