



Realtime's integrated Special Education Management System gives you the power and functionality beyond anything you thought possible. With Realtime, IEP development, meetings, and surveys are just part of the total package.

Special Education

Every phase of the special education process, from referral to printing and distributing an Individualized Education Plan, is managed, documented, and recorded. The system fully integrates with your Realtime Core Student Information System, or it may be used as a stand-alone system.

Seamlessly navigate the Special Education system process with functionality that effectively manages the program.

- Track and report all aspects of a student's special education history.
- Districts use our comprehensive security system to limit staff access to individual students, just case managers, team cases, or all cases. Security for ELSL case managers can be set independent of other child study team members.
- A student summary screen provides case managers with quick access to a student's demographic and contact information as well as their daily class schedule.
- Tasks such as initial and annual reviews, reevaluations, and manifestation determinations are treated as different events. All related documents, evaluations, surveys, communications, and meeting results are stored within that event and kept as part of the student's historical log.
- Events such as changing case managers and parent conversations/meetings are added to the child's history providing administrators and future case managers a timeline of the student's history in special education.
- Each event includes an outline that tracks required notices, meetings, and required state and federal due dates.

- A color-coded warning system is used to alert case managers and administrators of possible due date or other compliance issues.
- Events are archived, allowing current case managers to look back at previous events and the specific evaluations and documents within them. As students exit special education, they are marked as inactive, but events may still be accessed.
- Documents and evaluations can also be uploaded as PDFs and stored as part of the event or as an attachment to a student's IEP.
- Electronically sign all official documents using our Certifi® application.
- An improved Service Provider Log works in tandem with the Service Provider Calendar.
- The SEMM, 504, I&RS, and RTI interface is designed to flow seamlessly with the Student Data page and includes these features:
 - o Event-specific compliance tracking
 - o Displays where the student is (according to schedule)
 - o Shows scheduled Related Services
 - o Additional options for printing G&O Progress
- See which staff members have not accessed and/or acknowledged their students' IEPs
- Users can customize their dashboard for a one-stop view of various Special Educations Summaries:
 - o Classification Summary
 - o IEP Case List Summary
 - o Special Ed Enrollment
 - o Year to Date referrals

- Admins have full disclosure and the ability to determine staff access and limitations in Realtime.
- Maintain libraries and rules within those libraries
 - o Goals and Objectives
 - Add/Edit/Hide Goals & Objectives
 - Limit selections based on student's grade level
 - Allow or restrict staff to free type their own Goals & Objectives
 - o Modification Statements
 - o Event letters and forms
 - Create/Edit/Hide letters within each event and meeting
 - Determine if the staff is permitted to edit the letters
- The mass update functionality allows the update of Case Managers, Service Providers, and Testing Accommodations for more than one student at a time—a real time saver.

Embedded functionality facilitates timely notification to all case management participants ensuring accurate and complete processing of a special education case.

- As meetings are scheduled, editable invitations to parents are automatically generated along with appropriate forms for each event type. An internal notice or email is sent to the appropriate teachers and staff informing them of the meeting.

- This notification system can be used to inform case managers when a student has received disciplinary action, changed their schedule, or to advise teachers when a new IEP has been posted for one of their students.
- The system can be used to automatically notify case managers when a student has received disciplinary action, changed their schedule, or to advise teachers when a new IEP has been posted for one of the students. Manage Case List warnings.
- Display yellow or red warning symbols and messages based on the rules of your District.
- Display your Realtime Calendar in other calendar applications.
- A color-coded warning system is used to alert case managers and administrators of possible due date compliance or other issues.
- Chose default recipients to receive an alert when specific actions occur in Realtime. Included but not limited to:
 - o When a student is Initially Referred to the CST
 - o When a new IEP is posted
 - o When a Special Ed student transfers in or out of the District
 - o When a student is declassified

The system efficiently manages the variety of information and tasks required to create and implement an IEP.

- The system allows multiple segments (timeframes) within an IEP. Segments can have different related services, modifications, goals, and objectives. In situations where an IEP spans two grade levels, segments can be used to update the student's time in general ed. as it changes.
- The most up to date content in New Jersey State Learning Standards (2014, 2016 & 2020 soon to be released) are included within the Goals and Objectives section, arranged by grade, allowing the system to suggest goals based on a student's mastery of prior goals. Hundreds of additional goals are provided, including related services (Speech OT, PT & Counseling). Personalized or free type goals may be entered for one-time use by a student or added to the master list. Progress of each goal and objective is entered online and progress reports printed or posted on the Parent Portal.
- Multiple IEP formats provide the CST with options to choose different data entry methods (free type, drop-down, checkbox) and default language for preschool, elementary, middle, and high school, as well as speech and out of district placements. Online surveys (PLAAFP, Goals & Objectives, Modifications, BIPs) are provided to teachers and staff. Once completed and returned, these surveys are combined and automatically inserted into the appropriate pages of the IEP for further editing by the case manager.
- An option to number the pages of the IEP by section, allowing one section to be reprinted without having to reprint the entire document. Flexible printing options also provide the option to print IEPs with a "draft" watermark.
- IEPs are finalized with either a "posted and implemented status" or as "pending with a future implementation date." Listings of services included within IEPs can be run for either status, allowing administrators to view the services promised for the pending (future) IEPs.

- Multiple options are available when creating IEP templates.
 - o Display options
 - o Print options
 - o Customizable forms
- Elect to draft an IEP in an alternate language.
- Implemented IEPs (with the date and time stamp) are available for online viewing by staff members, either as an entire document or via a table of contents. Security settings are available to limit the display of individual sections by role or position.
- Before posting a specific IEP, a listing of significant year to year changes may be viewed as a way of reviewing modifications for each IEP. Districts also have the option of requiring all IEPs to be "reviewed" by a supervisor before a final posting and updating of the student's status screen.
- Teachers complete recording of student progress toward goals and objectives as required by the District online. Students need not be on the same reporting schedule. Student progress can then be printed as a progress report or viewed online via the Parent Portal.
- Last, but not least is the easy access to our friendly and knowledgeable support staff

Generate required reports and internal management reports with ease.

- Reporting tools allow administrators to drill down by location or CST to view the status of individual cases, surveys, and evaluations and to print reports listing open assignments by staff members.
- Utilize our ever-expanding options for Special Ed Reports OR build a custom report with specific criteria.
- Log and print SEMI Direct Services in the Service Provider Log to generate the SEMI Service Log Reports to report to Easy Trac.
- Services entered on the IEP automatically update the student status screen, which assures that Federal and New Jersey reports (including NJ Smart) are always in sync with the information contained within the implemented IEPs.
- Data Snapshot Validation gives users the ability to detect and correct errors before submitting to NJ Smart.
- Compliance Reporting helps to identify and rectify meeting dates that are out of compliance.

The integration of the Special Education Management Module with the Realtime Core Student Information System means all student information is kept accurate up to the minute. These elements include student demographic information, contact information, schedule, grades, assignments, nurses' records, bus information, discipline incidents, staff information, reporting, and more.

ID	Last	First	Age	HR	Gr.	Location	Case Manager	Program	Classification	Annual Review Due Date
110026	Abbateilox	Brandon	21y 0m	10	12	HS			Auditorily Impaired	
910046	Acciardi	Darius	19y 3m	105	12	HS				
130100	Albanese	Jocelyn	18y 11m	10	10	HS	Suzanne Cronin		Specific Learning Disability	05/14/2013
130100	Albanese	Jocelyn	18y 11m	10	10	HS	Suzanne Cronin		Specific Learning Disability	05/14/2013
910062	Alicandri	Hailey	4y 2m	05	DA		Suzanne Cronin		Preschool Child w/ Disability	
910062	Alicandri	Hailey	4y 2m	05	DA		Suzanne Cronin		Preschool Child w/ Disability	
888035	Alice	Autum	14y 11m	xx	09	HS	Sandy Kallin		Multiply Disabled	03/25/2012
888035	Alice	Autum	14y 11m	xx	09	HS	Sandy Kallin		Multiply Disabled	03/25/2012
888035	Alice	Autum	14y 11m	xx	09	HS	Sandy Kallin		Multiply Disabled	03/25/2012
910250	Allmand	Jacqueline	18y 2m	10	11	HS	William Douglas		Preschool Child w/ Disability	

