

The Service Page of the IEP: Part IX

Part A: Supplementary aids/Services/Accommodations:

This part of the IEP pertains to the General Education environment. This part of the IEP requires that the General Ed. Teacher document their accommodation. If teachers are doing this accommodation for everyone, then it should not be included in Part A. An example of this is “redirection when off task” or “prompting”, “check for understanding”. Narrow it down to what is really helping and do not repeat yourself. Do not use the term Modified grading, it is a finding. Modified assignments mean the entire layout of the assignment is changed. Preferential seating is confusing, make sure this is specific (closer to instruction, closer to the board, etc.) Behavior Plans are listed in this part, and should be in all school areas.

Location of services: Any SEE service in Part B should not be included if the student receives that Service (Math, ELA) in the SEE. When you write “All classes” it means every class on the student’s schedule. If you write the term Core classes, make sure the teachers know what classes these core classes are (ELA, Math, Social Studies, Science.) These have got to be documented, so be specific on the location of services.

Extent/Frequency: When and Why?? “As Needed” is always a No No. Be specific, “when requested” is vague, and “student requested” is not measurable as well. Daily means every day of the school year, so be careful. You do not read tests aloud every single day of a subject. If you write Total school environment, you are speaking to when they step on the bus until they exit the bus and everything in between. Initiation date should be 5 calendar days from the date of the meeting. Duration date is one year from the date of the meeting, not one year from the initiation date. An example is a January 31, 2022 meeting date, with an initiation date of February 5, 2022. The duration date is January 2023, not February 2023.

Part B: Special Education Services:

Listed here are the special education services a student will receive, such as ELA, Math, or Behavior. Communication is listed here if the student has the eligibility of Speech only. Enrichment is listed here for Gifted services. Consultation is not a service, this service is listed under the specific subject area as Indirect. Vision services are listed in Part B.

Location of Services is either D SEE, D GEE (Inclusion/co-taught classes) or Indirect.(consultation teacher to teacher) Do not identify move up grades as WWHS ELA or High School ELA, simply write ELA.

Extent/Frequency is minutes per month the service is delivered.

Please make sure these minutes coincide with the student's and school master schedule. **Initiation dates** are the same for Part A, 5 days from the date of the meeting and **Duration dates** are one year after the meeting. IEP's are reviewed annually so 12 months is the length of the IEP. On move-up grades, the current school's services end in 6/2022, and the receiving school has minutes that resume in 08/2022. The duration is the date from which the Annual Review was held, for example if it was held 1/31/22, the receiving school's duration date will be 01/23, not 08/2023. The receiving school will conduct an Annual Review prior to the expiration of the Annual Review held at the sending school.

Very important: Indirect services require that the teacher case manager documents their consultation and keeps these logs for each one of their students separately.. On these consultation logs should be: What date? What time and duration was the meeting? Who did you talk to and what did you talk about? Progress? Updated benchmarks?

Part C: Related Services

It is very important that you invite any related service provider to the IEP meeting, with plenty of notice and that these providers update their present levels, goals and service page. This part of the Service page has services such as Speech, OT, PT, Transportation, Orientation and mobility, as well as other related services. There are drop down boxes that can be used here for many services that allow Medicaid Billing to be documented. Initiation and duration dates should match what is in Part B, especially if you have a move-up grade, even if your minutes do not change. This helps to calculate the move up grade LRE.

Last but not least:

Check your initiation and duration dates carefully before submitting and as you are going over the IEP. Any changes should be hand written and initialed and if there is a change to the placement LRE, make sure this is calculated by dividing total monthly SEE minutes by total bell to bell school minutes. Check your extent and frequency to never write "as needed."