

## 2011-2012 Catastrophic Review Forms and Process

Districts submitting a Catastrophic Claim will be responsible for providing electronically to Grants & Data the following supportive documentation.

1. Completed ABILITIES Form
2. Completed Demographic Form
3. For Hearing Impaired students, districts are responsible for providing name and scores for interpreters submitted as part of a claim

The above (2) forms (ABILITIES & Student Demographics) will be available to download by going to <http://arksped.k12.ar.us/>. Click to download the form (file) to your PC.

Once the forms are completed save the form (file) and send as an attachment to the spedsupport email address: [ADE.catastrophicsupport@arkansas.gov](mailto:ADE.catastrophicsupport@arkansas.gov) according to the following:

- Email subject line must be include the following: “Catastrophic A & SD LEA #”**  
**Email must contain both forms: (A) Abilities Form (D) Student Demographic Form**  
**Forms must be saved using the following format to name each document:**
1. LEA # Abilities Student first name/last initial (ex: 6010AbilitiesPattyT)
  2. LEA# StuDemStudentfirstname/lastinitial (ex: 6010StuDemPattyT)

Complete forms according to the following:

1. **ABILITIES Form** (1 Page)
  - a. Completed according to the following
    - i. A (Audition) decibel scores
    - ii. B (Behavior & Social) scored according to:  
*Rubric: “Social Behavior”(PDF)*
    - iii. I (Intelligence) scored according to IQ scores on ABILITIES form
    - iv. L, T, S, (Limbs, Tone, Structure) Completed by Occupational or Physical therapist
    - v. I (Intentional Communication) completed by SLP according to
      1. *Rubric: Communicating with others (PDF)*
      2. *Rubric: Understanding others (PDF)*
    - vi. I (Integrity of Physical Health) completed by nurse
    - vii. E (Eyes) Completed by nurse according to visual acuity scores
2. **Student Demographic Form**  
Completed according to each individual students needs.

**Total: 5 pdfs:**

**Rubrics: 3 Pdfs: scoring rubrics;(1) Behavior/Social; (2) Communicating with others; (3) Understanding others. (4) Structure rubric (5) Pdf: District Review Forms & Process Description**

**Total: 2 word documents (Forms to be submitted):**

**(1) ABILITIES & (2) Student Demographics**

**(Forms can be submitted to the ADE immediately, but must be received by the deadline of Feb 1<sup>st</sup> 2012). Ideally, forms should be submitted simultaneous with registration, since this is part of the process you should use to identified which student meets the definition of a student with “catastrophic needs” and will put in the registry. The on site review process is dependent on districts submitting the required information (ABILITIES & Student Demographics) so the**

*review can be scheduled. The sooner forms are received the sooner districts can be reviewed. Time is of the essence, and it is to everyone's benefit to know as soon as possible the students who qualify as catastrophic and the students who do not. I am also available to assist districts in determining who may or may not be a student who should be submitted.*

*Date for Final submission of financial data claim is by April 16, 2012.*