

## 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.



The screenshot shows a form titled "Override Dates". Inside the form, there is a button labeled "Override Timeline Dates" on the left and a blue hyperlink labeled "Override Timeline Dates" on the right.

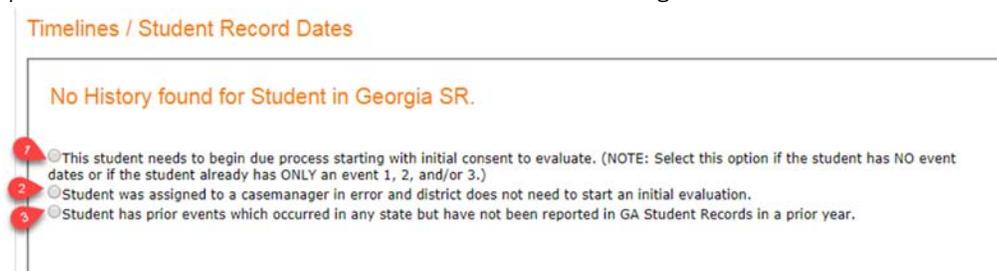
This override form must be submitted for **all** students after assigning the case manager in a new case and **before beginning** an Eligibility or IEP. You will be able to view the IEP and Eligibility tabs for prior history, however, it is important to complete the override process **before** starting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

**Scenario Five:** A high school student has never received services in Georgia but has received services as a student with a disability in another state in the US for the last 6 years. You received a complete ReEligibility that is still current along with an IEP that was completed 2 months ago.

1. After clicking on the Override link, 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 form displays the message "No History found for Student in Georgia SR." and three radio button options for selection:

- 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:				<a href="#">Edit</a>	<a href="#">Clear</a>
02-Parent Consent To Evaluate Date:				<a href="#">Edit</a>	<a href="#">Clear</a>
03-Initial Evaluation date:				<a href="#">Edit</a>	<a href="#">Clear</a>
04-Initial Eligibility Determination Date:				<a href="#">Edit</a>	<a href="#">Clear</a>
05-Initial IEP date:				<a href="#">Edit</a>	<a href="#">Clear</a>
06-Initial IEP Service Start Date:				<a href="#">Edit</a>	<a href="#">Clear</a>
07-IEP Annual Review Date:				<a href="#">Edit</a>	<a href="#">Clear</a>
08-ReEligibility Date:				<a href="#">Edit</a>	<a href="#">Clear</a>

3. Answer the question about the school the student last attended. By default, GA and your system are selected and can be edited.

*In our scenario, we would choose “USA” and then locate the name of the state 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- first eligibility in GA OR the eligibility meeting following a special ed exit event and a subsequent new initial evaluation
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-- first IEP in GA OR the IEP meeting following a special ed exit event and subsequent new initial evaluation
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

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

*In our scenario, even though this student is high school and has been receiving services for 6 years in another state, since this student has never received services in the state of GA, all our events will be initial. We would edit to add the 04 and 05 dates as they occurred in the previously attended school in another state in the US and select the reason for editing the event. This reason will later be used when recovering rejected dates in Student Records. The 06 date that we add would be the date that services started in GA.*

## Eligibility verification

1. Click on the blue “edit” link next to 04 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 date reported, either to Student Record or within GO-IEP will prepopulate. Options unavailable will be grayed out.
3. If no date is showing or if you need to change the date showing, you will have the opportunity to enter the new date in the “Initial Override Date” area after responding to the question about accepting an eligibility that has never been reported in Georgia.

Event 4 - Initial Eligibility

Initial Eligibility Date:

- 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.

Do you have an eligibility date never reported in GA which you are ACCEPTING as the INITIAL GA ELIGIBILITY ?

Yes  No

4. If you select YES to the question, the “Initial Override Date” area will appear. Enter the date on the eligibility report you have and click on the blue link to select an override reason.

Do you have an eligibility date never reported in GA which you are ACCEPTING as the INITIAL GA ELIGIBILITY ?

Yes  No

Initial Eligibility Override Date:

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

- 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](#)

5. If you select NO to the question, a prepopulated statement will appear stating that the system has some information indicating the student is eligible, and an area for you to select the disability category(ies) to be used in a temporary eligibility will appear.

Do you have an eligibility date never reported in GA which you are ACCEPTING as the INITIAL GA 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"/> DEAFBLIND
<input type="checkbox"/> SIGNIFICANT DEVELOPMENTAL DELAY
<input checked="" type="checkbox"/> EMOTIONAL/BEHAVIORAL DISORDER
<input type="checkbox"/> DEAF / HARD OF HEARING
<input type="checkbox"/> MILD INTELLECTUAL DISABILITY
<input type="checkbox"/> MODERATE INTELLECTUAL DISABILITY
<input type="checkbox"/> SEVERE INTELLECTUAL DISABILITY
<input type="checkbox"/> PROFOUND INTELLECTUAL DISABILITY
<input type="checkbox"/> ORTHOPEDIC IMPAIRMENT
<input type="checkbox"/> OTHER HEALTH IMPAIRMENT
<input type="checkbox"/> SPECIFIC LEARNING DISABILITY
<input type="checkbox"/> SPEECH OR LANGUAGE IMPAIRMENT
<input type="checkbox"/> TRAUMATIC BRAIN INJURY
<input type="checkbox"/> VISUAL IMPAIRMENT

*For our current scenario, the Initial Eligibility date is null because no dates are available in SR or in GO-IEP. Since we are accepting the eligibility from the prior state, we would choose YES, then add the most recent eligibility date from the prior state (which will be used as the initial GA eligibility) 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.*

6. Respond to the question about the most recent eligibility.

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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 select ALL categories of eligibility as documented ON THE ELIGIBILITY REPORT.

*Since this student in our current scenario is coming from another system, it is also important to verify that if the eligibility received from the previous system is a redetermination which continued eligibility, the original eligibility report the redetermination is based upon is also present.*

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.

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

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

Two response options are available related to the eligibility being reported.

- The first option allows you to indicate that this is the date of a complete eligibility in your paper/electronic file AND it is aligned with GA eligibility criteria.
- Option 2 allows you to indicate the date reflects a redetermination that continued eligibility AND you have a copy of that ALONG WITH the original complete eligibility report that is aligned to GA eligibility criteria.
- Whenever accepting an eligibility from another state, the eligibility becomes the GA eligibility and the system is responsible for assuring that document complies with GA eligibility criteria. If monitored, the accepted out of state eligibility report would be held to the same standard as an eligibility report completed by your school system.

*In our current scenario, the accurate response is the first radio button since we received a complete eligibility report that, when reviewed, was compliant with GA rules and regulations for the named eligibility category.*

After selecting the response to the question, the appropriate disabilities identified in the eligibility report would be selected. The categories selected would be based upon those listed on the eligibility report, not based upon the evaluation information or services listed within the IEP.

7. 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. In the future, we will add a report of the students with a YES response to this question.

**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

8. 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](#)

*In our current scenario, if the district is not accepting the IEP from the previous school district in another state in the US, the override would be ready to submit.*

If the district has reviewed an IEP from another state and has determined to **not** accept that IEP, do not enter or verify the IEP. Submit the override and the “Start Initial IEP” link should be available to schedule the initial IEP. If the IEP is being accepted and will be used for **any** time frame, move on to IEP and initial placement verification.

If your district will serve the student **even briefly** under the IEP from another state, this means you accepted that IEP. The Event 05 would be the date of **that** IEP, and the Event 06 would be the date you began **providing services under that IEP.**

### IEP and initial placement verification

1. Click on the blue “edit” link next to the 05 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 GO-IEP 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.

**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:

[Select Initial Override Reason](#)

Selected 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-IEP. We would add the most recent IEP from the prior state (which will be used as the initial GA IEP date) 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 date and service start/end dates. 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.

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**Is this Initial IEP the most recent IEP?**

Yes  No

Three response options are available related to the IEP being reported.

**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.

- The first option allows you to indicate the date reflects an IEP that the district has received AND is accepting from a district in GA AND the event has not yet been reported to Student Record. This could be for an IEP that was developed by your system outside of GO-IEP (as might be the case with a new district set up or a student that moved to a GO-IEP district from a non-GO-IEP district during the school year).

- Option 2 allows you to indicate the date reflects an IEP that the district has received AND is accepting from another state in the US.
- Option 3 only applies to an IEP developed by another GA district, and allows the district to indicate that the previous GA district reported the IEP date, however, the system hasn't received a copy of the actual IEP document.

*For the current scenario, since the IEP is from another state and we are planning to use that IEP, option 2 would be used.*

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?

If option 1 or 2 are chosen:

- Document the date services began under the initial IEP in GEORGIA (*in our scenario this would be the date your system started providing the services listed in the IEP*)
- 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 (Option 3), 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 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)  prepopulated with a date and not editable.

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

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?

## Submitting the Timelines Override

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

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**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**