



# Checking for Incorrect "Next" Dates (SEIS)

In SEIS, the "Next" dates are used to trigger alerts on the Dashboard, and they are also used for the IEP Data Visualization tool. As the "Next" dates are the only way staff know when the IEP is due, the correct entry of these dates is important. These directions help LEAs review the dates for accuracy.

## Criteria for Selection

In the SEIS searches Criteria, filter for the Date of IEP (Meeting Date on Current IEP) from 01/01/1900 through one year prior to the dates you are running the report.

(The results of this search show IEPs that are due the day you are running this search and past due.) To proactively run this search before IEPs are overdue, use the date you are running the report to the end of the reporting year (June 30th).

Enter Dates of Meeting Criteria

## Columns to Show

In the Column Options, select:

- ✓ Date of IEP Meeting (Meeting Date on Current IEP Forms)
- ✓ Date of Next Annual Plan review
- ✓ Date of IEP (Meeting Date on Future IEP Form)
- ✓ Date of Next Eligibility Evaluation

Additional Options for Meetings



## Evaluation of the Meeting Status

Once the search has been run, you can evaluate the date to get insight on the status of the meeting.

For example, in rows **A**, **D**, **E**, & **H**: Although the Date of IEP (Meeting Date on Current IEP Forms) ("Current") is overdue, the Date of Next Annual Plan Review ("Next") is showing 2023, when you look at the Date of IEP (Meeting Date on Future IEP forms) ("Future"), you can see the meeting on the Future IEP is 3/25/22. Likely in this scenario, the IEP has been held, but not affirmed.

The next step is to work with the Case Manager to get the meeting affirmed.

Examples **B**, **C**, **F** & **G**: In these cases, the Current date and the Future date are the same. The Next date is showing it is due. This IEP meeting likely has not been held.

The next step is to follow up with the Case Manager to ensure the meeting has been held.

Date of IEP (Meeting Date on Current IEP Forms) <b>1</b>	Date of Next Annual Plan Review <b>2</b>	Date of IEP (Meeting Date on Future IEP forms) <b>3</b>
04/08/2021	03/24/2023	03/25/2022 <b>A</b>
04/08/2021	04/07/2022	04/08/2021 <b>B</b>
04/08/2021	04/07/2022	04/08/2021 <b>C</b>
04/08/2021	04/03/2023	04/04/2022 <b>D</b>
04/08/2021	03/29/2023	03/30/2022 <b>E</b>
04/08/2021	04/07/2022	04/08/2021 <b>F</b>
04/08/2021	04/07/2022	04/08/2021 <b>G</b>
04/07/2021	03/21/2023	03/22/2022 <b>H</b>

*This data can also be downloaded into Excel for further examination. It is recommended that LEAs run this search at the beginning of the school year so that any erroneous "Next" dates can be corrected before a late meeting is held. LEAs should consider running this at least twice per school year.*

