

# TASB Special Education Solutions

## End of Year Checklist

### **Provider Sessions**

Process provider sessions (In progress, In Review, & Denied)

#### Best Practices/Tips

- Complete prior to each provider's last contract date.
- Verify provider's session status on the Caseload Productivity Report in [my.tasb.org](http://my.tasb.org).
- For details about specific sessions, download the *Service Provider Session Detail Export*.
- Verify and process student sessions that occurred during the Extended School Year (ESY).

### **Transportation**

Process Transportation sessions in SMART.net (*if applicable*)

#### Best Practices/Tips

- Gather signed transportation logs.

### **Special Education Software**

Export reports from the district's Special Education management software

#### Reports

- Related Service student report, including speech therapy services.
- Personal Care Services student report.
- Transportation report that includes student adaptations.

#### Best Practice/Tips:

- Download the report(s) in an Excel format (.xls or .xlsx).
- Archive reports on the district's shared drive so it is accessible at a later date.

### **RMTS Training**

Complete the HHSC RMTS Training ([TBA](#)) to update the participant list

### **Summer Best Practices**

- Inactivate providers who are no longer employed with the district
- Verify all provider Supervisors are correct and Active

#### Training

- Reserve TASB support dates for beginning of year training, if applicable.
- Register or assign beginning of year TASB provider webinar training.
- Prepare updated provider training materials for print

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