

## CSDE Training Guide for Rollout of CT-SEDS Training

As you prepare to train your educators in your districts and schools about CT-SEDS, we are providing this resource to organize the training resources in “chunks” to assist you and your CT-SEDS Experts in your training rollout.

We recommend that your experts dedicate:

- at least 1 hour to each presentation of slides and training videos and
- a minimum of 30 minutes for demonstration using the district training site (found [here](#) and used with the usernames/passwords posted to CT-SEDS Home Page under “District” tab).

Feel free to add into the table below links to other district resource documents that your district wishes to provide staff.

Module/Function	Training Resources	NOTES
1. Core Navigation	<ul style="list-style-type: none"> <li>• <a href="#">Slides</a></li> <li>• <a href="#">Training Video</a></li> <li>• <a href="#">Core Navigation User Manual</a></li> <li>• <a href="#">CT-SEDS Caseload Wizard Quick Guide</a></li> </ul>	Info should be presented prior to <ul style="list-style-type: none"> <li>• Referral/Evaluation</li> <li>• IEP and</li> <li>• 504 Module</li> </ul>
2. User Supports	<ul style="list-style-type: none"> <li>• <a href="#">Slides</a></li> <li>• <a href="#">What Educators Need to Know about CT-SEDS Launch - Infographic</a></li> </ul>	
3. Referral/Evaluation	<ul style="list-style-type: none"> <li>• <a href="#">CSDE CT-SEDS Initial Referral and Evaluation Slides</a></li> <li>• <a href="#">RESC Training Video</a></li> <li>• <a href="#">PCG Slides</a></li> <li>• <a href="#">Referral and Evaluation User Manual</a></li> <li>• <a href="#">Referral to Determine Eligibility for Special Education and Related Services</a></li> <li>• <a href="#">Prior Written Notice</a></li> <li>• <a href="#">Prior Written Notice Actions Proposed/Refused Reference Guide</a></li> <li>• <a href="#">Mathematics Worksheet</a></li> <li>• <a href="#">Reading Worksheet</a></li> <li>• <a href="#">Written Expression Worksheet</a></li> <li>• <a href="#">Multidisciplinary Evaluation Report (MER) for Students Suspected of Having a Specific Learning Disability</a> (PDF)</li> <li>• <a href="#">Multidisciplinary Evaluation Report (MER) for Students Suspected of Having a Specific Learning Disability Three-Year Reevaluation</a> (PDF)</li> </ul>	Needed prior to IEP Module for <ul style="list-style-type: none"> <li>• Initial Referral/Evaluation</li> <li>• Re-evaluation</li> <li>• Targeted Assessment</li> </ul> NOTE: PPT 1 and PPT 2 Meeting Invitations must be completed in the Referral/Evaluation Module (not the IEP Module)

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4. IEP	<ul style="list-style-type: none"> <li>• <a href="#">Slides</a></li> <li>• <a href="#">Training Video</a></li> <li>• <a href="#">IEP and Progress Reporting User Manual</a></li> <li>• <a href="#">New IEP - Supplementary Aids and Services</a></li> <li>• <a href="#">Least Restrictive Environment (LRE) Procedural Checklist</a></li> <li>• <a href="#">Summary of Performance</a></li> </ul>	
5. 504 Plan	<ul style="list-style-type: none"> <li>• <a href="#">Slides</a></li> <li>• <a href="#">Training Video</a></li> <li>• <a href="#">Section 504 User Manual</a></li> <li>• <a href="#">Section 504 Plan (PDF Form)</a></li> </ul>	
6. Restraint and Seclusion	<ul style="list-style-type: none"> <li>• <a href="#">Slides</a></li> <li>• <a href="#">Training Video</a></li> <li>• <a href="#">Restraint and Seclusion User Manual</a></li> <li>• <a href="#">Reporting an Incident of a Restraint/Seclusion (PDF Form)</a></li> </ul>	Effective 7/1/22, applicable to all districts, RESCs, APSEPS and Charters. For users authorized to draft or finalize incident reports for special education and general education students
7. Progress Report	<ul style="list-style-type: none"> <li>• <a href="#">Slides</a></li> <li>• <a href="#">IEP and Progress Reporting User Manual</a></li> </ul>	Use only after an IEP is finalized in CT-SEDS
8. Services Plan <i>(if applicable to your district)</i>	<ul style="list-style-type: none"> <li>• <a href="#">Slides</a></li> <li>• <a href="#">Training Video</a></li> <li>• <a href="#">Services Plan User Manual</a></li> </ul>	
9. Service Logging Documentation	<ul style="list-style-type: none"> <li>• <a href="#">Slides</a></li> <li>• <a href="#">Training Video</a></li> <li>• <a href="#">Service Documentation Administrator User Manual</a></li> <li>• <a href="#">Service Documentation User Manual</a></li> </ul>	Required if district is contracting with PCG for Medicaid Reimbursements, optional to other districts
10. Parent Portal	<ul style="list-style-type: none"> <li>• <a href="#">Parent Portal Quick Start Guide for Parents</a></li> <li>• <a href="#">Parent Portal Quick Start Guide for Parents in Spanish</a></li> </ul>	