

KIP case assignment will be done in 11 waves, with the first starting in early January. Most of the cases that IEP teams will receive are KIP re-evaluations and some are KIP initials. Please follow the guidance below for all KIP Initials assigned.

## **What is a KIP Initial that would be assigned to school based or CSE teams?**

KIP initial cases that would be assigned to any team are students for whom a CPSE initial evaluation and IEP meeting have been completed, but initial consent for services has not been received (which is why the case is assigned as an initial in the SESIS process stage).

## **The process stage is *initial* in SESIS. How do I begin working on this case as a regular KIP case?**

1. Check SESIS to see if consent has been uploaded, as there is sometimes a lag between KIP case assignment and uploading of documents. **If there is consent**, treat the case as a reevaluation, and change the process to reevaluation (see instructions below). If there is no consent, proceed to step 2.

To change the process stage in SESIS to reevaluation, please follow these steps:

- i. Create the Notice of IEP Meeting.
  - ii. In the Selection Screen (the first screen the system displays after you create the document), use the Type of Notice dropdown to select Reevaluation. The page will refresh.
  - iii. Check the box at the end of this sentence: If the student's process stage is incorrect, select this checkbox to update the process stage corresponding with the Notice you have selected and save this document.
  - iv. The process stage will change to reevaluation.
  - v. Proceed with the case as a KIP reevaluation; begin work in SESIS with assessment planning.
2. **If there is no consent**, wait five days from when the KIP assignment was received to provide CPSE an opportunity to upload consent. If five days have elapsed and consent is not in the record, then school-based IEP team must reach out to the CPSE inbox (emails here: <https://schools.nyc.gov/cse>). Please include "KIP INQUIRY" in the subject line. The CPSE will respond regarding the status of consent and reach out to the parent, seek consent, and update/record consent in CAP, as appropriate.
  3. Once CPSE confirms consent has been received, the case can be changed from an Initial to a re-evaluation process stage SESIS following the directions in step 1 above.
  4. If the CPSE does not have consent, open the case as an initial and proceed per the [User Guide](#)

## **What if CPSE conducted outreach to the parent to gain consent for services and there was no response so the case was closed?**

After CPSE has closed the case due to parental non-response, the school-based team may move forward with outreaching to the parent to schedule an IEP meeting for school-aged services. This IEP stage will be an initial, and the team will rely on evaluations completed by CPSE and determine if more are needed.

### **Why is it important to change the process stage to re-evaluation in SESIS if CPSE receives consent for services?**

If the KIP case remains in the initial process stage in SESIS it will not allow IEP teams to create an assessment planning document and IEP associated to the KIP process.

### **I received KIP Initials and confirmed there is no previous CPSE testing or an IEP, what do I do?**

School-based IEP teams are not asked to complete initial evaluations for students who have not yet been evaluated. If there are no CPSE evaluations or initial CPSE IEP, you may email the Supervisor of School Psychologists (SOP) to request reassignment. The SOP will use the KIPSRA tool to request the reassignment.

### **What are some reasons clinicians can request re-assignments? [KIP Case Reassignment Instructions](#)**