# Business Purpose and Scope

This document provides Information Exchange Package Documentation (IEPD) for the State of Colorado, Request for Individualized Education (IEP) Record. The purpose of this IEPD is to be a reference guide to support an IEP exchange of information that conforms to the National Information Exchange Model **Version XX**.

## IEP Description/Process

The Individual Education Program/Plan (IEP) is a written plan that will describe the program(s) and special services a student requires to be successful in school. It is a working document that will be modified usually each term based on the ongoing needs of the student. The IEP is developed collaboratively by school staff and parents as well as medical staff if appropriate. An IEP will focus on social, academic and independence needs (daily living) depending on the area of need. It may have one or all three components addressed. An assessment is done to support the need for an IEP, unless medical conditions are involved. IEP’s will describe specifically the special education program and /or the services necessary for a student with special needs. This process falls under the federal IDEIA regulations for students with disabilities or special needs.

The IEP will identify the curricular areas that will need to be modified or it will state whether the child/youth requires an alternative curriculum which is often the case for students with severe autism, severe developmental needs or cerebral palsy or other disabilities. It will also identify the accommodations and or any special educational services the child may need to reach their full potential. It will contain measurable goals for the student. Some of the services or support for a child/youth may include: curriculum for a grade or two behind, less of a curriculum, assistive technology such as text to speech or speech to text, specialized laptop with specific software applications to support the special needs, Braille, sitting, standing, walking devices or other equipment, augmentative communication strategies, accommodations and any resources needed including teacher aid assistance.

1. **Use Case**

There are several conditions under which a request for IEP exchange may take place. For the purposes of this IEPD, two of the conditions relative to a child / youth involved in a multi-agency collaborative or the juvenile justice system are provided below:

1. If a youth is part of a collaborative management program or multi-agency service program provided to children and families by county departments of human / social services and other mandatory agencies including local judicial districts, including probation, local health department, local school district, community mental health center and each Mental Health Assessment and Service Agency (Behavioral Health Organization) and requires services.
2. If a youth has been assigned to a probation officer’s case load as part of a judicial event. The Probation Officer will require information on the youth’s educational record and, a separate request is required to determine if an individual education plan (IEP) exists for the youth.
3. **Participants Included in this information exchange:**

Multi-Agency Service Program or Collaborative Management Program

Juvenile Assessment Center

County Department of Human Services/Social Services

Probation Officer

Public School District

Youth / Family Representation

Family Advocates

State Juvenile Justice Specialist

State Collaborative Management Coordinator

National Juvenile Information Sharing Initiative /ACG, Inc.

## IEDP Process

The Individual Education Plan Request IEPD is part of the Colorado Children Youth Information Sharing (CCYIS) collaboration / Cross Boundary Information Sharing project supported by the Division of Criminal Justice, Department of Public Safety for the State of Colorado. CCYIS identified over 12 different focus groups comprised of multi-agency service programs across the State of Colorado and these focus groups identified priority children, youth and family exchanges required by their programs. DPS contracted with the National Juvenile Information Sharing Initiative / ACG, Inc. to develop the data exchange requirements and document the data elements and their definitions. Twelve priority exchanges were identified for development. ACG, Inc. worked with several Multi-Agency Service Programs and several Juvenile Assessment Centers within the state (subject matter experts) to discuss each priority exchange and document the process using a Use Case Template developed by ACG. ACG collected forms. ACG, Inc. contracted with Tom Carlson Consulting to design the XML schema conforming to the National Information Exchange Model.