1. **When should operating procedures be updated?**

   Updating should be done at least annually and before a Review and Support Monitoring cyclical review to ensure that all operating procedures reflect practices in the LEA.

2. **There is more than one set of templates. Which ones should be used?**

   It is recommended the newest templates be used. These are the templates that begin with a hashtag (#). If a composite is available use it. (Example: Child Find—Child Find Duty should be updated to #Child Find—Child Find Duty.) The other templates will be eliminated in spring 2022.

3. **What is a composite template, how many are there, and which ones should be used?**

   There are four composite templates. They are #Evaluation—Disabilities, #FAPE Composite, #FAPE Transition and Graduation Composite, and #FAPE Least Restrictive Environment Composite. The four composite templates eliminate duplicative efforts when uploading operating procedures. For example, rather than use one template for each of the 13 specific disability categories, you can use the #Evaluation—Disabilities template and enter all the disability categories on one template.

4. **Which composite templates cover which frameworks?**

   #Evaluation—Disabilities covers Autism, Deaf-Blindness, Deaf or Hard of Hearing, Emotional Disturbance, Intellectual Disability, Multiple Disabilities, Noncategorical Early Childhood, Orthopedic Impairment, Other Health Impairment, Specific Learning Disability, Speech or Language Impairment, Traumatic Brain Injury, and Visual Impairment.
   #FAPE Composite covers Determination of Eligibility; Present Levels; Annual Goals; Special Factors; Supplementary Aids and Services, Special Education, Related Services; State and Districtwide Assessments; and Extended School Year.
   #FAPE Transition and Graduation Composite covers Transition Services and Graduation.
   #FAPE Least Restrictive Environment Composite covers Least Restrictive Environment and Placement in a Residential Facility.

5. **When I run a report on operating procedures why does it still show some templates are missing?**

   This was because of the new templates created last year. This feature will be corrected when the old templates are eliminated. Using the new templates make the process easier and more efficient.

6. **When the old templates are eliminated, can a report be generated that will specify if any operating procedures are missing?**

   Yes. There is currently an issue that occurs because new templates were created last year. This feature will be corrected when the old templates are phased out, and users will be able to generate an accurate report describing the operating procedures uploaded to the Legal Framework. LEAs will need to replace the templates that are being phased out. The 2020-2021 templates are: #Evaluation-Disabilities, #FAPE Composite, #FAPE Transition and Graduation Composite, and #FAPE Least Restrictive Environment Composite. The templates being phased out need to be replaced by March 2022 using the templates that contain the hashtag (#) symbol. Once the phased-out templates are replaced, the new report will correctly reflect any operating procedures are that are missing.