



# Is It Time to Upgrade Your IEP Tool?

We've come a long way since the days of manually recording each IEP.

There are plenty of methods to capturing critical IEP data points, and although choice can be good sometimes, choice can also create inconsistencies, complexities and waste valuable time that you could use to plan goals for your students.

Inevitably, a time will come where it's necessary to assess your current tech-set up and addresses whether or not to switch vendors or upgrade. Still, one thing we've come to depend on is that improving your IEP tool is be daunting.

## Don't fix what isn't broken, right?

Recently, we've seen a considerable flurry of technological advancements, and this begs the question: is it a worthwhile endeavour to improve your current IEP platform now? Often, it seems that leaving the tool to function "as is" feels like a better strategy than to make improvements.

After all, with training, resources, and technical issues to resolve, the reality is that it can be a considerable undertaking to improve functionality or upgrade. Is it worth the time commitment, resource allocation and cost?

Whichever way your school board decides to go, it's best to avoid potential issues of using generic software that wasn't designed to capture data with a specific result in mind. Why? Because you place undue stress on your staff to perform menial and repetitive tasks that may produce poor data quality and, ultimately, put your school at risk of non-compliance.

## Huston, where's our data?

Without a doubt, the importance of the IEP remains the same. However, we know first-hand that IEP tools are changing for the better. Increased data requirements and reporting capabilities will change how we know our system today. More advanced functionality will help to inform meaningful goals further and enable contributors to work together even more effectively.



The problem is you can't access information that isn't there. Simply put, if you don't have a reliable place to record data-rich information now, you can't report on it later.

## Upgrade now or upgrade later?

The question to upgrade is complicated to answer, but in short, now is the time to start thinking of the next steps to alleviate considerable workload and lack of data later. Plus, it's never too early to think about creating a long-lasting legacy.

With these factors in play, we've put together a checklist of essential items to consider in determining if this is the right time to upgrade your IEP tool.

## IEP Checklist

Making improvements and significant changes don't come overnight. There's a lot of planning that goes into switching, upgrading, and maintaining IEP tool. That's why we've constructed a high-level checklist with critical steps that will help you to map out your strategy.

Our 3-step process will ensure you're on track to meet and exceed your 2020 objectives.

### 1. Perform an Audit

With many critical ministry guidelines and regulations to meet, it's essential to examine your current process.

Before making any considering any tool upgrades, meet with your staff to discuss the following:

- a. Assessing server health and ongoing investments to maintain tools
- b. Review your process of collecting data, sharing caseloads, and meeting privacy requirements
- c. How data manually captured by staff

## 2. Workflow and Day-To-Day Operations

The much-anticipated release of Rise means that you will have access to unmatched intelligence, accessibility, and sophisticated reporting in the future.

Still, to take full advantage of these features, you will need to consider your workflow today and plan for how you would ideally like it to be in the coming years.

While working with your staff, consider these points:

- a. How do you hope to record, access and share behaviour, medical and other essential plans?
- b. Are you currently using a meeting management module?
- c. What are your transparency, sharing and reporting needs?
- d. How can you optimize your process and reduce errors?
- e. In what ways can your team depend more on automation?

## 3. Goal Setting

While working with your staff on goal setting initiatives review these important points that will help with planning the year ahead:

- a. What does recording and presenting a consistent plan look like in the future?
- b. How can our board lead by example for other school boards?
- c. Where is it possible for our team to reduce work effort through technology so we can serve parents and students better?
- d. Can we create a more transparent internal process so that staff can facilitate onboarding and share information with ease?