

Overview

PCG developed the EdPlan™ 504 (formerly Easy504™) system to help school districts meet the requirements of Section 504 and to provide efficient and effective management of information for students who qualify for individualized plans under the federal legislation. Our services were created with the goal of helping students who have impairments achieve greater success in the classroom, and to ease the paperwork and reporting burdens that professional staff members face in the process. Built on PCG's EdPlan™ platform, the Web-based tool has the added benefit of one sign-on for users associated with both IEP and 504 roles in a district. We can for this reason offer a Sole Source Provider letter if needed.

Beyond the tool, it is of the utmost importance to PCG that our client districts be successful. Districts that employ our services also benefit from professional development in the form of training and consultative analysis, and comprehensive project management with a collaborative approach. Our approach helps us ensure each district feels equipped to meet Section 504 requirements for student support, compliance, best practices, and any additional goals of the district.

Highlights

- Built on the EdPlan™ platform that is already in place in all districts in Tennessee through EdPlan™ IEP
- User-friendly, intuitive interface
- Consistent processes across schools
- Compliance alert symbols with email reminders
- Safeguards for accurate data collection
- Powerful aggregate reports
- Catches students with both 504 and IEP eligibilities
- Significant time savings and enhanced productivity
- Transferrable records within and between districts
- Completely paperless records
- Annual enhancements and updates
- Responsive, helpful technical and procedural support
- Experienced implementation team
- Calls with all Mid-South EdPlan™ 504 district admins to support collaboration and knowledge sharing

(EdPlan504 is) very helpful to gather district level information regarding 504 cases. This is a significant time saver to have this information in an organized database.

JOY CRUNK, DISTRICT SPECIAL POPULATIONS SECRETARY, FRANKLIN SPECIAL SCHOOL DISTRICT

The level of personal interaction and support is important to me as someone in a smaller district.

SUZANNE OLIVER, DISTRICT SUPERVISOR OF SPECIAL EDUCATION, CLINTON CITY SCHOOLS

I love that all the information is online and that now you can upload documents. This makes it easier and quicker to find important information.

TIFFANY STREVEL, ASSISTANT PRINCIPAL, MURFREESBORO CITY SCHOOLS

EdPlan504 saves me a great deal of time, cuts down on paperwork and storage, and allows for a more professional presentation of important documents.

PATRICIA WASHINGTON, COUNSELOR, SHELBY COUNTY SCHOOLS

It is MUCH easier to run a meeting with EdPlan504.

APRIL MONGOLD, COUNSELOR, RUTHERFORD COUNTY SCHOOLS

I like that it gives an official document and ensures that that the coordinator gives a quality plan.

SHANIELLE KEESEE, COUNSELOR, METRO NASHVILLE PUBLIC SCHOOLS

(My favorite feature is) the color codes that let me know when something is about to be due or is already due or is in good standing: yellow, red, green. I like that, but I really hate seeing red :-)

RAVYN JONES, COUNSELOR, SHELBY COUNTY SCHOOLS

It saves me approximately 20 minutes for each plan. Since I have 36 plans, that is a lot of time.

LORI KNOX, COUNSELOR, RUTHERFORD COUNTY SCHOOLS

Kleinman, Wendy 8/11/2016 12:59 PM

Comment [1]: I am not going to edit the TN-504-TNOverview document right now for a couple reasons. 1) It was more marketing than end-user documentation, and now we have the sell sheet for that. 2) If we do want to use it for marketing still, let's discuss as we can't change "Easy504" in the quotes anyway because they are quotes (why I had written "formerly Easy504" in the most recent version to reference the use of the word Easy in the quotes). 3) The data on the second page should be updated to show 2015-2016 year-end data. 4) The map needs to be updated in addition to the actual list of districts.

Kissinginger, Christian 8/2/2016 2:25 PM

Deleted: asy

Kissinginger, Christian 8/2/2016 2:25 PM

Deleted: asy

Kissinginger, Christian 8/2/2016 2:26 PM

Deleted: asy

Tennessee Experience

Usage and Compliance Data

EdPlan™ 504 contains eligibility and plan information for more than 10,000 students in more than two dozen districts across the state.

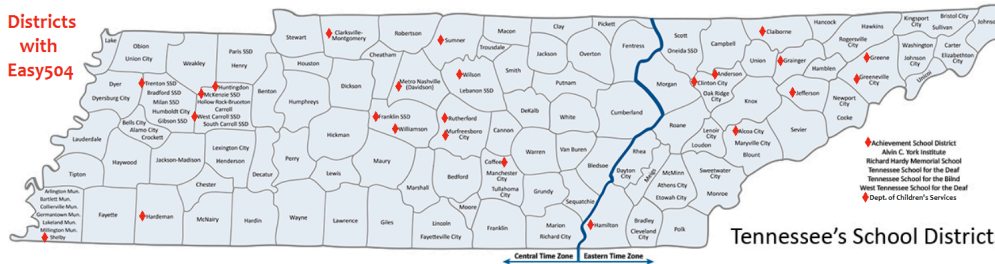
	2013-2014 18 districts	2014-2015 26 districts
Eligible Students	4,656	7,855
Compliance Rate	81.6%	87.4%
Eligibility Terminations	1,180	1,377
Non-Eligibility Determinations	494	768

Memphis City Schools was the first to roll out the EdPlan™ 504 module, in the spring 2009 semester. In four years, between the implementation phase and the time the district went through a merger in the summer of 2013, the district more than doubled the number of students identified as meeting Section 504 eligibility standards and significantly improved its compliance of providing plans for them.

Time Period	504 Students	Compliance (eligible students with up-to-date plans)
Spring 2009	About 1,000	Unknown by district
Spring 2011	1,368	72%
Spring 2013	2,293	91%

Current Districts






The following school districts in Tennessee utilize PCG’s 504 services. Student 504 records are transferrable between Tennessee districts using the EdPlan™ 504 system. Quarterly calls are held to bring together participating districts in a forum to share questions, ideas and best practices.



- o Achievement School Dist.
- o Alcoa City
- o Anderson County
- o Bedford County
- o Claiborne County
- o Clarksville-Montgomery
- o Clinton City
- o Coffee County
- o Cumberland County
- o Dept. of Children's Services
- o Franklin SSD
- o Grainger County
- o Greene County
- o Greeneville City
- o Hamilton County
- o Hardeman County
- o Huntingdon SSD
- o Jefferson County
- o Lenoir City
- o Maury County
- o McKenzie SSD
- o Metro-Nashville
- o Murfreesboro City
- o Roane County
- o Rutherford County
- o Shelby County
- o Sumner County
- o Trenton SSD
- o Union County
- o Warren County
- o Weakley County
- o West Carroll SSD
- o Williamson County
- o Wilson County

Kissingner, Christian 8/2/2016 2:30 PM
Formatted: Font:8 pt

System Components

- **Interface**
 - Student, Parent, Committee Info
 - Eligibility Determination
 - Services
 - Accommodations
 - Documents
 - Contact Log
- **Documents**
 - Eligibility Report (includes variations for Eligible, Not Eligible, and Eligibility Termination)
 - Service Plan
 - Accommodations At A Glance
 - Invitation for a Meeting
 - Meeting Minutes
 - Prior Written Notice
 - Consent for Evaluation
 - Medical Certification Document
 - Release of Information
 - Manifestation Determination
 - Homebound Referral
 - Procedural Safeguards
 - Contact Log
 - EasyFax Cover Sheet
- **Reports**
 - Student Report: Comprehensive report in Excel format of student 504 data
 - Chairperson Compliance: User-based analytics of compliance by user, school, and district
 - 504/IEP Transitions: Identifies student movement and overlap with 504s and IEPs
- **Compliance Symbols**
 -  The student is fully compliant with all Section 504 Plan and Eligibility requirements.
 -  The student is Eligible and has a Plan due within 30 days.
 -  The student is Eligible and has a Plan that is past due.
 -  The student is Eligible and has an Eligibility Re-Evaluation due within 30 days.
 -  The student is Eligible and has an Eligibility Re-Evaluation that is past due.
- **Paperless Feature**
 - EasyFax™: Fax in pages with parent and team signatures from eligibility determinations and plans that print from the system with student-identifying barcodes.
 - Paperclip: Upload documents in a way much like standard email attachments.
 - Use cases: Preserve signed plan pages following 504 meetings, store handwritten meeting minutes, save physician documentation, and much more.
- **504 Export**
 - EdPlan™ 504 exports data your district can use to note students' Section 504 status in your SIS.
- **Parent Import**
 - Import parent/guardian data from your SIS so it automatically appears in the EdPlan™ 504.

We look forward to the opportunity to share in Section 504 management success with you!

JENNIFER STEM, 615-983-5349, jstem@pcgus.com
WENDY KLEINMAN, 901-598-0354, wkleinman@pcgus.com