



BEMIDJI REGIONAL INTERDISTRICT COUNCIL

November



2018

QUESTIONS FROM THE FIELD

Service Grid--Who enters this information, and what to I write?



Service **Start Date**:

For an **initial** IEP, the service start date is the date we've received the **signed** Prior Written Notice from a parent.

For an **annual** IEP, the service start date is 2 weeks after the annual IEP date.

Service **End Date**:

Service end dates are exactly 1 year from the annual IEP. For example, if the IEP was held on **November 5th, 2018** the service end date is **November 5th, 2019**.

Entering Service Time

Service dates should be entered by the Case Manager to ensure they are correct and aligned to be uniform across all providers.

The frequency, direct and indirect time are decided by the provider and should be given to the case manager to place into the IEP. Give service times to case managers via email to help reduce errors as well as a record of what was decided.

Amending an IEP--How often can I do this? Is there a limit?

There is no limit to the number of times you can amend an IEP. You will not be out of compliance if you amend an IEP numerous times as long as the documentation is correct. If you are amending several times; contact your supervisor for support and guidance.



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REQUESTS FROM RELATED SERVICE PROVIDERS

Evaluations

Please send an email to all service providers and team members when you have obtained permission for an evaluation; or the 14 days have lapsed for a re-evaluation. Do not assume all providers know or have been able to look in SPED Forms.

Email should contain:

- Date Permission Received or 14 Day Lapse
- Due Date

Consider the following that this may apply to:

- | | |
|--|---|
| <input type="checkbox"/> School Psychologists | <input type="checkbox"/> Speech Language Pathologists (Telepractice included!) |
| <input type="checkbox"/> Occupational Therapists | <input type="checkbox"/> Other SPED Teachers |
| <input type="checkbox"/> Physical Therapists | <input type="checkbox"/> Nursing Staff |
| <input type="checkbox"/> Vision | <input type="checkbox"/> The teacher licensed in the area of the disability (if it's not you) |
| <input type="checkbox"/> DHH | |
| <input type="checkbox"/> ASD | |

ACTIVATING AND INACTIVATING STUDENTS

When students leave, be sure to “tell the story” on what happened. If you “hide” a student from your list without a proper exit and do not “tell the story” we end up falsely claiming them for funding.

In their SPED Forms File, students should have an **exit code** in their **setup** as well as a **Prior Written Notice** stating what happened, where they went, and all other relevant information.





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Would you like to learn an exciting way to make your life easier? We thought so!

When you have to upload forms on your computer, you no longer need to gather the paperwork and walk down to the copy machine.

If you have an iphone, you can follow these easy steps to upload documents!

- Open “Notes” app
- Go into a note and click on the + on the bottom of the page
- Click on “Scan Documents”
- Take a picture of the document
- Click “Save”
- Click on scanned document image and forward it to your email using the top right send button. Wha-la!