

IEP: RCSN Responsibilities

IEP	Timeline	RCSN Responsibilities
IFSP (Individual Family Service Plan)	Case Managers have 15 days to respond to a request for an evaluation with a Referral and an Assessment Plan or a Prior Written Notice. Once the assessment plan consent has been received by SDUSD, the IEP Team must assess, develop and hold the IFSP within 60 days.	IFSPs are for children up to 35 months. Infant Program uses IFSP. Once the consent to assess has been received by SDUSD, the team must start the assessment process. RCSN receives referral from case manager to do a health assessment when children are suspected of having health concerns. When applicable, RCSN completes NAR template for an IFSP. RCSN is responsible to attach this document in SEAS under the IFSP. If IFSP is locked, NAR is attached to <i>Additional Documents</i> and paper copy is placed in Special Ed container.
Initial IEP (Individual Education Plan)	Case Managers have 15 days to respond to a request for an evaluation with a Referral and an Assessment Plan or a Prior Written Notice. Once the assessment plan consent has been received by SDUSD, the IEP Team must assess, develop and hold the Initial IEP within 60 days.	Full NAR required for all Initial IEPs, to include visual acuity screening and hearing screening completed within one year prior to the IEP meeting . RCSN will review health records to determine whether health concerns impact student's learning. These educationally relevant health problems and services are noted in the NAR, Assessment Page 1, Present Levels Page 3, and <i>Special Factors</i> . Nursing services – Health Nursing Services (HNS) or Specialized Physical Healthcare Service (SPHCS) – are entered in SEAS under <i>Special Factors</i> pages 1 & 2 and <i>IEP</i> page 1. If there are no health concerns which impact learning, write a summary of any findings into <i>Assessment Page 1 and Present Levels Page 3</i> , mark “No educationally relevant health problems” and sign the entry.
Triennial IEP	Triennial/Full Assessments must be completed at least every three years or possibly when change of placement is being considered. When the Team decides to do full assessments, the Case Manager/Assessors will send home an assessment plan early enough to have time to do the assessments by the Triennial Review date.	Full NAR is only required when student health concerns impact their learning (i.e., ISHP/health related accommodations/nursing interventions). The RCSN enters information in <i>Assessment Report Page 1 & 2, Present Levels Page 3, Special Factors Page 1 & 2, and IEP Page 1</i> . If full NAR is not required, the RCSN will report the visual acuity and hearing screening data to the case manager. The case manager will enter the information into the IEP. Screenings must be performed within one year prior to the IEP meeting date.
Annual IEP	To be held no later than one calendar year from initial IEP or from the last annual.	When student health concerns impact their learning, the RCSN needs to enter this information into <i>Present Levels</i> page 3. When there are HNS/SPHCS on the previous IEP, the RCSN needs to add these services to the annual. Attach ISHP and medical orders when appropriate.

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Supplemental IEP (Called Amendment IEP)	Any time during the school year.	Any time that there is a lack of expected progress toward annual goals, new pertinent information, change in the student’s behavior/health that affects their functioning in the school environment the team needs to offer a revision/supplemental IEP. Services that were on the annual/initial/triennial will continue to be included. RCSN may need to update HNS/SPHCS or add an ISHP/medical orders.
Interim IEP	Within 30 days when a student transfers with an existing IEP from another district. The receiving district needs to review the current IEP, modify, and implement a new IEP.	RCSN reviews student health information for health concerns that impact their learning and adds services, as needed. If the Interim falls during an Annual or Triennial, please see above (Annual IEP/Triennial IEP).
Transitional IEP	Dependent on program and last IEP.	<p>Infant Program: When the student moves to ECSE they will have their first IEP. This is the first initial IEP and the RCSN needs to do all that is required for an initial IEP.</p> <p>Early Childhood (State Preschool/CDC) to Kindergarten: RCSN will have to complete an annual assessment. Transitional IEP can be combined with an annual if the IEP is conducted after February 15 of the year of transition.</p> <p>ECSE to Kindergarten: If a <i>Triennial IEP event</i> is opened up, the RCSN will do a full NAR. Most transitional assessments are done with the annual or held as a supplemental if the annual was done before February. If a <i>Supplemental Assessment or an Annual Assessment</i> is opened, the RCSN will review the records and decided whether there are any health problems. See above for instruction on <i>Annual IEP</i> and <i>Supplemental/Amended IEP</i>.</p> <p>High School to TRACE: When a student transitions from High School to TRACE this is considered a <i>Change of Placement</i>. If the student has a health problem, the TRACE RCSN would like to attend the IEP meeting to plan for the student’s health care in the community. Sending RCSN needs to provide the TRACE RCSN the student’s ISHP, any medical forms and the health folder. Nursing services (HNS/SPHCS) need to be added to <i>Change of Placement</i> forms.</p>

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SOP (Summary of Performance)	<p>SOP are done when a student is:</p> <ul style="list-style-type: none"> • leaving secondary school due to graduation with a high school diploma or • having reached the maximum age for special education service 	<p>There is a Health box on this form which asks for <i>Present Levels of Performance and Accommodations</i>. Information should include the student's current functioning, strengths and abilities concerning health. If the student does not have health concerns which impact their learning, indicate this in a statement. The SOP is NOT in lieu of an annual or Triennial IEP team meeting so if it is due, it must be completed. A full NAR is needed for triennials that are due in the senior year when the student has nursing services on their IEP. There is no requirement to hold an IEP team meeting solely for the purpose of completing the SOP.</p>
Speech Only IEP Initial		<p>The RCSN will only complete a full NAR when student health concerns impact learning.</p> <p>If full NAR is not required, the RCSN will report the visual acuity and hearing screening data to the case manager. The case manager will enter the information into the IEP. Screenings must be performed within one year prior to the IEP meeting date.</p>
Speech Only IEP Triennial		<p>The RCSN will only complete a full NAR when student health concerns impact learning.</p> <p>If full NAR is not required, the RCSN will report the visual acuity and hearing screening data to the case manager. The case manager will enter the information into the IEP. Screenings must be performed within one year prior to the IEP meeting date.</p>