

Timeline Override

After students are assigned case managers for the first time inside GO-IEP, SYSTEM ADMINS or School Admins must complete the override of the timelines. The completed override can ONLY be submitted by SYSTEM ADMINS. Overriding timelines is a process that allows program users to review dates previously reported in SR and enter or edit any necessary corrections. To access the page users will click the "**Override Timeline Dates**" link. This process will address students needing initial evaluations as well as transfers both from within Georgia and outside of Georgia through one process. It also allows new districts to set their students up initially within GO-IEP.



This override form must be submitted for **all** students after assigning the case manager in a new case and **before beginning** an Eligibility or IEP. You will be able to view the IEP and Eligibility tabs for prior history, however, it is important to complete the override process **before** starting any new meetings.

When this page has been submitted, an initial eligibility, initial IEP, reevaluation, or annual review date that was **ADDED OR was coming ONLY from SR** will also create a mock IEP and/or eligibility if needed.

After clicking the override link, the override area will populate with a series of guiding questions and information to lead you through the process. Whenever possible, correct answers will be prepopulated.

To view the video section starting at certain scenarios, refer to the video start time listed next to the scenario.

Scenario One: (video start time: 2:39) A student has never received services in Georgia and is being referred for an initial evaluation.

After selecting the link to override Timeline Dates, you will get a message that no student record history was found. There will then be three options that you can provide as a reason for starting the case for the student. The choices available after this point are interactive and adjust based upon allowable compliance options.



1. Since this student is starting the initial evaluation process, option 1 will be used. This will result in showing the blue "start consent for evaluation" link on the timelines page.
 - This option should be used even if the consent has already been gained and evaluation may have been completed, but eligibility has not yet been completed.

- Consent for evaluation dates will be entered through the blue “start consent for evaluation” link after the override has been submitted.
 - All initial events will then be included in the system Timelines for report for initial eligibilities.
2. There are three reasons the student may begin due process with a consent to evaluate. After choosing option 1, the three referral reasons will display. If the student is preschool age, a question will appear related to BCW referral. If that is answered YES, the BCW referral date must be entered.

Referral Reasons

Student is an initial referral with no historical dates (this includes students who have never been in school)

Student is a re-referral with no historical dates after an event 9-10-11

The student has no verifiable/acceptable eligibility or IEP paperwork in this system and eligibility cannot be verified by previous system but system would like to start an initial evaluation

BCW Referral

Is the student a BCW referral?

Yes

No

Please enter the BCW Referral Date:

For the current scenario, the student is an initial referral, so the first referral reason would be chosen.

The second referral reason is used if the student had previous special education events, but is currently exited from special education.

The third referral reason is used for a transfer student that has been reported by either parents or a previous district as being a student with a disability, however, there is no Georgia history of special education placement and there is no verifiable documentation for special education eligibility from any school district. This student would also need to begin an initial evaluation process.

3. After choosing the appropriate referral reason and responding to the BCW question, if appropriate, click SAVE and then SUBMIT TIMELINES OVERRIDE at the bottom of the screen.

4. The initial evaluation process would then be started by using the blue “start consent for evaluation” link on the Timelines page.

Initial Consent For Evaluation Form

[Start Consent to Evaluate](#)

Scenario 2: (video start time: 7:51) The student was assigned a case manager by mistake OR the district thought the student was a student with a disability, but it has since been discovered that the student is not, and the case needs to be inactivated.

1. Selecting Option 2 below will inactivate the case. After choosing that radio button, the Inactivate Case button will appear.

The screenshot shows a form with three radio button options. The first option is selected. Below the options is a blue button labeled 'Inactivate Case'. To the right of the button is the word 'Actions'.

This student needs to begin due process starting with initial consent to evaluate. (NOTE: Select this option if the student has NO event dates or if the student already has ONLY an event 1, 2, and/or 3.)

Student was assigned to a casemanager in error and district does not need to start an initial evaluation.

Student has prior events which occurred in any state but have not been reported in GA Student Records in a prior year.

Inactivate Case **Actions**

2. After clicking INACTIVATE CASE, the student will revert to the original status. This is not an Exit, so the case WILL NOT be in EXITED cases. All information within the case being inactivated will be deleted.

Scenario 3: (video start time: 8:55) A student transferred from a neighboring school system (non-GO-IEP) with an eligibility and IEP that were completed after SR signoff in the prior year.

1. Option 3 will allow the entry of events that either were never reported in GA Student Record OR occurred outside Georgia.

The screenshot shows a form titled 'Timelines / Student Record Dates'. The text 'No History found for Student in Georgia SR.' is displayed. Below this text are three radio button options, each with a red circle containing a number (1, 2, or 3) next to it. The first option is selected.

Timelines / Student Record Dates

No History found for Student in Georgia SR.

1 This student needs to begin due process starting with initial consent to evaluate. (NOTE: Select this option if the student has NO event dates or if the student already has ONLY an event 1, 2, and/or 3.)

2 Student was assigned to a casemanager in error and district does not need to start an initial evaluation.

3 Student has prior events which occurred in any state but have not been reported in GA Student Records in a prior year.

2. Then the next section will appear.

Where did student last attend school? (if student has never attended school, select the location of the latest special education event)

Georgia
 USA
 Outside USA (NOTE: Any eligibility or IEP developed outside of the US cannot be accepted since it was not developed under IDEA guidelines)
 School System:

After review of appropriate documentation, add or edit dates below as needed. CHECK THE ACTUAL ELIG AND IEP TO BE SURE THE DATES ARE CORRECT. AN IEP AMENDMENT SHOULD NOT BE RECORDED AS AN IEP DATE. A REDETERMINATION IN WHICH AN EVALUATION IS REQUESTED SHOULD NOT BE RECORDED AS AN ELIGIBILITY DATE. Changing dates on this screen will change the dates which show on the Timelines page. This will NOT CHANGE Student Record history. System Administrators should print this page after it has been completed and make the same changes using the Student Records - Rejected Records Recovery process.

Event Code	SR Date	SR Override Date	Reason to Override	Add/Change	Clear Override Date
01-BCW Referral Date:				Edit	Clear
02-Parent Consent To Evaluate Date:				Edit	Clear
03-Initial Evaluation date:				Edit	Clear
04-Initial Eligibility Determination Date:				Edit	Clear
05-Initial IEP date:				Edit	Clear
06-Initial IEP Service Start Date:				Edit	Clear
07-IEP Annual Review Date:				Edit	Clear
08-ReEligibility Date:				Edit	Clear

3. Answer the question about the school the student last attended. By default, GA and your system are selected and can be edited.
 - a. In our scenario, we would choose “Georgia” and then locate the name of the neighboring school system from the drop-down menu.
4. The override timeline screen will now allow you to enter or verify events 01- 08. Make sure you have documentation and consult that documentation when adding or changing event dates.

Student Record Event	Description of the event
01 Babies Can’t Wait Transition Meeting Date	The date of the transition meeting
02 Initial Parent Consent for Evaluation	The date the Parent Consent for Evaluation is <u>received</u> by any district personnel
03 Initial Evaluation	The date the comprehensive evaluation was completed (could be the same date as the initial eligibility)
04 Initial Eligibility Determination	The date the meeting determining initial eligibility status was held
05 Initial IEP Meeting	The date the meeting to develop the initial IEP was held. For BCW, this is also the date where services transfer from BCW to the School system
06 Initial Placement	The date when student first receives services (NOT when parent signs the Consent for Placement)
07 IEP Annual Review	Date of the Annual IEP meeting
08 Eligibility Redetermination	Date of the meeting for ReEligibility; could be a redetermination meeting IF the outcome was continued eligibility with no additional testing needed

(The chart above is available within the HELP document under the SR Extract report section.)

- a. The “edit” area for events 01-03 will allow you to enter the new date with an override reason. (if initial eligibility has not yet occurred, do not report the 02 or 03 event.)
- b. If appropriate, the date and reason for making the change for events 01, 02, and 03 should be entered.

Override SR History Dates

Parent Consent to Eval Date:

Reason

- Event Occurred in this system during current school year prior to system participation in GO-IEP
- Event Occurred at this school prior to enrollment date
- Reporting event that occurred at a previously attended school
- Event occurred prior to enrollment in GA
- Event occurred in prior private or home school placement
- Event date previously reported was incorrect and this is a correction of that event
- Other - enter explanation (Minimum 10 words)
- This event occurred in this system in a prior year but it was not properly reported

[Save](#) [Close](#)

For our current scenario, we would edit to add the 02 and 03 dates that occurred in the previously attended school and select the reason for editing the event. This reason will later be used when recovering rejected dates in Student Records.

5. Events 04 and 08 are edited through the eligibility verification.
6. Events 05- 07 are edited through the IEP verification.

Eligibility verification

1. Click on the blue “edit” link next to 04 or 08 event to edit or verify eligibility dates. If you are needing to add or change a date, this section will allow you to do that.
2. You will need to respond to a series of questions related to the eligibility date you are reporting. The last initial eligibility dated reported, either to Student Record or within GOIEP will prepopulate. Options unavailable will be grayed out. If no date is showing or if you need to change the date showing, enter the new date in the “Initial Override Date” area and click on the blue link to select an override reason.

Override Eligibility Options

Event 4 - Initial Eligibility

Initial Eligibility Date:

Reason

- This is a full eligibility created in GO-IEP.
- This is a mock eligibility created in GO-IEP.
- This eligibility is not showing in GO-IEP.

Initial Eligibility Override Date:

Selected Override Reason: [Select Initial Override Reason](#)

- Event Occurred in this system during current school year prior to system participation in GO-IEP
- Event Occurred at this school prior to enrollment date
- Reporting event that occurred at a previously attended school
- Event occurred prior to enrollment in GA
- Event occurred in prior private or home school placement
- Event date previously reported was incorrect and this is a correction of that event
- Other - enter explanation (Minimum 10 words)
- This event occurred in this system in a prior year but it was not properly reported

[Save Initial Reason](#) [Close](#)

For our current scenario, the Initial Eligibility date is null because no dates are available in SR or in Go. We would add the initial eligibility date that occurred in the previously attended school in the override date area and click the link to add the override reason. This reason will later be used when recovering rejected dates in Student Records.

Respond to the question about the most recent eligibility.

Is this Initial Eligibility the most recent Eligibility?

Yes No

If there has not been a ReEligibility since the date entered for the initial eligibility (as is the case with our current scenario), your answer would be YES, and you will then be given a screen to answer questions related to the report and enter the eligibility categories. It is important that you have the actual eligibility report (not an IEP) accessible to document ALL categories of eligibility as documented ON THE ELIGIBILITY REPORT. This process will create a MOCK ELIGIBILITY. While not required, many districts find it helpful to upload the electronic or scanned paper copy of the Eligibility on the Documents tab.

Is this Initial Eligibility the most recent Eligibility?

Yes No

This is the date on which my system or any prior system in the US developed an acceptable eligibility report in which all identified disability categories are clearly aligned to a GA eligibility category. We have an electronic or paper copy of this eligibility report to be used as an INITIAL eligibility for GA.

This is the date on which a prior district outside of GA developed a redetermination in which the decision was that the student remained eligible with no additional information. We have an electronic or paper copy of this Redetermination report and we have a copy of the full eligibility which this redetermination is updating. This Redetermination report will be used as an INITIAL eligibility for GA.

This system has some information indicating that the student is eligible for special education services but system does not have current and complete eligibility paperwork. This system will need to immediately complete a Redetermination form for a transfer student with inadequate paperwork. The student may not be reported as a student with a disability for FTE or Student Records until GA elig is established.

Check ALL disabilities for which you believe the student to be eligible based on existing information.

Disability
<input type="checkbox"/> AUTISM
<input type="checkbox"/> DEAF / HARD OF HEARING
<input type="checkbox"/> DEAFBLIND
<input type="checkbox"/> EMOTIONAL/BEHAVIORAL DISORDER
<input type="checkbox"/> MILD INTELLECTUAL DISABILITY
<input type="checkbox"/> MODERATE INTELLECTUAL DISABILITY
<input type="checkbox"/> ORTHOPEDIC IMPAIRMENT
<input type="checkbox"/> OTHER HEALTH IMPAIRMENT
<input type="checkbox"/> PROFOUND INTELLECTUAL DISABILITY
<input type="checkbox"/> SEVERE INTELLECTUAL DISABILITY
<input type="checkbox"/> SIGNIFICANT DEVELOPMENTAL DELAY
<input type="checkbox"/> SPECIFIC LEARNING DISABILITY
<input type="checkbox"/> SPEECH OR LANGUAGE IMPAIRMENT
<input type="checkbox"/> TRAUMATIC BRAIN INJURY
<input type="checkbox"/> VISUAL IMPAIRMENT

In our current scenario, the accurate response is the first radio button. After selecting that, the appropriate disabilities identified in the eligibility report would be selected.

3. Before finishing Eligibility verification, the system admin must respond to 2 final questions related to a) if a comprehensive evaluation is currently in process and b) if the system admin recommends a redetermination be conducted earlier than the actual due date.

- a. The question about an earlier recommended due date is for information purposes only at this time, and will not impact the actual timeline of the eligibility.

Pending Evaluation?

After the most recent eligibility date, has your system (or a previous system) already completed a redetermination indicating additional information (a comprehensive evaluation) is needed prior to making a decision regarding continued eligibility.

Yes, student is in the process of completing a comprehensive evaluation and will need a REELIGIBILITY link inside GO-IEP

No, student is NOT in the process of completing a comprehensive evaluation and will need a REDETERMINATION link inside GO-IEP

Does the system administrator recommend that a redetermination be conducted sooner than the actual lapse date of the eligibility?
 Yes No

4. SAVE could be used if the system admin needs to save the information to come back to later before making the final decision. VERIFIED will complete the eligibility determination. GO BACK will leave the Eligibility area without making any changes.

[Go Back to Override](#) [Save](#) [Verified Eligibility Details](#)

IEP and initial placement verification

1. Click on the blue “edit” link next to the 05 or 07 event. This will open the IEP event verification. If you are needing to add or change a date, this same section will allow you to do that.
2. You will need to respond to a series of questions related to the IEP date you are reporting. The last initial IEP date reported, either to Student Record or within GOIEP will prepopulate. Options unavailable will be grayed out. If no date is showing or if you need to change the date showing, enter the new date in the “Initial Override Date” area and click on the blue link to select an override reason.

IEP Options

Event 5 - Initial IEP

Initial IEP Date:

This a full IEP created in GO-IEP.

This a mock IEP created in GO-IEP.

This IEP is not showing in GO-IEP.

Initial IEP Override Date:

Selected Override Reason: [Select Initial Override Reason](#)

Is this Initial IEP the most recent IEP?

Yes No

For our current scenario, the Initial IEP date is null because no dates are available in SR or in Go. We would add the initial IEP date that occurred in the previously attended school in the override date area and click the link to add the override reason. This reason will later be used when recovering rejected dates in Student Records.

3. Respond to the question about the most recent IEP.

If there has not been a new Annual Review since the date entered for the initial IEP (as is the case with our current scenario), your answer would be YES. It is important that you have the actual IEP accessible to document the correct meeting dates service start date, and service end date. This process will create a MOCK IEP. While not required, many districts find it helpful to upload the electronic or scanned paper copy of the IEP on the Documents tab.

Is this Initial IEP the most recent IEP?
 Yes No

Do you have a paper or electronic copy of an initial IEP with this date?

This is the date on which my system or any prior system **in GA** developed an acceptable IEP. We have an electronic or paper copy of this IEP to be used as an INITIAL IEP for GA.
 Yes, this is the date on which a prior district **in the US but outside of GA** developed the **FIRST IEP USED IN GA**. We have an electronic or paper copy of this IEP to be used as an INITIAL IEP for GA.
 No, this date was reported by a different district in GA and we do not have a copy.

What date were services first provided IN ANY DISTRICT IN GA under this IEP (event 06)

By what date would a system admin like for a new AR to be developed in GO? This will be the lapse date of the mock IEP and cannot exceed 1 year minus 1 day from Initial IEP date.

What is the primary disability in this IEP?

- Document the date services began under the initial IEP in GEORGIA (perhaps in a prior GA system).
- Document the ending date for the IEP. A system admin may want to set an earlier end date to avoid having a MOCK IEP in place for FTE reporting.
- Select the primary disability.

If you select that you DO NOT have either an electronic or paper copy of the IEP, an Annual Review will be due immediately.

Do you have a paper or electronic copy of an initial IEP with this date?

This is the date on which my system or any prior system in the US developed an acceptable IEP. We have an electronic or paper copy of this IEP to be used as an INITIAL IEP for GA.
 Yes, this is the date on which a prior district outside of GA developed the first IEP used in GA. We have an electronic or paper copy of this IEP.
 No, this date was reported by a different district in GA and we do not have a copy.

What date were services first provided IN ANY DISTRICT IN GA under this IEP (event 06)

The lapse date of this IEP will be the date the override is submitted. A new AR is due immediately.

What is the primary disability in this IEP?

Submitting the Timelines Override

Once any dates needed have been added AND both eligibility and IEP have been verified, a Submit option will appear.

Submit Timelines Override **Save**

After choosing “Submit”, you will either receive verification of the timelines being submitted OR receive audit error that will need to be addressed prior to submitting. Review any audit errors and go back and edit the dates on the override grid to clear the audit errors.

- **Initial IEP is required Prior to Annual Review Date.**
- **Initial Evaluation date is required.**
- **Parent Consent to Eval cannot be greater than Initial Eval Date.**
- **Initial IEP Date is Required when you have ReEligibility Dates.**

For the audit error example above, the user would need to

- edit Initial IEP and/or AR date(s)
- Edit initial evaluation date and/or consent to evaluate date

Sample submission verification message:

Timelines Override Submitted by GaDOE, Admin On 11/27/2017 1:58:32 PM

Scenario 4: (video start time: 22:06) A student transferred into your school system. After assigning the student to a casemanager, your system learns that the student’s parents revoked consent 2 months ago while in the prior school system. The prior school system does not use GO-IEP. The school system wants to enter the exit event for this student that occurred outside of GO-IEP and has not been reported in a prior year SR.

Capturing this exit information in GO will reduce potential SR and FTE errors.

Since this student DOES have prior Student Record History and/ or events that are available within GO-IEP, that history will show at the top of the Override.

Column 1 tells the name of the district reporting this event. This information will help you obtain any missing paperwork. It will also tell you if that event shows within GOIEP as either a mock eligibility or IEP, or one fully created inside GO.

All Student Record History reported in Georgia SR or available in GO-IEP.

System Name	Event	Event Date	Is GOIEP Event
County 02	Date signed parent consent for INITIAL evaluation was RECEIVED	3/10/2014	No
County 03	Date of Evaluation associated with the Initial Eligibility	3/25/2014	No
County 04	Initial Eligibility Determination	4/18/2014	No
County 05	Initial IEP Meeting	4/18/2014	No
County 06	Date services are first provided in Initial IEP	4/18/2014	No
County 07	IEP Annual Review	4/15/2015	No
County 07	IEP Annual Review	4/12/2016	No
County 07	IEP Annual Review	3/23/2017	No
County 08	Re-Eligibility Determination	3/23/2017	No

- Student was assigned to a casemanager in error and district does not need to start an initial evaluation. **1**
- Student has prior events which have been completed in GO or reported in GA Student Records. **2**

Two options are available at this point.

1. Option 1 allows the user to inactivate the case.
2. Option 2 will allow the entry of events that either occurred in Georgia and were never reported to SR OR events that occurred in another state and need to be reported.

After choosing the option that the student has prior events (option 2), you will then be able to update or correct events.

Completing the Timeline Override

1. Respond to the question about where the student last attended school and if there have been any unreported special education exit events that need to be reported.

If the last school attended is a private school, use the district where the private school is located.

Select Transfer Options

Where did student last attend school? (if student has never attended school, select the location of the latest special education event)

Georgia

USA

Outside USA (NOTE: Any eligibility or IEP developed outside of the US cannot be accepted since it was not developed under IDEA guidelines)

After the dates shown above, has there been an event 09,10,11 or 12 ?

Yes No

In this scenario, an event 09, 10, 11 or 12 needs to be reported so for the second question, YES will be chosen. An override screen will then allow you to enter those dates.

2. Click on the blue “add” link next to the event that needs to be reported. Once events are added here, the student will be auto-exited upon submission of the override.

After the dates shown above, has there been an event 09,10,11 or 12 ?

Yes No

Exit Events

In the prior question, the response indicated that the student exited special education. Either change the answer to the question or provide an exit date for one of the exit events.

Event Code	SR Override Date	Reason to Override	Add/Change	Clear
09 - (dismissal from Sp Ed in a ReEligibility)			Add	Clear
10 - (Revocation of consent for placement)			Add	Clear
11 - (Not eligible in an initial eligibility)			Add	Clear
12 - (No consent to place was provided in an initial IEP)			Add	Clear

Student Record Event	Description of the event
09 Special Education Exit	Date of the meeting determining ineligibility (no longer eligible) THIS IS NOT a withdrawal from school
10 Parent Revocation of Consent	Date services will cease following a parent signing a revocation
11 Student not Eligible after Initial Eligibility	Date of the initial eligibility meeting in which the determination was ineligible; will match an 04 event
12 Parent Refused Initial Placement	Date of the initial IEP meeting where the parent refused placement OR a date provided by the user if the parent needed additional time to decide and then said NO.

(The chart above is available within the HELP document under the SR Extract report section.)

After clicking the "Add" link, each of the events will have a verification questions that must be answered prior to adding the date.

Event 9

Do you have a Reeligibility with the same date in which the decision was that the student is no longer eligible?

Yes No

Cancel Save

Event 10

Do you have a written parental revocation of permission to place with a date greater than or equal to any date shown in the prior screen?

Yes No

Cancel Save

Event 11

Do you have an Initial Eligibility with the same date in which the decision was that the student is no longer eligible?

Yes No

Cancel Save

Event 12

Do you have documentation of an initial IEP meeting in which the parental decision was to decline consent to serve?
 Yes No

- a. If you respond with “No” to the verification question, a prompt will tell you not to report the event. It will also give you guidance on the next steps you should complete. The only option will be to cancel.

Event 9

Do you have a Reeligibility with the same date in which the decision was that the student is no longer eligible?
 Yes No

If you do not have documentation of an eligibility meeting on the same date in which the decision was that the student is no longer eligible, then do not report this event 09. Instead, the student should be served by your district and re-evaluated if appropriate.

- b. If the “Yes” radio button is chosen, the override screen will open allowing the user to enter the date with the override reason. This reason will later be used when recovering rejected dates in Student Records.

Event 9 date:

Reason

- Event Occurred in this system during current school year prior to system participation in GO-IEP
- Event Occurred at this school prior to enrollment date
- Reporting event that occurred at a previously attended school
- Event occurred prior to enrollment in GA
- Event occurred in prior private or home school placement
- Event date previously reported was incorrect and this is a correction of that event
- Other - enter explanation (Minimum 10 words)
- This event occurred in this system in a prior year but it was not properly reported

- c. A final verification question will appear allowing the case to be exited.

Exit Special Education
 Exit this case from GO-IEP and capture the exit date and reason for Student Records. A new case can then be started if necessary by assigning a casemanager and completing the override form to identify any event which has already occurred after that exit event and/or prepare for any new events which need to happen in your district.

Yes
 No

The exited case would be available to view by selecting the Exited filter on the SEARCH page.

If a new evaluation is being requested after the exit, start a new case to begin a new initial consent for evaluation.

If a new initial eligibility has already been completed after the exit event, start a new case to add those dates on the override.

What if I need to make changes after I've submitted?

If any new information becomes available after the timelines override process has been submitted, a SYSTEM ADMIN can use the "ReOpen Timelines Override" to edit and resubmit the Override until a meeting has been completed within the current case in GO-IEP. If a meeting has been started, but not completed, that meeting should be closed as created in error by a system admin.

[ReOpen Timelines Override](#)