

# Process Alerts (Special Ed)

Last Modified on 10/21/2024 8:20 am CDT

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When active, process alerts are delivered to case managers to remind them of special education events that may require attention. Process alerts may be created for events such as:

- Important birthdays (3, 6, 18)
- Evaluation due dates
- Progress report due dates
- Expiring IEPs
- Time between receiving consent to evaluate student and completing/locking the evaluation
- Time between completing an evaluation and starting a new, locked IEP

Alerts are only sent for a student's most recent, locked plan or evaluation. Only students enrollments on the current day will be sent messages.

Process alerts are sent district-wide and are not specific to a school. Alerts are sent to active case managers of students who meet the alert criteria. Process alerts can only be sent to case managers and only used for special education purposes.

Process alerts can be sent via email. This requires [Messenger](#) to be configured for use. The case manager must have an email address in [Demographics](#) tool as well as it marked with the "Teacher" contact preference to receive process alerts.

## Process Alert Preferences

The following Events within Process Alert Rules must be set up in association with the following Special Education Preferences in order for logic to work accurately.

Special Education Preference > Days Between a Locked Evaluation and a New Locked IEP Starting:

- Process Alert Rule > Event 1: Evaluation Date - Event 2: Plan Start Date

Special Education Preference > Days Between a Locked Evaluation Consent Date and Evaluation Date:

- Process Alert Rule > Event 1: Evaluation Consent Date - Event 2: Evaluation Date

Special Education Preference > Days Between a Locked Evaluation Consent Date and Evaluation Determination Date:

- Process Alert Rule > Event 1: Evaluation Consent Date - Event 2: Evaluation Determination Date

The following preferences can be used in conjunction with the Process Alert Rules. See the [Special Ed Preferences](#) tool article for additional information:

- Days Between a Locked Evaluation and a New Locked IEP Starting
- Days Between a Locked Evaluation Consent Date and Evaluation Date
- Days Between a Locked Evaluation Consent Date and Evaluation Determination Date (only applicable in states that record determination dates on evaluations)

When set, these preferences add a day number parameter in addition to the days used when creating the Process Alert Rules.

District Special Education Preferences		
Use School Scope for SPED Staff/Advisors/Service Providers/Evaluators	No	
Enable Team Member List to Populate from Classroom Teachers	Yes	
Days Between a Locked Evaluation and a New Locked IEP Starting	28	Calendar Days
Days Between a Locked Evaluation Consent Date and Evaluation Date	28	Calendar Days
Days Between a Locked Evaluation Consent Date and Evaluation Determination Date	28	Calendar Days

*Special Ed Preferences*

Days are counted as either **Calendar Days** or **School Days**.

- Calendar Days - all days are counted toward a maximum days allowed, including weekends and non-instructional days.
- School Days - only counts days designated for instruction.

## Available Tools

The following tools are available:

Tool	Description
<a href="#">Process Alerts Messages</a>	Creates message templates to use when sending messages to case managers.
<a href="#">Process Alerts Rules</a>	Determines when the messages are sent.

Tool	Description
<a href="#">Process Alerts Scheduler</a>	Creates scheduled tasks that deploy process alert message.

Users must create messages before setting rules, and rules must be created before a schedule can be set.