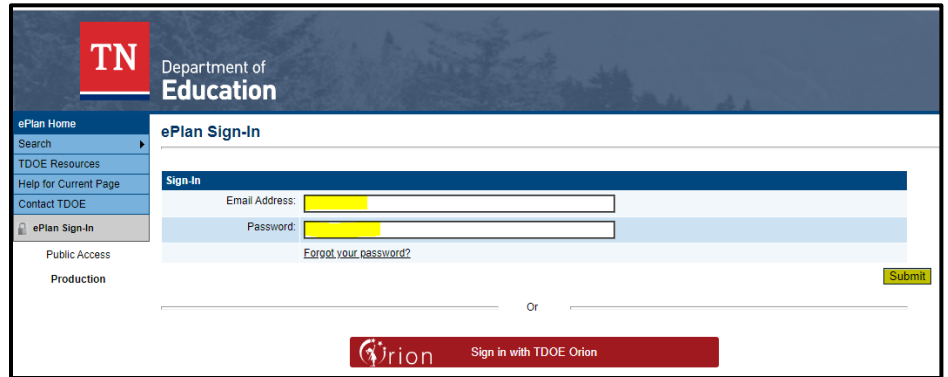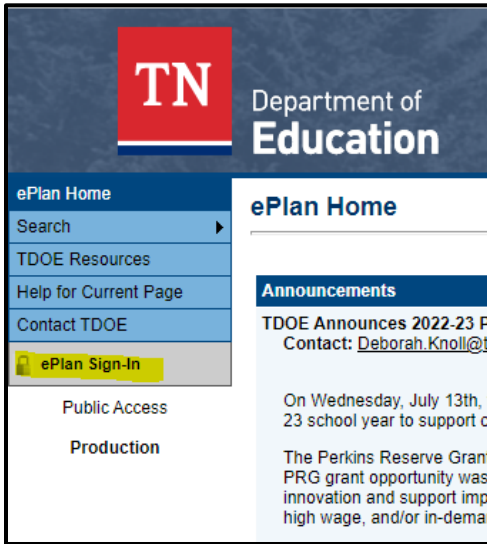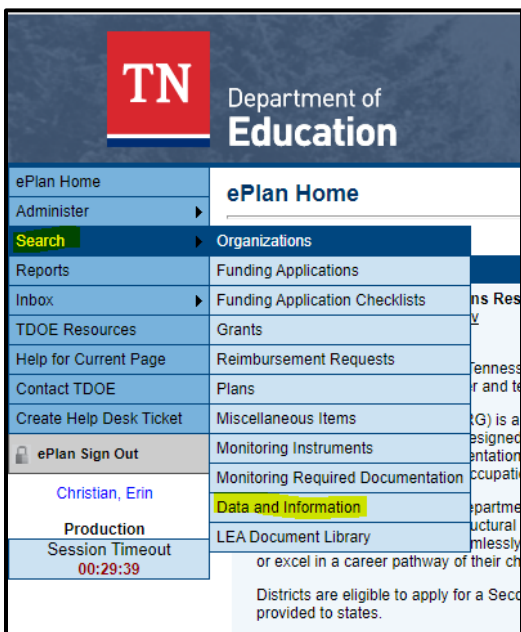# Out-of-State Residential Mental Health Facilities Application
Step-by-Step Guide to ePlan Submission

Out-of-State Residential Mental Health Facilities Application Instructions
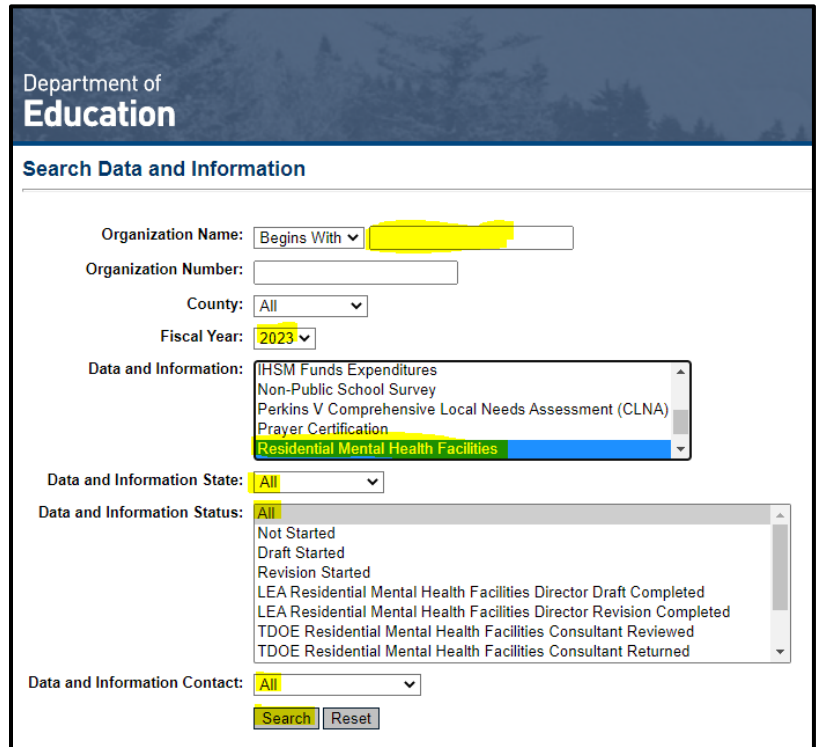
1. Log onto ePlan using the following link: https://eplan.tn.gov/. Use the credentials given by the ePlan platform to sign in to your secure account.
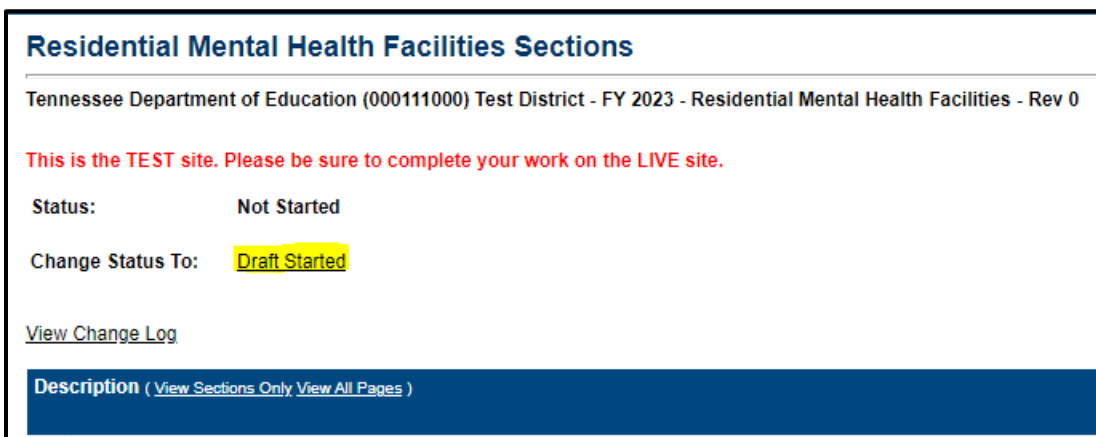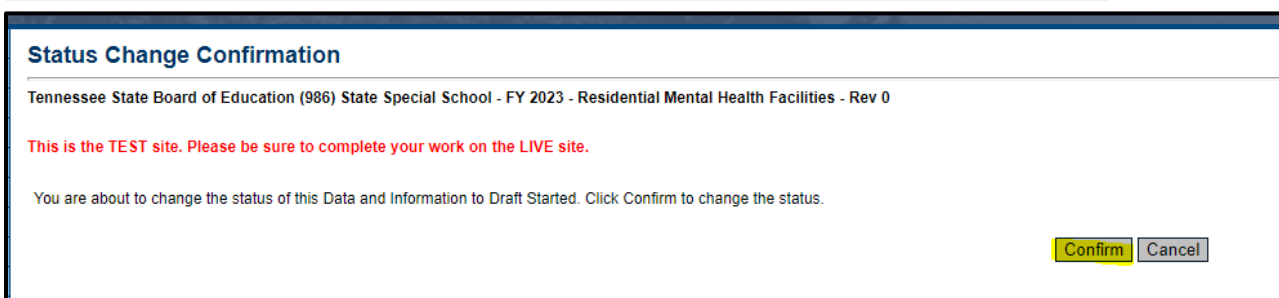

2. Click **Search** and move your mouse down the pop-up menu to **Data and Information** and click once it is highlighted in dark blue.

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3. The *Search Data and Information* page will appear. Leave the top field **blank**. Make sure the Fiscal Year is **2023**. Select **Residential Mental Health Facilities** in the Data and Information field. The other fields should be **All**. Click **Search**. The name of your state and facility should appear below the Search button once the page has reloaded. Click on your **State/Facility Name**.

Department of Education

Search Data and Information

Organization Name:	Begins With ⌄
Organization Number:	
County:	All ⌄
Fiscal Year:	2023 ⌄
Data and Information:	IHSM Funds Expenditures
	Non-Public School Survey
	Perkins V Comprehensive Local Needs Assessment (CLNA)
	Prayer Certification
	Residential Mental Health Facilities
Data and Information State:	All ⌄
Data and Information Status:	All
	Not Started
	Draft Started
	Revision Started
	LEA Residential Mental Health Facilities Director Draft Completed
	LEA Residential Mental Health Facilities Director Revision Completed
	TDOE Residential Mental Health Facilities Consultant Reviewed
	TDOE Residential Mental Health Facilities Consultant Returned
Data and Information Contact:	All ⌄

Search   Reset

4. Once your specific state and facility page has loaded, click **Draft Started.** You will be asked to **Confirm** the change once the page reloads.

Residential Mental Health Facilities Sections

Tennessee Department of Education (000111000) Test District - FY 2023 - Residential Mental Health Facilities - Rev 0

This is the TEST site. Please be sure to complete your work on the LIVE site.

Status: **Not Started**

Change Status To: Draft Started

View Change Log

Description (View Sections Only View All Pages)

Status Change Confirmation

Tennessee State Board of Education (986) State Special School - FY 2023 - Residential Mental Health Facilities - Rev 0

This is the TEST site. Please be sure to complete your work on the LIVE site.

You are about to change the status of this Data and Information to Draft Started. Click Confirm to change the status.

Confirm   Cancel

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5. From the _Sections_ page, click **Purpose and Definitions**.

Read the entire _Purpose and Definitions_ page. No action is needed on this page.

Once the user has read this entire page, hover the cursor over the **Go To** button and a selection menu will pop up. Choose **Sections** to return to the correct page to proceed.

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6. Click **Approval of Out-of-State Facilities.** Read the guidelines for approval for Out-of-State Facilities, then check that the facility agrees. Also, read the question at the bottom of the page that pertains to TN testing requirements for graduation. Select **Agree** or **Disagree** from the drop-down menu. Hover the cursor over the **Go To** button and a selection menu will pop up. Choose **Sections** to return to the correct page to proceed.

Residential Mental Health Facilities Sections

Tennessee State Board of Education (986) State Special School - FY 2023 - Residential Mental Health Facilities - Rev 0

This is the TEST site. Please be sure to complete your work on the LIVE site.

Status: Draft Started

Change Status To: LEA Residential Mental Health Facilities Director Draft Completed

View Change Log

Description (View Sections Only View All Pages)

All
- **History Log**
  - History Log
  - Create Comment
- **Residential Mental Health Facilities**
  - Purpose and Definitions
  - Approval of Out-Of-State Facilities
  - Student Admission
  - Facility Approval Related Documents
  - Student Admission Related Documents
- All

Approval of Out-Of-State Facilities (Applicants may apply for initial approval throughout the calendar year)

☐ * The facility agrees to the following:

1. An Applicant shall complete and submit the Standard Initial Application Form in accordance with the Department's application process. Applicants may apply for initial approval throughout the calendar year.	
	(a) The Department shall make a determination and notify the Applicant of initial approval or denial within thirty (30) business days of receipt of a completed Standard Initial Application Form.
2. Applicants shall submit documentation *in the related documents* to support that the Facility meets the following requirements:	
	(a) Operates in Alabama, Arkansas, Georgia, Kentucky, Mississippi, Missouri, North Carolina, or Virginia;
	(b) Complies with all applicable health and safety laws, regulations, and codes of the state and locality in which the Facility is located;
	(c) Serves at least fifteen (15) Tennessee students per School Year. The number of Tennessee students served shall be based on student enrollment from the School Year immediately preceding the School Year in which the Applicant seeks to receive approval.The number of Tennessee students served shall be determined using a Duplicated Count;
	(d) All teachers at the Facility are licensed by the educator licensing authority of the state in which the Facility is located;
	(e) Has at least one (1) teacher with an endorsement in special education or a certification that the Department determines equivalent to an endorsement in special education in Tennessee based on similar training and experience requirementsto provide special education and related services to admitted Students; and
	(f) Provides a minimum of sixteen and one-half (16 ½) hours per week of educational instructional services to Students, unless the Student's IEP provides otherwise.
	(g) The Applicant's educational programs or instructional services meet the same requirements as a Category I-Special Purpose School, as applicable, pursuant to State Board of Education Rules Chapter 0520-07-02.
	1. The Department may request additional documentation from the Applicant to make a determination whether or not the Applicant's educational programs or instructional services meet the same requirements as a Category I-Special Purpose School, as applicable. Additional documentation includes, but is not limited to, documentation of teacher licensure and evaluations, employee background checks, parent and teacher handbooks, school calendar, examples of teacher and student daily schedules, and documentation of curriculum used.
3. An approved out-of-state Facility shall reapply annually to the Department for continued approval in order to remain eligible to receive LEA funds for the length of an admitted Student's stay. To reapply, a Facility shall complete and submit the Standard Renewal Application Form in accordance with the Department's procedures no later than one (1) calendar year from the date of initial or lastrenewal approval.	
	(a) The Department shall make a determination and notification to the Applicant of approval or denial within thirty (30) business days of receipt of the completed Standard Renewal Application Form.

* The Facility has ordered and administered state achievement and End-of-Course assessments to current students to help them stay on track for graduation per TN requirements.

Select... ▾

7. Click **Student Admission**.

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For this page, each individual student will be identified by their **Student ID**. Enter the **Admission Date**. The user will also have to check that they have collected and uploaded the following documents into the *Related Documents* section in ePlan. NOTE: **These are the next two steps in this guide.**

- Admission Evidence
- Student Enrollment
- Active IEP Evidence

The facility will also have to select **Agree** or **Disagree** for the last two questions in this section for each student.

Click **Add Row** to add an additional row for each student. When complete, hover the cursor over the **Go To** button and a selection menu will pop up. Choose **Sections** to return to the correct page to proceed.

8. Click **Facility Approval Related Documents.**

On this page, the user will upload all relevant documentation pertaining to the facility.

For each item, click **Upload New** on the appropriate line. Please name the files according to the area they address. For example, a file for "Evidence of the formal address of the facility" could be named "Facility address."

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Once a document is uploaded, the name will appear to the right, as well as the options to **Update** or **Delete** the existing file.

Required Documents		
Type	**Document Template**	**Document/Link**
Evidence of the formal address of the facility [Upload at least 1 document(s)]	N/A	Upload New
		[Update] | [Delete] 📎 Facility Address Documentation
Documentation that the facility complies with all applicable health and safety laws, regulations, and codes of the sate and locality in which the facility is located [Upload at least 1 document(s)]	N/A	Upload New

Also, there will be an option to upload more documents without overwriting the existing document by clicking **Upload New** again.

Required Documents		
Type	**Document Template**	**Document/Link**
Evidence of the formal address of the facility [Upload at least 1 document(s)]	N/A	Upload New
Documentation that the facility complies with all applicable health and safety laws, regulations, and codes of the sate and locality in which the facility is located [Upload at least 1 document(s)]	N/A	Upload New
State ID numbers and placement dates for all TN students served at the facility the school year prior to the application date school year [Upload at least 1 document(s)]	N/A	Upload New
Copies of special education endorsements for teachers providing special education services at the facility [Upload at least 1 document(s)]	N/A	Upload New
Copy of the master schedule for educational services at the facility [Upload at least 1 document(s)]	N/A	Upload New
Copy of fire safety compliance for local regulations and procedures [Upload at least 1 document(s)]	N/A	Upload New
Written procedures for teacher evaluations [Upload at least 1 document(s)]	N/A	Upload New
Copies of all current teacher's evaluations [Upload at least 1 document(s)]	N/A	Upload New
Copies of state licenses for teachers providing educational services at the facility [Upload at least 1 document(s)]	N/A	Upload New

All documents are <u>required</u>. If an upload is left blank, the application will have errors and will not be able to be submitted for approval. When complete, hover the cursor over the **Go To** button and a selection menu will pop up. Choose **Sections** to return to the correct page to proceed.

9. Click **Student Admission Related Documents.**

Residential Mental Health Facilities Sections

Tennessee State Board of Education (986) State Special School - FY 2023 - Residential Mental Health Facilities - Rev 0

This is the TEST site. Please be sure to complete your work on the LIVE site.

Status:	**Draft Started**
Change Status To:	LEA Residential Mental Health Facilities Director Draft Completed

View Change Log

Description (View Sections Only View All Pages)

All
 ⊟ **History Log**
   History Log
   Create Comment
 ⊟ **Residential Mental Health Facilities**
   Purpose and Definitions
   Approval of Out-Of-State Facilities
   Student Admission
   Facility Approval Related Documents
   Student Admission Related Documents
All

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On this page, the user will upload all relevant documentation pertaining to students.

For each item, click **Upload New** on the appropriate line. Please name the files according to the student ID and the area they address. For example, a file for "Student Enrollment Evidence" would be named "ID ############_Enrollment."

Required Documents		
Type	**Document Template**	**Document/Link**
Qualified Physician Written Order [Upload at least 1 document(s)]	N/A	Upload New
Student Enrollment Evidence [Upload at least 1 document(s)]	N/A	Upload New
Student IEP Evidence [Upload at least 1 document(s)]	N/A	Upload New

Once a document is uploaded, the name will appear to the right, as well as the options to "Update" or "Delete" the existing file. Also, there will be an option to upload more documents without overwriting the existing document by clicking **Upload New** again.

Required Documents		
Type	**Document Template**	**Document/Link**
Qualified Physician Written Order [Upload at least 1 document(s)]	N/A	Upload New
Student Enrollment Evidence [Upload at least 1 document(s)]	N/A	Upload New [Update] | [Delete] ID: 3521654645_Enrollment
Student IEP Evidence [Upload at least 1 document(s)]	N/A	Upload New

All documents are underlined required. If an upload is left blank, the application will have errors and will not be able to be submitted for approval. When complete, hover the cursor over the **Go To** button and a selection menu will pop up. Choose **Sections** to return to the correct page to proceed.

NOTE: **Please ensure the student IDs are accurate and match the students entered on the "Student Admission" page. If there are discrepancies, the application will be returned for revisions.**

10. Once all information has been entered and all uploads are complete, the LEA Residential Mental Health Facilities Director will need to click **LEA Residential Mental Health Facilities Director Draft Completed** to send the application for approval.

Residential Mental Health Facilities Sections

Tennessee State Board of Education (986) State Special School - FY 2023 - Residential Mental Health Facilities - Rev 0

This is the TEST site. Please be sure to complete your work on the LIVE site.

Status: Draft Started

Change Status To: LEA Residential Mental Health Facilities Director Draft Completed

If all items are complete, the LEA Residential Mental Health Facilities Director will be asked to acknowledge and confirm the status change. Check the box and click **Confirm**. If this screen does not appear, skip to **Step 11.**

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Status Change Confirmation

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This is the TEST site. Please be sure to complete your work on the LIVE site.

☐ By submitting this Residential Mental Health Facility Report, the LEA certifies that the information included is accurate to the best of its knowledge and will work with TDOE to resolve any issues identified in the review process.

You are about to change the status of this Data and Information to LEA Residential Mental Health Facilities Director Draft Completed. Check the box and Click Confirm to change the status.

Confirm   Cancel

Once these steps are complete, the application will go to TDOE for review. The user does **not** need to complete Step 11.

The TDOE Residential Mental Health Facilities Consultant will review and return the application if there are corrections needed. If no corrections are needed, the application will be approved.

NOTE: **The ePlan system will not identify errors with file names, incorrect file uploads, incorrect student IDs, or missing information for individual students. Please ensure that the information entered is complete as these errors will cause a delay in approval and/or funding as the application will have to be returned, corrected, and resubmitted.**

11. If there are missing components, the user will receive the following message:

Status Change Confirmation

Tennessee State Board of Education (986) State Special School - FY 2023 - Residential Mental Health Facilities - Rev 0

This is the TEST site. Please be sure to complete your work on the LIVE site.

Status cannot be changed. One or more validation errors exist. Click here to view the errors.

Return

Click to view the errors. Click **Review** to be taken to the specific page to correct the error or click **Return To Sections Page** to review the pages from the main *Sections* page.

Once **all** errors have been cleared, return to the beginning of **Step 10** to submit.

Validation Messages

Tennessee State Board of Education (986) State Special School - FY 2023 - Residential Mental Health Facilities - Rev 0

This is the TEST site. Please be sure to complete your work on the LIVE site.

Return To Sections Page

Residential Mental Health Facilities

	Approval of Out-Of-State Facilities	
Review	Questions marked with an asterisk (*) require a response.	Error
	Facility Approval Related Documents	
Review	At least 1 document(s) must be uploaded for the required Related Document 'Documentation that the facility complies with all applicable health and safety laws, regulations, and codes of the sate and locality in which the facility is located'.	Error
Review	At least 1 document(s) must be uploaded for the required Related Document 'State ID numbers and placement dates for all TN students served at the facility the school year prior to the application date school year'.	Error
Review	At least 1 document(s) must be uploaded for the required Related Document 'Copies of special education endorsements for teachers providing special education services at the facility'.	Error
Review	At least 1 document(s) must be uploaded for the required Related Document 'Copy of the master schedule for educational services at the facility'.	Error
Review	At least 1 document(s) must be uploaded for the required Related Document 'Copy of fire safety compliance for local regulations and procedures'.	Error
Review	At least 1 document(s) must be uploaded for the required Related Document 'Written procedures for teacher evaluations'.	Error
Review	At least 1 document(s) must be uploaded for the required Related Document 'Copies of all current teacher's evaluations'.	Error
Review	At least 1 document(s) must be uploaded for the required Related Document 'Copies of state licenses for teachers providing educational services at the facility'.	Error
	Student Admission Related Documents	
Review	At least 1 document(s) must be uploaded for the required Related Document 'Qualified Physician Written Order'.	Error
Review	At least 1 document(s) must be uploaded for the required Related Document 'Student IEP Evidence'.	Error

Return To Sections Page

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Revisions and updates

Revisions and updates will follow the same steps as the original application for corrections and/or adding new students. Please refer to the relevant section to review the steps for entering information. The revisions and updates will also be submitted as detailed in Steps 10 and 11 of this guide.

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