



LD Policy and Planning Guide

DIRECTIONS FOR UPDATING THE ABLE LD POLICY AND PLANNING GUIDE

In 2005, the Central/Southeast ABLE Resource Center developed the online ABLE LD Policy and Planning Guide to assist program administrators in completing the ABLE Learning Disability Plans. With assistance from the Special Needs Steering Committee, the LD Planning Guide has been revised and is now available.

How to Update Your LD Plan Using the Guide:

New Grantees:

- If you have not created a plan in the past, go to <http://tinyurl.com/ldguide> and click New User.

Existing ABLE Grantees:

- Your username and logins have been changed to the usernames you requested. You will be emailed your username and login by **May 15**. If you cannot locate that information, please contact Brian McCoy at the C/SE ABLE Resource Center at 740-593-4419.
- Go to <http://tinyurl.com/ldguide> and input your login information.
- Input your program information and work through the Steps of the Guide. You will be able to click on certain links for additional information. This is encouraged, as all of the information provided will assist you in responding to the policy statements throughout the document.

Hints:

- You are encouraged to write your responses to the policy statements in MS Word, and *save a copy of that locally on your hard drive*. This will also allow you to use spell-check.
- Your plan will be saved in an online database for retrieval at any time. You must click the STEP button at the end of each page to SAVE your entries. If you stay on one page for more than 5 minutes without saving, the page will refresh and you may lose your work. CLICK the STEP button frequently and click BACK to return to that page to continue working.
- If you have technical questions, please call Sharon Reynolds at 1-800-753-1519 or reynols1@ohio.edu
- If you have questions regarding policy issues, please contact your state ABLE consultant.

Notifying the State ABLE Program

- LD Policy and Planning Guide changes must be completed **no later than June 30, 2010**.
- Complete and fax (614-466-5866) or email (if you use an e-signature) the attached FY 2010 Update Verification Form on the following page to your state ABLE consultant **no later than June 30, 2010**. DO NOT SEND A PAPER COPY OF THE GUIDE.
- Your consultant will review your online Guide. If no revisions are needed, that will be noted. Any needed revisions will be indicated with the date the revisions are due. The Consultants should be notified by email when the revisions are completed. The revisions will be reviewed and, if they are acceptable, the program will be notified in the FY 2011 ABLE Instructional Grant CCIP log. For programs with only an EL/Civics grant support, approval will be noted in your FY 2011 EL/Civics CCIP log.