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Making the IEP/504 Process Collaborative



Individualized Educational Plans (IEPs) and 504 Plans offer every student the opportunity to achieve his or her full potential.

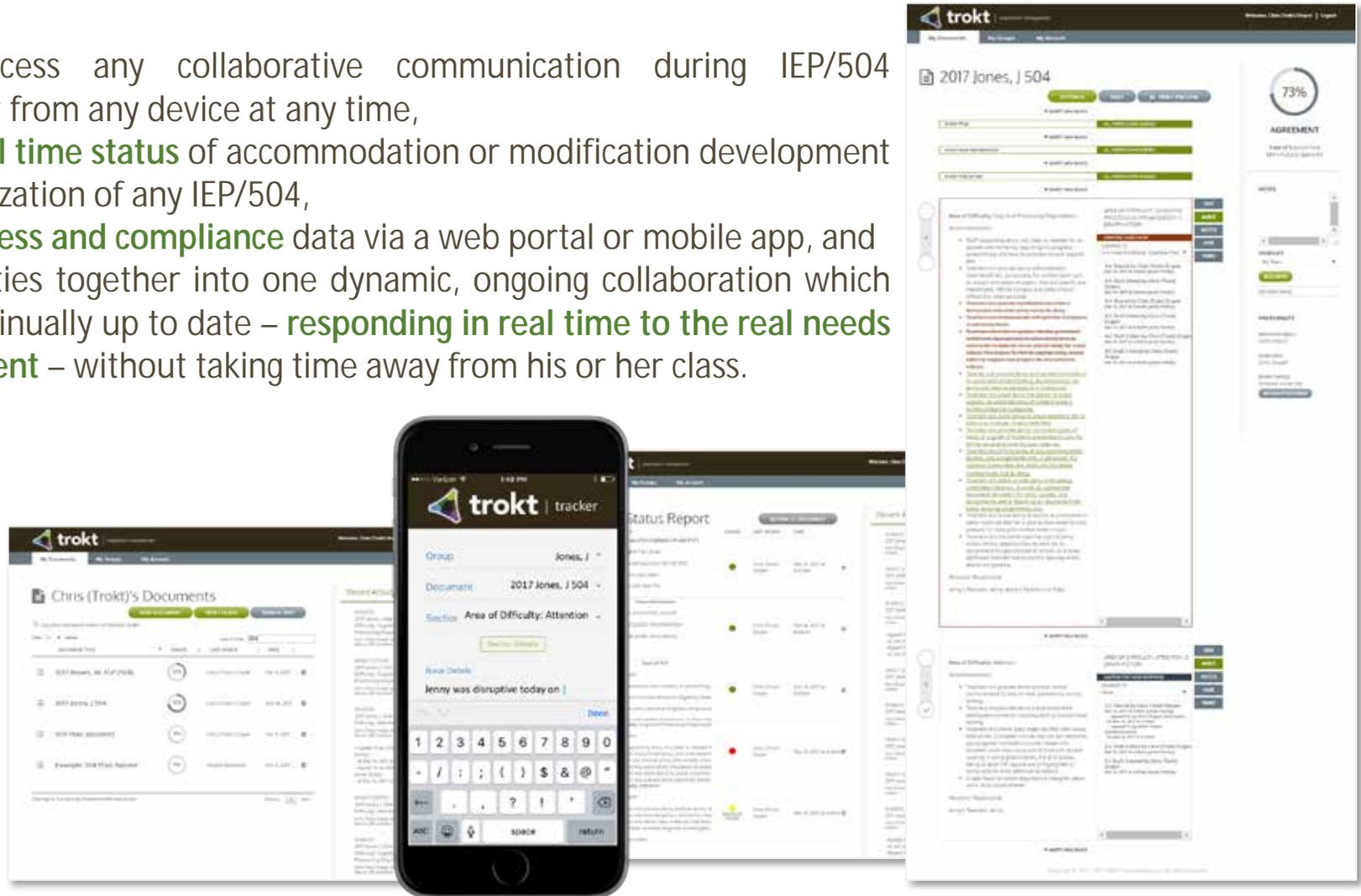
The Individuals with Disabilities Education Act (IDEA) and Section 504 of the Rehabilitation Act of 1973 define how IEP/504 plans are appropriately deployed to offer specific formal help for K–12 students with learning and attention disabilities. Meaningful IEP/504 plans require dynamic, ongoing collaboration, tracking, and accountability for each student in each class. Which is why – **instead of wasting time and risking data loss through a never ending deluge of emails, printed documents, phone calls, and meetings** – parents, teachers, specialists, and administrators are communicating in Trokt.



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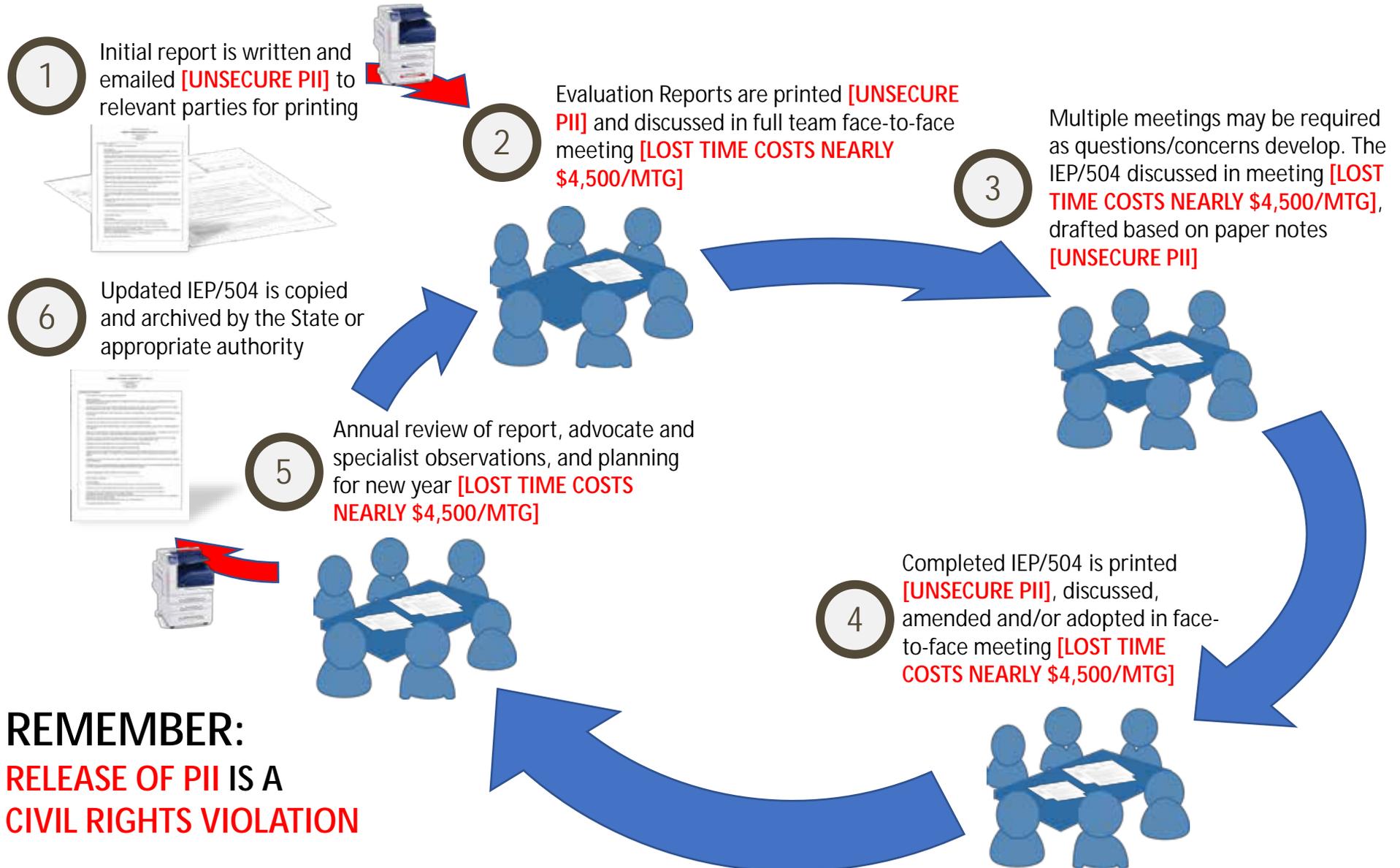
Trokt is a cloud platform that efficiently, accurately, and securely organizes complex collaborations. Trokt allows an IEP/504 team to:

- **Securely** access any collaborative communication during IEP/504 development from any device at any time,
- Track the **real time status** of accommodation or modification development prior to finalization of any IEP/504,
- Collect **progress and compliance** data via a web portal or mobile app, and
- Bring all parties together into one dynamic, ongoing collaboration which remains continually up to date – **responding in real time to the real needs of each student** – without taking time away from his or her class.



The Current IEP/504 Process is Inefficient

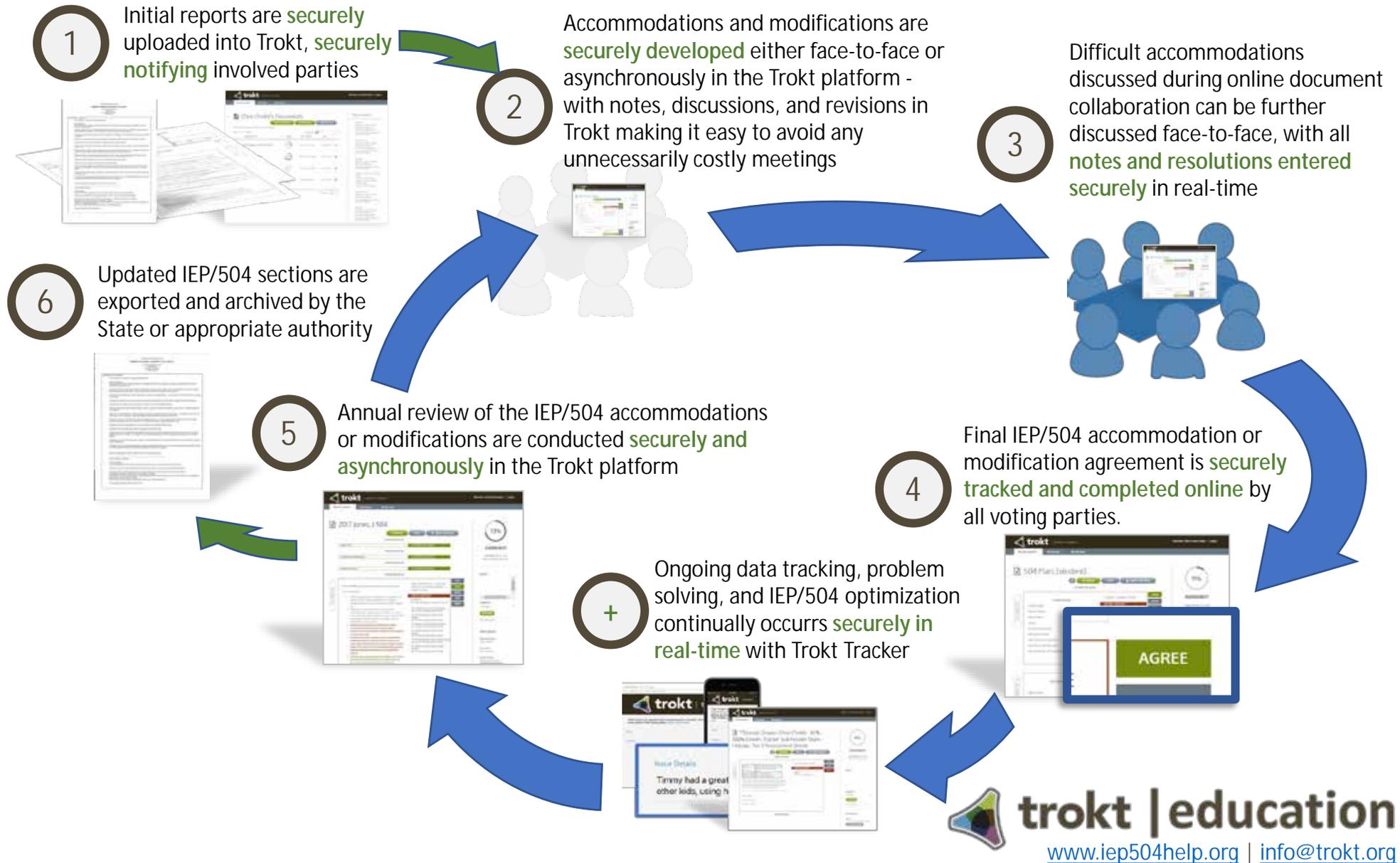
The process of collaboratively developing an Individualized Educational Plan (IEP) or 504 Plan is paper heavy, email dependent, and meeting intensive. *This process significantly delays educational supports that substantially impact student achievement, unnecessarily wastes participants' time, puts personally identifiable information (PII) at risk, and leads to ineffective outcomes.* The inherent inefficiencies and risks in the current process can be clearly identified here:



REMEMBER:
**RELEASE OF PII IS A
CIVIL RIGHTS VIOLATION**

Trokt Saves Time and Protects Data

Trokt reduces the number and cost of face-to-face meetings, while it *eliminates data security risks*, by efficiently, accurately, and securely organizing the complex collaborations that occur during IEP/504 development, implementation, and tracking. Trokt decreases cost, eliminates risk and enables more productive collaborations as follows:



Technology Security

Trokt meets or exceeds industry guidance for the security of sensitive data. From a technological perspective, the primary tools and techniques Trokt uses to ensure data integrity and security include:



All Trokt data is stored and applications deployed using industry leading **Amazon Web Services**. AWS supports “virtually any workload for over a million active customers in 190 countries” from start-ups, established companies, to public sector organizations. Using AWS means Trokt infrastructure benefits from:

- Encryption in transit with TLS
- Encrypted message queues for the transmission of sensitive data using server-side encryption (SSE)
- Dedicated, hardware-based cryptographic key storage
- Deep visibility AWS CloudTrail
- Alert notifications through Amazon CloudWatch



All Trokt systems benefit from the **FISMA compliant** design and operation used to support its Federal customers. These design features include:

- Category based information protection
- Minimum baseline control selection
- Risk-based procedural controls and refinement
- Ongoing security controls and effectiveness monitoring



Trokt applications are built using Fail Safe strategies that require active authentication to enable any data or permission modification. These design features include:

- SSL using RSA 2048 verification
- Secure user identification verification
- User password hashing
- Databased misalignment rejection
- Local/document-level permission control

Operational Security

A study of 2016 open-source information (OSINT) data sets conducted by Egress concluded that a data breach is **6.9-times more like to occur due to human error** than all other technology-dependent forms of hacking. Trokt prevents IEP/504 teams from accidentally committing civil rights violations through human factors driven design.

Data Confinement

Trokt does not provide the ability for electronic data to be transferred to an unauthorized user outside of the platform. All data in Trokt is confined from “creation to deletion.”

This avoids...

Unsecured PII

Current communication methods commonly used by IEP/504 teams cause sensitive information to be stored on unsecure or personal devices – for example, emails or documents with PII can often end up stored on a school employee’s personal phone or tablet. *Current methods leave school districts open to civil rights prosecution, and may expose employees to personal liability.*

Multi-Action Confirmation

Trokt requires an authorized user to complete no less than two confirming actions to change the visibility or access of any data that is created or controlled by that user.

This avoids...

“Reply-All” Releases

Current communication methods commonly used by IEP/504 teams allow data release or distribution with only a single, accidental action – for example, sending PII with one click following an email autofill or reply-all error will result in an unintended data breach. *Current methods leave school districts open to civil rights prosecution, and may expose employees to personal liability.*

IP-Based Action Auditing

Trokt logs every action taken by an authorized user in visibility restricted audit files using user ID, time, date, and the IP address of the device through which the action was taken.

This avoids...

Broken Data Custody

Current communication methods commonly used by IEP/504 teams do not allow team members to track the source of document changes – for example, hand written notes on paper copies that are subsequently transposed into an isolated document prevents access to an auditable chain of custody for sensitive data. *Current methods leave school districts open to civil rights prosecution.*



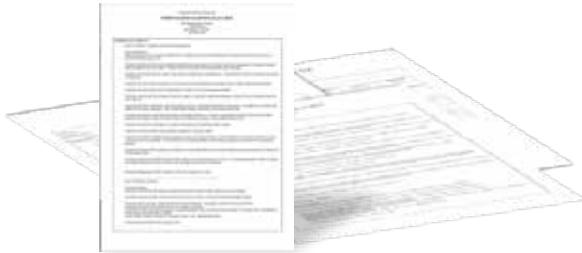
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Example: Using Trokt for Developing an IEP

The process of collaboratively developing an Individualized Educational Plan (IEP) or 504 Plan is inefficient and unsecure. *The current, paper-based process can easily overload teachers and unnecessarily risk the release of personally identifiable information (PII).* Trokt is a communication tool within the current IEP/504 process that reduces the paperwork burden, keeps PII and other confidential data controlled, and keeps the entire IEP/504 team fully informed in real time. To use Trokt:

- 1 Collect or develop an electronic version of any current IEP/504 draft, assessment, and supporting documentation.



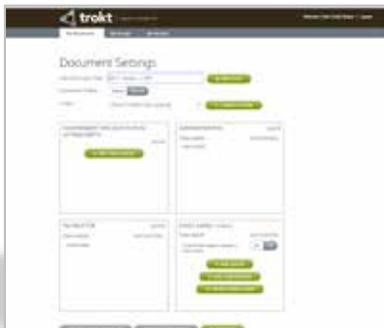
- 2 Build any draft document in Trokt, where each accommodation is its own Block.



- 3 Upload any supporting documentation or reports so they remain safely accessible.



- 4 Add all voting members of the IEP/504 process as their own team, allowing reviews between meetings.



- 5 Voting members can consider modifications asynchronously, and vote online when a face-to-face meeting is not necessary.



- 6 The finalized document can be printed and saved like normal, with a live copy ready for ongoing collaboration.



Example: Using Trokt Tracker for a Tier 2 Report

Behavior reporting processes can quickly become a paperwork nightmare, and typically require young children to deliver information about their performance to their parents. ***The current, paper-based process can easily overload teachers and unnecessarily risk the release of personally identifiable information (PII).*** Trokt Tracker reduces the paperwork burden, keeps PII and other confidential data controlled, and keeps the entire IEP/504 team fully informed in real time. To use Trokt Tracker:

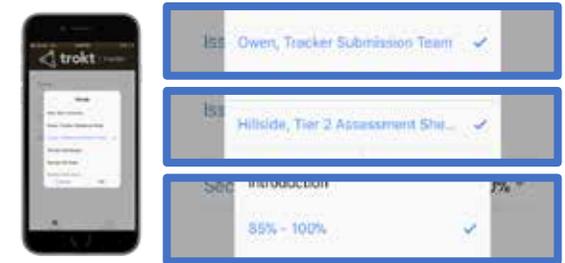
- 1 Track behavior in the classroom using any currently approved and efficient method.



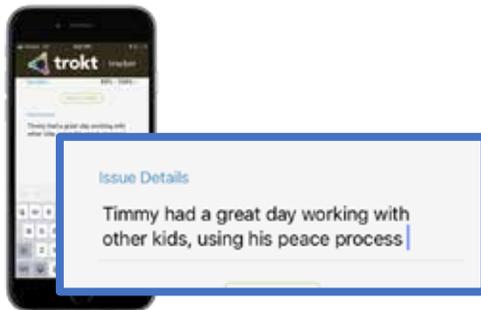
- 2 At the end of the day, log into Trokt Tracker via the app or at <http://tracker.trokt.org> with your Trokt credentials.



- 3 Select the appropriate student support group, report document, and percentage score.



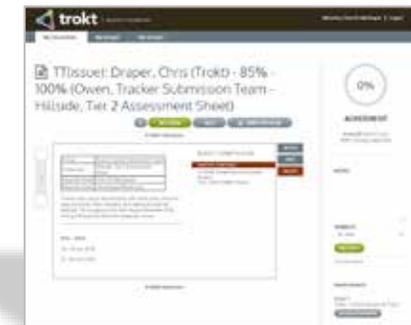
- 4 Enter a summary of both positive feedback and opportunities for improvement from the day.



- 5 Once the feedback has been submitted, everyone on the support team will be notified by email.



- 6 By logging into Trokt, the team can then collaborate to achieve further understanding, or agree to any necessary adjustments in service or support.



Pricing: Affordable for the Individual

Trokt is built and priced so that any parent can immediately enable the collaboration his or her child needs. With the Basic individual license, a parent can collaborate on up to 100 different plans or policies at the same time, manage a team of specialists using Trokt Groups, and track day to day progress with Trokt Tracker. *For busy parents, Trokt gives you back the time your child needs.* For schools that wish to access the security and efficiency Trokt enables, an annual school license provides unlimited use of all Trokt tools based on the total number of students in the school.



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\$228
student/year

Trokt is a secure communication platform perfectly suited for IEP/504 collaboration. If you are still using a combination of email, Word, Google Docs, or any other cloud platform, *Trokt provides more efficient collaboration more securely.*

You *can* get everyone on the same page. Don't risk it... Trokt it!

Contact Trokt Today!

Have questions? Already know you want to start using Trokt? Our IEP/504 team includes mothers of special needs students, educators, advocates, and specialists who have been in your shoes. Whether you are new to the IEP/504 process, want to improve collaboration within a current team, or need help connecting with specialists who can solve your specific issue, contact our team to get started today!



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